



**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
SOLICITATION ACKNOWLEDGEMENT FORM  
INVITATION TO BID (ITB)  
CONTRACTUAL SERVICES**

Page 1 of 44	<b>SUBMIT BID TO:</b> Florida Department of Environmental Protection Bureau of General Services - Procurement Section 3800 Commonwealth Blvd, MS93 Tallahassee, Florida 32399-3000
AGENCY RELEASE DATE: September 3, 2019	

<b>SOLICITATION TITLE:</b> Janitorial Services for Bob Martinez Center Laboratory Complex	<b>SOLICITATION NO.:</b> 2019021 REBID
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**SEALED BIDS ARE DUE: OCTOBER 15, 2019 BY 3:00 PM**  
**SEALED BIDS WILL BE OPENED: OCTOBER 16, 2019 AT 10:00 AM**

BIDS MUST BE VALID FOR A PERIOD OF: **180** Days

VENDOR NAME:	<hr/> <p align="center"><b>AUTHORIZED SIGNATURE (MANUAL)</b></p> <hr/> <p align="center"><b>*AUTHORIZED SIGNATURE (TYPED), TITLE</b></p> <p><b>*This individual must have the authority to bind the bidder.</b></p>
VENDOR MAILING ADDRESS:	
VENDOR CITY-STATE-ZIP:	
PHONE NUMBER:	
TOLL FREE NUMBER:	
FAX NUMBER:	
EMAIL ADDRESS:	
FEID NO.:	

TYPE OF BUSINESS ENTITY (Corporation, LLC, partnership, etc.):

I certify that the material terms and the proposed prices contained in this response to this Invitation to Bid (this ITB) have been kept confidential by the Bidder (and all people and entities affiliated with this Bidder who have or may have had knowledge of the same) and that, to the best of my knowledge, they have not been disclosed to any third party including, but not limited to, any other bidder to this ITB. Further, I certify that the prices proposed herein were arrived at and submitted without prior understanding, agreement, or in cooperation with any other entity submitting a response to this ITB, or to induce an entity to forbear from filing a response, and that this bid is in all respects made without collusion or in an effort to perpetrate a fraud on the agency.

I certify that I am authorized to sign this response to this ITB for the Bidder and that the Bidder is in compliance with all requirements of this ITB; including, but not limited to, the certification requirements contained in this ITB as well as those contained above. In submitting this bid, the Bidder offers and agrees that if the bid is accepted, the Bidder will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the State of Florida. At the State's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders' final payment to the Bidder.

Bidder agrees to abide by all conditions of this Response and, if selected, to perform in accordance with all terms of the ITB and any contract arising there from.

**BIDDER CONTACTS:** Please provide the name, title, address, telephone number, and e-mail address of the official contact and an alternate, if available. These individuals shall be available to be contacted by telephone or attend meetings, as may be appropriate regarding the ITB schedule.

<b>PRIMARY CONTACT:</b>		<b>SECONDARY CONTACT:</b>	
<b>NAME, TITLE:</b>		<b>NAME, TITLE:</b>	
<b>ADDRESS:</b>		<b>ADDRESS:</b>	
<b>PHONE NUMBER:</b>		<b>PHONE NUMBER:</b>	
<b>FAX NUMBER:</b>		<b>FAX NUMBER:</b>	
<b>EMAIL ADDRESS:</b>		<b>EMAIL ADDRESS:</b>	

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## SECTION 1.00 – INTRODUCTION

**1.01. Purpose and Scope.** The Department of Environmental Protection (hereinafter referred to as the "Department" or "DEP") is requesting bids from qualified Contractors to provide janitorial services for the Department's Laboratory Complex of the Bob Martinez Center, 2600 Blair Stone Road, Tallahassee, Florida, 32399. The areas of the complex to be cleaned include offices, cubicles, breakrooms, common areas, laboratory rooms, and toilet rooms. Bidders must have general experience in cleaning an office/building complex with a minimum floor area of 30,000 square feet. Bidders must have experience in cleaning, waxing, and sealing Armstrong Medintech Sheet Vinyl flooring.

**1.02. Timeline of Events.** The following schedule will be strictly adhered to in all actions relative to this Solicitation. The Department reserves the right to make adjustments to this schedule and will notify participants in the Solicitation by posting an addendum on the Vendor Bid System (VBS). It is the responsibility of the Bidder to check VBS on a regular basis for such updates.

EVENTS	DATES	TIME	LOCATION/METHOD
ITB Advertised	September 3, 2019		Vendor Bid System
Notify Procurement Officer of Intent to Attend the Pre-Bid Site Visit	September 20, 2019	4:00 PM	Email to Procurement Officer
<b>Mandatory Pre-Bid Site Visit</b>	September 26, 2019	3:00 PM	Bob Martinez Center Laboratory A, Room 204-208 2600 Blair Stone Road Tallahassee, Florida, 32399
<b>Mandatory Pre-Bid Conference</b>	September 26, 2019	4:00 PM	Bob Martinez Center Laboratory A, Room 204-208 2600 Blair Stone Road Tallahassee, Florida, 32399
Vendor Questions Due	October 3, 2019	3:00 PM	Email to Procurement Officer
Questions & Answers Addendum, on or about	October 8, 2019		Vendor Bid System
Sealed Bids Due	<b>October 15, 2019</b>	<b>3:00 PM</b>	Mail to Department: <b>ITB 2019021 REBID</b> Bureau of General Services, Procurement Section 3800 Commonwealth Blvd, MS93 Tallahassee, Florida 32399-3000
Public Opening	October 16, 2019	10:00 AM	Conference Room 153 3800 Commonwealth Blvd Tallahassee, Florida 32399-3000
References Contacted	October 17 – October 24, 2019		By Phone and/or Email by Department
Intent to Award, on or about	November 5, 2019		Vendor Bid System

**\*All times referenced in this solicitation are current local time in Tallahassee, Florida**

**1.03. Procurement Officer.** Pursuant to section 287.057(23), F.S., and the PUR 1001, Section 2.00, the Procurement Officer is the sole point of contact from the date of release of this ITB until the Contract award is made. Violation of this provision may be grounds for rejecting a Bid.

Lori L. Anderson, FCCN, FCCM  
Bureau of General Services – Procurement Section  
Florida Department of Environmental Protection  
3800 Commonwealth Boulevard, MS#93  
Tallahassee, Florida 32399-3000  
Email: [lori.l.anderson@dep.state.fl.us](mailto:lori.l.anderson@dep.state.fl.us)

Refer ALL inquiries in writing to the Procurement Officer by email. Responses to timely questions posed to the Procurement Officer will be posted on the VBS. The Department will not talk to any Bidders or their agents regarding a pending solicitation. Please note that no information will be given via telephone.

The Procurement Officer shall not be bound by any verbal information or by any written information that is not contained within the Solicitation documents or formally noticed and issued by the DEP Procurement Section.

**\*\*\*ALL EMAILS TO THE PROCUREMENT OFFICER SHALL CONTAIN THE SOLICITATION NUMBER 2019021 REBID IN THE SUBJECT LINE OF THE EMAIL\*\*\***

**1.04. Mandatory Pre-Bid Site Visit.** A MANDATORY Pre-Bid Site Visit will be held at the Bob Martinez Center, Laboratory A, Room 204-208, as specified in the Timeline of Events. All prospective Bidders will report to the main building Security desk for a visitor badge and a Department representative will escort you to the conference room. All prospective Bidders intending to submit a Bid must attend the Mandatory Pre-Bid Site Visit as scheduled in order to submit a Bid. Failure to attend the Mandatory Pre-Bid Site Visit shall preclude a prospective Bidder from submitting a Bid and will render the Bid non-responsive and will result in the rejection of the Bid.

**The Bidder shall notify the Procurement Officer of their plans to attend the facility site visit via email. The email must be received at least two (2) days prior to the date of the site visit as provided in the Timeline of Events. Due to limited space, and traffic through the working laboratories, the number of attendees shall be limited to two (2) people per Bidder.**

Prospective Bidders should allow enough time to arrive, park, walk and gain entry into the building to ensure that they arrive prior to the applicable Mandatory Pre-Bid Site Visit time.

Accessibility for Disabled Persons: Any person requiring special accommodations at any Pre-Bid Conference, public opening, or event because of a disability or physical impairment should call the listed contact person no later than five (5) days prior to the event. If you are hearing or speech impaired, please contact the Department using the Florida Relay Service at 1(800) 955-8771 (TDD).

Employee Relations Manager  
Department of Environmental Protection,  
Bureau of Human Resource Management  
[HR\\_ER@FloridaDEP.gov](mailto:HR_ER@FloridaDEP.gov)  
(850) 245-2485 (voice) or 711 (Florida Relay Service)

**1.05. Mandatory Pre-Bid Conference.** A MANDATORY Pre-Bid Conference will be held immediately following the Mandatory Pre-Bid Site visit, as specified in the Timeline of Events. The purpose of this meeting is to provide an open forum for the Department to review the Scope of Services and make clarifications regarding the Scope of Services, Solicitation requirements, contractual requirements, and other conditions or requirements that may, in any manner, affect the work to be performed. Any changes and/or resulting addenda to the Bid will be the sole prerogative of the Department.

Attendance at this Pre-Bid Conference is MANDATORY. Failure by a Bidder to attend or be represented at this Pre-Bid Conference will constitute a non-responsive determination of their bid package. Bids found to be non-responsive will not be considered.

Accessibility for Disabled Persons: Any person requiring special accommodations at any Pre-Bid Conference, public opening, or event because of a disability or physical impairment should call the listed contact person no later than five (5) days prior to the event. If you are hearing or speech impaired, please contact the Department using the Florida Relay Service at 1(800) 955-8771 (TDD).

Employee Relations Manager  
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**1.06. Questions.**

**NOTE: This section supersedes Section 2.00, General Instructions to Respondents (PUR 1001), Paragraph#5, Questions.**

**Information will not be provided by telephone.** Any questions from prospective Bidders concerning this Solicitation shall be submitted in writing to the Procurement Officer no later than the time and date specified in the Timeline of Events. No interpretation shall be considered binding unless provided in writing by the Department in response to a request in full compliance with this provision. All questions and answers will be posted on the VBS. Questions will not constitute a formal protest of the specifications or of the Solicitation.

Responses to all written inquiries, and clarifications or addenda if made to the Solicitation, will be made through the VBS. It is the prospective Bidders responsibility to periodically check the VBS. The Department bears no responsibility for any delays, or resulting impacts, associated with a prospective Bidder’s failure to obtain the information made available through the VBS.

Each submission shall have the ITB number 2019021 REBID in the subject line of the email. Questions must be submitted in the following format to be considered:

Question #	ITB Section	ITB Page #	Question

Once the Department posts the answers to the questions, Bidders may begin submitting bids; however, Bidders are encouraged to submit their Bids no earlier than five (5) days prior to the submission deadline. Bids must be submitted by the deadline listed in the Timeline of Events.

**1.07. Addenda.** If the Department finds it necessary to supplement, modify, or interpret any portion of the Bid documents, a written “Addendum” will be posted on the VBS. It is the responsibility of the Bidder to be aware of any Addenda that might have a bearing on their Bid.

**1.08. Price Sheet Form.** Price Sheet Form must be completed and submitted, or the Bid will be rejected. The Department will not accept any other type of “Price Sheet Form” as a valid bid to this Bid. By affixing authorizing signature, the Bidder hereby affirms and agrees to all terms, conditions, provisions, and specifications within the Bid. Prior to issuance of a Contract, the selected Bidder must be properly licensed to do business within the State of Florida (“State”), if required by federal or state law, for the service or commodities the Bidder will provide to the Department.

**1.09. Past Performance / Client References.** In the space provided on the Client Reference Form, the Bidder must list all names under which it has operated during the last five (5) years. The Department will review its records to identify all contracts that the respondent has undertaken with the Department,

where the Bidder was the prime contractor, during the last five (5) years (contracts in effect during or after March 2014).

In the spaces provided on Client Reference Form, the Bidder must provide the required information for three (3) separate and verifiable clients which have been completed for clients of the Bidder (not intended subcontractors) for projects similar in the Solicitation. The clients listed must be for work of similar scope and size to that specified in this Solicitation. Confidential clients shall not be included. Do not list projects completed for the Department as a reference on this form.

Bidders must have general experience in cleaning an office/building complex with a minimum floor area of 30,000 square feet. Bidders must have experience in cleaning, waxing, and sealing Armstrong Medintech Sheet Vinyl flooring. **At least one of the references must confirm these requirements.**

The same client may not be listed for more than one (1) reference (for example, if the Bidder has completed a project for the Florida Department of Transportation – District One and one project for the Florida Department of Transportation – District Two, only one of the projects may be listed because the client, the Florida Department of Transportation, is the same).

Clients that are listed as subcontractors in a Bid will not be accepted as Past Performance references under this Solicitation. Firms that are currently parent or subsidiary companies to the Bidder will not be accepted as Past Performance references under this Solicitation.

In the event that the Bidder has had a name change since the time work was performed for a listed reference, the name under which the Bidder operated at the time that the work was performed must be given, at the end of the project description for that reference, on the Client Reference Form.

In the event that the Bidder submits a Bid as a joint venture, at least one (1) past performance client must be listed for each member of the joint venture. However, the total number of clients to be listed remains three (3).

References should be available to be contacted during normal business hours (Monday-Friday, 8:00 a.m.–5:00 p.m.), per the Timeline of Events. The Department will contact ALL three (3) of the Bidder's references in order to complete an evaluation questionnaire as provided on the Client Reference Form.

A Department representative will contact the references via telephone and/or email to verify satisfactory Past Performance. The Department will attempt to contact each reference up to two (2) times during the duration of time listed on the Timeline of Events. In the event that the contact person cannot be reached following the specified number of attempts the reference will not be considered. The Department will not attempt to correct incorrectly supplied information. Each Bidder is required to have at least two (2) satisfactory references to be deemed responsible and considered for award.

Bidder must also complete and sign the **Client Reference Form** allowing the Department to evaluate and assess Vendor's eligibility for Contract Award pursuant to the indicated solicitation, and that any such information provided may be subject to disclosure under Chapter 119, F.S., the Florida Constitution, or other authority.

**Failure to provide the required information for three (3) separate and verifiable clients in the spaces provided on the Client Reference Form, or failure to provide the required information for each reference shall result in the Bidder being deemed not responsible and their Bid will not be considered for award.**

**1.10. Vendor Principal Place of Business Attestation.** The Bidder shall complete and submit the Vendor Principal Place of Business Attestation Form, indicating whether its principal place of business is within the State. For the purpose of this ITB, "principal place of business" means the state in which the Bidder's high-level officers direct, control, and coordinate the Bidder's activities.

Consistent with section 287.084 (2), F.S., if a Bidder indicates on its form that its principal place of business is outside of this State, it shall have an attorney provide the opinion on the Vendor Principal Place of Business Attestation Form.

#### **1.11. Submittal of Bid.**

**NOTE: This section supersedes Section 2.00, General Instructions to Respondents (PUR 1001) Paragraph 3, Electronic Submission of Responses.**

The Bidder must submit one (1) original and one (1) duplicate electronic copy of the entire Bid to the Department. The hard copy of the Bid shall bear original signatures and be marked as the "Original." The electronic copy of the Bid may be submitted on CD, DVD, or USB-compatible memory stick and must be in .pdf format. The Department will reject Bids submitted in alternate file formats or which contain information different from that in the hard copy of the Bid.

Bidders shall deliver Bids to the Department's office designated in the Solicitation Acknowledgement Form before the date and time specified. Any Bid that is received after the exact time specified in the Timeline of Events is late. Bidder should be aware that the U.S. Postal Service does not guarantee on time delivery for any service other than Express Mail. Late Bids, as well as Bids submitted electronically or by facsimile, are Non-Responsive and will not be considered and are not eligible for Award. All Bid materials must be packaged so that each box shipped to the Department does not exceed 25 pounds.

In addition to whatever markings are required for shipment, Bid packages must be marked to show the Bidder's name and address, the solicitation number, and the date and time Bids are due. If multiple packages are shipped, package sequences (i.e. 1 of 3, 2 of 4, etc.) must also be indicated on the outside of the package.

The Bid package shall contain the following:

- Solicitation Acknowledgement Form;
- Price Sheet Form(s);
- Product Description Form;
- Vendor Financial Attestation;
- Vendor Responsibility Disclosure;
- Vendor Conflicts of Interest Attestation;
- Vendor Principal Place of Business Attestation;
- Vendor Drug-Free Workplace Attestation;
- Vendor Scrutinized Companies Lists Attestation;
- Client Reference Forms; and
- Bidder/Subcontractor Summary Form

If you assert that any portion of your Bid is exempt from disclosure under the Florida Public Records law, you must submit a redacted version of the Bid along with the un-redacted version. The redacted copy shall be clearly titled "Redacted Copy."

**CAUTION: Bids received by the Department after the exact time specified for receipt will not be considered.**

**1.12. Alternate Replies.** A Bidder may not submit more than one (1) bid. The Department seeks each Bidder's single-best bid.

**1.13. General Evaluation Information.** The Department reserves the right to accept or reject any or all Bids received; waive any minor irregularity, technicality, or omission if the Department determines that doing so will serve in the State's best interest; and reserves the right to make an award without further discussion of the bids submitted. No allowances will be made to the bidder because of a lack of knowledge of conditions or requirements and will not relieve any liabilities and obligations.



A non-responsive submittal shall include, but not be limited to, those that: a) are irregular or are not in conformance with the requirements and instructions contained herein; b) fail to utilize or complete prescribed forms; or c) have improper or undated signatures. A NON-RESPONSIVE SUBMITTAL WILL NOT BE CONSIDERED.

The Department objects to and shall not consider any additional terms or conditions submitted by a Bidder, including any appearing in documents attached as part of a Bid. In submitting its Bid, a Bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have not force or effect.

**1.14. Administrative Review.** All Bids will be reviewed by the Procurement Officer to ensure that complete Bids have been submitted and to ensure that the Bids meet the minimum requirements as outlined in this ITB. In order to foster maximum competition, the Department will seek to minimize Bidders disqualifications resulting from non-responsiveness during the administrative review process. Therefore, the Department may, in its sole discretion, notify Bidders whose qualifying information or documentation does not meet the requirements of the ITB and will allow the correction of errors and omissions prior to making a final determination of responsiveness. Timely cures will be accepted by the Department.

**1.15. Administrative Cure Process.** In the interest of maximizing competition, the Bid qualification and cure process seeks to minimize, if not eliminate, Bidders disqualifications resulting from nonmaterial, curable deficiencies in the Bid. During the Administrative Review portion of the evaluation, if the Department determines that a nonmaterial, curable deficiency in the bid will result in the disqualification of a Bidder, the Department may notify the Bidder of the deficiency and a timeframe within which to provide the information. This process is at the sole discretion of the Department; therefore, the Bidder is advised to ensure that its Bid is compliant with the ITB at the time of submittal.

**1.16. Basis of Award.** The Department intends to award to the lowest responsible, responsive Bidder meeting all specifications and conditions of this solicitation.

**1.17. Posting of Agency Decision.**

**NOTE: This section supersedes Section 2.00, General Instructions to Respondents (PUR-1001), Paragraph #3, Electronic Posting of Notice of Intended Award.**

The Department will post a Notice of Intent to Award, stating its intent to enter into a Contract with the Bidder identified therein, on the Vendor Bid System (VBS) website. If the Department decides to reject all Bids, it will post its notice on the same VBS website. The Notice of Intent to Award will be posted for review by interested parties on the VBS on or after the date listed on the Timeline of Events.

**1.18. Department's Reserved Rights.**

The Department reserves the right to:

- A. Reject all bids at any time, including after an award is made when doing so would be in the best interest of the State of Florida.
- B. Determine a bid non-responsive.
- C. Waive any minor irregularity, technicality, or omission if the Department determines that doing so will be in the best interest of the State of Florida.
- D. Make no award, as determined to be in the best interest of the State of Florida.
- E. Award to the next lowest responsible, responsive Bidder if the lowest Bidder is unable to meet the terms and conditions of the Solicitation.
- F. Withdraw the ITB at any time, including after an award is made, when doing so would be in the best interest of the State of Florida.

- G. Withdraw or amend its Notice of Award at any time prior to execution of a contract, including, but not limited to situations in which the selected vendor fails to execute the contract.
- H. Withdraw or amend its Notice of Award if the Contractor defaults in performance.
- I. Re-procure services in accordance with Rule 60A-1.006(3), F.A.C.
- J. To make an award without further discussion of the bids submitted.

By exercising the above listed rights, the Department assumes no liability to any vendor.

**1.19. MyFloridaMarketPlace Vendor Registration.** Prior to execution of Contract(s) by the Department, Awarded Vendor(s) must be registered with the Florida Department of Management Services' (DMS) MyFloridaMarketPlace (MFMP) Vendor Registration System. Information about the registration process is available on, and registration may be completed at, the MFMP website. Prospective vendors who do not have Internet access may request assistance from MFMP Customer Service.

The following United Nations Standard Products and Services Code (UNSPSC) are provided to assist you in your registration efforts:

- 76101502 – Restroom cleaning services;
- 76110000 – Cleaning and janitorial services;
- 76111500 – General building and office cleaning and maintenance services;
- 76111501 – Building cleaning services; and
- 76111600 – Building component cleaning services.

**1.20. Type of Contract Contemplated.** A fixed unit rate contract is proposed based on the prices submitted by the selected Bidder on the Price Sheet Form; however, the Department reserves the right to award another type contract if such will be most advantageous to the Department and the State. The selected Contractor shall be paid for the services rendered under the contract resulting from this Solicitation upon satisfactory completion of these services.

A copy of the proposed Contract containing all requirements is attached to this Solicitation. The requirements contained in the proposed Contract should be closely reviewed by the Bidder since modifications proposed by the Bidder will not be considered.

**1.21. Anticipated Contract Term and Renewal.** The term of the Contract will begin upon execution by both parties and remain in effect for a period of five (5) years, unless cancelled earlier in accordance with the terms of the Contract. The Department reserves the right to renew any Contract resulting from this Solicitation. Renewal(s) shall be in writing and subject to the same terms and conditions as the original Contract and any amendments thereto, for a period no greater than five (5) years. All renewals are contingent upon satisfactory performance by Contractor. Renewals may be for the entire period or in increments.

**1.22. Florida Department of State Registration Requirements.** The Bidder is responsible for registering with the Florida Department of State prior to execution of the Contract unless exempt (see applicable sections of Title XXXVI, Business Organizations, Chapters 605 through 623, F.S.).

**1.23. Convicted Vendor List.** A company placed on the Convicted Vendor List may not submit a Bid or be awarded a contract to provide any goods or services pursuant to Rule 60A-1.006 F.A.C. The "Convicted Vendor List" is published at MyFlorida.com.

**1.24. Diversity.** The Department is dedicated to fostering the continued development and economic growth of small, minority-owned, veteran-owned, and women-owned businesses. Participation of a diverse group of Bidders doing business with the State is central to the Department's effort.

To this end, small, minority-owned, veteran-owned, and women-owned business enterprises are encouraged to participate in the State's procurement process as both prime Bidders and subcontractors under prime contracts. Bidders are encouraged to partner with certified small, minority-owned, veteran-owned, and women-owned businesses for contract performance. Enterprises that desire to be certified as a small, minority-owned, veteran-owned, or women-owned business and prime contractors who wish to partner with these entities can request certification information from the State's Office of Supplier Diversity (OSD) within the Florida Department of Management Services.

**1.25. Bidder Responsibility.** In determining Bidder responsibility, the Department may consider any information or evidence which comes to its attention and which reflects upon a Bidder's capability to fully perform the Bid requirements and/or the Bidder's demonstration of the level of integrity and reliability which the Department determines to be required to assure performance of the Bid.

**1.26. Protest Rights.** Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post a 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.

Documents received after Business hours (Monday-Friday, 8:00 a.m. - 5:00 p.m., Eastern Time) will be filed the following business day.

All filings must be made with the Agency Clerk ONLY and are only considered "filed" when stamped, physically or digitally, by the Agency Clerk. It is the responsibility of the filing party to meet all filing deadlines.

The Agency Clerk's address is:  
Agency Clerk, Office of General Counsel  
Department of Environmental Protection  
3900 Commonwealth Boulevard,  
Douglas Building, MS#35  
Tallahassee, Florida 32399-3000  
Email: [Agency\\_clerk@floridadep.gov](mailto:Agency_clerk@floridadep.gov)

**Do not send Bids to the Agency Clerk's Office. Send all Bids to the Procurement Officer identified in the solicitation.**

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## SECTION 2.00 –INSTRUCTIONS TO BIDDERS

This section contains the General Instructions and Special Instructions to Bidders. The “General Instructions to Respondents” Form PUR 1001 is incorporated by reference and can be accessed at MyFlorida.com or at:

[https://www.dms.myflorida.com/content/download/2934/11780/PUR\\_1001\\_General\\_Instructions\\_to\\_Respondents.pdf](https://www.dms.myflorida.com/content/download/2934/11780/PUR_1001_General_Instructions_to_Respondents.pdf). The remaining instructions are “Special Instructions.”

### **2.01 Assertion of Confidentiality Regarding Submitted Materials.**

- A. If Bidder asserts that any portion of their Bid is proprietary, trade secret, intellectual property, or otherwise confidential (“Confidential Information”) and which Bidder claims as exempt from disclosure under Chapter 119 Florida Statutes, the Florida Constitution or other authority (“Florida Public Records Law”), then Bidder must submit a redacted version of the Bid along with the un-redacted version. The redacted copy shall be clearly titled “Redacted Copy.”
- B. Any relevant and responsive information submitted which is asserted by Bidder to be Confidential Information that Bidder claims as exempt from disclosure from applicable Florida Public Records Law must be clearly marked as such in the un-redacted version of your Bid, and either removed from or obliterated in the Redacted Copy.
- C. The Redacted Copy should redact all, but only, those portions of material that Bidder asserts are Confidential Information. Bidder must identify the statutory citation supporting its claim of confidentiality for each and every redaction. Bidder shall not mark the entire Bid as confidential, trade secret or otherwise not subject to Florida Public Records Law. Any Bid with more than fifty percent (50%) of the documents, data or records so marked will be deemed non-responsive and will not be considered.
- D. Failure to identify asserted Confidential Information in Bids, and/or to redact such information in the Redacted Copy, shall constitute a waiver of any claim of confidentiality or exemption to such information, document or Bid.

**2.02 Conflict of Interest.** The Bidder covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the services required to be performed under the contract.

**2.03 Disclosure.** Information will be disclosed to Bids in accordance with State statutes and rules applicable to this ITB after evaluations are complete.

### **2.04 Firm Response.**

**NOTE: This section supersedes Section 2.00, General Instruction to Bidders (PUR1001), Paragraph 14, Firm Response.**

The Department may make an award within one hundred eighty (180) days after the date of the Bid opening, during which period the Bid submitted shall remain firm and shall not be withdrawn. If an award is not made within one hundred eighty (180) days after the Bid opening date, the Bid shall remain firm until either the Department posts an Agency Decision, or the Department receives a written notice from the Bidder that the Bid is withdrawn, whichever occurs first. Any Bid that expresses a shorter duration shall be rejected.

**2.05 Misrepresentations.** All information submitted, and representations made by the Bidder are material and important and will be relied upon by the Department in awarding the contract. Any misstatement or

omission (a "Misrepresentation") shall be treated as a fraudulent concealment of the true facts relating to submission of the ITB. A misrepresentation shall be a basis for Department to disqualify the Bidder from participating in this ITB, and any re-bid pertaining to this subject matter (regardless of whether the re-bid resulted from Bidder's misrepresentation) and shall be punishable under law, including, but not limited to, Chapter 817, F.S.

#### **2.06 Public Requests for Bids.**

- A. If a public records request for the Bids is made, the Department will provide the requestor access to the Redacted Copy, bearing Bidder's assertion of exemption from disclosure. If Bidder failed to submit a Redacted Copy, the Department is authorized to produce the entire un-redacted document submitted to the Department in response to a public records request encompassing the Bid.
- B. If a public records request is made for the un-redacted Bids challenging the assertion of Bidder's exemption, the Department will notify Bidder. Bidder shall be solely responsible for taking whatever action it deems appropriate to legally defend its claim of exemption from disclosure under the Public Records Law.
- C. Bidder shall obtain either an agreement with the requestor withdrawing its request or commence an action in a court of competent jurisdiction requesting an injunction prohibiting its disclosure within seventy-two (72) hours (excluding weekends and state and federal holidays) of Bidder's receipt of notice of the public records request.
- D. By submitting its Bid, Bidder agrees that no right or remedy for damages against the Department will arise from disclosure by the Department of the alleged Confidential Information following Bidder's failure to promptly protect its claim of exemption.
- E. By submitting a Bid, the Bidder agrees to protect, defend, and indemnify the Department for any and all claims arising from or relating to the Bidder's assertion that the redacted portions of its Bid are Confidential Information not subject to disclosure.

**2.07 Qualifications.** The Bidder must prove to the satisfaction of the Department that they 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 ITB. The Bidder must provide contact information for references as outlined in the Past Performance/Client References section. Bidders must have general experience in cleaning an office/building complex with a minimum floor area of 30,000 square feet. Bidders must have experience in cleaning, waxing, and sealing Armstrong Medintech Sheet Vinyl flooring

**2.08 Prime Contractor and Subcontractor.** In accordance with the terms of the Acknowledgment Form, a Bidder may not respond to this ITB as both prime Contractor and as a subcontractor. The Bidder **shall be disqualified** if and to the extent it responds to this ITB as a proposed prime Contractor and has agreed to serve as a subcontractor to any other Bidder to this ITB. A Bidder may not disclose to any other Bidder or subcontractor what prices or terms Bidder has included in its Bid as a prime Contractor.

All Bids to this ITB to provide services as prime Contractors which are received from affiliated entities (those with any common ownership, management or control), shall be rejected if discovered prior to selection and any award or contract thereon shall be terminated if discovered subsequent thereto.

## SECTION 3.00 - SCOPE OF SERVICES

This Scope of Services will be attached to any Contract that may be executed as a result of this Bid as the Scope of Work. By submitting a Bid, each Bidder specifically acknowledges and agrees that in addition to all requirements noted elsewhere in this Bid, all requirements referencing "Contractor" contained within the Scope of Services below will be applicable to the Bidder should he/she be deemed the successful Bidder. No subcontracting is allowed.

All services to be performed shall meet or exceed the minimum requirements outlined in this Bid. Under no circumstances shall services meeting less than the minimum services requirements be permitted without the prior written approval of the Department; otherwise, it shall be considered that services proposed will be performed in strict compliance with requirement and rules, regulations and governance contained in this Bid and successful Bidder shall be held responsible therefore.

**3.01. Introduction.** This Scope of Services describes janitorial services required for the DEP Laboratory Complex of the Bob Martinez Center, 2600 Blair Stone Road, Tallahassee, Florida, 32399. The complex comprises 4 buildings (A-D) and the area requiring cleaning is approximately 53,000 square feet.

Areas to be cleaned will include offices, cubicles, breakrooms, common areas, laboratory rooms, and toilet rooms.

**3.02. Cleaning Locations/Areas.** Below is a list of the locations/areas within the Laboratory Complex that will require cleaning and maintaining.

A. Locations/Areas:

- 1<sup>ST</sup> Floor - A101, A102, A103, A104, A105, A108, A116, A117, A118, A119, A120, A121, A123, A124, A125, A126, A128, A110 (Janitorial), A129 breakroom, 9 large cubicles, and common areas.
- 2<sup>ND</sup> Floor – A204A (Kitchen), A204, Break Rm), A208 (Conference), A210 (janitorial), A216A, A216B, A216C, A216D, A216E, A216F, A216G, A216H, A216K, A216L, A216M, A216N, A216O, A216P, A216Q, A216R, 4 Cubicles and common areas.
- 3<sup>RD</sup> Floor – A304, A304B, A304C, A304D, A314, A316A, A316B, A316C, A316E, A316F, A316G, A316J, A316K, A316J, A316K, A316M. A316N, A316O, A316P and 10 Cubicles and common areas.
- 4<sup>TH</sup> Floor – A416A, A416B, A416C, A416D, A416E, A416F, A416J, AA16G, A416H, A416N, A416M, A416O, A416P, A416Q, A410, janitorial room, and common areas.

B. Elevator Lobbies:

- All areas in Building A, total of four (4) lobbies.

C. Laboratory Rooms (only):

- B205, B205A, B205B, B205C, B212, B227, B246, B236A, B303, B310, B315, B319, B338, B343, B345, B350, B403, B411, B429, B438, B443, B449, B107, B110, B112, B116, B105, C201, C206, C208, C214, C301, C307, C311, C315, D101-ABCD, D114.

D. Boat Storage:

- C101

E. Loading Dock Area:

- Building B, 2<sup>nd</sup> Floor

**3.03. Supplies.** The following is a list of supplies needed to complete the services during the term of this Contract. The supplies should include, but are not limited to, the following:

- Hand soap;
- Paper towels;
- Toilet paper;
- Trash Can liners;
- Floor Strippers;
- Sealers;
- Wax or floor finish;
- Bowl cleaner;
- Mopping soap;
- Carpet shampoo and spotters;
- Glass cleaner;
- Lotion cleanser;
- Walk-off mats; and
- Seat liners.

Due to the sensitive nature of testing being performed in the Laboratory Complex, a complete list of all products to be used, along with the names of the manufacturers, must be included on the Product Description Form (Section 5.00). Any products not found on the List of Approved Cleaning Products (see Exhibit 1) but included on the Product Description Form, must have labeling stating they are "Green Seal Certified."

**ALL** cleaning products used by the vendor must be listed on the Product Description Form, even if it is on the List of Approved Cleaning Products (Exhibit 1).

**3.04. Quality Requirements.**

- A. Sweeping, wet mopping or scrubbing. The floors and stairways shall be clean and free of dirt, water streaks, mop marks, string, gum, grease, tar, etc., and present an overall appearance of cleanliness. All surfaces shall be dry and the corners clean.
- B. Porcelainware cleaning. Porcelain fixtures (washbasins, urinals, toilets, etc.) shall be clean and bright; there shall be no dust, spots, stains, rust, green mold, encrustation, or excess moisture.
- C. Servicing. All supply dispensers shall be filled. Empty trash cans and replace trash can liners as needed. Sanitary napkin receptacles emptied, cleaned, disinfected and new bags inserted. The Contractor shall be responsible for all paper supplies.
- D. Trash Can Liners. Trash can liners will be used according to the following specifications:
  - three (3) to seven (7) gallons – 0.31 mil (clear/natural) high density plastic.
  - 30 to 39 gallons – 1.2 mil (black) medium linear low-density plastic.
  - 40 gallons or larger – 1.5 mil (black) heavy duty low-density plastic.
- E. Spot cleaning. Smudges, marks, or spots shall be removed without causing unsightly discoloration. Furniture should be free of spotty dirt areas, smudges, or other marks which give a poor, unclean appearance.
- F. Thorough sweeping and vacuuming. Floors/carpets shall be clean and free of trash, dirt and other debris. No dirt shall be left in corners, behind radiators, under furniture or behind doors. Carpets

shall be clean and free from dust balls. Nap on carpets shall lie in one direction upon completion of vacuuming.

- G. Metal polishing. Metal surfaces shall be free of smears, stains and fingerprints. They shall be clean and bright and polished to a uniform luster.
- H. Wood polishing. Wood surfaces shall be clean and free of smudges and residue.
- I. Thorough dusting. There shall be no dust streaks. Corners, crevices, molding and ledges shall be free of dust. There shall be no oils, spots or smudges on dusted surfaces caused by dusting tools.
- J. Damp mopping and spray buffing. Floors shall be free of streaks, mop strand marks and skipped areas. Walls, baseboards and other surfaces shall be free of splashing and markings from the equipment. The finished area should have a uniform luster.
- K. Glass cleaning. All glass shall be clean and free of dirt, dust, streaks, watermarks and spots and shall not be cloudy.
- L. Cleaning surface tops. Areas should be free of dust, dirt, grime, etc.
- M. Cleaning thresholds. Thresholds shall be clean and free of oil, grease, dirt and grime.
- N. Solid waste collection. All solid waste generated in the building shall be collected and removed to storage areas designated for trash by the Building Manager.
- O. Floor Stripping. All old finish or wax shall be removed. There shall be no evidence of gum, rust, bums, or scuff marks. Stripping compound must be approved by the Laboratory Safety Officer.
- P. Window washing. Washed glass shall be clean and free of dirt, grime, streaks and excessive moisture and shall not be cloudy. Window sashes, sills, wood work and other surroundings of interior glass shall be wiped free of drippings and other watermarks.
- Q. Collection of trash bags. Bags will be collected and stored inconspicuously until removed to compactor or disposal areas. There should be no bags in evidence in public areas. All bags shall be removed nightly.
- R. Recycle areas. The main trash and Recycle areas for Building A are the elevator lobby and individual trash containers in each office and cubicle.
  - Building A: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floor lobby area.
  - Building B/C: Loading dock, 3rd floor C wing in front of C301 and 4th floor Southeast Corridor.
  - Building C: 1st floor C101 area

These containers shall be used to collect white and colored paper. Cardboard boxes will be removed daily. Aluminum cans and plastic bottles must be removed once recycle container is full.

**3.05. Cleaning Procedures.** The following list of procedures defines the areas within the Laboratory Complex which need cleaning and maintaining and provides directions for the cleaning of these areas.

- A. Procedure 1: Toilet Rooms. The Complex contains a total of eighteen (18) toilet rooms. Eight (8) of the toilet rooms are designated for women, eight (8) are designated for men, and two (2) additional private toilet rooms, located in the locker room areas of Buildings C and D, are used by both genders. All toilet rooms contain a single toilet and wash basin. The eight men's rooms also contain a single urinal. All dispensers, receptacles, etc., which are to be used are noted in the instructions contained herein.



1. Sweep and wet mop or scrub floor utilizing a cleaner/disinfectant. Clean all spills with mop and cleaner/disinfectant solution.
2. Unstop plugged drains and toilets with plumber's plunger. Report leaks to the Department Contract Manager or designee(s).
3. Clean all fixtures – inside and outside basins, shelves, hardware, water closets, urinals, washbasins, mirrors, trash cans, dispensers and wall surfaces utilizing a cleaner/disinfectant sponge or cloth. Raise water closet seats. Wipe dry with cloth.
4. Empty trash cans and replace trash can liners as needed, service paper towel, soap, toilet paper, and seat cover dispensers (where and as required). Empty, clean and disinfect sanitary napkin receptacles; replace soiled bags with new ones. Collect soiled bags in separate containers for disposal.
5. Spot clean stainless steel, chrome, and other surfaces and dust horizontal surfaces utilizing stainless steel cleaner.

B. Procedure 2: Room Cleaning - Laboratory Buildings

1. Daily: Empty trash cans and remove trash, recycling containers, and cardboard boxes to designated disposal area. Wash badly soiled trash cans with cleaner/disinfectant solution. (Note: Carts and containers used for the collection and/or storage of waste material shall be of non-combustible or flame-resistant construction). Spot clean floors, walls, inside of windows, doors, and door facings as needed. Pick up trash and remove chewing gum spots. Clean smudges, streaks, etc. from window interiors.
2. Weekly:
  - Clean outside of glass doors to laboratory cabinets within the buildings.
  - Sweep and/or vacuum traffic patterned areas and extend the sweep or vacuum to remove obvious dirt from around and under furniture. Vacuum or wet mop entrance ways, including doormats as required. Dust mop resilient floors.
3. Monthly: Damp mop and spray buff all hard and resilient flooring. Spray buff all traffic patterns and scruffy areas.

**Note:** All damp mopping and spray buffing to use only water or alcohol-based cleaners or polishes. Mops are to be rinsed often and the solution changed frequently to avoid any evidence of smearing.
4. Every four (4) months: Strip seal and apply four (4) coats of floor finish to all resilient flooring on the 3<sup>rd</sup> week during the months of April, August and December for each year of this Contract. The Department must be notified at least 48 hours in advance of the day and time the vendor will perform the quarterly services. The department reserves the right to reschedule these services at any time. **Note:** The stripping and finishing of floors shall only be done between 8:00 a.m. and 6:00 p.m. on weekends.
5. Services to be performed as required to maintain quality standards:
  - Wash or damp wipe the inside and outside of trash cans as necessary to keep them in an acceptable condition.
  - Wipe down and treat surface of wood paneling.

C. Procedure 3: Room Cleaning - Office Buildings. All office areas, conference rooms, bridge walkways, public lobbies, and the corridor space adjacent to these areas.

1. Daily:

- Empty trash cans, replace trash can liners as needed and remove trash to designated disposal area.
- Wash badly soiled receptacles with cleaner/disinfectant solution. (Note: Carts and containers used for the collection and/or storage of waste material shall be of non-combustible or flame-resistant construction.)
- Wash or steam clean all cans used for collection of food remnants, inside and out.
- Clean debris and litter from planters and spot clean floors, walls, inside of windows, doors, door facings, and furniture in main lobby areas as needed.
- Pick up trash and remove chewing gum spots. Replace furniture in proper configuration.
- Clean smudges, streaks, etc., from window interiors.
- Clean both sides of plate glass entrance to offices within the buildings.
- In office areas, file rooms, libraries, conference rooms and other areas:
  - Sweep and/or vacuum traffic patterned areas and extend the sweep or vacuum to remove obvious dirt from around and under furniture.
  - Vacuum or wet mop entranceways, including door mats as required.
  - Dust mop resilient floors.
- Dust all horizontal surfaces that are readily available and visibly require dusting with a treated dust cloth.

2. Weekly:

- Thoroughly dust horizontal surfaces of furniture.
- Thoroughly vacuum carpets with vacuum equipped with brushes and/or beater bars.
- Sweep full floor areas.
- Vacuum vents and venetian blinds.
- Thoroughly dust all vertical surfaces (furniture, knee walls, chair rungs, table legs, etc.).
- Damp wipe both sides of all glass in doors, partitions, bookcases, and any other glass.
- Spot clean all glass.

3. Bi-weekly:

- Damp mop and spray buff all hard and resilient flooring.
- Spray buff all traffic patterns and scruffy areas.

**Note:** When damp mopping, a clean water and chemical solution shall be used. Mops are to be rinsed often and the water and chemical solution changed frequently to avoid any evidence of smearing.

4. Quarterly: In office areas, file rooms, conference rooms, and Electronic Data Processing (EDP) areas, dust all wall surfaces, vertical surfaces and under surfaces (knee walls, chair rungs, table legs, etc.).
5. Semi-annually: In office areas, file rooms, conference rooms, and EDP areas, damp wipe all glass in office areas, such as doors, partitions, and bookcases.
6. Annually: Shampoo carpet in office areas and cubicles.

7. Services to be performed as required to maintain quality standards:

- Wash or damp wipe the inside and outside of trash cans as necessary to keep them in an acceptable condition.
- Wipe down and treat surfaces of wood paneling.

D. Procedure 4: Main Entrances, Lobbies and Corridors.

1. Daily:

- Sweep and/or vacuum full floor area.
- Clean and polish metal doorknobs, push bars, kick plates, railings, and other metal surfaces.
- Clean and polish wood handrails, doors and other wood surfaces.
- Clean spots and marks off walls, dust all surfaces within approximately 70 inches from the floor.
- Wipe out soiled trash cans with damp cloth and replace liners as needed.
- Dust sills, ledges, furniture tops and clean water fountains.
- Spot clean column supports, door facings, and doors, using detergent solution in a spray bottle and sponge.
- Place furniture and related items in proper configuration.
- Damp mop and spray buff all hard and resilient floors.
- Clean both sides of entrance door glass and glass surrounding entrance doors within reach.
- Remove smudges and soil from doors, windows and clock faces.

2. Weekly: Clean water fountains with an approved detergent solution and rinse with clear water and sponge.

3. Bi-weekly: Dust fronts and sides of furniture, baseboards, molding, door frames, picture frames, undersides of chairs, using treated cloth, dust mop, or dusting mitt.

4. Monthly:

- Spot clean upholstered fabric with shampoo solution and brush.
- Clean fiberglass furniture with cloth dampened with diluted neutral synthetic solution and Naugahyde furniture with cloth dampened with detergent similar to borax.
- Vacuum overhead vents and light diffusers.

5. Quarterly: Clean and polish metal door thresholds.

E. Procedure 5: Biology Shop (Room C106)

1. Monthly:

- Sweep and/or vacuum full floor area.
- Clean and polish metal doorknobs, push bars, kick plates, railings and other surfaces.

2. Semi-annually: Strip seal and apply four (4) coats of floor finish to resilient flooring.

F. Procedure 6: Air Quality (Room B105).

1. Daily:

- Vacuum or damp mop full floor area.
- Dust counter/table tops with damp cloth only, DO NOT MOVE EQUIPMENT and DO NOT SWEEP.
- Damp mop hard and resilient floors.
- Empty trash cans replace trash can liners as needed and remove trash to designated disposal area.

2. Weekly:

- Clean sliding glass doors. Inside surfaces and doors inside the laboratory are to be cleaned with water only.
- Dust all cabinets (including top) with a damp cloth only. Cabinet glass doors are to be cleaned with water only.

3. Quarterly/As needed:

- Strip seal and apply four (4) coats of floor finish to all hard and resilient floors.

G. Procedure 7: Stairways.

1. Daily:

- Monitor area to remove litter, spot mop spills and heavy soil, spot clean doors, and remove chewing gum.

2. Every other day:

- Dust mop or vacuum stair landings and steps.
- Dust railings, ledges, grills, fire apparatus and doors.

3. Weekly:

- Vacuum treads and landings with portable vacuum cleaner and wash handrails with cloth and detergent solution.
- Spot clean walls and risers.

4. Bi-weekly:

- Mop stair treads.

5. Monthly:

- Wet mop or scrub steps, risers and landings.
- Clean glass surfaces and polish bright metal and woodwork.
- Spot clean walls to a height of approximately 70 inches.

H. Procedure 8: Loading Areas (including platform, docks and enclosed corridor outside of room C214)

1. Daily:

- Sweep
- Empty trash cans, replace trash can liners and remove trash, recycling containers and cardboard boxes to designated disposal area.

2. Quarterly:

- Wet mop or scrub.

I. Procedure 9: Elevators

1. Daily:

- Clean all surfaces in the interior of the elevator car, including floor track, with tank-type vacuum cleaner.
- Polish bright metal surfaces.
- Vacuum carpets, damp mop and spray buff resilient floors.
- Continuously spot clean obvious soil from walls, doors, and floors.
- Remove gum as needed.
- Mop resilient elevator floors, using a detergent solution.
- Rinse floors with mop dampened with clear water.
- Damp clean all elevator walls and doors on each floor, with sponge or cloth dampened in detergent solution.
- Dry with a clean, dry cloth.

J. Procedure 10: Drinking fountains

1. Daily:

- Wipe fountains dry with a clean, dry cloth to prevent water spotting.

K. Procedure 11: EDP and Electronic Equipment Areas

1. Daily:

- Floors shall be damp mopped.

L. Procedure 12: Windows and Glass

1. Daily:

- Clean both sides of the interior windows and inside of exterior windows to keep free of obvious smudges, fingerprints, streaks, etc. This includes glass over and around exterior doors.

M. Procedure 13: Locker Rooms

1. Daily:

- Empty all trash cans and replace trash can liners as needed.
- Damp clean benches, furniture and lockers using clean/disinfectant in a plastic spray bottle and clean cloth.
- Sweep floor with a treated dust mop or push broom (for wet floors).
- Mop floors with cleaner/disinfectant solution in mopping outfit.
- Wring mop slightly before applying.
- Rinse in clear water as needed.
- Pick up litter, etc., and dispose of properly.

N. Procedure 14: Trash and Recycle Collection

1. Daily:

- Empty contents of trash cans/carts into larger waste container and replace trash can liners.
- Replace the trash cans/carts to the original location.
- Each trash can/carts should be disinfected to eliminate germs and foul odors.
- Monitor ground areas to remove litter.
- Use spray disinfectant on the inside of collection containers and elsewhere, as needed, to eliminate germs, foul odors, etc.

O. Procedure 15: Boat Storage

1. Daily:

- Empty trash cans, replace trash can liners as needed and remove trash, recycling containers and cardboard boxes to designated disposal area.
- Sweep.
- Lock the boat storage gate compound.

P. Procedure 16: Composition Floor Maintenance.

1. Daily:

- Spot mop to pick up spills or heavy soil and dust mop floors which were spray buffed with a treated dust mop.
- Dust mop floors (includes under furniture), using a treated swivel dust mop.
- Pick up soil with dust pan.
- Vacuum clean dust mops as often as necessary to keep clean.
- Spray buff scuffed, marked, or dull floor areas to restore good appearance.
  - Using a hand-grip type sprayer filled with water and floor finish (one-half water; one-half finish), spray a small area of floor at a time just in front of the floor machine.
  - Buff with spray buff pad under floor machine until floor is dry and gloss appears.
  - Change pads periodically and wash out pads at end of day.
  - Make spray buff solution by mixing floor finish half and half with water and add about one or two ounces of detergent per gallon of mixture in a plastic, one-gallon jug.

2. Every Second Day: Spray buff halls, traffic patterns and under desks in office areas.

3. Weekly: Damp mop floors with neutral detergent solution.

4. Bi-weekly: Buff all accessible areas.

Q. Procedure 17: Carpet Care and Maintenance.

1. Definitions.

- **Carpet:** Wall to wall carpeting, room sized rugs and area rugs.
- **Track-off area:** The area of the carpet which collects foot soil tracked from outdoors or from hard surface floors indoors. For maintenance planning, track-off areas at building entrances average 60 square feet (6'x10'). Other track-off areas average six

(6) square feet (2'x3') at internal doorways, and 40 square feet (5'x8') for six (6) foot wide corridors that are partially carpeted. This also includes entrance mats.

- **Funnel area:** The area where foot traffic is squeezed through a concentrated area such as doorways, stairwells, in front of drinking fountains, vending machines, etc. Funnel areas should be figured at 12 square feet (2'x3' on each side of a door jamb, or 2'x6' in front of fountains and vending machines).
- **Trash pick-up:** Removing solid surface litter which does not adhere to the carpet fibers such as bits of paper, paperclips, rubber bands, etc.
- **Stain removal:** Removal of those substances which adhere to the carpet fibers such as coffee, chewing gum, food spills, paints, ink, etc.
- **Traffic lane maintenance:** Dry cleaning of track-off and funnel areas.
- **Spotting:** Since a spot is less likely to damage a carpet if it is removed as soon as it is seen, "the sooner the better program" entails daily work. Different procedures and special directions are needed for different spots, but the general procedure should be as follows:
  - Absorb wet spills with tissue, cloth, a clean sponge or paper towels.
  - Determine the composition of the stain and follow specific procedures recommended for that type. (Unknown stains should be treated first with a non-volatile solvent, then other agents if required).
  - Work to the center from the outside to prevent the formation of a ring or the spread of the stain.
  - Apply only a small amount of any agent to a tissue or towel and press absorbent tissue into the dissolved stain and avoid rubbing.
  - Do not rush, many stains need time to respond.
  - Tap with a brush to work the agent into the pile and help break up hard or crusty staining material.
  - Repeat, applying small amounts of cleaning agent and absorbing of stain until it is removed satisfactorily.
  - Dry with weighted tissues to absorb all soil.
  - A fan can be used to aid in drying as rapidly as possible to avoid over wetting.

**Note:** Study the definitions and cleaning steps to be followed to obtain high standards of quality and workmanship.

2. **Cleaning Method:** Cleaning shall be done by the Dry Compound Method which is especially effective in areas where oily staining, spilling or tracked-in grease causes a problem. With this method it often will not be necessary to clean an entire room. The soiled areas can be cleaned, "feathered", and blended into surrounding clean areas. Sometimes called the Dry Extraction Method, it utilizes a moist compound of organic material impregnated with a variety of solvents, detergents and water. There is another type that utilizes a white clay powder mixed with water and detergents but no solvents. These materials can be easily applied by untrained custodial personnel and conveniently and effectively vacuumed away to remove the soil. Any compound remaining in the carpet will assist in keeping the carpet clean and will be removed in subsequent, routine vacuuming.

3. Cleaning Steps:

- Carefully move furniture away from traffic paths and soiled areas.
- Vacuum with upright, brush/beater bar machine.
- Apply a mist of pre-spray chemical to soiled areas as recommended by manufacturer.
- Apply dry cleaning compound to soiled areas.
- Brush with machine designed specifically for this method.
- Brush compound back and forth through pile as recommended by manufacturer.
- Remove all visible compound with upright brush/beater bar vacuum.
- Carefully return items to original configuration.

4. Daily:

- Use small bottle or container of dry-cleaning compound and a small, stiff bristle brush to spot clean carpets.
- Remove sticky materials such as gum.
- Vacuum all trafficked carpeted areas.
- Use a large area carpet vacuum for open areas.
- Use an upright-type beater-bar carpet vacuum for smaller areas and sections of carpet inaccessible to large area carpet vacuum.
- Use toy broom and long-handled dust pan to remove soil and carpet fuzz from baseboard areas inaccessible to carpet vacuum.

5. Weekly:

- Use a pile lifter vacuum to remove deeply embedded soil from carpet.

6. Other Carpet Cleaning Requirements: In addition to the regular daily vacuuming and spot cleaning, some areas such as lobbies, waiting spaces and funnel areas (entrances, doorways, etc.) may require cleaning more often to remove heavier soil that daily cleaning program fails to remove.

7. Cleaning Times:

- Services shall be carried out after 5:30 p.m. and before 10:00 p.m. on Monday through Friday, excluding State holidays.
- Exceptions to these hours will be specifically provided by the Contract Manager or their designee(s).
- Carpet maintenance services required to be performed during the contract period will be done as follows:
  - New Carpeting, less than six (6) months old-as indicated by the schedule herein, i.e. daily, weekly, semi-annual, etc.

8. Semiannual and Annual Cleanings: Certain heavily trafficked areas will require total cleaning more frequently than other less-used areas. Areas requiring semiannual and annual cleanings will be provided in written form upon implementation of this Contract and in the month of July of every subsequent year of the Contract, by the Contract Manager, to the Contractor.

9. Protection: Carpet shall be carefully protected from soiling or damage on the premises after cleaning. If necessary, the Contractor shall protect all carpeting by placing protective nonabsorbent pads or foil between the furniture and the cleaned carpet.



R. Procedure 18: Emergency Washrooms/Shower Room.

1. Daily/As Needed: Inspect daily to see if there is evidence of use. If showers have been used, floors should be damp mopped, and walls wiped to remove moisture.
2. Monthly:
  - Wet all waterproof surfaces of floor and wall fixtures with cleaner/disinfectant from a pump sprayer.
  - Scrub floor and wall surfaces with scrub brush.
  - Wipe all fixtures and wall surfaces dry with a clean cloth.

S. Procedure 19: Employee Lounge and Kitchen.

1. Daily:
  - Empty trash cans, replace trash can liners and remove trash to designated disposal area. Wash or steam clean all cans used for collection of food remnants, inside and out.
  - Wipe all counter and table top surfaces with cleaner/disinfectant solution.
  - Sweep debris and litter from floors and spot clean floors and furniture as needed.
  - Clean sink with stainless steel cleaner.

T. Procedure 20: Covered Walkway.

1. Daily:
  - Sweep full floor area.
  - Clean and polish metal and glass panels and doors.

U. Procedure 21: Recyclable Materials.

1. Daily:
  - Remove all blue bags containing recyclable materials and cardboard boxes in the laboratory complex and dispose such materials into collection dumpsters located on the Department's grounds.
  - Aluminum cans/plastic bottles and office paper contained in receptacles located in the elevator areas shall be removed as needed.

V. Procedure 22: Miscellaneous Duties. In addition to the work specified above, the Contractor is expected to perform the following duties, in conjunction with cleaning operations:

1. Organize and train employees to participate in building fire and other types of drills requiring building evacuation.
2. Report fires, hazardous conditions, items in need of repair, and other matters which suggest the need for maintenance, replacement, or correction to the Contract Manager or designee(s).
3. Alert each employee to exercise reasonable vigilance in implementing the above duties and to notify his/her immediate supervisor as soon as possible concerning unusual actions, incidents, packages, or suspicious matters. Report at once to the Contract Manager or designee(s).

**3.06. Staff Changes.**

- A. Supervisor changes shall require written notice to the Department's Contract Manager of the anticipated vacancy. Vacancies shall be filled promptly within seven (7) days unless otherwise approved by the Department's Contract Manager.
- B. Cleaning personnel vacancies shall be filled within 24 hours. As cleaning personnel leave, they will be required to turn in their badge to the Contractor's on-site supervisor and the supervisor will be required to notify the Department's Contract Manger in writing at the time of their departure.

**3.07. Other Requirements.**

- A. All interior lab floor services shall be performed Monday through Friday (excluding State holidays) between the hours of 5:30 P.M. and 10:00 P.M., except for the cleaning of bathrooms, corridors, loading dock and removal of recyclable material, which may begin at 2 :00 P.M.
- B. Carpet Cleaning involving shampooing and Laboratory floor work (removing wax, floor finish and applying new wax coatings) shall be performed on the weekend (Saturday and Sunday) from 8:00 A.M. to 6:00 P.M. Please see annual Contract schedule as provided in Procedure 1, B, 4.
- C. Florida Department of Law Enforcement (FDLE) Level One (1) Background checks are required for all janitorial services employees working in the laboratory complex every two years, including all new hires added after contract initiation. The Contractor shall submit employee names and a completed background check to the Department's Contract Manager at no cost to the Department.
- D. The only employees authorized in the building are those on the work list with acceptable background checks. Janitorial personnel shall not have any children or personal visitors at the work site.
- E. Monthly communication meetings shall be held between the Department's Contract Manager and the Contractor's Contract Manager or designee.
- F. Close windows.
- G. Turn off lights when not in use.
- H. Turn off fans when not in use.

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**EXHIBIT I**

**LIST OF PRE-APPROVED CLEANING PRODUCTS**

<b>PRODUCT/PRODUCT NAME:</b>	<b>PRODUCT MANUFACTURER:</b>
Toilet Paper 2-Ply	Kimberly Clark Surpass
Jumbo Toilet Paper 2-Ply	Georgia Pacific
Toilet Seat Covers	Encore Paper Company, Inc.
Multi-Fold Paper Towels	Georgia Pacific, Kimberly Clark
Roll Paper Towels	Kimberly Clark
Trash Can Liners	Capitol Poly
Power Kleen	Osceola Supply, Inc.
Green Earth Peroxide Cleaner	Betco
Green Earth Glass Cleaner	Betco
Green Earth Daily Floor Cleaner	Betco
Green Earth Floor Stripper	Betco
Green Earth Floor Finish	Betco
Green Earth Restroom Cleaner	Betco
Kerri Care Pink Hand Soap	Johnson & Johnson
Lemon Pledge	Johnson Wax Professional
Clorox Clean-Up	Proctor & Gamble
Spic N Span	Proctor & Gamble

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## SECTION 4.00 – PRICE SHEET FORM

The price quoted shall include the Contractor furnishing the necessary personnel, labor, materials, equipment, services, permits, MyFloridaMarketPlace transaction fee, licenses and insurance, and otherwise doing all things necessary for, or incidental to, the performance of work for janitorial services in full accordance with the specifications of DEP Solicitation No. 2019021 REBID.

<b>ORIGINAL TERM (5 Years)</b>		
<b>No.</b>	<b>Deliverable</b>	<b>Monthly Fee</b>
1	<b>MONTHLY FEE FOR ALL DELIVERABLES PER SECTION 3.00, SCOPE OF SERVICES:</b> (approximately 53,000 sq. ft.)	\$ _____
<b>RENEWAL TERM (Up to 5 Years)</b>		
<b>No.</b>	<b>Deliverable</b>	<b>Monthly Fee</b>
1	<b>MONTHLY FEE FOR ALL DELIVERABLES PER SECTION 3.00, SCOPE OF SERVICES:</b> (approximately 53,000 sq. ft.)	\$ _____
<b>GRAND TOTAL:</b> (Add both the Original Term Monthly Fee plus the Renewal Term Monthly Fee provided directly above to obtain the <b>Grand Total</b> )		Original Term Monthly Fee + Renewal Term Monthly Fee  * \$ _____

Note:

**\* Used for awarding Janitorial Services**

Signature: \_\_\_\_\_

Name of Bidder /Company: \_\_\_\_\_

Printed/Typed Name of  
Authorized Signatory and Title: \_\_\_\_\_

***Footnotes, notation, and exceptions made on this form shall not be considered.***

In the event the Department develops the need for increased square footage of space to be cleaned in the DEP Laboratory Complex during the life of the Contract, the Department reserves the right to amend the Contract to include janitorial services for the additional space added at the per square foot rate in effect at the time of the increased footage. Any such increase shall be pro-rated based on the amount of the year remaining under the contracted price.

Example: If the original contract was effective January 1 for a per square foot rate of \$5.00, and the Department needed an additional 1,000 square feet cleaned effective July 1, the increase would be calculated as follows:

1.  $\$5.00 \times 1,000 = \$5,000$  (cost for a full year for the additional space)
2.  $\$5,000/12 = \$416.67$  (cost per month for the additional space)
3.  $\$416.67 \times 6 = \$2,500$  (pro-rated annual cost of the additional space for the remaining 6 months of the contracted year)

ORIGINAL TERM (5 Years)		
No.	Deliverable	Price
1	<b>PRICE PER SQUARE FOOT:</b> (if cleaning area is increased over 53,000 sq. ft.)	<b>PRICE PER SQUARE FOOT \$</b> _____

RENEWAL TERM (Up to 5 Years)		
No.	Deliverable	Price
1	<b>PRICE PER SQUARE FOOT:</b> (if cleaning area is increased over 53,000 sq. ft.)	<b>PRICE PER SQUARE FOOT \$</b> _____

Signature: \_\_\_\_\_

Name of Bidder /Company: \_\_\_\_\_

Printed/Typed Name of  
Authorized Signatory and Title: \_\_\_\_\_

***Footnotes, notation, and exceptions made on this form shall not be considered.***

**SECTION 5.00 – PRODUCT DESCRIPTION**

Each Bidder must list ALL cleaning products to be used to perform the services contained in this ITB and the name of the manufacturer. Any products not found on the List of Approved Cleaning Products (Exhibit 1) must have labeling stating they are “Green Seal Certified.” The Department shall review the product list and make a determination as to acceptability. If a product is unacceptable to the Department, the Bidder will be notified and shall be responsible for selecting a replacement which meets the Department’s approval. Due to the sensitive nature of testing being performed in the Laboratory Complex, this information is required to ensure that products used to clean do not adversely affect ongoing laboratory analysis.

PRODUCT NAME

PRODUCT MANUFACTURER

Lemon Pledge (example)

Johnson Wax (example)

_____	_____
_____	_____
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Signature: \_\_\_\_\_

Name of Respondent  
/Company: \_\_\_\_\_

Printed/Typed Name of  
Authorized Signatory and  
Title: \_\_\_\_\_

***Footnotes, notation, and exceptions made on this form shall not be considered.***

PRODUCT NAME:

PRODUCT MANUFACTURER:

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Signature: \_\_\_\_\_

Name of Respondent  
/Company: \_\_\_\_\_

Printed/Typed Name of  
Authorized Signatory and  
Title: \_\_\_\_\_

***Footnotes, notation, and exceptions made on this form shall not be considered.***

## SECTION 6.00 - VENDOR FINANCIAL ATTESTATION

Vendors shall complete and submit answers to the questions set forth below. To be eligible for Contract Award as a Responsible Vendor under section 287.012(25), F.S., Vendor must be able to respond "YES" to each statement below.

I, \_\_\_\_\_ am the \_\_\_\_\_ of  
*(Authorized Representative's Name)* *(Title)*

\_\_\_\_\_, (the "Vendor"), and am authorized to represent and  
*(Vendor's Legal Name)*

contractually bind Vendor. Having been duly sworn, I do hereby attest, to the best of my knowledge and belief, the following:

1. I have direct knowledge of the financial condition and operations of Vendor.  No  Yes
2. Vendor has sufficient financial resources to honor its short-term obligations and is current on all payments not in dispute.  No  Yes
3. Vendor has financial resources sufficient to honor its long-term obligations and remain in business over the life of the Contract.  No  Yes
4. Vendor's operations generate income which exceeds Vendor's operating expenses.  No  Yes
5. Vendor has the capacity to provide the commodities and/or contractual services as specified in the Contract document, the solicitation, and the response.  No  Yes

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## SECTION 7.00 - VENDOR RESPONSIBILITY DISCLOSURE

Vendors shall complete and submit answers to the questions set forth below. For each affirmative answer, Vendors shall provide a detailed, written explanation (1 page) relevant to the issue and attach copies of documents relevant to the written explanation(s) provided (unlimited pages). The Department reserves the right to request additional information, as needed, to determine a Vendor's Responsibility pursuant to section 287.012(25), F.S.

I, \_\_\_\_\_ am the \_\_\_\_\_ of  
*(Authorized Representative's Name)* *(Title)*

\_\_\_\_\_, (the "Vendor"), and am authorized to represent and  
*(Vendor's Legal Name)*

contractually bind Vendor. Having been duly sworn, I do hereby attest, to the best of my knowledge and belief, the following:

Within the past 5 years, has the vendor:

1. Been the subject of civil litigation or settlements?  No  Yes
2. Been subject to criminal judgments or administrative actions?  No  Yes
3. Been suspended or barred from participation in any competitive process or contract award?  No  Yes
4. Had any licenses or certifications suspended, revoked, or canceled?  No  Yes
5. Had any contracts or agreements terminated for cause?  No  Yes
6. Been the subject of bankruptcy proceedings?  No  Yes
7. Undergone a major change of organizational structure, ownership, or name?  No  Yes

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SECTION 8.00 - VENDOR CONFLICTS OF INTEREST ATTESTATION

This solicitation is subject to Chapter 112, Florida Statutes. Vendors shall indicate whether or not any conflict exists regarding any Florida Department of Environmental Protection employee.

I, \_\_\_\_\_ am the \_\_\_\_\_ of  
*(Authorized Representative's Name)* *(Title)*

\_\_\_\_\_, (the "Vendor"), and am authorized to represent and  
*(Vendor's Legal Name)*

contractually bind Vendor. Having been duly sworn, I do hereby attest, to the best of my knowledge and belief, the following:

- Vendor has disclosed all officers, directors, employees, other agents that are presently an employee of the Florida Department of Environmental Protection; and
- Vendor has disclosed all employees that own, directly, or indirectly, an interest of five percent (5%) or more in the Bidder's company, or its affiliates; and
- Vendor's officers, directors, employees, or other agents will not create a conflict in any manner or degree that will adversely impact the performance of the services required to be performed under the Contract.

**Employee Disclosure:**

Full Legal Name	DEP Position Title	Disclosed Position Held or % of Ownership

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SECTION 9.00 - VENDOR PRINCIPAL PLACE OF BUSINESS ATTESTATION

All Bidders must complete section I. If the Bidder's principal place of business is outside the State of Florida, the Bidder must also have an attorney who is licensed to practice law, in the state of their principal place of business, complete Section II.

### Section I. Bidder's Principal Place of Business

*(Please select one)*

- The Bidder's principal place of business is in the State of Florida.
- The Bidder's principal place of business is outside of the State of Florida.

### Section II. Legal Opinion About Foreign State Preferences in Contracting

*(Please select all that apply)*

- The Bidder's principal place of business is in the State of \_\_\_\_\_ and it is my legal opinion that the laws of that state **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that state.
- The Bidder's principal place of business is in the State of \_\_\_\_\_ and it is my legal opinion that the laws of that state **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that state. *[Please describe applicable preference(s) and identify applicable state law(s) below]*
- The Bidder's principal place of business is in the **political subdivision** of \_\_\_\_\_ and it is my legal opinion that the laws of that political subdivision **grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision. *[Please describe applicable preference(s) and identify applicable law(s) below]*

BIDDER'S ATTORNEY	
<b>Signature:</b>	<b>Phone #:</b> (    )        -
<b>Name:</b>	<b>Address:</b>
<b>State of Licensure:</b>	
<b>Bar Number:</b>	<b>Date of Admission:</b>

If the Department discovers that any information on this form is false after the award to the Bidder is made, the Department reserves the right to terminate the Contract and the Bidder will be liable for costs associated with re-procuring the commodities and/or contractual services.

**SECTION 10.00 - VENDOR DRUG-FREE WORKPLACE ATTESTATION**

Per section 287.087, Florida Statutes, whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received, the bid, proposal, or reply received from a business that certifies that it has a drug-free workplace in full compliance with the requirements of s. 287.087, F.S. shall be given preference in the award process.

I, \_\_\_\_\_ am the \_\_\_\_\_ of  
*(Authorized Representative's Name)* *(Title)*

\_\_\_\_\_, (the "Vendor"), and am authorized to represent and  
*(Vendor's Legal Name)*

contractually bind Vendor. Having been duly sworn, I do hereby attest, to the best of my knowledge and belief, the following:

- Vendor **does** have a Drug-Free Workplace in full compliance with the requirements of s. 287.087, F.S.
- Vendor **does not** have a Drug-Free Workplace in full compliance with the requirements of s. 287.087, F.S.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SECTION 11.00 - VENDOR SCRUTINIZED COMPANIES LISTS ATTESTATION

Per section 287.135, Florida Statutes, agencies are prohibited from contracting with Vendors for commodities or contractual services valued at 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 (F.S.).

I, \_\_\_\_\_ am the \_\_\_\_\_ of  
*(Authorized Representative's Name)* *(Title)*

\_\_\_\_\_, (the "Vendor"), and am authorized to represent and  
*(Vendor's Legal Name)*

contractually bind Vendor. Having been duly sworn, I do hereby attest, to the best of my knowledge and belief, the following:

The Vendor submitting this Response is not listed on any of the following lists:

- Scrutinized Companies with Activities in Sudan List
- Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List
- Scrutinized Companies that Boycott Israel List

I understand that, pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject Vendor to immediate contract termination, civil penalties, attorney's fees, and/or other costs.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SECTION 12.00 - CLIENT REFERENCE FORM**

The Vendor shall complete and submit this entire form. Using the form(s) provided in this Section, Vendor shall identify and include three (3) current and/or past clients (for each service if bidding on both), either businesses or governmental agencies, to which the Vendor has provided commodities and/or contractual services of similar scope and size as those identified in the ITB within the last five (5) years.

I, \_\_\_\_\_ am the \_\_\_\_\_ of  
*(Authorized Representative's Name)* *(Title)*  
\_\_\_\_\_, (the "Vendor"), and am authorized to represent and  
*(Vendor's Legal Name)*  
contractually bind Vendor. Having been duly sworn, I do hereby:

1. Grant permission to the Florida Department of Environmental Protection (the "Department") to contact the references listed below at a time and using a method convenient to the Department.
2. Waive any claim, either contractual or otherwise, to confidentiality that exists between the listed Client(s) and Vendor regarding Vendor's performance under the listed contract(s).
3. Release the Client's Contact(s), or their successors, or designees, to discuss with, and provide any requested information to, the Department concerning Vendor's performance under the listed contract(s).
4. Release, forever discharge, and hold harmless the Department and the listed Client(s) from any claim or liability that Vendor may make related to the loss, either real or perceived, that may exist due, in whole or in part, to the Department's evaluation of the information disclosed by the listed Client(s) regarding Vendor's performance.

I understand that the purpose of this permission and release is for the Department to evaluate and assess Vendor's eligibility for Contract Award pursuant to the indicated solicitation, and that any such information provided may be subject to disclosure under Chapter 119, F.S., the Florida Constitution, or other authority.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Client #1**

\*If Vendor has undergone a change of name, ownership, or organization, the name under which the Vendor operated at the time of performance shall be disclosed in this section.

**Client Name & Internet Address**

Client Name:

Webpage Address:

**Client Contact Information**

Name:

Title:

Street Address:

City, State, and ZIP:

Email Address:

Telephone Number:

**Commodity/Service Details**

Period of Services:

From:

To:

Contract Value:

**Commodity/Service Description\***

**Client #2**

\*If Vendor has undergone a change of name, ownership, or organization, the name under which the Vendor operated at the time of performance shall be disclosed in this section.

**Client Name & Internet Address**

Client Name:

Webpage Address:

**Client Contact Information**

Name:

Title:

Street Address:

City, State, and ZIP:

Email Address:

Telephone Number:

**Commodity/Service Details**

Period of Services:

From:

To:

Contract Value:

**Commodity/Service Description\***



### Client #3

\*If Vendor has undergone a change of name, ownership, or organization, the name under which the Vendor operated at the time of performance shall be disclosed in this section.

#### Client Name & Internet Address

Client Name:

Webpage Address:

#### Client Contact Information

Name:

Title:

Street Address:

City, State, and ZIP:

Email Address:

Telephone Number:

#### Commodity/Service Details

Period of Services:

From:

To:

Contract Value:

#### Commodity/Service Description\*

**SECTION 13.00 – BIDDER/SUBCONTRACTOR SUMMARY FORM**

<b>SECTION A</b>	<b>BIDDER IDENTIFICATION</b> (to be completed by the Bidder.)
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As Bidder to this Solicitation, I / we intend to utilize the following team in connection with this project. In the spaces provided below, list the name of the Bidder/Subcontractor and indicate the Office of Supplier Diversity business category of each one listed.

LIST NAMES OF BIDDER(S)/ SUBCONTRACTOR(S)	INDICATE THE ONE OFFICE OF SUPPLIER DIVERSITY CATEGORY THAT BEST DESCRIBES EACH ORGANIZATION LISTED																							
	STATE NON-MINORITY BUSINESS CLASSIFICATION			CERTIFIED MBE			NON-CERTIFIED MBE			NON-PROFIT ORG.														
	NON-MINORITY (A)	SMALL BUSINESS (STATE) (B)	SMALL BUSINESS (FEDERAL) (C)	GOVERNMENTAL AGENCY (D)	NON-PROFIT ORGANIZATION (F)	P.R.I.D.E. (G)	VETERAN BUSINESS ENTERPRISE (L)	AFRICAN AMERICAN (H)	HISPANIC (I)	ASIAN/HAWAIIAN (J)	NATIVE AMERICAN (K)	AMERICAN WOMAN (M)	VETERAN BUSINESS ENTERPRISE (W)	AFRICAN AMERICAN (N)	HISPANIC (O)	ASIAN/HAWAIIAN (P)	NATIVE AMERICAN (Q)	AMERICAN WOMAN *	VETERAN BUSINESS ENTERPRISE (V)	BOARD IS 51% OR MORE MINORITY (S)	51% OR MORE MINORITY OFFICERS (T)	51% OR MORE MINORITY COMMUNITY	OTHER NON-PROFIT (V)	

<b>Section B</b>	<b>ACKNOWLEDGEMENT</b> (to be completed by the Bidder(s).)
------------------	--

I / WE HEREBY CERTIFY that, as Bidder to this Solicitation, that the information provided herein is true and correct.

\_\_\_\_\_  
Bidder Signature

\_\_\_\_\_  
Name and Title Date

**\*\*\*IMPORTANT\*\*\***

**BOTH SECTIONS OF THIS FORM MUST BE COMPLETED AND SECTION B MUST BE DATED AND BEAR THE BIDDER'S SIGNATURE FOR THIS FORM TO BE DEEMED RESPONSIVE.**

Please review to ensure all sections are complete and the form is acknowledged correctly.

## SECTION 14.00 - PAST PERFORMANCE EVALUATION FORM

The following questions will be posed to the clients identified in the Respondent's Proposal. Answers will be scored according to the points specified for each of the below questions.

Reference Name & Company:

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Vendor's Name:

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Date of Interview:

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Interviewer:

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Please describe the work the Vendor performed for Reference's company:

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For the next questions, please rate the Vendor's performance using the following scale:

Superior (4)	Excellent (3)	Satisfactory (2)	Fair (1)	Poor (0)
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1. How would you rate the Vendor's overall quality of work?	
2. How would you rate the Vendor's use of appropriate equipment and methods?	
3. How would you rate the Vendor's use of adequate personnel in quantity?	
4. How would you rate the Vendor's use of adequate personnel in experience?	
5. How would you rate the Vendor's use of adequate personnel in professionalism?	
6. How well did the Vendor adhere to the agreed-upon schedule?	
7. How well did the Vendor perform the daily task of cleaning the bathrooms?	
8. How well did the Vendor perform the daily task of removing the trash?	
9. How well did the Vendor perform the daily task of vacuuming the carpets?	
10. How well did the Vendor perform the daily task of sweeping the floors?	

## SECTION 15.00 – SOLICITATION PROPOSAL CHECKLIST

This “Checklist” is provided merely for the convenience of the Bidder and may not be relied upon in lieu of the instructions or requirements of this Solicitation.

To ensure that Bidder’s Bid package can be accepted, please be sure the following items are fully completed and enclosed:

A. \_\_\_\_ The Solicitation Acknowledgement Form must be completed and signed. If a Bidder fails to submit a completed Solicitation Acknowledgement Form with their Bid the Department reserves the right to contact the Bidder by telephone for submission of this document via email. This right shall be exercised when the Bid has met all other requirements of the Solicitation. Did you complete the following:

- 1) Vendor Name;
- 2) Vendor Mailing Address;
- 3) City, State and Zip Code;
- 4) Phone Number and Fax Number with Area Code;
- 5) Email Address;
- 6) F.E.I.D. Number;
- 7) Type of Business Entity (Corporation, LLC, Partnership, etc.);
- 8) Sign Form (by individual authorized to bind company);
- 9) Type Name of Signatory and Title; and,
- 10) Primary and Secondary Contact Information?

**In the event that the Bidder submits a Bid as a joint venture, each member of the joint venture must complete and sign a separate Solicitation Acknowledgement Form.**

B. \_\_\_\_ Additional Documents - this section of the bid shall contain the following:

- Vendor Financial Attestation;
- Vendor Responsibility Disclosure;
- Vendor Conflicts of Interest Attestation;
- Vendor Principal Place of Business Attestation Form;
- Vendor Drug-Free Workplace Attestation; and
- Vendor Scrutinized Companies Lists Attestation.

C. \_\_\_\_ Client Reference Form

D. \_\_\_\_ The Price Sheet Form must be completed and signed. **If a Bidder fails to submit a completed Price Sheet Form with their submittal, the submittal will be rejected.**

Did you complete the following?

- 1) Prices;
- 2) Sign Form;
- 3) Bidder/Company Name; and
- 4) Print/Type name of Signatory and Title.

E. \_\_\_\_ Product Description

- One (1) Original Hard Copy of entire Bid
- One (1) Electronic Copy of entire Bid on CD/DVD, or USB. Must indicate the Respondent’s name, ITB number, and volume and title (if separated).

**Note: If Bidder asserts that any portion of the Bid is exempt from disclosure under the Florida Public Records law, Bidder must submit a redacted version of the Bid along with the unredacted version. The redacted copy shall be clearly titled “Redacted Copy.”**