

FLORIDA
DEPARTMENT OF HEALTH (DOH)
DOH **18-015**



2.2018
INVITATION TO BID (ITB)
FOR

Janitorial Services at Florida Department of Health
(Pinellas County)

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SECTION 1.0 INTRODUCTORY MATERIALS

1.1 Statement of Purpose

The purpose of this Invitation to Bid (ITB) is for the Florida Department of Health (Pinellas County) to obtain competitive prices for Janitorial Services for six (6) Florida Department of Health Facilities and a Medical Mobile Unit in Pinellas County.

1.2 Scope of Services

A detailed **scope of services** for this solicitation is provided as **Attachment A** in this ITB.

1.3 Incorporation by Reference

The **Form PUR 1001**, General Instructions to Respondents, and **PUR 1000**, General Contract Requirements, are hereby incorporated by reference (Refer to Sections 3.1 and 4.1 of this ITB for further detail). In addition to the definitions in the PUR 1000 and PUR 1001, and the Attachment A, Scope of Services, the following definitions also apply to this ITB:

1.4 Definitions

Bid: The complete written response of Provider to this ITB, including properly completed forms, supporting documents, and attachments.

Business days: Monday through Friday, excluding state holidays.

Business hours: 8 a.m. to 5 p.m., Eastern Time on all business days.

Calendar days: All days, including weekends and holidays.

Contract: The formal agreement or Order that will be awarded to the successful Provider under this ITB, unless indicated otherwise.

Contract Manager: An employee of the Department responsible for enforcing performance of the contract terms and conditions and serving as a liaison to the provider.

Contract Signer: Person authorized to sign contracts, thereby binding the party they represent to the terms of the contract.

Corrective Action Plan: A written plan which details how the provider will correct findings noted in a written monitoring report. This plan includes time frames for completion.

Department: The Department of Health; may be used interchangeably with DOH.

Key Staff: includes the following provider staff: the financial/administrative and programmatic contacts as specified in Section III.D.2 and III.D.4. Page 4 of the contract, and the lead onsite supervisor.

Minor Irregularity: As used in the context of this solicitation, indicates a variation from the ITB terms and conditions which does not affect the price of the Bid, or give the Respondent an advantage or benefit not enjoyed by other Respondents, or does not adversely impact the interests of the Department.

Order: As used in the context of this solicitation refers to a Purchase Order or a Direct Order.

Provider: The business entity that submits a Bid. This term also may refer to the entity awarded a contract by the Department in accordance with the terms of this ITB. (May also be referred as Provider or Bidder).

State Fiscal Year: July 1 through June 30 of a calendar year.

Vendor Bid System (VBS): Refers to the State of Florida's internet-based vendor information system at: http://myflorida.com/apps/vbs/vbs_main_menu.

SECTION 2.0 PROCUREMENT PROCESS, SCHEDULE & CONSTRAINTS

2.1 Procurement Officer

The Procurement Officer assigned to this solicitation is:

Florida Department of Health
Attention: **Brent Tambourine**
4052 Bald Cypress Way, Bin B07
Tallahassee, FL 32399-1749
Email: brent.tambourine@flhealth.gov

2.2 Restrictions on Communications

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

2.3 Term

It is anticipated that the Contract resulting from this ITB will be for a three (3) year period beginning April 1, 2019 or the Contract execution date whichever is later, subject to renewal as identified in **Section 2.4**. The contract resulting from this ITB is contingent upon availability of funds.

2.4 Renewal

The Contract resulting from this solicitation may be renewed. Renewals may be made on a yearly basis or for multiple years, for a total of up to three (3) years beyond the initial contract or for the total term of the contract, whichever is longer. Renewals must be in writing, made by agreement, and be contingent upon satisfactory fiscal and programmatic performance evaluations as determined by the Department and will be subject to the availability of funds.

2.5 Timeline

<u>EVENT</u>	<u>DUE DATE</u>	<u>LOCATION</u>
ITB Advertised / Released	2/4/2019	<u>Posted to the Vendor Bid System at:</u> http://vbs.dms.state.fl.us/vbs/main_menu
Mandatory Site Visit	2/8/2019 7:00 AM	<p>Point of contact will be: Franklin D. Wagers, Jr.</p> <p>Walkthroughs will begin at 7:00 am at 205 Dr. MLK Jr. St. N. St. Petersburg, and will continue sequentially as a group tour through the remaining locations. Please allow ample amount of time to tour each facility.</p> <ol style="list-style-type: none"> 1. 205 Dr. Martin Luther King Jr. St. N. St. Petersburg, FL 33701 2. Pinellas Park – 6350 76th Ave. N. Pinellas Park, FL 33781 3. Mid-County – 8751 Ulmerton Road Largo, FL33771 4. Largo Center- 12420 130th Ave. N. Largo, FL 33774 5. Clearwater Center – 310 North Myrtle Ave. Clearwater, FL 33755 6. Tarpon Springs Center – 301 South Disston Ave. Tarpon Springs, FL 34689 7. Mobile Medical Unit – 14204 46th St. N. Clearwater, FL 33762
Questions Submitted in Writing	Must be received PRIOR TO: 2/14/2019 3:00 PM	<p>Submit to: Florida Department of Health Central Purchasing Office</p> <p>Attention: Brent Tambourine Suite 310 4052 Bald Cypress Way, Bin B07 Tallahassee, FL 32399-1749 E-mail: Brent.Tambourine@flhealth.gov</p>
Answers to Questions (Anticipated Date)	2/25/2019	<u>Posted to Vendor Bid System at:</u> http://vbs.dms.state.fl.us/vbs/main_menu

<p>Sealed Bids Due and Opened</p>	<p>Must be received PRIOR TO: 2/28/2019 3:00 PM</p>	<p><u>PUBLIC OPENING</u> Submit to: Florida Department of Health Central Purchasing Office Attention: Brent Tambourine Suite 310 4052 Bald Cypress Way, Bin B07 Tallahassee, FL 32399-1749</p>
<p>Anticipated Posting of Intent to Award</p>	<p>3/13/2019</p>	<p>Posted to the Vendor Bid System at: http://vbs.dms.state.fl.us/vbs/main_menu</p>

2.6 Addenda

If the Department finds it necessary to supplement, modify, or interpret any portion of the solicitation during the procurement process, a written addendum will be posted on the MyFlorida.com Vendor Bid System, http://vbs.dms.state.fl.us/vbs/main_menu. If the addendum alters the scope or specifications of the solicitation, the Respondent will be required to sign the addendum acknowledging the changes and return it with the bid submittal. It is the responsibility of Respondent to be aware of any addenda that might affect this ITB or their Bid.

2.7 Site Visit

A mandatory site visit will be held at the time and location indicated in the Timeline. The site visit will provide Respondents with an opportunity to tour the six (6) Department facilities and Mobile Medical Unit.

Attendance at the mandatory site visit is a prerequisite for the acceptance of a Bid. Only Respondents that signed the attendance sheet for the mandatory site visit will be considered responsive.

2.8 Questions

This provision takes precedence over General Instruction #5 in PUR1001.

Questions related to this solicitation must be received, in writing (either via U.S. Mail, courier, e-mail, fax, or hand-delivery), by the Procurement Officer identified in **Section 2.1**, within the time indicated in the Timeline. Verbal questions or those submitted after the period specified in the Timeline will not be addressed.

Answers to questions submitted in accordance with the ITB Timeline will be posted on the MyFlorida.com Vendor Bid System web site located at:
http://vbs.dms.state.fl.us/vbs/main_menu.

2.9 Basis of Award

A single award will be made to the responsive, responsible Respondent offering the lowest Grand Total for janitorial services requested in this ITB. The Grand Total includes the initial three (3) year period plus the three (3) additional one (1) year renewal periods. Bids that do not meet the requirements specified in this ITB will be considered nonresponsive.

The Department reserves the right to accept or reject all responses, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if the Department determines that doing so will serve the State's best interests.

2.10 Identical Tie Bids

Where there is identical pricing from multiple Respondents, the Department will determine the order of award in accordance with Sections 287.057(11), 287.082, 287.084, 287.087, 287.092 and 295.187(4), Florida Statutes.

2.11 Contract Formation

The Department will enter into a Contract with the awarded Provider pursuant to **Section 2.9**, Basis of Award. The Contract will incorporate the terms of the Scope of Services (**Attachment A**), the Department's Standard Contract, and the awarded Provider's Price Page (Attachment B).

SECTION 3.0 INSTRUCTIONS FOR BID SUBMITTAL

3.1 General Instructions to Respondents (PUR 1001)

This section explains the General Instructions to Respondents (PUR 1001) of the solicitation process, and is a downloadable document incorporated into this solicitation by reference. This document should not be returned with the Bid. The PUR 1001 is located at <http://dms.myflorida.com/content/download/2934/11780>

The terms of this solicitation control over any conflicting terms of the PUR1001.

3.2 Instructions for Submittal

1. Respondents are required to complete, sign, and return the "Price Page" with the Bid submittal. **(Mandatory Requirement)**
2. Respondents must submit all technical and pricing data in the formats specified in the ITB.
3. Respondents must submit one (1) original paper copy of the Bid and one (1) original copy on a single USB storage device, or CD, viewable in Adobe Acrobat Reader (PDF). The electronic copy submitted must contain the entire Bid as the submitted original copy, including all supporting and signed documents. Refer to **Section 3.4** for information on redacting confidential information, if applicable.
4. Bids must be sent by U.S. Mail, courier, or hand delivered to the location indicated in the Timeline.
5. Bids submitted via electronic mail (email) or facsimile will **not** be considered.
6. Bids must be submitted in a sealed envelope or sealed package with the solicitation number and the date and time of the Bid opening clearly marked on the outside.
7. The Department is not responsible for improperly marked Bids.
8. It is the Respondent's responsibility to ensure its Bid is submitted at the proper place and time indicated in the ITB Timeline.
9. The Department's clocks will provide the official time for Bid receipt.
10. Materials submitted will become the property of the State and accordingly, the State reserves the right to use any concepts or ideas contained in the response.

3.3 Cost of Preparation

Neither the Department nor the State is liable for any costs incurred by a Respondent in responding to this solicitation.

3.4 Public Records and Trade Secrets

Notwithstanding any provisions to the contrary, public records must be made available pursuant to the provisions of the Public Records Act. If Respondent considers any portion of their Bid to this solicitation to be confidential, exempt, trade secret or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution, or any other authority, Respondent must segregate and clearly mark the document(s) as “**CONFIDENTIAL**”.

Simultaneously, Respondent will provide the Department with a separate redacted paper and electronic copy of their Bid and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy must contain the solicitation name, number, and the name of Respondent on the cover, and must be clearly titled “**REDACTED COPY**”.

The redacted copy must be provided to the Department at the same time Respondent submits its Bid and must only exclude or obliterate those exact portions which are claimed confidential, proprietary, or trade secret. Respondent will be responsible for defending its determination that the redacted portions of their Bid are confidential, trade secret or otherwise not subject to disclosure. Further, Respondent must protect, defend, and indemnify the Department for all claims arising from or relating to the determination that the redacted portions of its Bid are confidential, proprietary, trade secret or otherwise not subject to disclosure. If Respondent fails to submit a redacted copy with their Bid, the Department is authorized to produce the entire documents, data or records submitted by Respondent in answer to a public records request for these records.

3.5 Price Page (Mandatory Requirement)

The Price Page is **Attachment B** of this ITB. Respondents must fill out the Price Page (Attachment B) as indicated, sign it, and return it with their Bid.

3.6 Documentation

Respondents must complete and submit the following information or documentation as part of their Bid:

3.6.1 Minimum Qualifications

The Respondent shall be licensed / insured and actively involved in providing commercial janitorial services in the State of Florida for a minimum of four (4) years.

The Respondent shall have provided services for the past three (3) consecutive years for commercial facilities similar in size and scope as the services being requested within the Scope of Services.

3.6.2 References

Respondents must provide contact information for three (3) entities that the Respondents has provided commodities or services of a similar size and nature of those requested in this solicitation. Respondents must use the Reference Form **(Attachment C)** of this ITB to provide the required information. The Department reserves the right to contact all entities during this solicitation to verify experience. Information received may be considered in the Department's determination of Respondent's responsibility. The Department's determination is not subject to review or challenge.

3.6.2 Statement of Non-Collusion

Respondents must sign and return with their Bid, the **Statement of Non-Collusion** form **(Attachment D)**.

3.7 Special Accommodations

Persons with disability requiring special accommodations should call the Department's Purchasing office at least five (5) business days, prior to any pre-Bid conference, Bid opening, or meeting at (850) 245-4199. If hearing or speech impaired, please contact the Department's Purchasing office through the Florida Relay Service, at 1-800-955-8771 (TDD).

3.8 Responsive and Responsible (Mandatory Requirements)

Respondents must complete and submit the following mandatory information or documentation as part of their Bid. Any Bid which does not contain the information below will be deemed non-responsive.

- Bids must be received by the time specified in **Section 2.5**.
- Bids must be accompanied by a surety bond specified in **Section 3.10**.
- **Attachment B**: Price Page, must be completed as specified in **Section 3.5**.
- **Attachment D**: Statement of Non-Collusion, must be completed as specified in **Section 3.6.2**.
- **Respondent Certification Regarding Scrutinized Companies List (Attachment E)**: must be completed as specified.

3.9 Late Bids

The Procurement Officer must receive Bids pursuant to this ITB no later than the date and time specified in the Timeline (Refer to **Section 2.5**). Bids that are not received by the date and time specified will not be considered.

3.10 Bid Bond

All Bids must be accompanied by a surety bond (i.e. Bid Bond) in the amount of ten percent (10%) of the first-year annual contract value and are conditioned upon the successful bidder submitting the specified performance bond specified in Section 4.8 within ten (10) calendar days following notice of award, in the form and manner required by the purchaser. Failure of a Respondent to provide the required Bid bond in the manner stated will cause the Bid to be considered non-responsive to this solicitation.

The Bid bond will be returned, to all Respondents, upon conclusion of the posting of a Notice of Agency Decision, except for the successful Respondent. The Bid bond will be returned to the successful Respondent after the Contract is executed. The cost of the Bid bond will be borne by the Respondent.

SECTION 4.0 SPECIAL CONDITIONS

4.1 **General Contract Conditions (PUR 1000)**

The General Contract Conditions (PUR 1000) form is a downloadable document incorporated in this solicitation by reference, that contains general Contract terms and conditions that will apply to any Contract resulting from this ITB, to the extent they are not otherwise modified. This document should not be returned with the Bid. The PUR 1000 is located at <http://dms.myflorida.com/content/download/2933/11777>

The terms of this solicitation control over any conflicting terms of the PUR1000. Paragraph 31 of PUR 1000 does NOT apply to this solicitation or any resulting contract.

4.2 **Scrutinized Companies**

All Respondents seeking to do business with the Department must follow section 287.135, Florida Statutes. The Department may, at its option, terminate a contract if Respondent is found to have submitted a false certification as provided under section 287.135(5), Florida Statutes, been placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or have been engaged in business operations in Cuba or Syria.

4.3 **Conflict of Interest**

Section 287.057(17)(c), Florida Statutes, provides “A person who receives a Contract that has not been procured pursuant to subsections (1)-(3) to perform a feasibility study of the potential implementation of a subsequent Contract, who participates in the drafting of a solicitation or who develops a program for future implementation, is not eligible to Contract with the agency for any other contracts dealing with that specific subject matter, and any firm in which such person has any interest is not eligible to receive such Contract. However, this prohibition does not prevent a vendor who responds to a request for information from being eligible to Contract with an agency.”

The Department considers participation through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, or auditing or any other advisory capacity to constitute participation in drafting of the solicitation.

Refer to Statement of Non-Collusion, **Section 3.6.2 and Attachment D.**

4.4 **Certificate of Authority**

All limited liability companies, corporations, corporations not for profit, and partnerships seeking to do business with the State must be registered with the Florida Department of State in accordance with the provisions of Chapters 605, 607, 617, and 620, Florida Statutes, respectively prior to Contract execution. The Department retains the right to ask for verification of compliance before Contract execution. Failure of the selected contractor to have appropriate registration may result in withdrawal of Contract award.

4.5 Provider Registration

Each Provider doing business with the State for the sale of commodities or contractual services as defined in section 287.012, Florida Statutes must register in the MyFloridaMarketPlace system, unless exempted under Florida Administrative Code Rule 60A-1.033(3). State agencies must not enter an agreement for the sale of commodities or contractual services as defined in section 287.012, Florida Statutes, with any Provider not registered in the MyFloridaMarketPlace system, unless exempted by rule. The successful Provider must be registered in the MyFloridaMarketPlace system within five (5) days after posting of intent to award.

Registration may be completed at:

<https://vendor.myfloridamarketplace.com/vms-web/spring/login?execution=e2s1>

Providers lacking internet access may request assistance from MyFloridaMarketPlace Customer Service at 866-352-3776 or from State Purchasing, 4050 Esplanade Drive, Suite 300, Tallahassee, FL 32399.

4.6 Minority, Women, Service-Disabled Veteran, and Service Disabled Veteran Business Participation

The Department encourages minority, women, service-disabled veteran, and veteran-owned business enterprise participation in all its solicitations.

4.7 Subcontractors

The Provider may enter written subcontracts for performance of specific services under the Contract resulting from this solicitation. Anticipated subcontract agreements known at the time of Bid submission and the amount of the subcontract must be identified in the Bid. If a subcontract has been identified at the time of Bid submission, a copy of the proposed subcontract must be submitted to the Department. No subcontract that the Provider enters with respect to performance under the Contract will in any way relieve the Provider of any responsibility for performance of its Contract responsibilities with the Department. The Department reserves the right to request and review information in conjunction with its determination regarding a subcontract request.

The successful Provider shall be responsible for all work performed and all expenses incurred with the project. If the Department permits the Provider to subcontract all or part of the work contemplated under this contract, including entering subcontracts with vendors for services and commodities, it is understood by the successful Provider that the Department shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and the successful Provider shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract. The successful Provider, at its expense, will defend the Department against such claims.

4.8 Performance Bond

Within ten (10) days after notification of award, the Provider must submit a performance bond in the amount of 100% of the annual contract value. If a Provider fails to provide the required performance bond within the time designated it will forfeit its surety bond. The

Department, in its sole discretion, may withdraw the award and proceed with the next lowest responsive Provider or re-procure. The bond must be renewed annually before the end of the Contract period and must be issued by a surety company licensed to do business in the State. The cost of the performance bond will be borne by the successful Provider.

4.9 Commercial General Liability Insurance

Respondent must secure and maintain, at its sole expense and for the duration of the contract, term insurance policies to protect himself, any subcontractor(s), and the State. Respondent must save and hold harmless and indemnify the Department against any and all liability, claims, judgments or costs of whatsoever kind or nature for injury to, or death of any person or persons and for loss or damage to any property resulting from the use, service operation, or performance of work under the terms of this Contract, resulting in whole or in part from the negligent acts or omissions by Respondent, his subcontractor, or any of the employees, agents, or representatives of the Respondent or subcontractor.

- A. Worker's Compensation in accordance with applicable state laws and regulations.
- B. General Liability Insurance covering all operations and services under the contract with limits of bodily injury and property damage coverage of not less than a per occurrence limit of \$1 million and an aggregate limit of \$2 million.
- C. Commercial Automobile Liability Insurance, including owner, non-owned and hired vehicle coverage of not less than \$1 million combined single limit, issued on a per occurrence basis, if operations and services under the contract involve the use of operation of automotive vehicles on the Purchaser's premises.

Certificates of insurance coverage described above must be furnished by the Respondent to the Department within five (5) business days of awarded bid.

No insurance will be acceptable unless written by a company licensed by the State of Florida, Department of Financial Services, Division of Insurance Agent and Agency Services to do business in Florida, where the work is to be performed at the time the policy is issued.

4.10 Performance Measures

Pursuant to section 287.058, Florida Statutes, the resulting Contract must contain performance measures which specify the required minimum level of acceptable service to be performed. The performance measures are detailed in **Attachment A, Scope of Services**, in this ITB.

4.11 Financial Consequences

Pursuant to section 287.058, Florida Statutes, the resulting Contract must contain financial consequences that will apply if Respondent fails to perform in accordance with the Contract terms. The financial consequences are detailed in **Attachment A, Scope of Services**, in this ITB.

4.12 Standard Contract

Respondents must become familiar with the Department's Standard Contract which contains administrative, financial, and non-programmatic terms and conditions mandated by federal laws, state statutes, administrative code rules, and directive of the Chief Financial Officer.

Use of the Standard Contract is mandatory for Departmental contracts and the terms and conditions contained in the Standard Contract are non-negotiable. The Standard Contract terms and conditions are located at:

<http://www.floridahealth.gov/about-the-department-of-health/about-us/administrative-functions/purchasing/StandardContract122018.pdf>

4.13 Conflict of Law and Controlling Provisions

Any Contract resulting from this ITB, and any conflict of law issue, will be governed by the laws of the State of Florida. Venue must be in Leon County, Florida.

4.14 Agency Inspectors General

It is the duty of every state officer, employee, agency, special district, board, commission, contractor, and subcontractor to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to section 20.055, Florida Statutes.

4.15 Records and Documentation

To the extent that information is used in the performance of the resulting Contract or generated as a result of it, and to the extent that information meets the definition of "public record" as defined in section 119.011(12), Florida Statutes, said information is hereby declared to be and is hereby recognized by the parties to be a public record and absent a provision of law or administrative rule or regulation requiring otherwise, Provider must make the public records available for inspection or copying upon request of the Department's custodian of public records at a cost that does not exceed the costs provided in Chapter 119, Florida Statutes, or otherwise, and must comply with Chapter 119, Florida Statutes, at all times as specified therein. It is expressly understood that Provider's refusal to comply with Chapter 119, Florida Statutes, will constitute an immediate breach of the Contract resulting from this ITB and entitles the Department to unilaterally terminate the Contract.

Unless a greater retention period is required by state or federal law, all documents pertaining to the program contemplated by this ITB must be retained by Provider for a period of six (6) years after the termination of the resulting Contract or longer as may be required by any renewal or extension of the Contract. During the records retention period, Provider agrees to furnish, when requested to do so, all documents required to be retained. Submission of such documents must be in the Department's standard word processing format. If this standard should change, it will be at no cost incurred to the Department. Data files will be provided in a format readable by the Department.

Provider must maintain all records required to be maintained pursuant to the resulting Contract in such manner as to be accessible by the Department upon demand. Where permitted under applicable law, access by the public must be permitted without delay.

4.16 Protests

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 will constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Only documents delivered by the U.S. Postal Service, a private delivery service, in person, or by facsimile during Business hours (Monday-Friday, 8:00 a.m. - 5:00 p.m., Eastern Standard Time) will be accepted. Documents received after business hours will be filed the following business day.

No filings may be made by email or any other electronic means. All filings must be made with the Agency Clerk ONLY and are only considered "filed" when stamped by the official stamp of the Agency Clerk. It is the responsibility of the filing party to meet all filing deadlines.

Do not send Bids to the Agency Clerk's Office. Send all Bids to the Procurement Officer and address listed in the Timeline.

Agency Clerk mailing address:

Agency Clerk
Florida Department of Health
4052 Bald Cypress Way, BIN A-02
Tallahassee, Florida 32399-1703
Telephone No. (850) 245-4005

**Agency Clerk physical address
for hand deliveries:**

Agency Clerk
Florida Department of Health
2585 Merchants Row Blvd.
Tallahassee, Florida 32399
Fax No. (850) 413-8743

**ATTACHMENT A
SCOPE OF SERVICES**

A. Services to be provided:

1. General Description:

- a. General Statement: This contract is for the provision of janitorial services for six (6) Department facilities in Pinellas County and one (1) Mobile Medical Unit.
- b. Authority: Section 154.02, Florida Statutes.

2. Definition of Terms:

- a. Business Days: Monday through Friday, excluding state holidays.
- b. Business Hours: 8:00 a.m. to 5:00 p.m.
- c. Bi-weekly Basis: Every other week.
- d. Calendar Days: All days, including weekends and holidays.
- e. Daily Basis: Every business day.
- f. Routine Tasks: Routine and project work will be performed Monday through Friday, between the hours of 3:00 p.m. and 11:00 p.m.
- g. Project Work: Work that is required on an as-needed basis, monthly, or a quarterly basis.
- h. Quarterly: A three-month period of the contract term, coinciding with the state's fiscal year.

B. Manner of Service Provision:

- 1. Scope of Work: Provider will perform routine cleaning at all six (6) Department facilities in Pinellas County and Mobile Medical Unit as listed in Section A throughout the contract term.

- a. Task List: Provider will perform the following routine tasks:

Non-Routine Work Tasks

1) Background checks

- a) Provider will be responsible for obtaining and providing Level Two (2), or equivalent, written background checks from the Florida Department of Law Enforcement (FDLE) on all Provider's employees and substitutes that will work in the buildings. This documentation must be provided to the Department prior to contract execution. The Department reserves the right to reject any employee from providing services based on the background check. Provider may access the FDLE website to perform

ATTACHMENT A SCOPE OF SERVICES

the background check and is responsible for payment. The address for the website: <http://www.fdle.state.fl.us/Criminal-History-Records/Obtaining-Criminal-History-Information.aspx> Written FDLE background checks must be submitted to the Contract Manager and approved prior to staffing changes.

- b) Provider shall provide all janitorial staff with verifiable and certified training. Training will be conducted by a certified organization utilizing only established, applicable, and relevant janitorial procedures as they relate to each task being performed and as identified throughout the Scope of Services.

Routine Work Tasks and Frequencies.

- 1) Clean and disinfect drinking fountains and children's waiting area play equipment. (Daily)
 - a) Use spray bottles of germicidal detergent solution, sponges, clean cloths, scrub pads, and cream cleanser to remove all soil, streaks, smudges, etc. from the drinking fountains, cabinets, and play equipment; then, disinfect all porcelain, plastic, and polished metal surfaces including the orifices and drain.
- 2) Clean and Disinfect Fixtures. (Daily)
 - a) Use spray bottles or pump-up sprayers, to apply germicidal detergent solution to all surfaces of wash basins, toilets, urinals, showers, and adjacent surfaces.
 - b) Use clean clothes or sponges (except inside toilet bowls and urinals where Provider will use bowl mops) to remove soil from all surfaces of these fixtures and adjacent surfaces.
 - c) Use cream cleansers and scrub pads to remove soil not removed by the sponges or cloths and germicidal detergent solution.
 - d) Use dry cloths to dry metal surfaces of faucets, handles, valves, etc. Ensure that the cloths and sponges used in cleaning and disinfecting toilets, urinals and other surfaces contaminated with urine or feces are a color readily distinguishable from cloths and sponges used on other surfaces and fixtures.
 - e) Use a plumbing plunger to unstop clogged toilets.
- 3) Clean and Refill Floor Drains. (Weekly)
 - a) Use a floor drain brush to clean floor drains.
 - b) Use a cream cleanser and scrub pads to remove corrosion and tarnish.
 - c) Pour a solution of germicidal detergent down the floor drain to fill the drain trap and prevent the escape of sewer gas.
- 4) Damp Mop Non-Carpeted Floors. (Daily)

**ATTACHMENT A
SCOPE OF SERVICES**

- a) Use detergent solutions and mops to remove soil from non-carpeted floors and baseboards that cannot be removed by sweeping, dust mopping, or vacuuming.
 - b) Dust mop floors that are coated with floor finish prior to damp mopping in restrooms, locker rooms and medical treatment areas, using a germicidal detergent solution instead of a detergent solution.
- 5) De-scale Toilets and Urinals. (Daily)
- a) Use acid-type bowl cleaners and nylon bowl mops to remove scale, scum, mineral deposits, rust stained from the insides of toilet bowls and urinals.
- 6) Disinfect All Surfaces. (Daily)
- a) Use sponges, damp cloths, squeegees, and a germicidal detergent solution from spray bottles or pump-up sprayers to damp wipe and disinfect all surfaces of furniture, fixtures, walls, partitions, doors, telephones, etc.
- 7) Dust Furniture Surfaces. (Weekly)
- a) Use dusting tools, treated dust cloths, or high efficiency vacuum cleaners with dusting attachments to remove all dust, lint, litter, dry soil, etc. from the surfaces of chairs, telephones, lamps, tables, counters, cabinets, shelves, and other types of furniture and surfaces which are not considered to be building surfaces or building fixtures.
 - b) Ensure typewriters, calculators, computers, staplers, papers, books, personal items and other similar desk items are not disturbed.
- 8) Dust Building Surfaces. (Weekly)
- a) Use dusting tools, treated dust cloths or vacuum cleaners with dusting attachments to remove all dust, lint, litter, dry soil, etc. from the surfaces of ledges, heater convectors, window sills, fire extinguishers, walls, baseboards, door frames and sills, ceiling mounted fans, air conditioning and exhaust diffusers, fixtures, partitions, rails, vertical and horizontal blinds, and other types of fixtures and surfaces which are not considered to be furniture surfaces or specialty equipment such as test equipment, computers, typewriters, calculators etc., below 12 feet from the floor surface.

**ATTACHMENT A
SCOPE OF SERVICES**

- b) Dust up to a height of 14 feet from the floor surface for all interior surfaces.
 - c) Use only untreated lamb's wool dusting tools on artwork. Ensure feather dusters are not used.
- 9) Dust Mop or Sweep Non-Carpeted Floors. (Daily)
- a) Use treated dust mops, brooms, and vacuums to remove soil and litter from non- carpeted floors daily. On resilient tile, terrazzo, and other smooth finished floor surfaces, use treated dust mops. On rough, unsealed concrete, or other floors where dust mopping is not effective, use brooms. Prior to dust mopping the floor surface, the provider will use mops and a detergent solution to remove wet soil from the floor.
 - b) Use putty knives to remove gum tar and other sticky substances from the floor.
 - c) Use a dustpan to remove accumulated soil and litter.
 - d) Vacuum elevator floor(s) and door tracks and other areas such as corners and hard-to-reach areas.
 - e) Use a vacuum cleaner to remove moisture and dry soil from carpeted type entrance mats.
 - f) Clean exterior entrance mats by hosing with water or vacuuming, as appropriate.
- 10) Empty Trash and Recycling Receptacles. (Daily)
- a) Empty and return all wastebaskets, recycling boxes/containers, cigarette ash receptacles and other trash containers to their appropriate location. Remove all litter, cans, papers and other containers marked "TRASH".
 - b) Dispose all collected trash and recycling material to containers, compactors, or area(s) on the site or within the building as designated by the building manager.
 - c) Replace all soiled or torn trash receptacle liners with a new trash receptacle liner. Replace the liner in such a manner as to present a neat uniform appearance.
 - d) Use damp clothes, sponges, and a detergent solution or cream cleanser and scrub pads to remove nonpermanent stains and soil from the interior and exterior of trash receptacles. Wash and rinse exterior trash cans weekly.
 - e) Dispose of all collected recyclable materials to designated recycle containers or compactors.
- 11) Overhead Dusting. (Weekly)
- a) Remove all dust, spider webs, litter, etc. from all fixtures and surfaces from the floor up to and including the ceiling that are

ATTACHMENT A SCOPE OF SERVICES

visible from the floor surface below or adjacent floor levels, balconies, stairs, etc. This includes exposed surfaces of lights, grilles, light fixtures, pipes, sprinkler system, cables, ledges, walls, ceiling, diffusers, vents, etc.

- b) Conduct high dusting by using treated dust cloths, treated dusting tools, damp sponges, and high efficiency tank vacuums with crevice tool, brush attachments and wall attachments. Spray cleaner onto cloth or use dust wizard products. Required special procedures will include but are not limited to dusting devices with extension rods. Ensure feather dusters are not used.

12) Litter Inside and Outside of Building. (Daily)

- a) Remove soil and litter from the building. If the litter cannot be removed by hand, use a carpet vacuum on carpeted surfaces or broom or dust mop and damp mop on non-carpeted floors. In exterior areas, Empty ash trays, remove litter from walkways, parking lots, grass and planted areas in all areas between the building structures and the street curb.
- b) Ensure areas around all dumpsters are free of litter, trash, etc.

13) Remove Carpet Stains. (Daily)

- a) Use a carpet stain remover, a dampened utility brush, clean cloths, aerosol gum remover, and wet and dry tank vacuums to remove non-permanent stains from carpeted floors.
- b) Blot or vacuum and scrape as much of the stain from the carpet as practical before applying carpet stain remover to the carpet.
- c) Spray carpet stain remover onto the stain and use a utility brush if required. After the stain, has dissolved, the Blot, vacuum, and rub the stain in such a manner as to prevent spreading of the stain.

14) Spot Clean Building Surfaces. (Daily)

- a) Use clean damp cloths, sponges, scrub pads, spray bottles of detergent solution, glass cleaner, or cream cleanser to remove smudges, fingerprints, marks, streaks, tape, etc. from the surfaces of ledges, windows, partition glass, window sills and blinds, fire extinguisher, vents or diffusers, baseboards, walls, doors, door frames and sills, pictures, partitions, rails, air handlers and other types of fixtures and surfaces which are not considered to be furniture surfaces or specialty equipment such

ATTACHMENT A SCOPE OF SERVICES

as test equipment, computers, typewriters, calculators etc. below 12 feet from the floor surface.

- b) Spot clean up to a height of 12 feet from the floor surfaces. The building manager will designate artwork that is not to be spot cleaned by respondent.

15) Spot Clean Furniture. (Daily)

- a) Use clean damp cloths, sponges, scrub pads, spray bottles of detergent solution, glass cleaner, or cream cleanser to remove smudges, fingerprints, marks, streaks, tape, etc. from the surfaces of chairs, telephones, cleared surfaces of desks, lamps, tables, cabinets, counters, shelves, and other types of furniture and surfaces which are not considered to be building surfaces or building fixtures. Typewriters, calculators, computers, staplers, paper, books, personal items and other similar desk items are not to be disturbed.

16) Spot Mop and Spot Clean. (Daily)

- a) Use detergent solution and mops to remove spots, spills and obvious soil from non-carpeted floors which cannot be removed by vacuuming or dust mopping. After the floor, has been spot mopped, it will have a uniform appearance free of soil, stains, streaks, swirl marks, detergent film or any observable soil which can be removed by damp mopping. In rest rooms and medical exam or treatment areas, use a germicidal detergent solution instead of detergent solution.

17) Spray buff and burnishing. (Monthly)

- a) Dust mop and damp mop the floor surface in preparation for spray buffing and burnishing.
- b) Use single-disc floor machines, buffing or burnishing pads, and spray bottles with a spray buffing solution or other approved chemical to restore a uniform gloss and protective finish to resilient tile and terrazzo floors which are finished with a floor finish.
- c) Remove all spray buff and burnishing solution from baseboards, furniture, trash receptacles, etc.

18) Vacuum Traffic Lanes. (Daily)

- a) Use a HEPA carpet vacuum to vacuum traffic patterns and lanes of carpeted floors to remove soil and debris from the

**ATTACHMENT A
SCOPE OF SERVICES**

carpet surface and pile and to raise the carpet pile. Change HEPA filter as needed.

- 19) Vacuum Completely. (Daily)
 - a) Use a HEPA carpet vacuum to remove visible soil and debris from the carpet surface and from within the carpet pile.
 - b) Use a hose and brush or crevice attachment to vacuum areas inaccessible to the carpet vacuum. Elevator floor and door tracks are to be vacuumed. Moisture and dry soil is to be vacuumed from carpeted type entrance mats.
 - c) Use carpet stain remover and gum remover to remove carpet stains and gummy soil from entrance mats.

- 20) Wash Exterior Glass. (Quarterly)
 - a) Use window washing equipment, glass cleaner, stepladders, soft cloths, squeegees, etc. to remove soil, tape, grease, smoke, spots and stains from the interior and exterior sides of glass in exterior walls, doors, partitions, etc. from all glass surfaces accessible from floor or ground level to 30 feet above. Use glass cleaner, metal polish, detergent, degreaser, soft cloths, ladders and scaffolding as needed.
 - b) Wash exterior glass inside and outside, at times that does not interfere with pedestrian traffic and will need to be completed twice each contract year.

- 21) Wash Interior Glass. (Weekly)
 - a) Use glass cleaner, stepladders, soft cloths, squeegees, etc. to remove soil, tape, grease, smoke, spots and stains from both sides of glass in interior walls, doors partitions, etc. from all glass surfaces, accessible from floor or ground level to 30 feet above.
 - b) Use metal polish, detergent, degreaser, cream cleanser, soft cloths, abrasive pads, ladders and scaffolding as needed to remove soil, tape, grease, smoke spots and stains from both sides of interior glass frames and ledges.

- 22) Wet Mop Non-Carpeted Floors. (Daily)
 - a) Wet mop surfaces to remove soil from non- carpeted floors which cannot be removed by vacuuming or dust mopping.

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- b) Ensure a uniform appearance free of soil, stains, streaks, swirl marks, detergent film or any observable soil which can be removed by damp mopping.
- 23) Clean Walkways, Roadways, Parking Lots and Garages. (Daily)
- a) Pick up, clean, and sweep all walkways, roadways, parking areas, seating areas, gardens and shrubs surrounding the buildings daily. All trash receptacles, and cigarette urns will be emptied, and trash removed from these areas daily.
 - b) Power wash all exterior walkways and steps with a detergent solution two (2) times per contract year.
- 24) Stairwell Cleaning. (Daily)
- a) Sweep and mop all interior and exterior stairwells daily.
- 25) Recycling. (Where Applicable)
- Move recycling materials for pick-up in accordance with the Department's recycling program and bring them to a designated storage location on-site in accordance with a schedule, provided by the Contract Manager, indicating the pick-up times and dates for recyclable materials.
- 26) Refilling – Replacement of Restroom Paper Products. (Daily)
- Ensure all restroom paper products are refilled – replaced daily. Toilet tissue, toilet seat covers, hand soap, paper towels, urinal tabs, air freshener refills, and waxed sanitary napkin bags.
- 27) Equipment Type
- a) Furnish all tools, equipment, and supplies necessary to properly perform the services defined in this contract. New, high quality, industrial and/or commercial type tools and equipment will be used to start this contract. If used tools or equipment are provided, they will be in excellent condition and must be approved by the contract manager.
 - b) Provide high efficiency, particulate retention vacuum cleaners equipped with built-in utility hose, 16" brush width, bumper guards, and magnet; and a minimum 35-foot cable, top fill collection container, and disposable filter bags (three stage filtration system).
- 28) Operation and Maintenance

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- a) Maintain a complete set of operating instructions for each type, brand and model of equipment, tool and item of supply used in the performance of the work.
- b) Ensure that all tools, equipment and supplies used by its employees will be used in accordance with the manufacturer's instructions and all applicable safety practices and requirements. Train personnel to properly and safely operate every piece of equipment.
- c) Ensure all electrical equipment operates at performance levels using existing building electrical circuits.
- d) Develop and implement adequate procedures and controls to ensure that all tools, equipment and supplies remain in good, clean condition.
- e) Ensure all equipment and tools have non-marking wheels, adequate bumpers and guards to prevent marking or scratching of fixtures, furnishings or building surfaces.
- f) Maintain adequate quantities of backup equipment to ensure that the minimum quantities of required equipment and tools are available and in safe and proper operating condition always during the performance of the service.

29) Storage

- a) Label the storage locations on shelves in each custodial closet for chemicals, small tools, and supplies.
- b) Identify all equipment and tools required for specific assignments within the building.

29) Staffing Level

- a) Provide staff for routine work at a minimum of 4,000 square feet per man-hour (i.e., a 20,000-square foot building will require a minimum of six (6) man-hours). The provider will provide six (6) staff, each working eight (8) hours per workday, 40 hours per week, for project work as scheduled by the department.
- b) Provide relief personnel as necessary and work overtime as necessary at no cost to the department to ensure that the routine work and project work are performed as specified herein.
- c) Designate one (1) lead per-site supervisor working eight (8) hours per day and 40 hours per week, who will be reachable by cell phone within 15 minutes, during normal DOH office hours of 8:00 a.m. till 5:00 p.m.

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- 30) Staff Training
- a) Provide each employee used in the performance of services with adequate training to competently and safely perform the services. Each supervisor and lead worker, to the satisfaction of the contract manager, will be capable of verbal and written communication in the English language and will be able to effectively communicate with the service workers.
 - b) Maintain a training record for each employee. The training record will show, as a minimum, the employee's name, date of employment, the type and date of each training class attended, and the class instructor.
 - c) Present such records for inspection upon request by the contract manager. The contract manager may, from time to time, monitor the conduct of such training classes. As a minimum, the provider will provide each employee performing services training in the proper methods and use of tools, chemicals, equipment and supplies or any other skills or knowledge needed by the employees of the provider to safely and adequately perform the services under this contract.
- 31) Uniforms and Identification
- a) Issue shirts and/or blouses to its employees and ensure all its employees, and any subcontractor employees, are clean, neat, and appropriately attired with uniforms and appropriate safety shoes during the performance of the services.
 - b) Uniforms will consist of a shirt or blouse, and long pants. The shirt or blouse will have the provider's name printed on the back of the shirt or blouse. No advertising and/or slogans will be printed on uniforms.
 - c) Ensure all employees prominently wear the ID tag provided by the Department always while on the premises of the department.

PROJECT WORK

- 1) Clean and Shampoo Upholstered Furniture. (**Quarterly**)
- a) Use shampoo, stain remover and foaming type upholstery shampoo equipment to remove all soil and stains and then apply a soil retardant to the fabric portions of seats.
 - b) Ensure there is no evidence of dry soil or shampoo residue in the fabric.
 - c) Remove chewing gum and other gummy soils with aerosol fluorocarbon gum remover, putty knife, and stiff bristled utility brush.

**ATTACHMENT A
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- d) Pretest the compatibility of the upholstery shampoo with the fabric by applying a small amount to a detached swatch of the material, if available, or to a small, inconspicuous part of the fabric on the chair.
 - e) Wipe non-fabric parts of the chair with neutral detergent and a clean cloth or sponge to remove shampoo residue and dry soil.
- 2) Carpet Shampooing, Brush Method. **(Quarterly)**
- a) Vacuum, pre-treat carpet stains, pre-treat traffic areas, and shampoo carpets using a single disc floor machine with a detergent solution tank mounted above the motor. Ensure the shampoo brush will have nylon bristle fill or other soft natural fibers.
 - b) Shampoo areas such as corners, which are inaccessible to the equipment by using a manual scrubbing device.
- 3) Carpet Shampooing, Hot Water Extraction Method - **Quarterly**
- a) Shampoo carpets using hot water extraction equipment and supplies. Ensure the hot water extraction equipment has a self-contained heating element capable of maintaining water temperature to 165 degrees at the carpet.
- 4) Soil Retardant Treatment - **Annually**
- a) Treat hallway and traffic lane carpets with a soil retardant agent after completion of a carpet cleaning procedure quarterly, except when Bonnet Method cleaning procedure is used.
- 5) Machine Scrub Floors - **Quarterly**
- a) Use an electrically powered floor machine with scrubbing brushes and tank vacuum, to remove soil and stains from the floor surfaces such as concrete, bricks or pavers, grouted tile and other such uneven or rough floors and from baseboards, furniture and partition bases and legs.
 - b) Remove all splash marks on baseboards, furniture and other such areas.
- 6) Strip and Refinish Floors – **Quarterly**
- a) Remove all nonpermanent floor finish and sealer from resilient tile and from baseboards and furniture and partition legs and bases.

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- b) Use single disc floor machines, stripping pads, putty knives, abrasive pads, mops, mop buckets and wringers, floor finish remover and rust remover to remove all removable marks, heel marks, scuff marks, rust stains, gum and other types of stains and soil.
 - c) Use a wet and dry tank vacuum to pick up stripping solutions except in areas where its use is not practical.
 - d) Rinse thoroughly with clear water all floor surfaces to which floor finish remover has been applied. When a wet and dry tank vacuum is used, rinse the floor at least twice. After the floor finish, has been removed, use a fine strand rayon mop to apply at least two coats of floor seal and three coats of floor finish to resilient tile.
 - e) Remove all floor seal, floor finish, stripper and stripping slurry from baseboards, furniture and other such areas.
- 7) Steam Clean or Pressure Clean - **Biannually**
- a) Use a high-pressure sprayer or washer and hot water, degreaser, scrapers, brushes, etc. to remove soil, litter, grease, oil, gum tar, etc. from concrete floors, walls, and adjacent surfaces.
- 8) Overhead Cleaning - **Biannually**
- a) Remove all dust, soil and stains from all fixtures and surfaces from the floor up to and including the ceiling (up to 20 feet).
 - b) Provide the necessary ladders or scaffolding to perform the overhead cleaning. Fixtures include exposed surfaces of lights, grilles, light fixtures, skylights, pipes, sprinkler system, cables, ledges, walls, ceilings, vents, etc.
 - c) Use damp sponges, and wall or ceiling washing equipment. Clean air conditioning diffusers and registers using a vacuum cleaner with a nozzle attached for this purpose. Dust using spray cleaners applied to cloth or rags.
- 9) Reports - **Monthly**
- a) Prepare an inspection report that details daily, weekly, and monthly tasks completed to include project work completed in a format approved by the Contract Manager. Submit the report to the Contract Manager each month with the invoice.
- b. Deliverables: Provider must complete or submit the following deliverables in the time and manner specified:

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Monthly: Provision of Janitorial services with submission of supporting documentation as specified in Tasks B.1a through B.31.c and to include documentation for Project Work 1.a through 9.a.

- c. Performance Measures: Deliverables must be met at the following minimum level of performance:
- a) Inspections must be conducted and reported as specified.
 - b) The equipment list must be submitted as specified.
 - c) The approved cleaning equipment must be used as specified.
 - d) The employee performing the services was not uniformed in accordance with the listed requirements.
 - e) Provider failed to lock all exterior doors, set the building alarm and/or security gates when leaving a building at the end of a work shift.
 - f) Provider fails to follow Department security and energy conservation practices and procedures (turn off office and hallway lights when done, locking doors, etc.).
- d. Financial Consequences: Failure of Provider to complete or submit a deliverable in the time and manner specified will result in a reduction in payment for that deliverable as follows:
- a) Failure to provide the **Routine Services** as specified will result in a five percent (5%) reduction in the invoice amount.
 - b) Failure to provide **Monthly Services** as specified will result in a five percent (5%) reduction in the invoice amount.
 - c) Failure to provide **Quarterly Services** as specified will result in a five percent (5%) reduction in the invoice amount.
 - d) Failure to provide **Annual Services** as specified will result in a five percent (5%) reduction in the invoice amount.
- Failure to provide **Biannual Service** as specified will result in a five percent (5%) reduction in the invoice amount.

**ATTACHMENT A
SCOPE OF SERVICES**

3. Service Locations and Times:

a. Service Locations:

Center	Square Feet	Address
Saint Petersburg	114,00	205 Dr. Martin Luther King Jr. St N St. Petersburg, FL 33703
Pinellas Park	15,900	6350 76th Ave. N Pinellas Park, FL 33781
Largo	19,760	12420 130th Ave. N. Largo, FL 33774
Mid County	54,396	8751 Ulmerton Road Largo, FL 33771
Clearwater	24,000	310 North Myrtle Clearwater, FL 33755
Tarpon Springs	10,800	301 South Disston Avenue Tarpon Springs, FL 34689
Mobile Medical	N/A	14204 46 th St. N Clearwater, FL 33762

b) Service Times:

- a) Cleaning services will be performed Monday through Friday, between the hours of 3:00 p.m. and 11:00 p.m., except as otherwise specified.
- b) Cleaning of secured locations (IT Department, HR Hub, HR Liaisons Offices, Legal Department Suite, Disease Control Division, Medical Records Suite, Vital Statistics, Server Rooms, Vaccine Storage, Environmental Services, Code Enforcement) must begin immediately prior to routine cleaning of the remaining common areas of buildings and completed no later than 4:59pm each business day.
- c) No routine work will be required on state holidays.

4. Method of Payment:

- 1. Payment: This is a Fixed Price, Unit Cost contract. The Department will pay the Provider upon completion of the deliverables as specified in accordance with the terms and conditions of this Contract, and the Provider's price sheet.
- 2) Unit of Service: A unit of service will consist of the completion of the required deliverable as specified in Section A.

**ATTACHMENT A
SCOPE OF SERVICES**

- 3) Invoice Requirements: Provider will submit a properly completed invoice to the Department's Contract Manager within 15 days of completing each deliverable as specified. At a minimum, each invoice must be submitted on the Provider's letterhead, contain a description of all deliverables for the invoice period, number of units delivered per deliverable, total amount due per deliverable, total invoice amount, invoice number, invoice date, and period of services.
5. Special Provisions:
- 1) Contract Renewal: This contract may be renewed on a yearly basis for no more than three (3) years beyond the initial contract or for the original term of the contract, whichever is longer, and is subject to the same terms and conditions set forth in the initial contract. Renewals must be in writing, made by agreement, and will be contingent upon satisfactory fiscal and programmatic performance evaluations as determined by the Department and will be subject to the availability of funds.
 - 2) Priority: This contract, its exhibits and attachments, janitorial services, and Provider's response to this ITB, contain all the terms and conditions agreed upon by the parties. In the event of any conflict among these documents, the order of precedence will be this contract, the ITB and then Provider's Response.

**ATTACHMENT B
PRICE PAGE**

A single award solicitation will be made to the responsive, responsible Respondent offering the lowest grand total for the services requested in this ITB.

Unit price will control in the case of mathematical error(s).

No changes should be made to the format of this price page.

Initial Year Prices

Locations	Monthly Price	Months	Initial Term Price
205 Dr. M.L. King St., N. St. Petersburg (Approx. 114,000 SF)	\$ _____	36	\$ _____ (4/1/2019 – 3/31/2022)
6350 76th Avenue N., Pinellas Park (Approx. 15,900 SF)	\$ _____	36	\$ _____ (4/1/2019 – 3/31/2022)
12420 130th Ave. N., Largo (Approx. 19,760 SF)	\$ _____	36	\$ _____ (4/1/2019 – 3/31/2022)
8751 Ulmerton Rd N., Largo (Approx. 54,396SF)	\$ _____	36	\$ _____ (4/1/2019 – 3/31/2022)
310 N. Myrtle Avenue, Clearwater (Approx. 25,000 SF)	\$ _____	36	\$ _____ (4/1/2019 – 3/31/2022)

**ATTACHMENT B
PRICE PAGE**

<p align="center">301 S. Disston Ave., Tarpon Springs (Approx. 10,800 SF)</p>	<p align="center">\$ _____</p>	<p align="center">36</p>	<p align="center">\$ _____ (4/1/2019 – 3/31/2022)</p>
<p align="center">Mobile Medical Unit 14204 46th Street North. Clearwater, FL 33762</p>	<p align="center">\$ _____ per week</p>	<p align="center">104</p>	<p align="center">\$ _____ (4/1/2019 – 3/31/2022) (104 = 2 visits per week / 52 weeks per year)</p>
<p align="center">Initial Term Total</p>			<p align="center">\$ _____</p>

**ATTACHMENT B
PRICE PAGE**

Renewal Prices

Locations	Monthly Price	Renewal Pricing (Optional)
<p align="center">205 Dr. M.L. King St., N. St. Petersburg (Approx. 114,000 SF)</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>	<p>(2022) 1st year renewal \$ _____</p> <p>(2023) 2nd year renewal \$ _____</p> <p>(2024) 3rd year renewal \$ _____</p>
<p align="center">6350 76th Avenue N., Pinellas Park (Approx. 15,900 SF)</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>	<p>(2022) 1st year renewal \$ _____</p> <p>(2023) 2nd year renewal \$ _____</p> <p>(2024) 3rd year renewal \$ _____</p>
<p align="center">12420 130th Ave. N., Largo (Approx. 19,760 SF)</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>	<p>(2022) 1st year renewal \$ _____</p> <p>(2023) 2nd year renewal \$ _____</p> <p>(2024) 3rd year renewal \$ _____</p>
<p align="center">8751 Ulmerton Rd N., Largo (Approx. 54,396SF)</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>	<p>(2022) 1st year renewal \$ _____</p> <p>(2023) 2nd year renewal \$ _____</p> <p>(2024) 3rd year renewal \$ _____</p>
<p align="center">310 N. Myrtle Avenue, Clearwater (Approx. 25,000 SF)</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>	<p>(2022) 1st year renewal \$ _____</p> <p>(2023) 2nd year renewal \$ _____</p> <p>(2024) 3rd year renewal \$ _____</p>

**ATTACHMENT B
PRICE PAGE**

<p align="center">301 S. Disston Ave., Tarpon Springs (Approx. 10,800 SF)</p>	<p>\$ _____ \$ _____ \$ _____</p>	<p>(2022) 1st year renewal \$ _____</p> <p>(2023) 2nd year renewal \$ _____</p> <p>(2024) 3rd year renewal \$ _____</p>
<p align="center">Mobile Medical Unit 14204 46th Street North. Clearwater, FL 33762</p>	<p>\$ _____ Per Week</p>	<p>(2022) 1st year renewal \$ _____</p> <p>(2023) 2nd year renewal \$ _____</p> <p>(2024) 3rd year renewal \$ _____</p>
<p align="center">Renewal Term Total</p>		<p align="center">\$ _____</p>

Grand Total \$ _____

(Grand Total is the total of all service locations: Initial Term + Renewal One + Renewal Two + Renewal Three)

Respondent Name: _____

Respondent Mailing Address: _____

City-State-Zip: _____

Telephone Number: _____

Email Address: _____

Federal Employer Identification Number (FEID): _____

BY AFFIXING MY SIGNATURE ON THIS BID, I HEREBY STATE THAT I HAVE READ THE ENTIRE ITB TERMS, CONDITIONS, PROVISIONS AND SPECIFICATIONS AND ALL ITS

**ATTACHMENT B
PRICE PAGE**

ATTACHMENTS, INCLUDING THE REFERENCED PUR 1000 AND PUR 1001. I hereby certify that my company, its employees, and its principals agree to abide to all the terms, conditions, provisions and specifications during the competitive solicitation and any resulting Contract including those contained in the Standard Contract.

Signature of Authorized Representative*: _____

Printed (Typed) Name and Title: _____

*An authorized representative is an officer of the Respondent's organization who has legal authority to bind the organization to the provisions of the Bids. This usually is the President, Chairman of the Board, or owner of the entity. A document establishing delegated authority must be included with the Bid if signed by other than the President, Chairman or owner.

**ATTACHMENT C
REFERENCE FORM**

Respondent's Name:

Respondent must provide contact information for three references evidencing experience as described in **Section 3.6.2**. Respondents must use this reference form to provide the required information. The Department reserves the right to contact all entities during this solicitation to verify experience. Information received may be considered in the Department's determination of the Respondent's responsibility. The Department's determination is not subject to review or challenge.

1.	Company/Agency Name:	
	Address:	
	City, State, Zip:	
	Contact Name:	
	Contact Phone:	
	Contact Email Address:	
	What products/services were provided?	
	Begin and End Dates: mm/dd/yyyy to mm/dd/yyyy	
2.	Company/Agency Name:	
	Address:	
	City, State, Zip:	
	Contact Name:	
	Contact Phone:	
	Contact Email Address:	
	What products/services were provided?	
	Begin and End Dates: mm/dd/yyyy to mm/dd/yyyy	

**ATTACHMENT C
REFERENCE FORM**

3.	Company/Agency Name:	
	Address:	
	City, State, Zip:	
	Contact Name:	
	Contact Phone:	
	Contact Email Address:	
	What products/services were provided?	
	Begin and End Dates: mm/dd/yyyy to mm/dd/yyyy	

**ATTACHMENT D
STATEMENT OF NON-COLLUSION**

I hereby certify that my company, its employees, and its principals, was not involved in performing a feasibility study of the implementation of the subject Contract, in the drafting of this solicitation document, or in developing the subject program. Further, my company, its employees, and principals, engaged in no collusion in the development of the instant Bid, proposal or reply. This Bid, proposal or reply is made in good faith and there has been no violation of the provisions of Chapter 287, Florida Statutes, the Administrative Code Rules promulgated pursuant thereto, or any procurement policy of the Department. I certify I have full authority to legally bind the Respondent to the provisions of this Bid, proposal or reply.

Signature of Authorized Representative*

Date

*An authorized representative is an officer of the Provider's organization who has legal authority to bind the organization to the provisions of the Bids. This usually is the President, Chairman of the Board, or owner of the entity. A document establishing delegated authority must be included with the Bid if signed by other than the President, Chairman or owner.

**ATTACHMENT E
RESPONDENT CERTIFICATION REGARDING SCRUTINIZED COMPANIES LIST**

Respondent Name: _____

Respondent Mailing Address: _____

City-State-Zip: _____

Telephone Number: _____

Email Address: _____

Federal Employer Identification Number (FEID): _____

Section 287.135, Florida Statutes prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135, Florida Statutes, also prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of \$1,000,000 or more, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which were created pursuant to section 215.473, Florida Statutes.

As the person authorized to sign on behalf of the Respondent, I hereby certify that the company identified above in the section entitled "Provider Name" is not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. 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.

Signature of Authorized Representative*: _____

Printed (Typed) Name and Title: _____

*An authorized representative is an officer of the Respondent's organization who has legal authority to bind the organization to the provisions of the Bids. This usually is the President, Chairman of the Board, or owner of the entity. A document establishing delegated authority must be included with the Bid if signed by other than the President, Chairman or owner.