

**State of Florida  
Department of Transportation**



INVITATION TO BID

**Janitorial Services for the Southwest Interagency Facility  
for Transportation (SWIFT) SunGuide Center**

**DOT-ITB-19-1270DN**

**CONTACT FOR QUESTIONS:**

Don Naylor, Procurement Agent

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

Phone: (863) 519-2629

801 North Broadway Ave.

Bartow, FL 33830

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

**INVITATION TO BID REGISTRATION**

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**PLEASE COMPLETE AND RETURN THIS FORM ASAP**

**FAX TO (863)519-2661 OR E-MAIL TO Don Naylor, [D1-Purchasing@dot.state.fl.us](mailto:D1-Purchasing@dot.state.fl.us)**

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Bid Number: ITB-DOT-19-1270DN

Title: Janitorial Services for the Southwest Interagency Facility for Transportation (SWIFT) SunGuide Center

Bid Due Date & Time (On or Before): March 8, 2019 at 9:00 AM

Bid Opening Date & Time: March 8, 2019 at 10:00 AM

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

**THE INVITATION TO BID DOCUMENT YOU RECEIVED IS SUBJECT TO CHANGE.**

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

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

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

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

Telephone: ( ) \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

For further information on this process, e-mail or telephone: [Don Naylor, D1-Purchasing@dot.state.fl.us](mailto:Don Naylor, D1-Purchasing@dot.state.fl.us), 863-519-2629

**Exhibit "C"**  
**Bid Sheet**  
**ITB-DOT-19-1270DN**

**Janitorial Services for the SWIFT SunGuide Center**

Description	Quantity Unit	Unit Cost	Estimated Quantity	Annual Price
<b>Specific Requirements for Offices and Hallways (4.3.2.)</b>				
Provide twice per day services (4.3.2.1)	1 day		365	
Provide daily services (4.3.2.2)	1 day		365	
Provide weekly services (4.3.2.3)	1 week		52	
Provide monthly services (4.3.2.4)	1 month		12	
Provide quarterly services (4.3.2.5)	1 quarter		4	
<b>Specific Requirements for Bathrooms (4.3.3)</b>				
Provide twice per day services (4.3.3.1)	1 day		365	
Provide daily services (4.3.3.2)	1 day		365	
Provide weekly services (4.3.3.3)	1 week		52	
Provide quarterly services (4.3.3.4)	1 quarter		4	
<b>Specific Requirements for Break Rooms (4.3.4)</b>				
Provides twice per day services (4.3.4.1)	1 day		365	
Provide daily services (4.3.4.2)	1 day		365	
Provide monthly services (4.3.4.3)	1 month		12	
Provide quarterly services (4.3.4.4)	1 quarter		4	
<b>Specific Requirements for Carpet cleaning and Stain Protection (4.3.5)</b>				
Provide quarterly carpet cleaning services (4.3.5.1)	1 quarter		4	
Provide quarterly stain protection services (4.3.5.2)	1 quarter		4	
<b>Specific Requirements for Window and Door Cleaning (4.3.6)</b>				
Provide quarterly window and door cleaning services	1 quarter		4	

<b>Description</b>	<b>Quantity Unit</b>	<b>Unit Cost</b>	<b>Estimated Quantity</b>	<b>Annual Price</b>
<b>Specific Requirements for Vision Baffle Cleaning (4.3.7)</b>				
Provide semi-annual vision baffle cleaning services	1 quarter		4	
<b>Specific Requirements for Exterior Sidewalks and Awnings (4.3.8)</b>				
Provide semi-annual pressure washing services for sidewalks (4.3.8.1)	1 semi-annual		2	
Provide semi-annual pressure washing services for awnings (4.3.8.2)	1 semi-annual		2	
Note: The rates shown in the table above are all-inclusive of all contract management activities and overhead costs				
<b>Commodities Section (3B)</b>				
Provide all items to stock bathrooms (Section 3B,1, Section 3B.2, 4.3.3.1.2 & 4.3.3.1.2.1	2x's daily Restock as needed. Purchase, repair, replace, as needed		12	
<b><u>TOTAL ANNUAL COST</u></b>				

\*Note: The rates shown in the table above are all-inclusive of all contract management activities and overhead costs. Vendor is responsible for all commodities listed in the scope of service as well as those not listed but routine & customary. Vendor shall have opportunity t the facility prior to bidding.

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

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

Bidder: \_\_\_\_\_

FEID: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

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

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

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

DOT-ITB-19-1270DN

## MINIMUM QUALIFICATIONS STATEMENT

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

Provide a written statement detailing your qualifications:

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## WORK REFERENCES

List the names of three references for which your business has provided similar services.

<u>BUSINESS NAME</u>	<u>ADDRESS</u>	<u>CONTACT PERSON</u>	<u>PHONE NO.</u>
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1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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

375-040-18  
PROCUREMENT  
03/17

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

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

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

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

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

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

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

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

**YES**

**NO**

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

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

375-040-24  
PROCUREMENT  
03/17

PROCUREMENT NO. \_\_\_\_\_ FINANCIAL PROJECT NO. \_\_\_\_\_

(DEPARTMENT USE ONLY)

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

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

of \_\_\_\_\_

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

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

MBE SUBCONSULTANTS/CONTRACTORS

TYPES OF SERVICES/COMMODITIES

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

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

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

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

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

Florida Statutes  
 287.135

375-030-60  
 PROCUREMENT  
 OGC – 07/18

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

Section 287.135, F.S. 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 the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.475, F.S. or is engaged in a boycott of Israel. Section 287.135, F.S. 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, if the company is on either the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which are created pursuant to s. 215.473, F.S.

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

Certified By: \_\_\_\_\_

who is authorized to sign on behalf of the above referenced company.

Authorized Signature Print Name and Title: \_\_\_\_\_

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



## INTRODUCTION SECTION

### 1) INVITATION

The State of Florida Department of Transportation (hereinafter referred to as the "Department") is soliciting written bids from qualified bidders to establish a contract to provide [Janitorial Services for the Southwest Interagency Facility for Transportation \(SWIFT\) SunGuide Center](#). It is anticipated that the term of the contract will begin on or about July 1, 2019 and be effective for (36) months thereafter.

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

### 2) TIMELINE

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

<b>ACTION / LOCATION</b>	<b>DATE</b>	<b>LOCAL TIME</b>
<b>Mandatory Site Visit</b> SWIFT SunGuide Center 10041 Daniels Parkway Fort Myers, FL 33913	<b>February 26, 2019</b>	<b>1:00 PM</b>
<b>DEADLINE FOR TECHNICAL QUESTIONS -</b> There is no deadline for administrative questions.	<b>March 4, 2019</b>	<b>2:00 PM</b>
<b>BIDS DUE (ON OR BEFORE) -</b> FDOT District One Office 801 North Broadway Ave. Bartow, FL 33830 Ph: 863-519-2629	<b>March 8, 2019</b>	<b>9:00 AM</b>
<b>PUBLIC OPENING -</b> FDOT District One Office 801 North Broadway Ave. Bartow, FL 33830	<b>March 8, 2019</b>	<b>10:00 AM</b>
<b>POSTING OF INTENDED DECISION/AWARD -</b>	<b>March 11, 2019</b>	<b>9:00 AM</b>

### 3) BID OPENING AGENDA

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

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

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

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

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

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

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

## **SPECIAL CONDITIONS**

### **1) MyFloridaMarketPlace**

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

All payment(s) to the vendor resulting from this competitive solicitation **WILL** be subject to the MFMP Transaction Fee in accordance with the referenced Form PUR 1000 General Contract Condition #14. The Transaction Fees imposed shall be based upon the date of issuance of the payment.

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

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

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

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

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

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

**Don Naylor, [D1-Purchasing@dot.state.fl.us](mailto:D1-Purchasing@dot.state.fl.us) , 801 North Broadway Ave. Bartow, FL 33830**

Questions regarding administrative aspects of the bid process should be directed to the Procurement Agent in writing at the address above or by phone: **(863) 519-2629**

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

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

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

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

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

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

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

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

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

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

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

The Department intends to award this contract to the responsive and responsible bidder that submits the lowest responsive bid. If the Department is confronted with identical pricing or scoring from multiple vendors, the Department shall determine the order of award using the following criteria, in the order of preference listed below (from highest priority to lowest priority):

1. Section 295.187(4), Florida Statutes; Veteran Business Enterprise
2. Section 287.087, Florida Statute; Drug Free Work Place
3. Section 287.057(11); Minority Business Enterprise

In the event that the application of the above referenced preferences does not resolve the identical replies, the Department shall determine the award by means of random drawing.

## 8) **MANDATORY SITE VISIT**

A **MANDATORY** site visit will be held at the date, time and location in the Timeline. The purpose of this meeting is to provide an open forum for the Department to review the Scope of Services and respond to questions from potential bidders regarding the scope of services, ITB requirements, contractual requirements, method of compensation, and other conditions or requirements that may, in any manner, effect the work to be performed. Any changes and/or resulting Addenda to the ITB will be the sole prerogative of the Department.

**Attendance at this site visit 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.

## 9) **QUALIFICATIONS**

### 9.1 **GENERAL**

Vendor must meet the following minimum qualifications:

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

### 9.2 **BIDDER QUALIFICATIONS**

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

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

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

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

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

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

For licensing, contact:

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

## 10) **WARRANTY/SUBSTITUTIONS**

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

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

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

## 11) LIABILITY INSURANCE

The Vendor shall not commence any work until they have obtained the following types of insurance, and certificates of such insurance have been received by the Department. Nor shall the Vendor allow any subcontractor to commence work on this project until all similar insurance required of the subcontractor has been so obtained. The Vendor shall submit the required Certificates of Insurance to the **Florida Department of Transportation, Procurement Office, Don Naylor, 801 North Broadway Ave Bartow, FL 33830** within ten (10) days after the ending date of the period for posting the intended award decision.

( ) No general liability insurance is required.

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

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

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

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

## 12) PERFORMANCE BOND

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

## 13) METHOD OF COMPENSATION

**Exhibit "B" - Method of Compensation**

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

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

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

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

**Should** the Department determine that the bid package has material misrepresentations or that the size or nature of the bidder's facilities, equipment, management capabilities, or the number of experienced personnel (including technical staff) are not adequate to ensure satisfactory contract performance, the Department has the right to reject the bid.

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

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

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

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

**17) UNAUTHORIZED ALIENS**

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

**18) SCRUTINIZED COMPANIES LISTS**

ALL Responses, regardless of dollar value, must include a completed [Vendor Certification Regarding Scrutinized Companies Lists](#) to certify the respondent is not on either of those lists. The Form should be submitted with the Bid Sheet.

A Vendor is ineligible to enter into a contract with the Department for goods or services of any amount if, at the time of entering into such contract, the Vendor 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 companies from entering into a contract for goods or services of \$1 million or more that are on either the Scrutinized Companies with Activities in Sudan List or the

Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which were created pursuant to s. 215.473, Florida Statutes.

If the Department determines the Vendor submitted a false certification under Section 287.135 of the Florida Statutes, the Department shall either terminate the Contract after it has given the Vendor notice and an opportunity to demonstrate the Department's determination of false certification was in error pursuant to Section 287.135 of the Florida Statutes, or maintain the Contract if the conditions of Section 287.135 of the Florida Statutes are met.

## **19) RESERVATIONS**

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

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

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

## **21) RESPONSIVENESS OF BIDS**

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

## **22) BID SHEET**

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

## **23) ESTIMATED QUANTITIES**

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



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

Whenever two or more bids which are equal with respect to price, quality, and service are received, the Department shall determine the order of award first in accordance with section 295.187(4), Florida Statutes, giving preference to "Veteran Business Enterprise" then to bid responses from vendors that certify the business has implemented a drug-free workplace program in accordance with Section 287.087, Florida Statutes. The "Drug-Free Workplace Program Certification" must be completed and submitted with the bid response to be eligible for this preference.

**25) COPYRIGHTED MATERIAL**

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

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

The Bidder must include any materials it asserts to be exempted from public disclosure under Chapter 119, Florida Statutes, in a separate bound document labeled "Attachment to Invitation to Bid, Number DOT-ITB-19-1270DN - Confidential Material". The Bidder must identify the specific Statute that authorizes exemption from the Public Records Law. Any claim of confidentiality on materials the Bidder asserts to be exempt from public disclosure and placed elsewhere in the bid will be considered waived by the Bidder upon submission, effective after opening.

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

**Florida Department of Transportation**

**District One- ATTN: Don Naylor**

**801 North Broadway Ave.**

**Bartow, FL 33830**

**Phone # (863) 519-2629**

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

**28) MODIFICATIONS, RESUBMITTAL AND WITHDRAWAL**

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

**29) POSTING OF INTENDED DECISION/AWARD****29.1 - General:**

The Department's decision will be posted on the Florida Vendor Bid System, at [www.myflorida.com](http://www.myflorida.com), (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", on date and time in the Timeline, and will remain posted for a period of seventy-two (72) hours. Any bidder who is adversely affected by the Department's recommended award or



intended decision must file the following with the Department of Transportation, Clerk of Agency Proceedings, Office of the General Counsel, 605 Suwannee Street, Mail Station 58, Tallahassee, Florida 32399-0450:

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

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

### **29.2 - Inability to Post:**

If the Department is unable to post as defined above, the Department will notify all bidders by electronic notification on the Florida Vendor Bid System (see special condition 29.1, above) or by mail, fax, and/or telephone. The Department will provide notification of any future posting in a timely manner.

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

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

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

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

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

## **31) RENEWAL**

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

## **32) ATTACHED FORMS**

Exhibit "A"- Scope of Services  
 Exhibit "B"- Method of Compensation  
 Exhibit "C"- Bid Sheet  
 Minimum Qualifications Statement  
 Drug-Free Workplace Program Certification (Form 375-040-18)  
 Scrutinized Companies List  
 MBE Planned Utilization (Form 375-040-24)

Attachment I- JTF SLERS Application  
 Attachment II- Schedule of Windows  
 Attachment III- Floor Cleaning and Maintenance Instructions  
 Attachment IV- Product Data  
 Attachment V- Vendor Checklist

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

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

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

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

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

Paragraph 31, Dispute Resolution - PUR 1000

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

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

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

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

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

Paragraph 3, Electronic Submission – PUR 1001

Paragraph 4, Terms and Conditions – PUR 1001

Paragraph 5, Questions – PUR 1001

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

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

[http://www.dms.myflorida.com/content/download/117735/646919/Purchase\\_Order\\_Terms\\_Sept\\_1,\\_2015\\_.pdf](http://www.dms.myflorida.com/content/download/117735/646919/Purchase_Order_Terms_Sept_1,_2015_.pdf)

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

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

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

- Special Conditions
- Exhibit "A"- Scope of Services
- Exhibit "B"- Method of Compensation
- Exhibit "C"- Bid Sheet
- Minimum Qualifications Statement
- Drug-Free Workplace Program Certification (Form 375-040-18)
- Scrutinized Companies List
- MBE Planned Utilization (Form 375-040-24)
- Attachment I- JTF SLERS Application
- Attachment II- Schedule of Windows
- Attachment III- Floor Cleaning and Maintenance Instructions
- Attachment IV- Product Data

Attachment V- Vendor Checklist  
Standard Written Agreement  
Instructions to Respondents (PUR 1001)  
General Conditions (PUR 1000)  
Introduction Section

### **35) MANDATORY SITE VISIT**

Each bidder must fully acquaint themselves with the conditions which may in any manner affect the work to be done or the equipment, materials and labor required to perform the services required under the conditions of this bid. This may require an on-site visit. Ignorance of the conditions or requirements will not relieve the Vendor from their liability and obligation under the contract. Bidders may request and make arrangements for a site visit by contacting Don Naylor, [d1-purchasing@dot.state.fl.us](mailto:d1-purchasing@dot.state.fl.us) at (863) 519-2629.

**Exhibit "A"**  
**Scope of Services**  
**DOT-ITB-19-1270DN**

**Janitorial Services for the Southwest Interagency Facility for Transportation (SWIFT) SunGuide Center**

**1.0 General Requirements**

The purpose of this Contract is to provide Janitorial Services for the State of Florida Department of Transportation District One (herein referred to as the FDOT or the Department) Southwest Interagency Facility for Transportation (SWIFT) SunGuide Center at the Joseph P. Bertrand Building (herein referred to as the SWIFT Center) and the surrounding area immediately adjacent to the SWIFT Center. The Vendor will provide the appropriate staff necessary to maintain building cleanliness and the safety of the building occupants.

The Vendor shall furnish all labor, cleaning materials, and equipment required to provide janitorial services, during the hours of operations of the SWIFT Center or as designated by the Department. The building is operational and occupied twenty-four (24) hours per day, seven (7) days per week, 365 days per year, regardless of weekends and holidays.

The SWIFT Center is located at 10041 Daniels Parkway, Fort Myers, Florida 33913 and adjacent to I-75 at the Daniels Parkway interchange, contiguous with the existing rest area. The building will be staffed 24 hours per day, seven days per week.

The SWIFT Center building is two stories, has approximately 39,400 square feet of space on the first floor and approximately 10,400 square feet on the second floor, with a total building square footage of approximately 49,800. There are several small rooms that will not be accessible to the Vendor due to security reasons.

**1.1 Normal Business Hours**

The normal business hours for the SWIFT Center are 8:00 am to 5:00 pm Monday through Friday. During these hours, the front doors will be open to the public. After these hours, the front doors will be locked and the building may only be accessed by valid ID/proximity card, by using the intercom system to alert the control room or Florida Highway Patrol reception.

**1.2 State Holidays**

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

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

If any of these holidays fall on a Saturday, the preceding Friday is observed. If any of these holidays fall on a Sunday, the following Monday is observed.

## **2.0 Service to Be Provided**

- 2.1 The Vendor will develop and implement a janitorial plan/checklist based upon the service activities listed in this Scope of Services within 10 days after contract execution. The plan/checklist shall be submitted to the Department's Project Manager for approval.
- 2.2 The Vendor will monitor all services conducted by their employees and assure the quality of their services. The Vendor is responsible for the safety of their employees.
- 2.3 All Vendor supplied equipment utilized for this Contract shall be used in an appropriate manner.
  - 2.3.1 The Department shall not be responsible for improper use of equipment by the Vendor or their employees. The Department shall not be responsible in any way for damages, destruction, or loss, from any cause, to the Vendor's equipment, supplies, materials, tools or personal property of the Vendor.
- 2.4 The Vendor shall alert the Department's Project Manager of any personnel replacements at the time an issue arises. All personnel replacements must have passed the Joint Task Force (JTF) on State Law Enforcement Radio Systems (SLERS) background check.
- 2.5 The Vendor shall attend a quarterly meeting with the Department's Project Manager or more frequently as needed if requested by the Department.
  - 2.5.1 During this meeting, the Vendor and Department's Project Manager will review, discuss, and evaluate any incident reports and any issues or concerns related to the cleanliness of the SWIFT Center.
- 2.6 Department facilities, fax machines, telephones, copiers, and computers will not be used by the Vendor to conduct personal business. Use of Department resources must be authorized by the Department and is limited to direct support of this contract.

## **3.0 Responsibilities**

### **3.1 Department Responsibilities:**

- 3.1.1 The Department will assign a Project Manager, or his or her designee, to administer the terms of this Contract.
- 3.1.2 The Department will conduct periodic reviews of the Vendor's activities. Reviews will be conducted to determine compliance with this Contract. The Vendor shall cooperate with and assist the Department Project Manager in conducting these reviews.

### **3.2 Vendor Responsibilities:**

- 3.2.1 The Vendor will purchase all items required to restock the bathrooms, including but not limited to the items the vendor will be restocking as outlined in 4.3.3.1.2. The vendor will invoice, in a separate line item of each invoice or invoiced separately, the price quoted monthly for the commodities listed in 4.3.3.1.2, as indicated on Exhibit B/Price Proposal-Commodities Section.

- 3.2.2 The Vendor will purchase/repair/replace all dispensers, racks, receptacles, hangers, etc... required to hold commodities purchased for the bathroom in article 3B.1, including but not limited to the items the vendor will be restocking as outlined in 4.3.3.1.2. The vendor will invoice, in a separate line item of each invoice or invoiced separately, the price quoted monthly for the commodities listed in 4.3.3.1.2.1 (in conjunction with 4.3.3.1.2), as indicated on Exhibit B/Price Proposal-Commodities Section.
- 3.2.3 The vendor (technicians) will sign in the “vendor logbook” every day. This logbook is located on the front counter in the reception area.
- 3.2.4 Vendor will respond to unforeseen emergency cleaning needs within one (1) hour during normal business hours and two (2) hours during non-business hours (e.g. overflowing toilets). Vendor will provide cleaning service during a natural emergency (hurricane, tornado).

## **4.0 Janitorial Services**

### **4.1 Purpose**

The Vendor shall perform all janitorial functions as outlined throughout this scope of service. Tasks include, but are not limited to: carpet cleaning and stain protection; and window and door cleaning services, routine and customary cleaning services as well as unique and facility specific cleaning services for the SWIFT Center (most of which are outlined below).

### **4.2 Security Vetting Process**

All Janitorial personnel are required to have a criminal history record check conducted in accordance with the standards utilized by Florida Highway Patrol (FHP) for the Joint Task Force (JTF) on State Agency Law Enforcement Communications State Law Enforcement Radio System (SLERS). The results of this check shall be provided by the Department to the Vendor for each employee **before being authorized to perform work in the SWIFT Center.**

- 4.2.1 The required forms are added as part of this scope as Attachment 1 - JTF SLERS Security Clearance Forms. The vendor will be responsible for filling out all of the forms, submitting the completed original forms to the Department’s Joint Task Force/Security Clearance coordinator, and any costs associated with this process. Instructions on completing the forms as well as where to submit them will be provided to the winning bidder.

### **4.3.1 Janitorial Services**

- 4.3.1.1 The Vendor will furnish all labor, cleaning materials, cleaning products, and equipment necessary to perform the janitorial services.
  - 4.3.1.1.1 The cleaning materials and equipment are inclusive of the items needed to complete all the janitorial work detailed under this section of the Contract. This includes, but is not limited to: buffers, carpet cleaners, vacuums, brooms, mops, buckets, dusters, brushes, plungers, rags, cleaning solutions, spot treatment solutions, waxes, polishes, extension cords, extension poles, wet floor signs, and trash cans for collecting trash and recyclables. (All products (chemicals) will be disposed of by vendor at the end of this contract).

- 4.3.1.1.2 Bucket water used for general cleaning may be disposed of in areas designated by the Department.
- 4.3.1.2 All work will be scheduled in accordance with the Department’s requirements and satisfaction. The Vendor must perform all services at the intervals indicated for the specific tasks (unless otherwise requested in advance and approved by the Project Manager). All tasks performed must be logged (certify by signature) that the service/task has been completed in the Department’s log book. The Department reserves the right to withhold payment for any service not completed or due to poor performance, at the sole discretion of the Department.
- 4.3.1.3 Except where necessary or required (i.e. twice per day services), all services shall be performed between the hours of 5:00pm and 8:00am each day, seven days per week. Daily, monthly, quarterly, and semi-annual services may be performed on Saturdays and holidays (per Section 1.2 – State Holidays) between the hours of 8:00am and 6:00pm. These services shall in no way interfere with the normal work of other employees in the building or on the grounds. The Department must be notified at least 48 hours in advance of the day and time that the Vendor will perform the monthly, quarterly, and semi-annual services. The Department reserves the right to reschedule these services at any time.
- 4.3.1.4 A security or swipe card badge and janitorial closet keys will be issued to the Vendor. The Vendor needs to be on the premises between 8:00am and 5:00pm to receive the badge and keys. The security badge and keys must be surrendered/dropped off at the front desk upon completion of work and left on the premises when the shift is over unless otherwise directed by the Department. Vendor must sign into “vendor logbook” daily. The logbook is located at the front reception desk.
- 4.3.1.5 All Vendor employees must wear an approved uniform that identifies they work for the Vendor. The uniform may not be changed without prior approval of the Department.
- 4.3.1.6 Quarterly requirements listed in Sections 4.3.2, 4.3.3, 4.3.4, and 4.3.5 must be met within the first sixty (60) days of the Contract. Monthly requirements must be met within the first fifteen (15) days of the Contract.
- 4.3.1.7 These areas are approximations and are for bidding purposes only: there are thirteen (13) bathroom/locker rooms consisting of twenty (20) toilets, five (5) urinals, thirty-five (35) sinks, and thirteen (13) showers, and three (3) break rooms in the building.

**Table 4.1 SWIFT Center Flooring Surfaces**

Flooring Type	Approximate Square Footage
Carpet	17,200
Vinyl Composite Tile (VCT)	6,350
Ceramic Tile	6,100
Cushioned Sport Surface	1,000
Resinous Floor	650
Sealed Concrete	5,790
Static Dissipative VCT	7,150

## **4.3.2 Specific Requirements for Offices and Hallways**

### **4.3.2.1 Twice per Day**

Empty trash receptacles in the Control Room and replace liners, where applicable. This task shall be completed during late morning/midday and again at night after close of business (COB), or as designated by the Department.

### **4.3.2.2 Daily**

- 4.3.2.2.1 Empty interior and exterior trash receptacles and replace liners. Empty all exterior ashtrays and replace sand/gravel as needed. Place all trash in outside dumpsters provided by the Department.
- 4.3.2.2.2 Empty all "Recyclable Paper Only" bins located at each desk, work station, copying machine, and other area(s) into separate plastic bags and place these bags in area(s) designated by the Department.
- 4.3.2.2.3 Vacuum all floors – carpeted, sealed concrete, and tiled, including the elevator, stairs, and landings so that they are free of dirt, staples, paper, and other debris.
- 4.3.2.2.4 Remove all spots and stains from carpet with Spot Shot® or equivalent approved by the Department and blot with a clean, absorbent material.
- 4.3.2.2.5 Dust all furniture surfaces, including but not limited to desks, chairs, shelves, file cabinets, credenzas, tables, and business machines. Personal items are not to be moved from any employee's desk.
- 4.3.2.2.6 Clean and disinfect drinking fountains.
- 4.3.2.2.7 Clean, disinfect, and deodorize all janitorial closets and sinks.
- 4.3.2.2.8 Sweep all entrance steps and clean glass entrance doors and interior glass partitions.
- 4.3.2.2.9 Clean conference tables and polish tabletops, arranging chairs and other furniture in an orderly fashion.
- 4.3.2.2.10 Clean cobwebs from walls and corners inside the building, including stairwells and around the outside of all entryways.
- 4.3.2.2.11 Clean smudges from windows, doors, door jams, light switches, and electrical outlet areas.
- 4.3.2.2.12 Damp mop all vinyl composite tile and ceramic tile floors.
- 4.3.2.2.13 Vacuum and damp mop the cushioned sport surface (athletic) floor in accordance with cleaning instructions (see Attachment III)

### **4.3.2.3 Weekly**

- 4.3.2.3.1 Dust window sills, low-level sills, rails, baseboards, stairway handrails, and the second-floor ornamental handrail.
- 4.3.2.3.2 Vacuum all chairs so that they remain free of lint, paper, and other particles, inclusive of bottom legs/wheels.



- 4.3.2.3.3 Dust and clean all interior light fixtures including those in stairwells, except the overhead lights in the Control Room.
- 4.3.2.3.4 Sweep and/or damp mop the Static Dissipative VCT flooring in the Control Room at least once per week, or as often as needed. No vacuuming will be allowed in areas with Static Dissipative VCT.
- 4.3.2.3.5 Vacuum and damp mop the cushioned sport surface (athletic) floor in accordance with cleaning instructions (see Attachment III).
- 4.3.2.3.6 Ensure all entryway floors wet from rain are promptly dried.

#### **4.3.2.4 Monthly**

- 4.3.2.4.1 Clean, wax, and buff all VCT in the common areas.
- 4.3.2.4.2 Clean ceramic tile with ammonia and water.

#### **4.3.2.5 Quarterly**

- 4.3.2.5.1 Use a nonabrasive liquid stripping solution and method to strip, seal, wax, and buff/burnish all uncarpeted floors, except resinous, cushioned sports surface and Static Dissipative VCT floors. Clean baseboards after stripping and waxing.
- 4.3.2.5.2 Dust all horizontal/vertical blinds using a damp cloth except for fabric areas.
- 4.3.2.5.3 Sweep and remove debris from the areas with resinous and sealed concrete flooring.

### **4.3.3 Specific Requirements for Bathrooms**

#### **4.3.3.1 Twice per Day**

- 4.3.3.1.1 Empty, sanitize, deodorize, and replace liner in sanitary napkin receptacles.
- 4.3.3.1.2 Restock all dispensers with soap, hand sanitizer, toilet paper, paper towels, and toilet seat covers.
- 4.3.3.1.3 Repair and/or replace dispensers, racks, receptacles, hangers, etc... when damaged.
- 4.3.3.1.4 Empty trash receptacle and replace liners, where applicable.
- 4.3.3.1.5 Clean, disinfect, and deodorize commodes, urinals, sinks, and basins, including chrome.
- 4.3.3.1.6 Sweep, disinfect, and damp mop floors.

#### **4.3.3.2 Daily**

- 4.3.3.2.1 Wipe walls and mirrors clean.
- 4.3.3.2.2 Wipe down the stalls, including tip ledges, and remove graffiti as necessary.

#### **4.3.3.3 Weekly**

Clean and buff bathroom floors.

#### **4.3.3.4 Quarterly**

For ceramic tiled floors: clean with a scrubbing machine, brush clean using a sanitizing detergent, dry mop, and seal.

#### **4.3.4 Specific Requirements for Break Rooms**

##### **4.3.4.1 Twice per Day**

Empty trash receptacles and replace liners, clean table tops and counters where applicable. This task shall be completed late morning/midday and after COB 5:00pm or as designated by the Department.

##### **4.3.4.2 Daily**

4.3.4.2.1 Damp mop and disinfect the VCT floors.

4.3.4.2.2 Clean tables and chairs; rearrange these in a neat and orderly fashion.

4.3.4.2.3 Clean sink area.

4.3.4.2.4 Clean and disinfect countertops.

4.3.4.2.5 Wipe down outside of refrigerators, tops of stoves, and oven doors.

4.3.4.2.6 Wipe down inside and outside of microwaves.

##### **4.3.4.3 Monthly**

Thoroughly clean the inside of refrigerators, freezers, and ovens.

##### **4.3.4.4 Quarterly**

Strip, seal, wax, and buff/burnish all VCT floors. Clean baseboards after stripping and waxing.

#### **4.3.5 Specific Requirements for Carpet Cleaning and Stain Protection**

The Vendor will remove non-stationary items from carpeted areas to be cleaned. Furniture, file cabinets, and desks will not be moved.

#### **4.3.5.1 Quarterly Carpet Cleaning**

Complete cleaning of all office areas, hallways, and conference rooms.

**Table 4.2 SWIFT Center Carpeted Areas**

Area	Approximate Square Footage
First Floor – Area 1 (FDOT & FHP RCC)	2,770
First Floor–Area 2 (FDOT and FHP CVE)	2,140
First Floor – Area 3 (FHP Troop)	7,695
Second Floor	4,070

#### **4.3.5.2 Quarterly Stain Protection**

Complete application of Stain Protection to all carpeted office areas, hallways, and conference rooms.

**Table 4.3 SWIFT Center Carpeted Areas, All**

Area	Approximate Square Footage
First Floor – Area 1 (FDOT & FHP RCC)	2,770
First Floor–Area 2 (MCCO)	2,140
First Floor – Area 3 (FHP Troop)	7,695
Second Floor	4,070

#### **4.3.6 Specific Requirements for Quarterly Window and Door Cleaning**

The services to be performed shall include, but are not limited to: cleaning of interior and exterior windows (all floors & levels), glass doors, and reflective glass surfaces utilizing standard commercial window cleaning solution. Services shall be provided on a quarterly basis. Services can be performed during normal business hours, if it is not disruptive to employees entering and leaving the building. Other times can be arranged with the Department. Interior window cleaning may not be performed during normal business hours unless approved by Department in advance. The schedule of windows of the SWIFT Center in in Attachment 2 - Schedule of Windows.

- 4.3.6.1 Clean all surfaces using a cleaning brush and squeegee to obtain a uniformly bright surface, free of drips, streaks, and foreign materials.

- 4.3.6.2 All moisture on the sills and frames shall be removed with a clean cloth.
- 4.3.6.3 All gum, paint, and adhered soil that are water soluble must be removed by use of appropriate cleaning agent.
- 4.3.6.4 Any adhered “hydrophobic” type of solid that cannot be scraped off shall be removed with the use of an appropriate cleaning agent.
- 4.3.6.5 Cleaning shall include the metal and aluminum frames.
- 4.3.6.6 Vendor will not be authorized to use a lift or other equipment that may damage landscaping and grass to reach exterior windows. The method for cleaning second story windows shall be approved by the Department prior to commencing work. All landscaping and grass will be protected.
- 4.3.6.7 The work shall be completed in a workmanship manner consistent with industry standards and in accordance with OSHA standards.

**4.3.7 Specific Requirements for Semi-Annual Vision Baffle Cleaning**

4.3.7.1 The vision baffles are suspended curved forms which block the view of the FHP Dispatch consoles from the upstairs conference rooms. The forms are made of corrosive-resistant, fiber-reinforced plastic (FRP) panels and shall be cleaned semi-annually.

4.3.7.2 The Control Room of the SWIFT Center has a two (2) story high ceiling and CCN1250 raised access flooring which requires a special lift to reach the vision baffles for cleaning. The Vendor is responsible for supplying a lift which is approved for use on the raised access flooring. *Window sills outside the 2<sup>nd</sup> floor conference room will be cleaned at the time a lift is used in the Control Room.* The approved man-lifts and scissor lifts that may be used on the CCN1250 raised floors can be found in the table 4.4 below:

**Table 4.4 Approved Man-Lifts and Scissor Lifts**

16HY-BRID HB 1030	GENIE GS-1530
UPRIGHT TM-12	GENIE (AWP) IWP 20S
UPRIGHT TM-15	GENIE (AWP) IWP 25S
UPRIGHT MX-15	GENIE (AWP) IWP 30S
UPRIGHT XL-14	GENIE GR 12 Roundabout
SKYJACK 3015	SKYJACK 3215
STRATI-LIFT TRX-13	JLG 20AM
JLG 25AM	JLG 1532-E
JLG 15AMI	JLG 19AMI

**NOTE:** If the Vendor scuffs or marks the flooring with the lift, it will be his/her responsibility to clean the Static Dissipative flooring. See Attachment 4 for Static Dissipative flooring cleaning instructions.

#### ***4.3.8 Specific Requirements for Semi-Annual Exterior Sidewalks and Awnings***

The services to be performed shall include, but are not limited to: pressure washing the sidewalks and awnings utilizing a standard commercial cleaning solution that does not damage the landscaping or grass.

4.3.8.1 The Vendor shall pressure wash the sidewalk areas around the building semiannually to maintain a clean appearance, free of mold and mildew.

4.3.8.2 The Vendor shall pressure wash the top and bottom of all entrance awnings around the building semi-annually so that they are clean and free of mold and mildew.

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

- 5.1 Attachment I - Joint Task Force (JTF) State Law Enforcement Radio System (SLERS) Security Clearance Forms
- 5.2 Attachment II - Schedule of Windows
- 5.3 Attachment III - Cushioned sport surface (athletic) floor cleaning instructions
- 5.4 Attachment IV – Control Room floor cleaning instructions for Static Dissipative flooring
- 5.5 Attachment V – Checklist of Duties & Responsibilities