

Date: January 22, 2025

To: Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners

From: Daniella Levine Cava
Mayor



Agenda Item No. 8(P)(5)

Resolution No. R-4-25

Subject: Recommendation to Waive Competitive Bidding Procedures and Award a Non-Competitive Contract for Janitorial Services for Various County Departments

Summary

This item is for the purchase of janitorial services from Florida Association of Rehabilitation Facilities, Inc. (Respect of Florida) for select County facilities managed by the Internal Services Department (ISD) and the Miami-Dade Police Department (MDPD). Respect of Florida has provided janitorial services to the County for over 30 years and employs people with disabilities to help them achieve maximum personal independence through useful, productive, and gainful employment by assuring an expanded and constant market for their services, thereby offering the opportunity for gainful employment. By decreasing the number of Miami-Dade residents who are dependent upon tax-supported subsidies, Miami-Dade's overall economy benefits by providing employment opportunities to County residents with disabilities. Studies by independent firms determined that employing individuals in a program such as RESPECT creates a yearly savings of about \$2,400 to \$4,700 per person since that person can pay taxes and will require less support.

Purchases from Respect of Florida, pursuant to Florida Statute and Section 60E-1.005, Florida Administrative Code, are exempt from state and local government competitive bidding requirements. More specifically, Chapter 413 of the Florida Statutes states that requested services may be purchased through a non-profit agency provided the specifications are met and comparable price and quality requirements are obtained.

Recommendation

It is recommended that the Board of County Commissioners (Board) waive competitive bidding procedures pursuant to Section 5.03(D) of the Home Rule Charter and Section 2-8.1(b)(1) of the Miami-Dade County Code (Code), by a two-thirds vote of the Board members present, and award a non-competitive contract, *Contract No. BW-10420, Janitorial Services for Various County Departments*, to Respect of Florida in the amount of \$79,366,000 for a ten-year term for ISD and MDPD.

Background

This contract will replace BW9562-1/24 approved by the Board via Resolution No. R-597-14 on July 1, 2014, for a five-year term with one, five-year option to renew. The current contract provides janitorial services to approximately 30 locations in total for ISD and MDPD. The proposed contract will continue to provide the same high level of services at the same locations currently receiving services. The County also has a pre-qualified pool, *Pool No. 9562-5/22-1*, in place to provide janitorial services at multiple facilities countywide which will be replaced by the Janitorial and Landscaping Services (JLS) Program. The specifications for this contract mirror the performance-based specifications used under the janitorial services pool and the pricing negotiated with Respect of Florida is comparable to pricing received under the pool for projects of similar size and scope.

Approval of a bid waiver in lieu of a competitive process is requested because the contract provides employment to Miami-Dade County residents with disabilities. Market research conducted revealed pricing per square foot is at or below market pricing and there are no performance issues. Accordingly, it is in the County's best interest to award this bid waiver contract pursuant to Section 5.03(D) of the Home Rule Charter and Section 2-8.1(b)(1) of the Miami-Dade County Code to purchase janitorial services from Respect of Florida.

Scope

The scope of this item is countywide in nature.

Fiscal Impact/Funding Source

The fiscal impact for the ten-year term is \$79,366,000. The current contract is valued at \$54,698,450 for a ten-year and six-month term and expires on January 31, 2025. The annualized allocation under the proposed contract is higher than the current contract due to inflation and projected future living wage rate adjustments. The current contract had a reduction in service during COVID which attributes to the lower annualized allocation.

| Department | Allocation | Funding Source | Contract Manager |
|--------------|---------------------|----------------------------------|-------------------------|
| ISD | \$55,366,000 | General Fund / Proprietary Funds | Lashonne Williams-Canty |
| MDPD* | \$24,000,000 | General Fund | Isaura Berrios |
| Total | \$79,366,000 | | |

* It should be noted that the contract contains termination for convenience provisions and assignment clauses which can be exercised if the services in this item are affected by the establishment of the constitutional offices.

Track Record/Monitor

Jonathan Desverguñat of the Strategic Procurement Department (SPD) is the Procurement Contracting Manager.

Delegated Authority

If this item is approved, the County Mayor or County Mayor’s designee will have the authority to exercise all provisions of the contract, including any cancellation or extensions, pursuant to Section 2-8.1 of the Code and Implementing Order 3-38.

Vendor Recommended for Award

Pursuant to Resolution No. R-477-18, the vendor being recommended does not have a local address. This vendor has partnered with Goodwill Industries of South Florida who directly employs over 200 Miami-Dade residents with disabilities.

| Vendor | Principal Address | Local Address | Number of Employee Residents | Principal |
|--|--|---------------|---------------------------------|--------------|
| | | | 1) Miami-Dade 2) Percentage* | |
| Florida Association of Rehabilitation Facilities, Inc. | 1113 East Tennessee Street Suite 100 Tallahassee, FL | None | 0 | Tyler Sununu |
| | | | 0% | |

*Provided pursuant to Resolution No. R-1011-15. Percentage of employee residents is the percentage of vendor’s employees who reside in Miami-Dade County as compared to the vendor’s total workforce.

Due Diligence

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with SPD’s Procurement Guidelines to determine contractor responsibility, including verifying corporate status and that there are no performance or compliance issues through various vendor responsibility lists and a keyword internet search. The lists that were referenced included convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were no adverse findings relating to contractor responsibility.

Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners
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Applicability of Ordinances and Contract Measures

- The two percent User Access Program applies where permitted by funding source.
- The Small Business Enterprise measures and Local Preference did not apply.
- The Living Wage Ordinance applies for the contract term.



Carladenise Edwards
Chief Administrative Officer



MEMORANDUM
(Revised)

TO: Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners

DATE: January 22, 2025

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 8(P)(5)

Please note any items checked.

- “3-Day Rule” for committees applicable if raised**
- 6 weeks required between first reading and public hearing**
- 4 weeks notification to municipal officials required prior to public hearing**
- Decreases revenues or increases expenditures without balancing budget**
- Budget required**
- Statement of fiscal impact required**
- Statement of social equity required**
- Ordinance creating a new board requires detailed County Mayor’s report for public hearing**
- No committee review**
- Applicable legislation requires more than a majority vote (i.e., 2/3’s present , 2/3 membership ____, 3/5’s ____, unanimous ____, majority plus one ____, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) ____, CDMP 2/3 vote requirement per 2-116.1(3) (h) or (4)(c) ____, CDMP 9 vote requirement per 2-116.1(4)(c) (2) ____) to approve**
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required**

Approved *Daniella Lurie Caro* Mayor
Veto _____
Override _____

Agenda Item No. 8(P)(5)
1-22-25

RESOLUTION NO. R-4-25

RESOLUTION WAIVING COMPETITIVE BIDDING PROCEDURES AND AUTHORIZING A NON-COMPETITIVE CONTRACT PURSUANT TO SECTION 5.03(D) OF THE HOME RULE CHARTER AND SECTION 2-8.1(B)(1) OF THE CODE OF MIAMI-DADE COUNTY BY A TWO-THIRDS VOTE OF THE BOARD MEMBERS PRESENT FOR CONTRACT NO. BW-10420 FOR JANITORIAL SERVICES FOR VARIOUS COUNTY DEPARTMENTS WITH FLORIDA ASSOCIATION OF REHABILITATION FACILITIES, INC. IN AN AMOUNT NOT TO EXCEED \$79,366,000.00 FOR A 10 YEAR TERM FOR THE INTERNAL SERVICES DEPARTMENT AND MIAMI-DADE POLICE DEPARTMENT; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE ALL PROVISIONS OF THE CONTRACT, INCLUDING ANY CANCELLATION OR EXTENSIONS, PURSUANT TO SECTION 2-8.1 OF THE COUNTY CODE AND IMPLEMENTING ORDER 3-38

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:

Section 1. This Board finds that it is in the best interest of Miami-Dade County to waive competitive bidding procedures and authorize a non-competitive contract pursuant to section 5.03(D) of the Home Rule Charter and section 2-8.1(b)(1) of the Code of Miami-Dade County by a two-thirds vote of the Board members present for Contract No. BW-10420 for Janitorial Services for Various County Departments with Florida Association of Rehabilitation Facilities, Inc., in substantially the form attached and made a part hereof, in an amount not to exceed \$79,366,000.00 for a 10 year term for the Internal Services Department and Miami-Dade Police Department.

Section 2. This Board authorizes the County Mayor or County Mayor’s designee to exercise all provisions of the contract, including any cancellation or extensions, pursuant to section 2-8.1 of the County Code and Implementing Order 3-38.

The foregoing resolution was offered by Commissioner **Eileen Higgins**, who moved its adoption. The motion was seconded by Commissioner **Oliver G. Gilbert, III** and upon being put to a vote, the vote was as follows:

| | | | |
|---------------------------------|---------------|------------------------|------------|
| Anthony Rodriguez, Chairman | absent | | |
| Kionne L. McGhee, Vice Chairman | aye | | |
| Marleine Bastien | aye | Juan Carlos Bermudez | aye |
| Kevin Marino Cabrera | absent | Sen. René García | aye |
| Oliver G. Gilbert, III | aye | Roberto J. Gonzalez | aye |
| Keon Hardemon | aye | Danielle Cohen Higgins | aye |
| Eileen Higgins | aye | Raquel A. Regalado | aye |
| Micky Steinberg | aye | | |

The Chairperson thereupon declared the resolution duly passed and adopted this 22nd day of January, 2025. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

JUAN FERNANDEZ-BARQUIN, CLERK



By: Basia Pruna
Deputy Clerk

Approved by County Attorney as to form and legal sufficiency.

Eduardo W. Gonzalez

Janitorial Services for Various County Departments
Contract No. BW-10420

THIS AGREEMENT for the provision of janitorial services, made and entered into as of this _____ day of _____ by and between Florida Association of Rehabilitation Facilities, Inc. (RESPECT of Florida), a corporation organized and existing under the laws of the State of Florida, having its principal office at 1113 East Tennessee Street, Suite 100, Tallahassee, FL 32308 (the "Contractor"), and Miami-Dade County, a political subdivision of the State of Florida, having its principal office at 111 NW 1st Street, Miami, Florida 33128 (the "County") (collectively, the "Parties").

WITNESSETH:

WHEREAS, the County and the Contractor have agreed to establish this Agreement for janitorial services, from the Contractor to the County, on a non-exclusive basis, that shall conform to the Scope of Services (Appendix A) and the requirements of this Agreement; and

WHEREAS, the Contractor desires to provide to the County such janitorial services for the County, in accordance with the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the Parties hereto agree as follows:

ARTICLE 1. DEFINITIONS

The following words and expressions used in this Agreement shall be construed as follows, except when it is clear from the context that another meaning is intended:

- a) The words "Article" or "Articles" to mean the terms and conditions delineated in this Agreement.
- b) The word "Contract" or "Agreement" to mean collectively the (i) Articles, (ii) Scope of Services, (iii) Price Schedule, (iv) all other appendices and attachments hereto, and (v) all amendments issued hereto.
- c) The words "Contract Manager" to mean the Chief Procurement Officer, Strategic Procurement Department, or the duly authorized representative designated to manage the Contract.
- d) The word "Contractor" to mean Florida Association of Rehabilitation Facilities, Inc. (RESPECT of Florida) and its permitted successors.
- e) The word "Days" to mean calendar days.
- f) The word "Deliverables" to mean all documentation and any items of any nature submitted by the Contractor to the Project Manager for review and approval pursuant to the terms of this Agreement.
- g) The words "Passing Grade" to mean janitorial services are performed in accordance with the specifications and to the satisfaction of the County within the time stated.
- h) The words "Project Manager" to mean the County Mayor or the duly authorized representative designated to manage the Project.
- i) The words "Scope of Services" to mean the document appended hereto as Appendix A, which details the Work to be performed by the Contractor.
- j) The words "Service" or "Services" to mean the provision of janitorial services in accordance with the Scope of Services.
- k) The word "Subcontractor" to mean any person, entity, firm, or corporation, other than the employees of the Contractor, who furnishes labor and/or materials, in connection with the Work, whether directly or indirectly, on behalf and/or under the direction

of the Contractor and whether or not in privity of Contract with the Contractor.

- l) The word "Work" to mean all matters and things required to be done by the Contractor in accordance with the provisions of this Contract.

ARTICLE 2. ORDER OF PRECEDENCE

If there is a conflict between or among the provisions of this Agreement, the order of precedence is as follows: 1) Articles 1 through 45, 2) Appendix A, 3) Appendix B, 4) Appendix C, and 5) Appendix D.

ARTICLE 3. RULES OF INTERPRETATION

- a) References to a specified Article, section or schedule shall be construed as reference to that specified Article, or section of, or schedule to this Agreement unless otherwise indicated.
- b) Reference to any agreement or other instrument shall be deemed to include such agreement or other instrument as such agreement or other instrument may, from time to time, be modified, amended, supplemented, or restated in accordance with its terms.
- c) The terms "hereof", "herein", "hereinafter", "hereby", "herewith", "hereto", and "hereunder" shall be deemed to refer to this Agreement.
- d) The terms "directed", "required", "permitted", "ordered", "designated", "selected", "prescribed" or words of like import to mean respectively, the direction, requirement, permission, order, designation, selection or prescription of the Project Manager.
- e) The terms "approved", "acceptable", "satisfactory", "equal", "necessary", or words of like import to mean respectively, approved by, or acceptable or satisfactory to, equal or necessary in the opinion of the Project Manager.
- f) The titles, headings, captions, and arrangements used in these Terms and Conditions are for convenience only and shall not be deemed to limit, amplify, or modify the terms of this Contract, nor affect the meaning thereof.

ARTICLE 4. NATURE OF THE AGREEMENT

- a) This Agreement incorporates and includes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained in this Agreement. The Parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this Agreement, and that this Agreement contains the entire agreement between the Parties as to all matters contained herein. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written. It is further agreed that any oral representations or modifications concerning this Agreement shall be of no force or effect, and that this Agreement may be modified, altered, or amended only by a written amendment duly executed by the Parties hereto or their authorized representatives.
- b) The Contractor shall provide the services set forth in the Scope of Services and render full and prompt cooperation with the County in all aspects of the Work performed hereunder.
- c) The Contractor acknowledges that this Agreement requires the performance of all things necessary for or incidental to the effective and complete performance of all Work under this Contract. All things not expressly mentioned in this Agreement but necessary to carrying out its intent are required by this Agreement, and the Contractor shall perform the same as though they were specifically mentioned, described, and delineated.
- d) The Contractor shall furnish all labor, materials, tools, supplies, and other items required to perform the Work necessary for the completion of this Contract. All Work shall be accomplished at the direction of and to the satisfaction of the Project Manager.
- e) The Contractor acknowledges that the County shall make all policy decisions regarding the Scope of Services. The Contractor agrees to provide input on policy issues in the form of recommendations. The Contractor shall implement all changes in

providing services hereunder as a result of a policy change implemented by the County. The Contractor agrees to act in an expeditious and fiscally sound manner in providing the County with input regarding the time and cost to implement said changes and in executing the activities required to implement said changes.

ARTICLE 5. CONTRACT TERM

The Contract shall become effective on the date identified on the first page of this Agreement and shall continue through the last day of the one hundred-twenty (120) month term, thereafter. The County may extend this Contract for up to an additional one hundred-eighty (180) calendar days beyond the current Contract period and will notify the Contractor in writing of the extension. This Contract may be extended beyond the initial one hundred-eighty (180) calendar day extension period by mutual agreement between the County and the Contractor, upon approval by the Board of County Commissioners (the "Board").

ARTICLE 6. NOTICE REQUIREMENTS

All notices required or permitted under this Agreement shall be in writing and shall be deemed sufficiently served if delivered by: (i) Registered or Certified Mail, with return receipt requested; (ii) personally by a by courier service; (iii) Federal Express Corporation or other nationally recognized carrier to be delivered overnight; or (iv) via facsimile or e-mail (if provided below) with delivery of hard copy pursuant to (i), (ii), or (iii) in this paragraph. The addresses for such notice are as follows:

(1) To the County

a) to the Project Managers:

For ISD:
Miami-Dade County
Internal Services Department
111 NW 1st Street
24th Floor
Miami, FL 33128
Attention: Lashonne Williams-Canty
Phone: 786-932-8890
E-mail: isd-fimdc@miamidade.gov

For MDPD:
Miami-Dade County
Miami-Dade Police Department
9105 NW 25th Street
Doral, FL 33172
Attention: Ramon Calvo and Edienne Chan
Phone: 305-471-1760 / 305-331-1837
E-mail: racalvo@mdpd.com / echanale@mdpd.com

and

b) to the Contract Manager:

Miami-Dade County
Strategic Procurement Department
Attention: Chief Procurement Officer
111 NW 1st Street, Suite 1300
Miami, FL 33128-1974
Phone: (305) 375-4900
Email: cpo@miamidade.gov

(2) To the Contractor

Florida Association of Rehabilitation Facilities, Inc. (RESPECT of Florida)
Attention: Tyler Sununu
1113 East Tennessee Street, Suite 100
Tallahassee, Florida 32308
Phone: (850) 942-3500
E-mail: tsununu@floridaarf.org

Either party may at any time designate a different address and/or contact person by giving notice as provided above to the other party. Such notices shall be deemed given upon receipt by the addressee.

ARTICLE 7. PAYMENT FOR SERVICES/AMOUNT OBLIGATED

The Contractor warrants that it has reviewed the County's requirements and has asked such questions and conducted such other inquiries as the Contractor deemed necessary in order to determine the price the Contractor will charge to provide the Work to be performed under this Contract. The compensation for all Work/Services performed under this Contract, including all costs associated with such Work, shall be paid in accordance with Appendix D. The County shall have no obligation to pay the Contractor any additional sum in excess of this amount, except for a change and/or modification to the Contract, which is approved and executed in writing by the County and the Contractor.

All Work undertaken by the Contractor before County's approval of this Contract shall be at the Contractor's risk and expense.

With respect to travel costs and travel-related expenses, the Contractor agrees to adhere to Section 112.061 of the Florida Statutes as they pertain to out-of-pocket expenses, including employee lodging, transportation, per diem, and all miscellaneous cost and fees. The County shall not be liable for any such expenses that have not been approved in advance, in writing, by the County.

ARTICLE 8. PRICING

Prices shall remain firm and fixed until September 30, 2025, pursuant to Appendix D. Thereafter, the prices shall be adjusted based on percentage change listed in the Living Wage Notice, which is published annually. For additional information, click on the following link to find the latest Living Wage Notice: <https://www.miamidade.gov/smallbusiness/living-wage-reports.asp>.

As such, the Contractor shall adjust the employee's pay rate by the same percentage increase. All adjusted price(s) shall be memorialized by the County in writing through the issuance of a supplemental agreement to the contract. However, the Contractor may offer incentive discounts to the County at any time during the Contract term, including any extensions thereof.

ARTICLE 9. METHOD AND TIMES OF PAYMENT

The Contractor may bill the County periodically, but not more than once per month, upon invoices certified by the Contractor pursuant to Appendix D. All invoices shall be taken from the books of account kept by the Contractor, shall be supported by copies of payroll distribution, receipt bills or other documents reasonably required by the County, shall show the County's contract number, and shall have a unique invoice number assigned by the Contractor. It is the policy of Miami-Dade County that payment for all purchases by County agencies and the Public Health Trust (the "Trust"), shall be made in a timely manner and that interest payments be made on late payments. All firms, including Small Business Enterprises, providing goods and services to the County, shall receive payment to maintain sufficient cash flow. In accordance with Section 218.74 of the Florida Statutes, and Section 2-8.1.4 of the Code of Miami-Dade County (the "Code"), the time at which payment shall be due from the County or Trust shall be forty-five (45) calendar days from receipt of a proper invoice. Billings from prime contractors under services and goods contracts with the County or Trust, that are Small Business Enterprise contract set-aside, bid preference or contain a subcontractor goal, shall be promptly reviewed and payment made by the County or Trust on those amounts not under dispute within fourteen (14) calendar days of receipt of such billing by the County or the Trust pursuant to Sections 2-8.1.1.1 and 2-8.1.1.2 of the Code. All payments due from the County or Trust, and not made within the time specified by this section shall bear interest from thirty (30) days after the due date at the rate of one percent (1%) per month on the unpaid balance. Further, proceedings to resolve disputes for payment of obligations shall be concluded by final written decision of the

County Mayor, or his or her designee(s), not later than sixty (60) days after the date on which the proper invoice was received by the County or Trust.

In accordance with Miami-Dade County Implementing Order No. 3-9, Accounts Receivable Adjustments, if money is owed by the Contractor to the County, whether under this Contract or for any other purpose, the County reserves the right to retain such amount from payment due by County to the Contractor under this Contract. Such retained amount shall be applied to the amount owed by the Contractor to the County. The Contractor shall have no further claim to such retained amounts which shall be deemed full accord and satisfaction of the amount due by the County to the Contractor for the applicable payment due herein.

Invoices and associated back-up documentation shall be submitted electronically or in hard copy format by the Contractor to the County as follows:

- Electronic submission (preferred) to invsubp@miamidade.gov; or
- Hard copy format mailed to:
Miami-Dade County, Finance Shared Services
111 NW 1st Street, 26 Floor
Miami, Florida 33128

Invoice shall include a Bill to Address, which is the County department being invoiced for the services.

Bill to: As shown on Purchase Order(s) entered by Department(s).

The County may at any time designate a different address and/or contact person by giving written notice to the other party.

ARTICLE 10. INDEMNIFICATION AND INSURANCE

The Contractor shall indemnify, defend and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Contractor or its employees, agents, servants, partners principals or Subcontractors. The Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. The Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

Upon County's notification, the Contractor shall furnish to the Strategic Procurement Department, certificate(s) of insurance that indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Worker's Compensation Insurance for all employees of the Contractor as required by Chapter 440, Florida Statute.
- B. Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence, and \$2,000,000 in the aggregate, not to exclude coverage for Products and Completed Operations. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the Services, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
- D. Professional Liability Insurance in an amount not less than \$1,000,000 per claim.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than “A-” as to management, and no less than “Class VII” as to financial strength, by Best’s Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest “List of All Insurance Companies Authorized or Approved to Do Business in Florida” issued by the State of Florida Department of Financial Services and are a member of the Florida Guaranty Fund.

The mailing address of Miami-Dade County as the certificate holder must appear on the certificate of insurance as follows:

**Miami-Dade County
111 NW 1st Street
Suite 2340
Miami, Florida 33128-1974**

Compliance with the foregoing requirements shall not relieve the Contractor of this liability and obligation under this section or under any other section in this Agreement.

Award of this Contract is contingent upon the receipt of the insurance documents, as required, within ten (10) business days. If the certificate of insurance is received within the specified timeframe but not in the manner prescribed in this Agreement, the Contractor shall have an additional five business days to submit a corrected certificate to the County. If the Contractor fails to submit the required insurance documents in the manner prescribed in this Agreement within fifteen (15) business days, the Contractor shall be in default of the contractual terms and conditions and award of the Contract may be rescinded, unless such timeframe for submission has been extended by the County.

The Contractor shall assure that the certificate of insurance required in conjunction with this section remain in full force for the term of the Contract, including any renewal or extension periods that may be exercised by the County. If the certificate of insurance is scheduled to expire during the term of the Contract, the Contractor shall submit new or renewed certificate of insurance to the County before such expiration. If expired certificate of insurance is/are not replaced or renewed to cover the Contract period, the County may suspend the Contract until the new or renewed certificate is/are received by the County in the manner prescribed herein. If such suspension exceeds thirty (30) calendar days, the County may, at its sole discretion, terminate the Contract for cause and the Contractor shall be responsible for all direct and indirect costs associated with such termination.

ARTICLE 11. MANNER OF PERFORMANCE

- a) The Contractor shall provide the Work described herein in a competent and professional manner satisfactory to the County in accordance with the terms and conditions of this Agreement. The County shall be entitled to a satisfactory performance of all Work described herein and to full and prompt cooperation by the Contractor in all aspects of the Work. At the request of the County, the Contractor shall promptly remove from the Project any Contractor’s employee, Subcontractor, or any other person performing Work hereunder. The Contractor agrees that such removal of any of its employees does not require the termination or demotion of any employee by the Contractor.
- b) The Contractor agrees to defend, hold harmless and indemnify the County and shall be liable and responsible for all claims, suits, actions, damages, and costs (including attorneys’ fees and court costs) made against the County, occurring on account of, arising from or in connection with the removal and replacement of any Contractor’s personnel performing Services hereunder at the behest of the County. Removal and replacement of any Contractor’s personnel as used in this Article shall not require the termination and/or demotion of such Contractor’s personnel.
- c) The Contractor always agrees that it will employ, maintain, and assign to the performance of the Work a sufficient number of competent and qualified professionals and other personnel to meet the requirements to which reference is hereinafter made. The Contractor agrees to adjust its personnel staffing levels or to replace any its personnel if so, directed upon reasonable request from the County, should the County make a determination, in its sole discretion, that said personnel staffing is

inappropriate or that any individual is not performing in a manner consistent with the requirements for such a position.

- d) The Contractor warrants and represents that its personnel have the proper skill, training, background, knowledge, experience, rights, authorizations, integrity, character, and licenses as necessary to perform the Work described herein, in a competent and professional manner.
- e) The Contractor shall always cooperate with the County and coordinate its respective work efforts to maintain the progress most effectively and efficiently in performing the Work.
- f) The Contractor shall comply with all provisions of all federal, state, and local laws, statutes, ordinances, and regulations that are applicable to the performance of this Agreement.

ARTICLE 12. EMPLOYEES OF THE CONTRACTOR

All employees of the Contractor shall be, at all times, employees of the Contractor under its sole direction and not employees or agents of the County. The Contractor shall supply competent employees. Miami-Dade County may require the Contractor to remove an employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose continued employment on County property is not in the best interest of the County. Each employee shall have and wear proper identification.

ARTICLE 13. INDEPENDENT CONTRACTOR RELATIONSHIP

The Contractor is, and shall be, in the performance of all Work and activities under this Agreement, an independent contractor, and not an employee, agent or servant of the County. All persons engaged in any of the Work performed or Services provided pursuant to this Agreement shall always, and in all places, be subject to the Contractor's sole direction, supervision, and control. The Contractor shall exercise control over the means and manner in which it and its employees perform the Work, and in all respects the Contractor's relationship and the relationship of its employees to the County shall be that of an independent contractor and not as employees and agents of the County.

The Contractor does not have the power or authority to bind the County in any promise, agreement, or representation other than specifically provided for in this Agreement.

ARTICLE 14. DISPUTE RESOLUTION PROCEDURE

- a) The Contractor hereby acknowledges that the Project Manager will determine in the first instance all questions of any nature whatsoever arising out of, under, or in connection with, or in any way related to or on account of, this Agreement including without limitations: questions as to the value, acceptability and fitness of the Services; questions as to either party's fulfillment of its obligations under the Contract; negligence, fraud or misrepresentation; questions as to the interpretation of the Scope of Services; and claims for damages, compensation and losses.
- b) The Contractor shall be bound by all determinations or orders and shall promptly comply with every order of the Project Manager, including the withdrawal or modification of any previous order and regardless of whether the Contractor agrees with the Project Manager's determination or order. Where orders are given orally, they will be issued in writing by the Project Manager as soon thereafter as is practicable.
- c) The Contractor must, in the final instance, seek to resolve every difference concerning the Agreement with the Project Manager. In the event that the Contractor and the Project Manager are unable to resolve their difference, the Contractor may initiate a dispute in accordance with the procedures set forth in this Article. **Exhaustion of these procedures shall be a condition precedent to any lawsuit permitted hereunder.**
- d) In the event of such dispute, the Parties authorize the County Mayor or designee, who may not be the Project Manager or anyone associated with this Project, acting personally, to decide all questions arising out of, under, or in connection with, or in any way related to or on account of the Agreement (including but not limited to claims in the nature of breach of contract, fraud or misrepresentation arising either before or subsequent to execution hereof) and the decision of each with respect to matters within the County Mayor's purview as set forth above shall be conclusive, final and binding on the Parties. Any such dispute shall be brought, if at all, before the County Mayor within ten (10) days of the occurrence, event or act out of which the dispute arises.

- e) The County Mayor may base this decision on such assistance as may be desirable, including advice of experts, but in any event shall base the decision on an independent and objective determination of whether Contractor's performance or any Deliverable meets the requirements of this Agreement and any specifications with respect thereto set forth herein. The effect of any decision shall not be impaired or waived by any negotiations or settlements or offers made in connection with the dispute, whether or not the County Mayor participated therein, or by any prior decision of others, which prior decision shall be deemed subject to review, or by any termination or cancellation of the Agreement. All such disputes shall be submitted in writing by the Contractor to the County Mayor for a decision, together with all evidence and other pertinent information regarding such questions, in order that a fair and impartial decision may be made. Whenever the County Mayor is entitled to exercise discretion or judgement or to make a determination or form an opinion pursuant to the provisions of this Article, such action shall be fair and impartial when exercised or taken. The County Mayor, as appropriate, shall render a decision in writing and deliver a copy of the same to the Contractor. Except as such remedies may be limited or waived elsewhere in the Agreement, Contractor reserves the right to pursue any remedies available under law after exhausting the provisions of this Article.
- f) This Article will survive the termination or expiration of this Agreement.

ARTICLE 15. MUTUAL OBLIGATIONS

- a) This Agreement, including attachments and appendices to the Agreement, shall constitute the entire Agreement between the Parties with respect hereto and supersedes all previous communications and representations or agreements, whether written or oral, with respect to the subject matter hereto unless acknowledged in writing by the duly authorized representatives of the Parties.
- b) Nothing in this Agreement shall be construed for the benefit, intended or otherwise, of any third party that is not a parent or subsidiary of a party or otherwise related (by virtue of ownership control or statutory control) to a party.
- c) In those situations where this Agreement imposes an indemnity obligation on the Contractor, the County may, at its expense, elect to participate in the defense if the County should so choose. Furthermore, the County may at its own expense defend or settle any such claims if the Contractor fails to diligently defend such claims, and thereafter seek indemnity for such defense or settlement costs from the Contractor.

ARTICLE 16. QUALITY ASSURANCE/QUALITY ASSURANCE RECORD KEEPING

The Contractor shall maintain, and shall require that its Subcontractors and suppliers maintain, complete and accurate records to substantiate compliance with the requirements set forth in the Agreement. The Contractor and its Subcontractors and suppliers shall retain such records, and all other documents relevant to the Work furnished under this Agreement for a period of three years from the expiration date of this Agreement and any extension thereof.

ARTICLE 17. AUDITS

The County, or its duly authorized representatives and governmental agencies, shall until the expiration of three years after the expiration of this Agreement and any extension thereof, have access to and the right to examine and reproduce any of the Contractor's books, documents, papers and records and of its Subcontractors and suppliers which apply to all matters of the County. Such records shall subsequently conform to Generally Accepted Accounting Principles requirements, as applicable, and shall only address those transactions related to this Agreement.

Pursuant to Section 2-481 of the Code, the Contractor will grant access to the Commission Auditor to all financial and performance related records, property, and equipment purchased in whole or in part with government funds within five business days of the Commission Auditor's request. The Contractor agrees to maintain an accounting system that provides accounting records that are supported with adequate documentation, and adequate procedures for determining the allowability and allocability of costs.

ARTICLE 18. CONSENT OF THE COUNTY REQUIRED FOR ASSIGNMENT

The Contractor shall not assign, transfer, convey or otherwise dispose of this Agreement, including its rights, title, or interest in or to the same or any part thereof without the prior written consent of the County.

Notwithstanding anything to the contrary in this Agreement, including any work orders, amendments or addendums thereto, the Contractor agrees and acknowledges that the County may assign, transfer, convey, divide or otherwise dispose of this Agreement or a portion thereof, including the County's rights, title, or interest in or to the same, or any part thereof, to an elected County Sheriff upon the creation of such office in Miami-Dade County without any further consent from the Contractor. Upon the assignment, transfer or conveyance of the Agreement, or a portion thereof, to the elected County Sheriff and the acceptance of such by the County Sheriff, the County shall be relieved of all obligations under this Contract, or such portions of the Agreement assumed by the elected County Sheriff.

Should the County assign, transfer or convey only a portion of this Agreement to the County Sheriff, the Agreement shall be divided into two separate Agreements and the Sheriff shall assume all pro-rata rights, benefits and obligations of the portion of the Agreement assigned, transferred or conveyed to the County Sheriff as if such portion was a separate agreement entered into between the Contractor and the County Sheriff. The County Sheriff shall exercise all termination, extension or other contractual rights and shall be responsible for all obligations for such portion of the Agreement as of the date of the acceptance of such assignment, transfer or conveyance. The County shall provide notice of such action to the Contractor within thirty (30) days of any such assignment, transfer or conveyance.

ARTICLE 19. SUBCONTRACTUAL RELATIONS

- a) If the Contractor causes any part of this Agreement to be performed by a Subcontractor, the provisions of this Contract will apply to such Subcontractor and its officers, agents and employees in all respects as if it and they were employees of the Contractor; and the Contractor will not be in any manner thereby discharged from its obligations and liabilities hereunder, but will be liable hereunder for all acts, omissions, and negligence of the Subcontractor, its officers, agents, and employees, as if they were employees of the Contractor. The services performed by the Subcontractor will be subject to the provisions hereof as if performed directly by the Contractor.
- b) The Contractor, before making any subcontract for any portion of the Work, will state in writing to the County the name of the proposed Subcontractor, the portion of the Work which the Subcontractor is to do, the place of business of such Subcontractor, and such other information as the County may require. The County will have the right to require the Contractor not to award any subcontract to a person, firm or corporation disapproved by the County.
- c) Before entering into any subcontract hereunder, the Contractor will inform the Subcontractor fully and completely of all provisions and requirements of this Agreement relating either directly or indirectly to the Work to be performed. Such Work performed by such Subcontractor will strictly comply with the requirements of this Contract.
- d) In order to qualify as a Subcontractor satisfactory to the County, in addition to the other requirements herein provided, the Subcontractor must be prepared to prove to the satisfaction of the County that it has the necessary facilities, skill and experience, and ample financial resources to perform the Work in a satisfactory manner. To be considered skilled and experienced, the Subcontractor must show to the satisfaction of the County that it has satisfactorily performed Work of the same general type which is required to be performed under this Agreement.
- e) The County shall have the right to withdraw its consent to a subcontract if it appears to the County that the Subcontractor will delay, prevent, or otherwise impair the performance of the Contractor's obligations under this Agreement. All Subcontractors are required to protect the confidentiality of the County's and County's proprietary and confidential information. Contractor shall furnish to the County copies of all subcontracts between Contractor and Subcontractors and suppliers hereunder. Within each such subcontract, there shall be a clause for the benefit of the County in the event the County finds the Contractor in breach of this Contract, permitting the County to request completion by the Subcontractor of its performance obligations under the subcontract. The clause shall include an option for the County to pay the Subcontractor directly for the performance by such Subcontractor. Notwithstanding, the foregoing shall neither convey nor imply any obligation or liability on the part of the County to any Subcontractor hereunder as more fully described herein.

ARTICLE 20. ASSUMPTION, PARAMETERS, PROJECTIONS, ESTIMATES AND EXPLANATIONS

The Contractor understands and agrees that any assumptions, parameters, projections, estimates, and explanations presented by the County were provided to the Contractor for evaluation purposes only. However, since these assumptions, parameters, projections, estimates, and explanations represent predictions of future events the County makes no representations or guarantees; and the County shall not be responsible for the accuracy of the assumptions presented; and the County shall not be responsible for conclusions to be drawn therefrom; and any assumptions, parameters, projections, estimates and explanations shall not form the basis of any claim by the

Contractor. The Contractor accepts all risk associated with using this information.

ARTICLE 21. SEVERABILITY

If this Agreement contains any provision found to be unlawful, the same shall be deemed to be of no effect and shall be deemed stricken from this Agreement without affecting the binding force of this Agreement as it shall remain after omitting such provision.

ARTICLE 22. TERMINATION AND SUSPENSION OF WORK

- a) This Agreement may be terminated for cause by the County for reasons including, but not limited to, (i) the Contractor commits an Event of Default (as defined below in Article 24) and fails to cure said Event of Default (as delineated below in Article 25), or (ii) Contractor attempts to meet its contractual obligations with the County through fraud, misrepresentation, or material misstatement.
- b) This Agreement may also be terminated for convenience by the County. Termination for convenience is effective on the termination date stated in the written notice provided by the County.
- c) If County terminates this Agreement for cause under Article 23(a) above, the County may, in its sole discretion, also terminate or cancel any other contract(s) that such individual or corporation or other entity has with the County and that such individual, corporation or other entity shall pay all direct or indirect costs associated with such termination or cancellation, including attorneys' fees.
- d) The foregoing notwithstanding, if the Contractor attempts to meet its contractual obligations with the County through fraud, misrepresentation, or material misstatement, the Contractor may be debarred from County contracting in accordance with the County debarment procedures. The Contractor may be subject to debarment for failure to perform and all other reasons set forth in Section 10-38 of the Code.
- e) In the event that the County exercises its right to terminate this Agreement, the Contractor shall, upon receipt of such notice, unless otherwise directed by the County:
 - i. stop Work on the date specified in the notice (the "Effective Termination Date");
 - ii. take such action as may be necessary for the protection and preservation of the County's materials and property;
 - iii. cancel orders;
 - iv. assign to the County and deliver to any location designated by the County any non-cancelable orders for Deliverables that are not capable of use except in the performance of this Agreement and has been specifically developed for the sole purpose of this Agreement and not incorporated in the Services;
 - v. take no action which will increase the amounts payable by the County under this Agreement; and
 - vi. reimburse the County a proration of the fees paid annually based on the remaining months of the term per the compensation listed in Appendix D.
- f) In the event that the County exercises its right to terminate this Agreement, the Contractor will be compensated as stated in the payment Articles herein for the:
 - i. portion of the Services completed in accordance with the Agreement up to the Effective Termination Date; and
 - ii. non-cancelable Deliverables that are not capable of use except in the performance of this Agreement and has been specifically developed for the sole purpose of this Agreement, but not incorporated in the Services.
- g) All compensation pursuant to this Article are subject to audit.

- h) In the event the Contractor fails to cure an Event of Default timely, the County may terminate this Agreement, and the County or its designated representatives may immediately take possession of all applicable equipment, materials, products, documentation, reports, and data.

ARTICLE 23. EVENT OF DEFAULT

- a) An Event of Default is a material breach of this Agreement by the Contractor, and includes but is not limited to the following:
- i. the Contractor has not delivered Deliverables and/or Services on a timely basis;
 - ii. the Contractor has refused or failed to supply enough properly skilled staff personnel;
 - iii. the Contractor has failed to make prompt payment to Subcontractors or suppliers for any Services;
 - iv. the Contractor has become insolvent (other than as interdicted by the bankruptcy laws), or has assigned the proceeds received for the benefit of the Contractor's creditors, or the Contractor has taken advantage of any insolvency statute or debtor/creditor law or if the Contractor's affairs have been put in the hands of a receiver;
 - v. the Contractor has failed to obtain the approval of the County where required by this Agreement;
 - vi. the Contractor has failed to provide "adequate assurances" as required under subsection b below;
 - vii. the Contractor has failed in the representation of any warranties stated herein; or
 - viii. the Contractor fails to comply with Article 39.
- b) When, in the opinion of the County, reasonable grounds for uncertainty exist with respect to the Contractor's ability to perform the Work or any portion thereof, the County may request that the Contractor, within the timeframe set forth in the County's request, provide adequate assurances to the County, in writing, of the Contractor's ability to perform in accordance with the terms of this Agreement. Until the County receives such assurances, the County may request an adjustment to the compensation received by the Contractor for portions of the Work which the Contractor has not performed. In the event that the Contractor fails to provide to the County the requested assurances within the prescribed timeframe, the County may:
- i. treat such failure as a repudiation and/or material breach of this Agreement; and
 - ii. resort to any remedy for breach provided herein or at law, including but not limited to, taking over the performance of the Work or any part thereof either by itself or through others.

ARTICLE 24. NOTICE OF DEFAULT - OPPORTUNITY TO CURE

If an Event of Default occurs in the determination of the County, the County shall notify the Contractor (the "Default Notice"), specifying the basis for such default, and advising the Contractor that such default must be cured immediately, or this Agreement with the County may be terminated. Notwithstanding, the County may, in its sole discretion, allow the Contractor to rectify the default to the County's reasonable satisfaction within a thirty (30) day period. The County may grant an additional period of such duration as the County shall deem appropriate without waiver of any of the County's rights hereunder, so long as the Contractor has commenced curing such default and is effectuating a cure with diligence and continuity during such thirty (30) day period or any other period which the County prescribes. The Default Notice shall specify the date the Contractor shall discontinue the Work upon the Effective Termination Date.

ARTICLE 25. REMEDIES IN THE EVENT OF DEFAULT

If an Event of Default occurs, whether or not the County elects to terminate this Agreement as a result thereof, the Contractor shall be liable for all damages resulting from the default, irrespective of whether the County elects to terminate the Agreement, including but not limited to:

- a) lost revenues;

- b) the difference between the cost associated with procuring Services hereunder and the amount actually expended by the County for re-procurement of Services, including procurement and administrative costs; and
- c) such other direct damages.

The Contractor shall also remain liable for any liabilities and claims related to the Contractor's default. The County may also bring any suit or proceeding for specific performance or for an injunction.

ARTICLE 26. PATENT AND COPYRIGHT INDEMNIFICATION

- a) The Contractor shall not infringe on any copyrights, trademarks, service marks, trade secrets, patent rights, other intellectual property rights or any other third-party proprietary rights in the performance of the Work.
- b) The Contractor warrants that all Deliverables furnished hereunder, including but not limited to equipment, programs, documentation, software, analyses, applications, methods, ways, processes, and the like, do not infringe upon or violate any copyrights, trademarks, service marks, trade secrets, patent rights, other intellectual property rights or any other third party proprietary rights.
- c) The Contractor shall be liable and responsible for any and all claims made against the County for infringement of patents, copyrights, service marks, trade secrets or any other third party proprietary rights, by the use or supplying of any programs, documentation, software, analyses, applications, methods, ways, processes, and the like, in the course of performance or completion of, or in any way connected with, the Work, or the County's continued use of the Deliverables furnished hereunder. Accordingly, the Contractor at its own expense, including the payment of attorney's fees, shall indemnify, and hold harmless the County and defend any action brought against the County with respect to any claim, demand, cause of action, debt, or liability.
- d) In the event any Deliverable or anything provided to the County hereunder, or portion thereof is held to constitute an infringement and its use is or may be enjoined, the Contractor shall have the obligation to, at the County's option to (i) modify, or require that the applicable Subcontractor or supplier modify, the alleged infringing item(s) at its own expense, without impairing in any respect the functionality or performance of the item(s), or (ii) procure for the County, at the Contractor's expense, the rights provided under this Agreement to use the item(s).
- e) The Contractor shall be solely responsible for determining and informing the County whether a prospective supplier or Subcontractor is a party to any litigation involving patent or copyright infringement, service mark, trademark, violation, or proprietary rights claims or is subject to any injunction which may prohibit it from providing any Deliverable hereunder. The Contractor shall enter into agreements with all suppliers and Subcontractors at the Contractor's own risk. The County may reject any Deliverable that it believes to be the subject of any such litigation or injunction, or if, in the County's judgment, use thereof would delay the Work or be unlawful.

ARTICLE 27. CONFIDENTIALITY

- a) All Developed Works and other materials, data, transactions of all forms, financial information, documentation, inventions, designs and methods obtained from the County in connection with the Services performed under this Agreement, made or developed by the Contractor or its Subcontractors in the course of the performance of such Services, or the results of such Services, or for which the County holds the proprietary rights, constitute Confidential Information and may not, without the prior written consent of the County, be used by the Contractor or its employees, agents, Subcontractors or suppliers for any purpose other than for the benefit of the County, unless required by law. In addition to the foregoing, all County employee information and County financial information shall be considered Confidential Information and shall be subject to all the requirements stated herein. Neither the Contractor nor its employees, agents, Subcontractors, or suppliers may sell, transfer, publish, disclose, display, license or otherwise make available to others any part of such Confidential Information without the prior written consent of the County. Additionally, the Contractor expressly agrees to be bound by and to defend, indemnify and hold harmless the County, and their officers and employees from the breach of any federal, state, or local law in regard to the privacy of individuals.
- b) The Contractor shall advise each of its employees, agents, Subcontractors, and suppliers who may be exposed to such Confidential Information of their obligation to keep such information confidential and shall promptly advise the County in writing if it learns of any unauthorized use or disclosure of the Confidential Information by any of its employees or agents, or

Subcontractor's or supplier's employees, present or former. In addition, the Contractor agrees to cooperate fully and provide any assistance necessary to ensure the confidentiality of the Confidential Information.

- c) In the event of a breach of this Article damages may not be an adequate remedy and the County shall be entitled to injunctive relief to restrain any such breach or threatened breach. Unless otherwise requested by the County, upon the completion of the Services performed hereunder, the Contractor shall immediately turn over to the County all such Confidential Information existing in tangible form, and no copies thereof shall be retained by the Contractor or its employees, agents, Subcontractors, or suppliers without the prior written consent of the County. A certificate evidencing compliance with this provision and signed by an officer of the Contractor shall accompany such materials.

ARTICLE 28. PROPRIETARY INFORMATION

As a political subdivision of the State of Florida, Miami-Dade County is subject to the stipulations of the public records laws of the State of Florida (the "Public Records Law").

The Contractor acknowledges that all computer software in the County's possession may constitute or contain information or materials which the County has agreed to protect as proprietary information from disclosure or unauthorized use and may also constitute or contain information or materials which the County has developed at its own expense, the disclosure of which could harm the County's proprietary interest therein.

During the term of the Contract, the Contractor will not use directly or indirectly for itself or for others, or publish or disclose to any third party, or remove from the County's property, any computer programs, data compilations, or other software which the County has developed, has used, or is using, is holding for use, or which are otherwise in the possession of the County (the "Computer Software"). All third-party license agreements must also be honored by the Contractor and its employees, except as authorized by the County and, if the Computer Software has been leased or purchased by the County, all hired party license agreements must also be honored by the contractors' employees with the approval of the lessor or Contractors thereof. This includes mainframe, minis, telecommunications, personal computers, and all information technology software.

The Contractor will report to the County any information discovered or which is disclosed to the Contractor which may relate to the improper use, publication, disclosure, or removal from the County's property of any information technology software and hardware and will take such steps as are within the Contractor's authority to prevent improper use, disclosure, or removal.

ARTICLE 29. PROPRIETARY RIGHTS

- a) The Contractor hereby acknowledges and agrees that the County retains all rights, title and interests in and to all materials, data, documentation and copies thereof furnished by the County to the Contractor hereunder or furnished by the Contractor to the County and/or created by the Contractor for delivery to the County, even if unfinished or in process, as a result of the Services the Contractor performs in connection with this Agreement, including all copyright and other proprietary rights therein, which the Contractor as well as its employees, agents, Subcontractors and suppliers may use only in connection with the performance of Services under this Agreement. The Contractor shall not, without the prior written consent of the County, use such documentation on any other project in which the Contractor or its employees, agents, Subcontractors, or suppliers are or may become engaged. Submission or distribution by the Contractor to meet official regulatory requirements or for other purposes in connection with the performance of Services under this Agreement shall not be construed as publication in derogation of the County's copyrights or other proprietary rights.
- b) All Developed Works shall become the property of the County.
- c) Accordingly, neither the Contractor nor its employees, agents, Subcontractors, or suppliers shall have any proprietary interest in such Developed Works. The Developed Works may not be utilized, reproduced, or distributed by or on behalf of the Contractor, or any employee, agent, Subcontractor or supplier thereof, without the prior written consent of the County, except as required for the Contractor's performance hereunder.
- d) Except as otherwise provided in subsections a, b, and c above, or elsewhere herein, the Contractor and its Subcontractors and suppliers hereunder shall retain all proprietary rights in and to all Licensed Software provided hereunder, that have not been

customized to satisfy the performance criteria set forth in the Scope of Services. Notwithstanding the foregoing, the Contractor hereby grants, and shall require that its Subcontractors and suppliers grant, if the County so desires, a perpetual, irrevocable and unrestricted right and license to use, duplicate, disclose and/or permit any other person(s) or entity(ies) to use all such Licensed Software and the associated specifications, technical data and other Documentation for the operations of the County or entities controlling, controlled by, under common control with, or affiliated with the County, or organizations which may hereafter be formed by or become affiliated with the County. Such license specifically includes, but is not limited to, the right of the County to use and/or disclose, in whole or in part, the technical documentation and Licensed Software, including source code provided hereunder, to any person or entity outside the County for such person's or entity's use in furnishing any and/or all of the Deliverables provided hereunder exclusively for the County or entities controlling, controlled by, under common control with, or affiliated with the County, or organizations which may hereafter be formed by or become affiliated with the County. No such License Software, specifications, data, documentation, or related information shall be deemed to have been given in confidence and any statement or legend to the contrary shall be void and of no effect.

ARTICLE 30. SUPPLIER/VENDOR REGISTRATION/CONFLICT OF INTEREST

a) Supplier/Vendor Registration

The Contractor shall be a registered vendor with the County – Strategic Procurement Department, for the duration of this Agreement. In becoming a registered vendor with Miami-Dade County, the vendor's Federal Employer Identification Number (FEIN) must be provided, via submission of Form W-9 and 147c Letter, as required by the Internal Revenue Service (IRS). If no FEIN exists, the Social Security Number of the owner must be provided as the legal entity identifier. This number becomes Contractor's "County Vendor Number." To comply with Section 119.071(5) of the Florida Statutes relating to the collection of an individual's Social Security Number, be aware that the County requests the Social Security Number for the following purposes:

- **Identification of individual account records**
- **Payments to individual/Contractor for goods and services provided to Miami-Dade County**
- **Tax reporting purposes**
- **Provision of unique identifier in the vendor database used for searching and sorting departmental records**

The Contractor confirms its commitment to comply with the vendor registration requirements and the associated affidavits available in **INFORMS** at <https://supplier.miamidade.gov>.

b) Conflict of Interest and Code of Ethics

Sections 2-11.1 (c) and (d) of the Code require that any County official, agency/board member or employee, or any member of his or her immediate family who, through a firm, corporation, partnership or business entity, has a financial interest, direct or indirect, with Miami-Dade County or any person or agency acting for Miami-Dade County, competing or applying for a contract, must first obtain and submit a written conflict of interest opinion from the County's Ethics Commission prior to the official, agency/board member or employee, or his or her immediate family member entering into any contract or transacting any business with Miami-Dade County or any person or agency acting for Miami-Dade County. Any such contract or business transaction entered in violation of these subsections, as amended, shall be rendered voidable. All County officials, autonomous personnel, quasi-judicial personnel, advisory personnel, and employees wishing to do business with the County are hereby advised they must comply with the applicable provisions of Section 2-11.1 of the Conflict of Interest and Code of Ethics Ordinance.

ARTICLE 31. INSPECTOR GENERAL REVIEWS

Independent Private Sector Inspector General Reviews

Pursuant to Miami-Dade County Administrative Order No. 3-20, the County has the right to retain the services of an Independent Private Sector Inspector General (the "IPSIG"), whenever the County deems it appropriate to do so. Upon written notice from the County, the Contractor shall make available to the IPSIG retained by the County, all requested records and documentation pertaining to this Agreement for inspection and reproduction. The County shall be responsible for the payment of these IPSIG services, and under no circumstance shall the Contractor's prices and any changes thereto approved by the County, be inclusive of any charges relating to these IPSIG services. The terms of this provision apply to the Contractor, its officers, agents, employees, Subcontractors, and assignees. Nothing contained in this provision shall impair any independent right of the County to conduct an audit or investigate the operations,

activities, and performance of the Contractor in connection with this Agreement. The terms of this Article shall not impose any liability on the County by the Contractor or any third party.

Miami-Dade County Inspector General Review

According to Section 2-1076 of the Code, Miami-Dade County has established the Office of the Inspector General which may, on a random basis, perform audits on all County contracts, throughout the duration of said contracts. The cost of the audit for this Contract shall be one quarter of one percent (0.25%) of the total Contract amount which cost shall be included in the total Contract amount. The audit cost will be deducted by the County from progress payments to the Contractor. The audit cost shall also be included in all change orders and all Contract renewals and extensions.

Exception: The above application of one quarter of one percent (0.25%) fee assessment shall not apply to the following contracts: (a) IPSIG contracts; (b) contracts for legal services; (c) contracts for financial advisory services; (d) auditing contracts; (e) facility rentals and lease agreements; (f) concessions and other rental agreements; (g) insurance contracts; (h) revenue-generating contracts; (i) contracts where an IPSIG is assigned at the time the contract is approved by the Board; (j) professional service agreements under \$1,000; (k) management agreements; (l) small purchase orders as defined in Miami-Dade County Implementing Order No. 3-38; (m) federal, state and local government-funded grants; and (n) interlocal agreements. **Notwithstanding the foregoing, the Miami-Dade County Board of County Commissioners may authorize the inclusion of the fee assessment of one quarter of one percent (0.25%) in any exempted contract at the time of award.**

Nothing contained above shall in any way limit the powers of the Inspector General to perform audits on all County contracts including, but not limited to, those contracts specifically exempted above. The Miami-Dade County Inspector General is authorized and empowered to review past, present, and proposed County and Trust contracts, transactions, accounts, records, and programs. In addition, the Inspector General has the power to subpoena witnesses, administer oaths, require the production of records, and monitor existing projects and programs. Monitoring of an existing project or program may include a report concerning whether the project is on time, within budget and in conformance with plans, specifications, and applicable law. The Inspector General is empowered to analyze the necessity of and reasonableness of proposed change orders to the Contract. The Inspector General is empowered to retain the services of IPSIGs to audit, investigate, monitor, oversee, inspect, and review operations, activities, performance and procurement process, including but not limited to project design, specifications, proposal submittals, activities of the Contractor, its officers, agents and employees, lobbyists, County staff and elected officials to ensure compliance with contract specifications and to detect fraud and corruption.

Upon written notice to the Contractor from the Inspector General or IPSIG retained by the Inspector General, the Contractor shall make all requested records and documents available to the Inspector General or IPSIG for inspection and copying. The Inspector General and IPSIG shall have the right to inspect and copy all documents and records in the Contractor's possession, custody or control which, in the Inspector General's or IPSIG's sole judgment, pertain to performance of the Contract, including, but not limited to original estimate files, change order estimate files, worksheets, proposals and agreements form and which successful and unsuccessful Subcontractors and suppliers, all project-related correspondence, memoranda, instructions, financial documents, construction documents, proposal and contract documents, back-charge documents, all documents and records which involve cash, trade or volume discounts, insurance proceeds, rebates, or dividends received, payroll and personnel records, and supporting documentation for the aforesaid documents and records.

ARTICLE 32. FEDERAL, STATE, AND LOCAL COMPLIANCE REQUIREMENTS

As applicable, Contractor shall comply, subject to applicable professional standards, with the provisions of all applicable federal, state and the County orders, statutes, ordinances, rules and regulations which may pertain to the Services required under this Agreement, including, but not limited to:

- a) Equal Employment Opportunity clause provided under 41 C.F.R. Part 60-1.3 in accordance with Executive Order 11246, "Equal Employment Opportunity", as amended.
- b) Miami-Dade County Small Business Enterprises Development Participation Provisions.
- c) The Clean Air Act (42 U.S.C. § 7401-7671q.) and the Federal Water Pollution Contract Act (33 U.S.C. §§ 1251-1387), as amended.
- d) The Davis-Bacon Act (40 U.S.C. § 3141-3144 and 3146-3148) as supplemented by the Department of Labor regulations (29 C.F.R. Part 5).

- e) The Copeland "Anti-Kickback" Act (40 U.S.C. § 3145) as supplemented by the Department of Labor regulations (29 C.F.R. Part 2).
- f) Section 2-11.1 of the Code of Miami-Dade County, "Conflict of Interest and Code of Ethics".
- g) Section 10-38 of the Code of Miami-Dade County, "Debarment of Contractors from County Work".
- h) Section 11A-60 - 11A-67 of the Code of Miami-Dade County, "Domestic Leave".
- i) Section 21-255 of the Code of Miami-Dade County, prohibiting the presentation, maintenance, or prosecution of false or fraudulent claims against Miami-Dade County.
- j) The Equal Pay Act of 1963, as amended (29 U.S.C. § 206(d)).
- k) The prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07) and regulations issued pursuant thereto (24 C.F.R. Part 146).
- l) Section 448.07 of the Florida Statutes "Wage Rate Discrimination Based on Sex Prohibited".
- m) Chapter 11A of the Code of Miami-Dade County (§ 11A-1 *et seq.*) "Discrimination".
- n) Chapter 22 of the Code of Miami-Dade County (§ 22-1 *et seq.*) "Wage Theft".
- o) Any other laws prohibiting wage rate discrimination based on sex.
- p) Chapter 8A, Article XIX, of the Code of Miami-Dade County (§ 8A-400 *et seq.*) "Business Regulations".
- q) Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).
- r) Executive Order 12549 "Debarment and Suspension", which stipulates that no contract(s) are "to be awarded at any tier or to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs".

Pursuant to Resolution No. R-1072-17, by entering into this Contract, the Contractor is certifying that the Contractor is in compliance with, and will continue to comply with, the provisions of items "j" through "o" above.

The Contractor shall hold all licenses and/or certifications, obtain and pay for all permits and/or inspections, and comply with all laws, ordinances, regulations and building code requirements applicable to the work required herein. Damages, penalties, and/or fines imposed on the County or Contractor for failure to obtain and maintain required licenses, certifications, permits and/or inspections shall be borne by the Contractor. The Project Manager shall verify the certification(s), license(s), and permit(s) for the Contractor prior to authorizing Work and as needed.

Notwithstanding any other provision of this Agreement, Contractor shall not be required pursuant to this Agreement to take any action or abstain from taking any action if such action or abstention would, in the good faith determination of the Contractor, constitute a violation of any law or regulation to which Contractor is subject, including but not limited to laws and regulations requiring that Contractor conduct its operations in a safe and sound manner.

ARTICLE 33. NONDISCRIMINATION

During the performance of this Contract, Contractor agrees to not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, sexual orientation, gender identity or gender expression, status as victim of domestic violence, dating violence or stalking, or veteran status, and on housing related contracts the source of income, and will take affirmative action to ensure that employees and applicants are afforded equal employment opportunities without discrimination. Such action shall be taken with reference to, but not limited to recruitment, employment, termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on the job training.

By entering into this Contract, the Contractor attests that it is not in violation of the Americans with Disabilities Act of 1990 (and related

Acts) or Miami-Dade County Resolution No. R-385-95. If the Contractor or any owner, subsidiary or other firm affiliated with or related to the Contractor is found by the responsible enforcement agency or the County to be in violation of the Act or the Resolution, such violation shall render this Contract void. This Contract shall be void if the Contractor submits a false affidavit pursuant to this Resolution or the Contractor violates the Act or the Resolution during the term of this Contract, even if the Contractor was not in violation at the time it submitted its affidavit.

ARTICLE 34. CONFLICT OF INTEREST

The Contractor represents that:

- a) No officer, director, employee, agent, or other consultant of the County or a member of the immediate family or household of the aforesaid has directly or indirectly received or been promised any form of benefit, payment, or compensation, whether tangible or intangible, in connection with the award of this Agreement.
- b) There are no undisclosed persons or entities interested with the Contractor in this Agreement. This Agreement is entered into by the Contractor without any connection with any other entity or person making a proposal for the same purpose, and without collusion, fraud or conflict of interest. No elected or appointed officer or official, director, employee, agent, or other consultant of the County, or of the State of Florida (including elected and appointed members of the legislative and executive branches of government), or a member of the immediate family or household of any of the aforesaid:
 - i) is interested on behalf of or through the Contractor directly or indirectly in any manner whatsoever in the execution or the performance of this Agreement, or in the Services, Deliverables or Work, to which this Agreement relates or in any portion of the revenues; or
 - ii) is an employee, agent, advisor, or consultant to the Contractor or to the best of the Contractor's knowledge any Subcontractor or supplier to the Contractor.
- c) Neither the Contractor nor any officer, director, employee, agency, parent, subsidiary, or affiliate of the Contractor shall have an interest which is in conflict with the Contractor's faithful performance of its obligation under this Agreement; provided that the County, in its sole discretion, may consent in writing to such a relationship, provided the Contractor provides the County with a written notice, in advance, which identifies all the individuals and entities involved and sets forth in detail the nature of the relationship and why it is in the County's best interest to consent to such relationship.
- d) The provisions of this Article are supplemental to, not in lieu of, all applicable laws with respect to conflict of interest. In the event there is a difference between the standards applicable under this Agreement and those provided by statute, the stricter standard shall apply.
- e) In the event Contractor has no prior knowledge of a conflict of interest as set forth above and acquires information which may indicate that there may be an actual or apparent violation of any of the above, Contractor shall promptly bring such information to the attention of the Project Manager. Contractor shall thereafter cooperate with the County's review and investigation of such information and comply with the instructions Contractor receives from the Project Manager regarding remedying the situation.

ARTICLE 35. PRESS RELEASE OR OTHER PUBLIC COMMUNICATION

Under no circumstances shall the Contractor without the express written consent of the County:

- a) Issue or permit to be issued any press release, advertisement or literature of any kind which refers to the County, or the Work being performed hereunder, unless the Contractor first obtains the written approval of the County. Such approval may be withheld if for any reason the County believes that the publication of such information would be harmful to the public interest or is in any way undesirable; and
- b) Communicate in any way with any contractor, department, board, agency, commission or other organization or any person whether governmental or private in connection with the Work to be performed hereunder except upon prior written approval and instruction of the County; and
- c) Except as may be required by law, the Contractor and its employees, agents, Subcontractors, and suppliers will not represent, directly or indirectly, that any Work, Deliverables or Services provided by the Contractor or such parties has been approved or endorsed by the County.

ARTICLE 36. BANKRUPTCY

The County may terminate this Contract, if, during the term of any contract the Contractor has with the County, the Contractor becomes involved as a debtor in a bankruptcy proceeding, or becomes involved in a reorganization, dissolution, or liquidation proceeding, or if a trustee or receiver is appointed over all or a substantial portion of the property of the Contractor under federal bankruptcy law or any state insolvency law.

ARTICLE 37. GOVERNING LAW

This Contract, including appendices, and all matters relating to this Contract (whether in contract, statute, tort (such as negligence), or otherwise) shall be governed by, and construed in accordance with, the laws of the State of Florida. Venue shall be in Miami-Dade County.

ARTICLE 38. COUNTY USER ACCESS PROGRAM (UAP)

a) User Access Fee

Pursuant to Section 2-8.10 of the Code, this Contract is subject to a user access fee under the County User Access Program ("UAP") in the amount of two percent (2%). All sales resulting from this Contract, or any contract resulting from the solicitation referenced on the first page of this Contract, and the utilization of the County Contract price and the terms and conditions identified herein, are subject to the two percent (2%) UAP. This fee applies to all Contract usage whether by County Departments or by any other governmental, quasi-governmental or not-for-profit entity.

The Contractor providing goods or services under this Contract shall invoice the Contract price and shall accept as payment thereof the Contract price less the 2% UAP as full and complete payment for the goods and/or services specified on the invoice. The County shall retain the 2% UAP for use by the County to help defray the cost of the procurement program. Contractor participation in this invoice reduction portion of the UAP is mandatory.

b) Joint Purchase

Only those entities that have been approved by the County for participation in the County's Joint Purchase and Entity Revenue Sharing Agreement are eligible to utilize or receive County Contract pricing and terms and conditions. The County will provide to approved entities a UAP Participant Validation Number. The Contractor must obtain the participation number from the entity prior to filling any order placed pursuant to this Section. Contractor participation in this joint purchase portion of the UAP, however, is voluntary. The Contractor shall notify the ordering entity, in writing, within three business days of receipt of an order, of a decision to decline the order.

For all ordering entities located outside the geographical boundaries of Miami-Dade County, the Contractor shall be entitled to ship goods on an "FOB Destination, Prepaid and Charged Back" basis. This allowance shall only be made when expressly authorized by a representative of the ordering entity prior to shipping the goods.

The County shall have no liability to the Contractor for the cost of any purchase made by an ordering entity under the UAP and shall not be deemed to be a party thereto. All orders shall be placed directly by the ordering entity with the Contractor and shall be paid by the ordering entity less the 2% UAP.

c) Contractor Compliance

If a Contractor fails to comply with this Article, that Contractor may be considered in default by the County in accordance with Article 24 of this Contract.

ARTICLE 39. INTEREST OF MEMBERS, OFFICERS OR EMPLOYEES AND FORMER MEMBERS, OFFICERS OR EMPLOYEES

No member, officer, or employee of the County, no member of the governing body of the locality in which the Project is situated, no member of the governing body in which the County was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this Contract or the proceeds thereof.

ARTICLE 40. FORCE MAJEURE

Under applicable law, shall refer to an act of nature (such as, but not limited to, a hurricane, flood, and/or earthquake), war, terrorism, riot, sovereign conduct, strikes, lockouts, fires, epidemics and/or pandemic, adverse governmental conditions or conduct of third parties.

Neither the County nor the Contractor shall be held liable or responsible to the counterparty nor be deemed to have defaulted under or breached this Contract for failure or delay in performing any obligation under this Contract when such failure or delay is caused by an act of Force Majeure. Within twenty-four (24) hours of the occurrence of an act of Force Majeure, the affected party shall notify the counterparty of the act by sending an e-mail message to the Project Manager of the other party. In addition, the affected party shall provide to the counterparty within seven days of determining the cause of the Force Majeure, a written explanation via e-mail concerning the circumstances that caused the act of Force Majeure and the overall impacts to the Contract. Upon receipt of the written explanation, the parties shall mutually agree to any contractual modifications as necessary to continue the Contract with minimal impact to County operations. The County maintains the right to terminate the Contract for convenience or obtain the goods and/or services through a separate contract, taking over the performance of the Work or any part thereof either by itself or through others.

ARTICLE 41. FIRST SOURCE HIRING REFERRAL PROGRAM

Pursuant to Section 2-2113 of the Code, for all contracts for goods and services, the Contractor, prior to hiring to fill each vacancy arising under a County contract shall (1) first notify Career Source South Florida ("CSSF"), the designated Referral Agency, of the vacancy and list the vacancy with CSSF according to the Code, and (2) make good faith efforts as determined by the County to fill a minimum of fifty percent (50%) of its employment needs under the County contract through the CSSF. If no suitable candidates can be employed after a Referral Period of three to five days, the Contractor is free to fill its vacancies from other sources. Contractor will be required to provide quarterly reports to the CSSF indicating the name and number of employees hired in the previous quarter, or why referred candidates were rejected. Sanctions for non-compliance shall include, but not be limited to: (i) suspension of Contract until Contractor performs obligations, if appropriate; (ii) default and/or termination; and (iii) payment of \$1,500/employee, or the value of the wages that would have been earned given the noncompliance, whichever is less. Registration procedures and additional information regarding the First Source Hiring Referral Program are available at <https://iapps.careersourcesfl.com/firstsource/>.

ARTICLE 42. PUBLIC RECORDS AND CONTRACTS FOR SERVICES PERFORMED ON BEHALF OF MIAMI-DADE COUNTY

The Contractor shall comply with the Public Records Laws, including by not limited to, (1) keeping and maintaining all public records that ordinarily and necessarily would be required by the County in order to perform the service; (2) providing the public with access to public records on the same terms and conditions that the County would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law; (3) ensuring that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (4) meeting all requirements for retaining public records and transferring, at no cost, to the County all public records in possession of the Contractor upon termination of the Contract and destroying any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements upon such transfer. In addition, all records stored electronically must be provided to the County in a format that is compatible with the information technology systems of the County. Failure to meet any of these provisions or to comply with Florida's Public Records Laws as applicable shall be a material breach of this Agreement and shall be enforced in accordance with the terms and conditions of the Agreement.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (305) 375-5773, ISD-VSS@MIAMIDADE.GOV, 111 NW 1st STREET, SUITE 1300, MIAMI, FLORIDA 33128.

ARTICLE 43. VERIFICATION OF EMPLOYMENT ELIGIBILITY (E-VERIFY)

By entering into this Contract, the Contractor and its Subcontractors are jointly and severally obligated to comply with the provisions of Section 448.095, Florida Statutes, as amended, titled "Employment Eligibility." The Contractor affirms that (a) it has registered and uses the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all new employees of the Contractor; (b) it has required all Subcontractors to this Contract to register and use the E-Verify system to verify the work authorization status of all new employees of the Subcontractor; (c) it has an affidavit from all Subcontractors to this Contract attesting that the Subcontractor does not employ, contract with, or subcontract with, unauthorized aliens; and (d) it shall maintain copies of any such affidavits for duration of the Contract. Registration information is available at: <http://www.uscis.gov/e-verify>

If County has a good faith belief that Contractor has knowingly violated Section 448.09(1), Florida Statutes, then County shall terminate this contract in accordance with Section 448.095(5)(c), Florida Statutes. In the event of such termination the Contractor agrees and acknowledges that it may not be awarded a public contract for at least one (1) year from the date of such termination and that Contractor shall be liable for any additional costs incurred by the County because of such termination.

In addition, if County has a good faith belief that a Subcontractor has knowingly violated any provisions of Sections 448.09(1) or 448.095, Florida Statutes, but Contractor has otherwise complied with its requirements under those statutes, then Contractor agrees that it shall terminate its contract with the Subcontractor upon receipt of notice from the County of such violation by Subcontractor in accordance with Section 448.095(5)(c), Florida Statutes.

Any challenge to termination under this provision must be filed in the Circuit or County Court by the County, Contractor, or Subcontractor no later than twenty (20) calendar days after the date of contract termination.

ARTICLE 44. CONTRACTING WITH ENTITIES OF FOREIGN COUNTRIES OF CONCERN PROHIBITED

By entering into this Contract, the Contractor affirms that it is not in violation of Section 287.138, Florida Statutes (F.S.) titled Contracting with Entities of Foreign Countries of Concern Prohibited. Contractor further affirms that it is not giving a government of a foreign country of concern, as listed in Section 287.138, F.S., access to an individual's personal identifying information if: a) the Contractor is owned by a government of a foreign country of concern; b) the government of a foreign country of concern has a controlling interest in the Contractor; or c) the Contractor is organized under the laws of or has its principal place of business in a foreign country of concern as is set forth in Paragraphs 2(a)-(c) of Section 287.138, F.S. The affirmation by the Contractor shall be in the form attached to this Contract as Exhibit 1 - Entities of Foreign Countries of Concern Prohibited Affidavit. This Contract shall not be effective unless and until Contractor executes such Affidavit.

ARTICLE 45. SURVIVAL

The Parties acknowledge that any of the obligations in this Agreement will survive the term, termination, and cancellation hereof. Accordingly, the respective obligations of the Contractor and the County under this Agreement, which by nature would continue beyond the termination, cancellation, or expiration thereof, shall survive termination, cancellation or expiration hereof.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date identified on the first page of this Agreement.

Contractor

Miami-Dade County

By: Florida Association of Rehabilitation Facilities, Inc.
dba RESPECT of Florida

By: _____
for

Name: Tyler Sumner

Name: Daniella Levine Cava

Title: President + CEO

Title: Mayor

Date: 8-28-24

Date: _____

Attest: [Signature]
Corporate Secretary/Notary Public

Attest: _____
Juan Fernandez-Barquin
Clerk of the Court and Comptroller

Corporate Seal/Notary Seal

Approved as to form
and legal sufficiency



[Signature]
Assistant County Attorney

APPENDIX A – SPECIAL CONDITIONS

1. ACCIDENT PREVENTION AND BARRICADES

Precautions shall be exercised at all times for the protection of persons and property. The Contractor shall conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above-mentioned authorities for failure to comply with these requirements shall be borne solely by the Contractor. Barricades shall be provided by the Contractor when work is performed in areas traversed by persons, or when deemed necessary by the County.

2. MIAMI-DADE COUNTY LIVING WAGES

Contractors providing a covered service are advised that the provisions of Section 2-8.9 of the Code of Miami-Dade County, (Code) as amended by Ordinance [Governing Legislation], will apply to this contract. By submitting a proposal or executing a contract pursuant to these specifications, the Contractor is hereby agreeing to comply with the provisions of Section 2-8.9, and to acknowledge awareness of the penalties for non-compliance. A copy of this Code Section may be obtained online at www.miamidade.gov.

- A. The Living Wage rate and Notice can be obtained from the Office of Small Business Development at 305-375-3111 or on the web at <https://www.miamidade.gov/global/business/smallbusiness/living-wage.page>.

All covered employees providing covered services shall be paid not less than the living wage rate in effect for the fiscal year in which the work is performed. When the covered employer seeks to comply with the Code by choosing to pay the wage rate applicable when also providing a qualifying Health Benefit Plan, such health benefit plan shall consist of a per hour contribution towards the provision of a Health Benefit Plan for employees and, if applicable, their dependents in accordance with the current rate for the given year. Proof of the provision of such a health benefit plan must be submitted to the compliance officer to qualify for the wage rate for employees with a health benefit plan.

3. ADMINISTRATIVE CHARGES FOR INCOMPLETE WORK AND/OR SUBSTANDARD PERFORMANCE

Failure to complete janitorial projects or to not perform the work in accordance with the specifications and to the satisfaction of the County within the time stated may cause the Contractor to be subject to administrative charges of three percent (3%) of the monthly maintenance fee for a facility/building per failed audit as detailed in Appendix B – Scope of Services, Para. 11. Charges apply for every calendar day the County has not given the facility a Passing Grade. As compensation due the County and for additional costs incurred by the County due to such non-completion of the work, the County shall have the right to deduct charges from any amount due, or that may become due to the Contractor under the contract award related to the work performed, or to invoice the Contractor for such damages if the costs incurred exceed the amount due to the Contractor.

Administrative charges for a month shall not exceed twenty-one (21) percent of the Contractor's monthly invoice amount for the facility where the deficiency(ies) occurred. Building Manager or designee will meet with Contractor on a regular basis to discuss work performance and other issues. If unable to correct deficiencies, Contractor will be placed on notice and may be suspended or terminated for cause in accordance with the provisions herein.

4. BADGES

Contractor's employees shall wear identification badges at all times. Contractor shall provide identification badges for each employee, showing the employee's picture, name, signature, company name/logo and expiration date. New or temporary employees may wear temporary badges. A temporary badge is one issued for no more than thirty (30) days.

Some buildings may require a County issued badge in addition to the company badge. There may be a charge of approximately \$50.00 each for these badges (paid for by the Contractor). In some cases, building security will not allow employees to pass without their County-issued badge.

5. BIO-HAZARDOUS WASTE

The Contractor is required, as part of its routine daily work, to clean, disinfect, decontaminate, and legally dispose of potentially infectious blood borne pathogen materials. Potentially infectious materials may include, but are not limited to, blood, urine, feces, semen, vomit, pleural fluid, saliva, needles, sharps, diapers, and other items and substances.

All personal protective equipment shall be provided by the Contractor, at no cost to the employee.

6. BUILDING ACCESS

Access to each building shall be as directed by the Building Manager. The Contractor's employees are forbidden access to restricted areas, which are designated by the Building Manager.

Only authorized Contractor employees are allowed on the premises of Miami-Dade County buildings. The Contractor's employees are not to be accompanied in the work area by acquaintances, family members, assistants, or any other person who is not an authorized Contractor employee.

7. BUILDING MANAGER'S LOG

Upon arrival of the Contractor or his representative at any facility(ies) to perform any and all work, he/she must sign the Building/Security Log kept in a designated location. The same procedure will be followed when work is completed, prior to leaving the building.

8. COMPLETION OF WORK

Work will be considered unfinished when any of the following conditions exist:

- Specified work area was not performed in accordance with the performance standards.
- The specified equipment, tools, and chemicals were not used or were not in good operating condition.
- The tasks were not performed.
- The project work tasks as described herein were not performed in accordance with the project performance standards, within the time period specified in the schedule submitted by the Contractor to the County or completed in its entirety.

9. CONTRACTOR'S SITE SUPERVISORS

Contractor's Site Supervisors shall be literate and fluent in the English language, able to read chemical labels, job instructions, signs and converse with management and County personnel, as necessary. Site Supervisors shall carry cell phones so that they can be contacted immediately by the Building Manager or his designee.

Site Supervisors shall be responsible for ensuring the competency of janitorial personnel under his/her direct supervision and shall be fully knowledgeable of the terms and specifications of the work to be conducted. The Contractor and Site Supervisor are responsible for providing instruction, orientation and on-the-job training of new personnel, as well periodic training of all staff. Site Supervisor shall be responsible for ensuring the work is carried out in accordance with specifications and County requirements.

Contractor must have supervision at the facilities where work is being performed at all times. If the Site Supervisor is absent, Building Manager must be notified at the start of the day and the Contractor shall provide a competent replacement who has been given the authority to carry out the duties of the Site Supervisor.

10. COUNTY RIGHTS TO CORRECT DEFICIENCIES

If any strike, boycott, picketing, work stoppage, slowdown, or other labor activity is directed against the Contractor which results in the curtailment or discontinuation of services performed hereunder, the County shall have the right during said period to employ any means legally permissible to have the work performed. This shall include the use of the Contractor's equipment.

11. DAILY REPORT

The Contractor shall keep on file and furnish to the Building Manager each day a report which includes the following:

- a. A list of names of all personnel present for work the previous day, showing shift-by-shift the positions filled by each person in the overall cleaning program and number of hours worked by each person, as certified by the Contractor's time records.

- b. A list of projects completed the previous day, ready for inspection by the Building Manager.

12. DISPUTES

Appeals to decisions made by the Building Manager and/or the Building Services Administrator must be made in writing and directed to the Strategic Procurement Department for review and determination. The decision of the County as to the proper interpretation of the specifications shall be final and conclusive.

13. EMERGENCY SERVICES/SPECIAL WORK ASSIGNMENTS

Unless otherwise detailed in Appendix C – Location Details, regular working hours are Monday through Friday from 8:00 AM to 5:00 PM.

Emergency services/special work is considered any unforeseen unanticipated work not specified in this contract. For the purpose of this clause, response time will mean “on-site and prepared to work”.

The Contractor shall provide 24 hours, 7 days a week Emergency Service to the County. During regular working hours, emergency response time shall be within one (1) hour after verbal notification later confirmed in writing by the Site Manager. During other than regular working hours, the emergency response time shall be within two (2) hours after notification by the County.

Water damage - In case of any emergency condition involving water leakage or flooding in a building or other occurrences requiring immediate correction, under regular working hours, the Contractor shall divert its workforce or such part thereof as is necessary, from its original assigned duties to meet the condition. If carpet requires shampooing, Contractor will coordinate with Building Manager to perform no later than 48 hours after the emergency has been corrected.

When the employees are no longer needed for the emergency work, they shall be directed by the Contractor to return to their normal work. No additional cost shall be charged to the County for the diversion of the Contractor’s personnel from their normal work to the emergency work; however, allowances will be made for the diversion and the Contractor will not be penalized if normal work has been impacted. Under emergency conditions, personnel normally assigned to one building can be temporarily assigned to another building.

Emergency/special work costs

- Work performed during regular working hours requiring additional personnel (beyond the diversion of the Contractor’s personnel from other County sites) will be charged at the Contractor’s regular hourly personnel wage rates, plus equipment rental and specialized products used to mitigate the specific emergency.
- Work performed after regular working hours will be charged at contractor’s regular hourly personnel wage rates and allowed an incremental per hour increase to pay for the actual overtime supplement paid to the contractor’s employee. Overtime will NOT be billed or paid at time and one half of the contractor’s quoted billable hourly rate. Overtime rate will be paid at the straight time billing rate plus the actual overtime increment paid to contractor’s employee for overtime work. See **example** below:

| RATE PAID TO CONTRACTOR BY COUNTY FOR STRAIGHT TIME | RATE PAID TO CONTRACTOR BY COUNTY FOR OVERTIME | RATE PAID BY CONTRACTOR TO ITS EMPLOYEE FOR STRAIGHT TIME | RATE PAID BY CONTRACTOR TO ITS EMPLOYEE FOR OVERTIME TIME |
|---|--|---|---|
| \$16.00 | \$22.50 | \$13.00 | \$19.50 |
| | (OT INCREMENT: \$6.50) | | (OT INCREMENT: \$6.50) |

If overtime is approved, payroll records detailing the contractor's employee(s) hourly rate must accompany the invoice in order for the invoice to be paid.

- The County may pay for equipment rental and any specialized products used to mitigate the specific emergency that are not normally used during the day to day janitorial services provided by the contractor. Building Managers will determine what products and/or equipment are necessary and fall outside the standard required for normal janitorial services.
- Regular working hours per facility are specified in Appendix C – Location Details.
- All personnel and position types (ie. porter, worker, etc.) that are requested and are invoiced per hour must be approved by the Building Manager prior to the assignment for emergency work.

14. EMPLOYEE FOOD SERVICE

The Contractor and its subcontractors, if any, shall not be allowed to bring any food or beverage catering trucks, vending machines, or other serving equipment to County facilities.

15. EQUIPMENT

All equipment at the beginning of the contract term, shall be in good condition. "Like-new" condition in appearance, operations, and performance. Building Managers may reject any used equipment which does not, in their sole opinion, meet these criteria. In that event, the Contractor shall replace such equipment with equipment acceptable to the Building Manager.

Backup equipment shall always be available in case of equipment failure or malfunction. Building Manager may inspect equipment at any time. Defective equipment shall be removed immediately and replaced with properly working equipment within 24 hours. A one man lift may be required.

16. FACILITIES MAY BE ADDED/DELETED

Although this contract identifies specific facilities to be serviced, it is hereby agreed and understood that any County department or agency facility may be added to this contract at the option of the County. When required by the pricing structure of the contract, the Contractor shall be invited to submit price quotes for these additional facilities. If these quotes are determined to be fair and reasonable, then the additional work may be awarded to the Contractor. The additional site(s) shall be added to this contract by formal modification of the contract.

The County may determine to obtain price quotes from and award the additional facilities to other contractor's at the County's discretion.

Although this Contract identifies specific facilities to be serviced, it is hereby agreed and understood that any County department or agency may delete service for any facility (ies) when such service is no longer required during the contract period; upon fourteen (14) calendar days written notice to the Contractor.

17. FAMILIARITY WITH PROVISIONS OF CONTRACT

The Contractor shall provide a copy of this contract to each Site Supervisor and other management personnel with supervisory responsibilities and require them to sign a statement of understanding prior to initiation of supervisory responsibilities under these terms. This practice will be implemented with all newly assigned supervisory personnel with responsibilities under this contract.

18. GRATUITIES

The Contractor's employees shall not accept gratuities for any reason whatsoever from tenants or other persons, and the County may require removal from contracted services of any employee who accepts gratuities.

19. KEY CHARGE (IF APPLICABLE)

The Contractor shall sign for each key or electronic access control card issued to its employees. If the Contractor loses a key/access card, it will be required to pay \$25.00 each for the cost of having duplicates made or changes in the security system.

If a breach of security results from the loss of keys, requiring that locks be re-keyed, a minimum additional charge of \$100.00 for each lock will be charged to the Contractor. If the loss requires that a lock be changed, the Contractor shall reimburse the County for the cost of replacing the lock. These charges will be deducted from monthly payments made to the Contractor.

Keys shall not be duplicated, except by the building staff or with explicit written consent from the Building Manager. Special markings are provided to monitor compliance.

20. LEGAL HOLIDAYS

The requirement of the Contractor to provide full, limited, or no staffing on a holiday shall be at the discretion of the Building Manager and shall be at no additional cost to the County. The Contractor may use holidays for performing services (such as carpet cleaning, floor waxing) upon approval by the Building Manager. The County will not pay for days that service is not provided when the site is closed.

Legal Holidays, when County Buildings will be closed to the public, as follows:

| | |
|------------------|----------------------------------|
| New Year's Day | Martin Luther King's Birthday* |
| President's Day* | Law Enforcement Appreciation Day |
| Memorial Day | Juneteenth Day |
| Fourth of July | Labor Day |
| Columbus Day* | Veteran's Day* |
| Thanksgiving Day | Friday after Thanksgiving Day* |
| Christmas Day | |

*These days will need be considered holiday for the Contractor and may be used to accomplish project work as needed, at no additional cost to the County.

MDPD LOCATIONS

The Contractor shall provide continuity of day-to-day services (including but not limited to, management and cleaning staff coverage, etc.), 52 weeks a year, regardless of the Contractor's staff's vacation, long-term illness, or absenteeism of any kind. All locations are open 7 days a week. No holidays are observed.

21. LEGAL REQUIREMENT FOR POLLUTION CONTROL

It is the intent of these specifications to comply with the Miami-Dade County Pollution Control Ordinance as stated in Chapter 24 of the Miami-Dade Code. This ordinance is made a part of these specifications by reference and may be obtained, if necessary, by the Contractor through the Regulatory and Economic Resources Department, Environmental Resources Management Division, 701 NW 1 Court, Miami, Florida 33136, Telephone (305) 372-6789.

22. LOCATION AND DESCRIPTION

The location and description of all facilities covered under this Scope of Services may be found in Appendix C – Location Details, all square footage provided to Contractor is approximate.

23. MATERIALS AND SUPPLIES

The Contractor shall be responsible for furnishing all materials, supplies, (toilet tissue, toilet seat liner including dispenser, c-fold or roll hand towels, soap, plastic bags, umbrella bags including dispensers, chemicals, etc.) necessary to comply with the scope of this contract. All paper products and bag liners shall be made of recycled product.

Samples of all materials and supplies with appropriate Material Safety Data Sheets to be furnished shall be presented for approval to the Building Manager on demand. Any item substituted for any product previously approved shall be submitted to Building Manager for approval prior to use.

24. MONTHLY CONFERENCE AND SITE MEETINGS

The County's Project Managers shall regularly schedule conferences with the Site Supervisor(s) as necessary to discuss matters of performance and other related issues. The purpose of the conference shall be to work toward specified performance standards of custodial services through continued cooperation and coordination of all persons/parties and early resolution of differences. These conferences shall be called and chaired by the Project Managers, and minutes of such conferences will be distributed by that office.

The Building Manager shall conduct similar meetings at the facility with the Contractor's Supervisor(s), with purposes and goals similar to the monthly conferences. A primary purpose of these lower level meetings will be to resolve contract or other differences, so as to avoid the need for referral and discussion at the monthly conference. Preparation of written minutes of these meetings is optional. It is the policy of the County that as many issues, disputes, and/or differences be resolved at the lowest working level possible.

25. PROTECTION OF PROPERTY

All existing structures, utilities, services, roads, trees, shrubbery, etc., shall be protected against damage or interrupted services at all times by the Contractor. The Contractor shall be held responsible for repairing or replacing property to the satisfaction of the County damaged by the Contractor's operation and actions while performing work.

26. PURCHASE OF OTHER SERVICES NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES

While the County has listed all major services which are utilized by County departments in conjunction with their operations, there may be similar services that must be purchased by the County. Under these circumstances, a County representative may contact the Contractor to obtain a price quote for the similar service. The County reserves the right to award these similar services to the Contractor, or to acquire the items through another means.

27. REPORTING BY CONTRACTOR'S SUPERVISORS

All Site Supervisors shall, on a daily basis, actively seek out and immediately report to the Building Manager, upon discovery of any needed repairs to the building fixtures, mechanical equipment, etc., or items of a critical, priority, or emergency nature in any area where janitorial work is performed.

28. RESPONSIBILITY FOR SUB-CONTRACTORS

A sub-contractor is a third party individual or company hired by the Contractor to perform work or tasks assigned by the Contractor. Nothing contained in the specifications or solicitation documents shall be construed as creating any contractual relationship between any sub-contractor(s) and the County. The Contractor shall be fully responsible to the County for acts and omissions of their sub-contractor(s).

Contractor is responsible for the performance of its selected sub-contractor. The primary Contractor is responsible for ensuring that sub-contractors comply with all terms and conditions and requirements of this contract.

29. SCAVENGING

Scavenging by any of the Contractor's personnel is prohibited and the Building Manager may require removal from County services any employee who scavenges.

30. SECURITY

The Contractor and Contractor personnel shall abide by all County security procedures, rules and regulations established at the premises, and shall cooperate with County security personnel. Contractor shall disclose any knowledge of an arrest of a Contractor's employee for any reason to the County within 24 hours.

Contractor shall provide the building manager, at the Contractor's expense, a nationwide law enforcement/police background check from a reputable company or agency qualified to perform such background checks of each prospective Contractor personnel prior to the personnel's start of service. Thereafter and upon the County's request, additional background checks may be requested by

the Building Manager to maintain the integrity of the workforce assigned to a site. Based on the results of the background checks and at the sole discretion of the County, any Contractor personnel may be barred from working in sensitive areas.

31. SOLICITING

All soliciting is prohibited on County premises by Contractor's employees. The Contractor shall inform its employees of this policy prior to beginning work under this contract.

32. STORAGE/SPACE

The Contractor shall store supplies, materials and equipment in storage areas and custodial closets designated by the County. The Contractor shall keep these areas neat and clean at all times and comply with applicable regulations. Space in the County's facility furnished to the Contractor as storage space must be cleaned and maintained by the Contractor to the satisfaction of the building management.

The Contractor shall provide its own security for equipment, material and supplies kept in the storage area. The Contractor shall not damage or misuse space. Space shall be kept locked when not in use. If provided an office space; the Contractor must provide its own office equipment (including telephone and lines).

33. TOXIC SUBSTANCES/FEDERAL "RIGHT TO KNOW" REGULATIONS

The Federal "Right to Know" Regulation implemented by the Occupational Safety and Health Administration (OSHA) requires employers to inform their employees of any toxic substances to which they may be exposed in the workplace, and to provide training in safe handling practices and emergency procedures. It also requires notification to local fire departments of the location and characteristics of all toxic substances regularly present in the workplace.

Accordingly, the Contractor shall be required to provide two (2) complete sets of Material Safety Data Sheets to **each** User Department utilizing such products. This information should be provided at the time when the initial delivery is made, on a department by department basis.

For additional information on the Federal Right to Know Regulation, contact OSHA at www.OSHA.gov or call (954) 424-0242.

34. UNAUTHORIZED WORK

Neither the Contractor nor any of its employees shall perform any work other than the work which is defined herein. Specific exceptions to the provisions of this paragraph may be permitted by the Building Manager. Such permission shall be obtained in writing and must include the cost. Contractor shall not be paid for any work not defined herein unless otherwise authorized in writing by the Building Manager.

35. UNIFORMS

All contractor employees, including supervisors, shall wear a distinctive, neat, and freshly laundered uniform, which the Contractor shall supply at no cost to the employee. The Building Manager may request removal of any employee not properly uniformed. Additional requirements may apply to some departments.

The Contractor shall also ensure that such employees wear proper and neat-appearing footwear while working on premises. Uniform, including shoes, color and design, must be approved by the Building Managers of the facilities. Appropriate protective clothing, shoes and other safety equipment must be worn as required.

36. USE OF ENVIRONMENTALLY PREFERABLE PRODUCTS (EPP) AND SERVICES

To address certain environmental and health concerns associated with the use of cleaning products, and in compliance with County Resolution R-702-05, it is the intent of this contract to require the use of cleaning products which are Green Seal or Ecologo certified.

Green Seal: Green Seal is a nationally recognized nonprofit organization that certifies a variety of environmental products that pass stringent testing standards. Approved products carry a Green Seal logo that is well recognized throughout industry and government as a leading environmental standard. Green Seal bases its work on thorough, state-of-the-art scientific evaluations using

internationally accepted methodologies. Product evaluations are conducted using a life-cycle approach to ensure that all significant environmental impacts of a product are considered, from raw materials extraction through manufacturing to use and disposal. www.greenaseal.org.

Ecologo: Ecologo Certifications indicate a product has undergone rigorous scientific testing, exhaustive auditing or both, to prove its compliance with metrics for a wide variety of criteria in some or all of the following categories: materials, energy, manufacturing and operations, health and environment, product performance and use, and product stewardship and innovation. <https://www.ul.com/services/ecologo-certification>

37. WORK SCHEDULE

A complete work schedule by month for each service location shall be submitted to the Building Manager upon notice of award for work. A weekly work schedule, containing name and floor assignments if applicable, of each employee shall be posted on a designated bulletin board on the date and time determined by the Building Manager in the facility to be serviced. Schedules shall be updated anytime there is a change and shall show assigned work areas of each employee by name, position, and shift hours.

APPENDIX B – SCOPE OF SERVICES

1. SCOPE

The Contractor shall furnish all supplies, materials, equipment, machinery, tools, supervision, labor and services necessary to perform the work described in these specifications. All products shall be Green Seal or Ecologo certified products and shall be harmless to the finishes and surfaces on which they are used and shall leave no harmful residues. All materials used in all facilities shall meet Federal, State, and local laws. These responsibilities shall be carried out by the Contractor through planning, assignment, coordination, inspections, quality control, field operations, reporting, and other forms of administrative management required for optimizing services and support in compliance with the terms of these specifications.

In order to fulfill the requirements of this contract's routine assignments the Contractor shall provide to each building manager the minimum number of workers necessary in order to perform all tasks as required and shall arrange a schedule for the performance of routine tasks in a manner that achieves full compliance with the scope of work. The schedule shall be approved by the building manager. In the event of any absence, to include but not limited to, vacation and/or sick days, leave of absence, etc. a revised work schedule to address continuity of service shall be provided. The County does not pay for lunch breaks or holidays during which service is not provided.

Project Work specified for each facility in Appendix C – Location Details shall be performed for all applicable area types. The tasks at the frequencies specified for each facility shall be included in the monthly price for the facility. Frequency of project work tasks may be increased or decreased depending on the needs of the facility. In this instance, Project Work unit prices submitted in Appendix D – Price Schedule may be used to adjust monthly pricing accordingly or as a basis for negotiations, at the County's sole discretion.

2. APPEARANCE LEVELS

Miami-Dade County has identified five (5) levels of appearance utilizing the APPA, Custodial Staffing Guidelines for Educational Facilities. These levels follow the same standards, but have been modified to meet the County's needs. Each "Area Type" designated in Site/Location Details has been assigned an Appearance Level. The Contractor shall be responsible for maintaining all areas to the specified appearance level. Liquidated Damages charges have been established and shall be imposed on the Contractor when an area falls below its assigned appearance level. The Contractor is responsible for being proactive, and not reactive, when it comes to maintaining levels of cleanliness.

The following appearance levels are assigned to the detailed area types. It is the prerogative of any County department to assign a different appearance level to an area type of its choosing. If a department wishes to assign different levels of cleanliness to its respective area types, these assignments will be detailed in Appendix C - Location Details.

Appearance Level 1 – High Profile Areas

This level encompasses the highest profiled areas as well as the highest traffic portions of a facility. Restrooms, gyms, showers and locker rooms are included in this level because of the need for disinfectants and health concerns.

- All flooring shall be maintained free of visible dirt and all surfaces shall be clean and shiny. Floor luster and protection shall be maintained according to the type of flooring and manufacturers recommendations.
- Carpet stains shall be addressed the same day that they occur.
- Baseboards shall be clean and have no buildup of cleaning materials.
- Furniture shall be cleaned according to the area type and shall at no time show dust, dirt, stains, or smudges. Furniture in these areas that are occupied shall be cleaned at the request of the occupant in the area being cleaned. If an area cannot be cleaned because of ongoing work preventing the cleaning, building management must be notified to arrange for cleaning of the area.
- All vertical and horizontal surfaces shall be cleaned and polished. There should be no accumulation of dust, dirt, streaks or smudges. Areas shall be cleaned in such a manner so as not to spread dust from one surface to another, or raise the dust into the air.
- Contractor shall utilize products approved for the prevention of communicable diseases to disinfect commonly-touched surfaces.
- Restrooms, Locker Rooms, and Showers shall be kept clean and disinfected at all times. There should be no buildup of dirt in and around the fixtures in these areas, and the fixtures themselves should be clean and polished.

- Trash and recycling containers shall be emptied and there should be no buildup of dirt or grime either on the inside or outside of the container. Wet trash will be emptied daily and shall not be left overnight. Paper recycling containers shall not have any type of bag inside of them; if wet trash has been thrown into recycling container, the container will be cleaned right away.
- Lights and air grills will be cleaned at regular intervals and shall never show a buildup of dust or dirt.
- Project work may be required to maintain these areas up to the standard of this level. Frequency of project work will depend on the area type, site conditions and traffic, floor material, proper maintenance, and proper application of finishes at the time Project work was performed. All project work shall be scheduled and approved through the Building Manager.

Appearance Level 2 - General Areas

This level includes tenant traffic or limited public/visitor traffic areas. Also included are areas that need attention due to being susceptible to dust and dirt accumulation, or conditions that degrade the work environment's Indoor Air Quality (IAQ).

- All flooring shall be maintained free of visible dirt, and all surfaces shall be clean. Floor luster and protection shall be maintained according to the type of flooring and manufacturers' recommendations.
- Carpet stains that could result in permanent stains shall be cleaned when found or reported to the Building Manager. No stains shall be allowed to be left so long as to become a permanent stain or to require the replacement of the carpet.
- Dirt, dust, spills, etc. that could result in an Indoor Air Quality (IAQ) problem or a pest problem will be dealt with the same day that they occur.
- Baseboards will be clean and have no buildup of dirt/dust or cleaning materials.
- All vertical and horizontal surfaces will be maintained so there is no visible accumulation of dust and dirt. Mild accumulation of dust, dirt will be acceptable over a two work day period, but never to the extent as to cause an IAQ problem. Streaks or smudges will be allowed unless in noticeable areas or until they become a problem to clean.
- Commonly-touched areas that are conducive to the spreading of germs and communicable diseases shall be wiped down with an approved disinfectant.
- Areas shall be cleaned in such a manner so as not to spread dust from one surface to another, or raise the dust into the air.
- Furniture shall be cleaned on an as needed basis. Furniture in those areas that have work performed in them must be cleaned at the request of the occupant in the area being cleaned. If an area cannot be cleaned due to occupant(s) working in the area, Building Management must be notified so proper action can be taken to allow the cleaning of the area.
- Trash and recycle containers shall be emptied daily and there should be no buildup of dirt or grime either on the inside or the outside of the container. Wet trash will be emptied daily and shall not be left overnight. Paper recycling containers will not have any type of bag inside of them; if wet trash has been thrown into recycling container, the container will be cleaned right away.
- Lights and air grills shall be cleaned and shall never show a buildup of dust or dirt.
- Project work will be performed at the Building Manager's request or when the surfaces of the finish starts to show unusual wear. All project work must be scheduled and approved through the Building Manager.

Appearance Level 3 – Low Traffic Areas

Still within the conditioned space of the facility, but not visited by personnel on a regular basis. Frequencies of cleaning can be decreased due to the lack of personnel traffic and reduced occurrence of work being performed within these areas.

- All flooring shall be maintained, swept and kept so that there will be no IAQ or pest problems resulting from the dust and debris that may be left in the corners or hard to reach areas. Floor protection shall be maintained according to the type of flooring and manufacturers recommendations. Accumulation of dust and dirt will be allowable as long as they do not affect the IAQ of the area or the surrounding areas. Carpet stains that could result in an IAQ problem or a pest problem will be dealt with the same day that they occur. Other types of carpet stains will be dealt with within one week of the date of the occurrence or discovery. No stains will be allowed to be left so long as to become a permanent stain or require replacement of the carpet. Baseboards with dust or dirt will be allowed as long as they do not present an IAQ problem.
- All vertical and horizontal surfaces will be cleaned so as never to create an IAQ problem or a health problem in any way. Mild accumulation of dust, dirt may be acceptable, but never to the extent as to cause an IAQ problem. Streaks or smudges will be allowed unless they become a problem to clean or degrade the building surfaces. Commonly

touched areas that could assist in the spreading of communicable diseases shall be cleaned with a disinfectant.

- Areas shall be cleaned in such a manner so as not to spread dust from one surface to another, or raise the dust into the air.
- Trash and recycle containers shall be regularly emptied and there should be no buildup of dirt or grime either on the inside or outside of the container. Wet trash will be emptied daily and shall not be left overnight. Paper recycling containers will not have any type of bag inside of them; if wet trash has been thrown into recycling container, the container will be cleaned right away.
- Lights and air grills shall be cleaned so that they never show a buildup of dust or dirt. Special care should be taken to review the condition of these surfaces due to the reduced level of cleanliness on the other surfaces within these areas.
- Project work will be performed at the Building Manager's request or when the surfaces start to show unusual wear. All project work must be scheduled and approved through the Building Manager.

Appearance Level 4 – Storage and Unconditioned Areas

Rooms that are seldom used for their intended purpose, or areas used for storage of supplies that make it hard to clean around, and/or areas that fall inside the building envelope, but outside the conditioned portions of the building. Loading docks and garages, both within the building footprint and outside the building footprint fall under this appearance level.

- Flooring shall be maintained to an acceptable level of cleanliness so as not to affect the IAQ of the building or not violate any life/safety or health standards. Cleaning should be performed so that there is no excessive buildup of dust and dirt. Vacuuming of hard surfaces is recommended in these areas to allow custodial staff to get into cluttered areas or around stored materials. For garages, large vacuum sweepers are recommended and in some areas hosing down of the floor is permissible.
- All vertical and horizontal surfaces will be cleaned as to prevent infiltration into conditioned areas of the facility envelope. When inside conditioned space, mild accumulation of dust, dirt will be acceptable for a short period, but never to the extent as to cause an IAQ problem. Rooms with storage should be cleaned so that dust and/or debris do not fall on stored materials. Commonly touched areas that could assist in the spreading of communicable diseases shall be wiped down with an approved disinfectant. If stored materials that fall outside the scope of this custodial contract require dusting Contractor will inform the Building Manager so that arrangements can be made to have the stored materials cleaned.
- Trash and recycling containers shall be emptied regularly, and there should be no buildup of dirt or grime either on the inside or outside of the container. Wet trash will be emptied daily and shall not be left overnight. Paper recycling containers will not have any type of bag inside of them and if wet trash has been thrown into this container, the container will be cleaned right away.
- Lights and air grills will be cleaned at the intervals required in the area type and shall never show a buildup of dust or dirt.
- Project work will be performed at the Building Manager's request or when the surfaces start to show unusual wear. All project work must be scheduled and approved through the Building Manager.

Appearance Level 5 – Hardscape Areas

This appearance level falls outside the building envelope and covers the sidewalks, plazas, walkways, etc. as well as grounds that require maintenance and that fall outside the scope of work of the landscaping Contractor.

- Most flooring in this level is concrete or exterior tiles. Most floors require pressure washing or auto scrubbing on riding scrubbers. Gum shall be removed on a regular basis.
- Pressure washing shall be performed in such a manner as to not wash cleaning chemicals or any other substances that could adversely affect the local ecosystem by leaching into the underground, and/or down the storm water system. All codes and standards that relate to the stormwater or other drainage systems must be followed.
- Cleaning of surfaces that affect the health and safety of the public and personnel will be performed outside of operating hours of the facilities, so that the flow of traffic of employees and public into the facilities are not impaired in any way.
- Chemicals should be used that greatly reduce the exposure of building occupants and maintenance personnel to potentially hazardous biological and particle contaminants.
- Chemicals used for hardscape maintenance shall be minimal and, when necessary, should be based on products or practices that conserve water and utilize biodegradable, low-impact cleaning products.
- All vertical and horizontal surfaces will be cleaned so that dust and/or dirt cannot be tracked or transferred airborne into the conditioned areas of the facility. Areas will be cleaned to a height of 72". Windows that can be reached from a level surface will be cleaned all the way from top to bottom. Exterior windows that cannot be reached from a level

surface shall be cleaned using proper equipment and considered project work.

- Trash and recycle containers shall be emptied regularly and there should be no buildup of dirt or grime either on the inside or outside of the container. Wet trash shall be emptied daily and shall not be left overnight.
- Project work will be performed at the Building Manager's request or when the surfaces start to show unusual wear. All project work must be scheduled and approved by the Building Manager.

3. ROUTINE TASKS PER AREA TYPE

Tasks listed are indicative of each area type but shall not be limited to the area type. Area types vary in characteristics and design. If the Contractor deems additional tasks not listed below are needed to be performed in an area type to maintain an appearance, then they will be performed at no additional cost to Miami-Dade County.

Routine tasks do not represent all tasks that may be necessary to maintain an area type to the assigned appearance level. It shall be the Contractor's responsibility to ensure that each area type is properly maintained.

After Contractor's last shift completes work, all doors shall be locked, and alarm systems restored. Any false alarm for which the County is fined directly due to Contractor negligence shall be charged to the Contractor.

Unless otherwise approved by the Building Manager, project work activities shall be done on a weekend or some other extended time period when occupants will not be in the facility.

| AREA TYPE: ATTENDANT BOOTHS (Appearance Level 3) |
|---|
| Spot clean trash and recycling containers |
| Replace obviously soiled or torn trash receptacle liners |
| Spot clean furniture, fixtures, walls, partitions, and doors, etc. |
| Sweep or dust mop non-carpeted floors |
| Empty trash and recycling receptacles |
| Damp mop non-carpeted floors |
| Dust horizontal furniture surfaces |
| Remove gum and gum spots from all desks, chairs, finishes, and floors |
| Dust building and furniture surfaces |
| Vacuum or brush all upholstered chairs |
| Deep clean entire area using proper methods |
| Wash all light fixtures lenses, air diffusers, and grilles |
| Wash trash and recycling containers |

| AREA TYPE: AUDITORIUMS & ASSEMBLY AREAS (Appearance Level 1) Hot zone |
|---|
| Spot clean trash and recycling containers |
| Replace obviously soiled or torn trash receptacle liners |
| Spot clean furniture, fixtures, walls, partitions, and doors, etc. |
| Remove carpet stains |
| Clean and disinfect Hot Zones |
| Clean Whiteboards and trays |
| Sweep or dust mop non-carpeted floors |
| Empty trash and recycling containers |
| Damp mop non-carpeted floors |
| Wipe clean all vertical surfaces |
| Dust horizontal furniture surfaces |
| Police, and clean all isles of debris |
| Remove gum and gum stains from all desks, chairs, finishes, and floors |
| Clean public telephones and intercom stations |

| |
|--|
| Completely vacuum carpet using a pile-lifter vacuum |
| Buff in appropriate areas using proper methods |
| Vacuum or brush all upholstered chairs |
| Wash all light fixtures lenses, air diffusers, and grilles |
| Wash trash and recycling containers |
| Strip and refinish floors in appropriate areas |
| Wash and scrub all washable wall coverings |

| AREA TYPE: BUILDING AMENITY AREA (Appearance Level 1) Hot zone |
|---|
| Spot clean trash and recycling containers |
| Replace obviously soiled or torn trash receptacle liners |
| Rearrange furniture as required |
| Spot clean all washable wall coverings |
| Clean and disinfect Hot Zones |
| Empty trash, recycling receptacles |
| Clean water fountains |
| Spot clean vertical and horizontal surfaces |
| Police area - remove litter especially in planters |
| Sweep or dust mop non-carpeted floors |
| Damp mop non-carpeted floors |
| Clean entrance mats |
| Clean public telephones and intercom stations |
| Clean interior and exterior of all glass fronts |
| Dust horizontal and vertical surfaces |
| Maintain marble/granite/quarry tile floors |
| Damp wipe and polish finished wall surfaces |
| Wash all interior glass, including windows |
| Spray buff in appropriate areas using proper methods |
| Clean all baseboards |
| Clean polish metal surfaces |
| Wash and scrub all washable wall coverings |
| Strip and refinish floors |

| AREA TYPE: COMPUTER MAINTENANCE WORK AREA (Appearance Level 3) |
|---|
| Spot clean trash and recycling containers |
| Remove carpet stains |
| Spot clean furniture, fixtures, walls, partitions and doors, etc. |
| Empty trash and recycling containers |
| Damp mop non-carpeted floors |
| Replace obviously soiled or torn trash receptacle liners |
| Vacuum carpeted floors |
| Wipe clean all vertical surfaces |
| Dust horizontal furniture surfaces |
| Remove gum from all desks, chairs, finishes, and floors |
| Completely vacuum carpet |
| Spray Buff in appropriate areas using proper methods |
| Wash all light fixtures lenses, air diffusers, and grilles |
| Wash trash and recycling receptacles |
| Strip and refinish floors in appropriate areas |

| AREA TYPE: CONFERENCE ROOMS & MEETING ROOMS (Appearance Level 1) Hot zone |
|--|
| Spot clean trash and recycling containers |
| Rearrange furniture as required |
| Remove carpet stains |
| Spot clean furniture, fixtures, walls, partitions, and doors, etc. |
| Clean and disinfect Hot Zones |
| Clean Whiteboards and trays |
| Empty trash and recycling containers |
| Damp mop non-carpeted floors |
| Replace obviously soiled or torn trash receptacle liners |
| Wipe clean all vertical surfaces |
| Dust horizontal furniture surfaces |
| Remove gum and gum stains from all desks, chairs, finishes and floors |
| Clean public telephones and intercom stations |
| Completely vacuum carpet |
| Vacuum or brush all upholstered chairs |
| Spray buff in appropriate areas using proper methods |
| Wash all light fixtures lenses, air diffusers, and grilles |
| Wash trash and recycling containers |
| Strip and refinish floors in appropriate areas |
| Wash and scrub all washable wall coverings |

| AREA TYPE: CONTROL ROOMS & SECURITY ROOMS (Appearance Level 3) Hot zone |
|--|
| Replace obviously soiled or torn trash receptacle liners |
| Spot clean trash and recycling containers |
| Spot clean carpeted floors using appropriate method |
| Clean spills |
| Empty trash, and recycling containers |
| Remove carpet stains. |
| Vacuum carpet using heap filtered vacuum |
| Police area |
| Clean whiteboards and trays |
| Spot clean vertical and horizontal surfaces |
| Spot mop non-carpeted floors |
| Damp mop non-carpeted floors |
| Wash all interior glass |
| Dust horizontal and vertical surfaces |
| Spray buff in appropriate areas using proper methods |
| Wash all light fixture lenses, air diffusers and exhaust grilles. |

| AREA TYPE: COPY AREAS & ROOMS (Appearance Level 3) |
|--|
| Replace obviously soiled or torn trash receptacle liners |
| Spot clean trash and recycling containers |
| Spot clean carpeted floors using appropriate method |
| Clean spills |
| Empty trash, and recycling containers |
| Vacuum carpet using Hepa filtered vacuum |
| Police area |

| |
|--|
| Spot mop non-carpeted floors |
| Damp mop non-carpeted floors |
| Dust horizontal surfaces |
| Dust vertical building surfaces |
| Spray buff in appropriate areas using proper methods |

| AREA TYPE: CORRIDORS, ENTRIES, & FOYERS (Appearance Level 1) Hot zone |
|--|
| Remove carpet stains |
| Spot clean trash and recycling containers |
| Rearrange furniture as required |
| Spot clean all washable wall coverings |
| Empty trash, recycling receptacles |
| Clean water fountains |
| Spot clean vertical and horizontal surfaces |
| Police area - remove litter especially in planters |
| Sweep or dust mop non-carpeted floors |
| Damp mop non-carpeted floors |
| Clean entrance mats |
| Clean public telephones and intercom stations |
| Replace obviously soiled or torn trash receptacle liners |
| Clean interior and exterior of all glass fronts |
| Dust horizontal and vertical surfaces |
| Completely vacuum carpet using a pile-lifter vacuum |
| Maintain marble/granite floors |
| Damp wipe and polish marble wall surfaces |
| Wash all interior glass, including windows |
| Spray Buff in appropriate areas using proper methods |
| Clean all vinyl baseboards |
| Clean polish metal door thresholds |
| Dust Blinds |
| Wash all light fixtures lenses, air diffusers, and grilles |
| Wash and scrub all washable wall coverings |
| Strip and refinish floors |

| AREA TYPE: CORRIDORS (SECURE) (Appearance Level 2) Hot zone |
|--|
| Remove carpet stains |
| Spot clean trash and recycling containers |
| Rearrange furniture as required |
| Spot clean all washable wall coverings |
| Empty trash, recycling containers |
| Clean drinking fountains |
| Spot clean vertical and horizontal surfaces |
| Police area - remove litter especially in planters |
| Sweep or dust mop non-carpeted floors |
| Damp mop non-carpeted floors |
| Clean entrance mats |
| Replace obviously soiled or torn trash receptacle liners |
| Dust horizontal and vertical surfaces |
| Completely vacuum carpet using a pile-lifter vacuum |
| Wash all interior glass, including windows |

| |
|--|
| Spray buff in appropriate areas using proper methods |
| Clean all vinyl baseboards |
| Clean polish metal door thresholds |
| Dust Blinds |
| Wash all light fixtures lenses, air diffusers, and grilles |
| Wash and scrub all washable wall coverings |
| Strip and refinish floors |

| |
|--|
| AREA TYPE: CORRIDOR (SERVICE) (Appearance Level 3) |
| Spot clean trash and recycling containers |
| Rearrange furniture as required |
| Spot clean all washable wall coverings |
| Empty trash, recycling containers |
| Replace obviously soiled or torn trash receptacle liners |
| Clean public telephones and intercom stations |
| Dust horizontal and vertical surfaces |
| Sweep or dust mop non-carpeted floors |
| Damp mop non-carpeted floors |
| Clean all vinyl baseboards |
| Clean polish metal door thresholds |
| Wash all light fixtures lenses, air diffusers, and grilles |
| Wash and scrub all washable wall coverings |

| |
|---|
| AREA TYPE: COURTROOMS & HEARING ROOMS (Appearance Level 1) Hot zone |
| Spot clean trash and recycling containers |
| Remove carpet stains |
| Dust horizontal building surfaces |
| Restock paper towel dispensers where provided |
| Empty trash and recycling containers |
| Clean and disinfect Hot Zones |
| Replace obviously soiled, torn, and full trash receptacle liners |
| Clean Whiteboards and trays |
| Rearrange furniture as required |
| Spot clean horizontal and vertical surfaces |
| Police area - remove litter especially in seating areas |
| Damp mop non-carpeted floors |
| Sweep or dust mop non-carpeted floors |
| Clean and disinfect courtroom foyer |
| Clean and disinfect public seating area benches and railing |
| Clean and disinfect jury boxes and witness stands |
| Completely vacuum carpeted floors |
| Polish all built-in wood surfaces with appropriate furniture polish |
| Spray Buff in appropriate areas using proper methods |
| Wash trash and recycling containers |
| Vacuum all sound attenuation panels |
| Clean air diffusers and exhaust grilles using appropriate method |
| Wash and scrub all washable wall coverings |
| Wash all light fixture lenses |

| AREA TYPE: DATA ROOMS/COMPUTER ROOMS (Appearance Level 3) |
|--|
| Replace obviously soiled or torn trash receptacle liners |
| Spot clean trash and recycling containers |
| Clean spills |
| Empty trash, recycling |
| Police area - remove litter especially empty boxes |
| Vacuum entire area using floor setting on vacuum |
| Carefully Damp mop area |
| Vacuum under raised floors |
| Notes: These rooms are to be cleaned under County supervision only. These rooms are to be locked at all times and are reserved for specific equipment, parts, and materials only. There are restrictions against storing any other items therein. Custodial personnel observing violations of this practice are to notify their supervisor or Building Manager's Office as soon as possible. |

| AREA TYPE: DESIGNATED SMOKING AREAS (Appearance Level 5) Hot zone |
|---|
| Empty ashtrays and damp wipe, replace sand as required |
| Spot clean trash and recycling containers |
| Replace obviously soiled or torn trash receptacle liners |
| Hose-off floors |
| Remove graffiti |
| Clean up around designated smoking areas |
| Police area - before 7:30 AM & between 2:00 and 2:30 PM |
| Remove all gum and gum stains |
| Remove all stains caused from landscaping and pedestrian traffic |
| Empty all smoking urns |
| Power scrub all walkways and sidewalks using proper methods |
| Empty trash receptacles |
| Leaves must be removed from tree trunks |
| Clean exterior of all glass fronts |
| Police all solid debris using "Billy Goat" or compatible equipment |
| Dust vertical building surfaces and furniture, surfaces to a height of 72" |

| AREA TYPE: ELEVATORS – Passenger, including those in Garages (Appearance Level 1) Hot zone |
|--|
| Spot clean fixtures, walls, and doors, etc. |
| Police area and mop-up spills as required |
| Sweep or dust mop non-carpeted floors |
| Damp mop non-carpeted floor |
| Clean and disinfect Hot Zones |
| Clean all horizontal and vertical surfaces |
| Damp clean all elevator door frames and doors on each floor |
| Remove graffiti, labels, stickers, etc. |
| Remove all gum and gum stains |
| Vacuum clean elevator door tracks |
| Dust horizontal and vertical building surfaces |
| Polish metal surfaces |
| Polish wood surfaces with a spray polish |
| Clean elevator door tracks |
| Maintain elevators with marble/granite floors |

| AREA TYPE: ELEVATORS - FREIGHT (Appearance Level 2) Hot zone |
|---|
| Spot clean fixtures, walls, and doors, etc. |
| Police and mop-up spills as required |
| Police area |
| Sweep or dust mop non-carpeted floors |
| Damp mop with a germicidal detergent |
| Vacuum clean elevator door tracks |
| Dust horizontal and vertical building surfaces |
| Damp clean all elevator door frames and doors on each floor |
| Remove graffiti, labels, stickers, etc. |
| Remove all gum and gum stains |
| Polish metal surfaces |
| Polish wood surfaces with a spray polish |
| Clean elevator door tracks |
| Maintain elevators with marble/granite floors |

| AREA TYPE: ESCALATORS (Appearance Level 1) Hot zone |
|---|
| Police and mop-up spills as required |
| Police area |
| Clean and disinfect Hot Zones |
| Clean exposed surfaces of escalator treads, risers and landings |
| Dust horizontal and vertical building surfaces |
| Remove graffiti, labels, stickers, etc. |
| Remove all gum and gum stains |
| Polish metal surfaces |
| Clean all adjoining wall surfaces |
| Sweep all stairs and risers using a power sweeper |

| AREA TYPE: EXERCISE ROOMS & GYMS (Appearance Level 1) Hot zone |
|---|
| Clean and apply a germicidal detergent to all common surfaces |
| Spot clean trash and recycling containers |
| Spot clean vertical and horizontal surfaces |
| Police area |
| Clean and disinfect Hot Zones |
| Clean water fountains |
| Clean washbasins and mirrors |
| Damp mop non—carpeted floors with a germicidal detergent |
| Clean all exercise equipment with recommended disinfectant. |
| Refill paper dispensers and soap dispensers, etc. |
| Spray buff. |
| Dust horizontal and vertical surfaces |
| Machine scrub and disinfect with a germicidal detergent |
| Clean drains and strainers |
| Wash all light fixture lenses |

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| Clean all air diffusers and grilles using appropriate method |
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| AREA TYPE: HARDSCAPE AREAS (Appearance Level 5) |
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| Empty and spot clean trash and recycling containers |
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| Replace obviously soiled or torn trash receptacle liners |
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| Hose-off floors |
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| Remove graffiti |
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| Clean water fountains |
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|---|
| Police area before 7:30 a.m. and between 2:00 and 2:30 PM |
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| Remove all gum and gum stains |
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| Remove all stains caused from landscaping and pedestrian traffic |
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| Power scrub all walkways and sidewalks using proper methods |
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| Clean drains and strainers |
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| Using a powered leaf blower, blow leaves away from tree trunks |
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| Clean exterior of all glass fronts on all entrances |
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| Police all solid debris using "Billy Goat" or compatible equipment |
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| Dust vertical building surfaces and furniture, surfaces to a height of 72" |
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| Notes: Includes all planter, sidewalks, curbs, ramps, patios, decks, stair landings, court yards, and parks |
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| AREA TYPES: EXTERIOR SURFACES OF BUILDING (Appearance Level 5) |
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| Remove graffiti |
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| Clean water fountains |
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|---|
| Police area before 7:30 a.m. and between 2:00 and 2:30 PM |
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| Remove all gum and gum stains |
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| Using a powered leaf blower, blow leaves away from tree trunks |
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| Dust vertical building and furniture, surfaces to a height of 72" |
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| AREA TYPE: FILE ROOMS (Appearance Level 3) |
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| Spot clean trash and recycling containers |
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| Remove carpet stains |
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| Dust horizontal surfaces |
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| Empty trash and recycling containers |
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| Replace obviously soiled, torn and full trash receptacle liners |
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| Rearrange furniture as required |
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| Spot clean horizontal and vertical surfaces |
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| Police area - remove litter |
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|------------------------------|
| Damp mop non-carpeted floors |
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| Sweep or dust mop non-carpeted floors |
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| Dust vertical surfaces |
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| Completely vacuum carpeted floors |
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| Spray buff in appropriate areas using proper methods |
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| Wash trash and recycling receptacles |
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| Wash all light fixture lenses |
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| Notes: Some file rooms are secure and access into them for cleaning needs to be coordinated with the tenant that occupies the file room. Sometimes the tenants' request additional recycle bins for file purges. |
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| AREA TYPE: HOLDING CELLS (Appearance Level 3) Hot zone |
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| Clean and apply a germicidal detergent in fixtures |
| Spot clean horizontal and vertical surfaces. |
| Police area |
| Clean washbasins and mirrors |
| Clean and disinfect Hot Zones |
| Sweep or dust mop non-carpeted floors |
| Damp mop non-carpeted floors with a germicidal detergent |
| Refill paper dispensers, hand soap dispensers, etc. |
| Dust horizontal and vertical surfaces |
| Descale toilet bowls and urinals |
| Clean restroom walls and partitions |
| Wet clean non-carpeted floors |
| Clean drains and strainers |
| Wash all light fixture lenses |
| Clean all air diffusers and grilles using appropriate method |

| AREA TYPE: INFORMATION BOOTHS & GUARD BOOTHS (Appearance Level 3) Hot zone |
|---|
| Spot clean trash and recycling containers |
| Remove carpet stains |
| Sweep or dust mop non-carpeted floors |
| Dust horizontal and vertical surfaces |
| Empty trash and recycling containers |
| Replace obviously soiled, torn and full trash receptacle liners |
| Spot clean horizontal and vertical surfaces |
| Damp mop non-carpeted floors |
| Completely vacuum carpeted floors |
| Wipe down HARDSCAPE AREAS of guard or information booths |
| Dust Blinds |

| AREA TYPE: INTERVIEW ROOMS & TESTING ROOMS (Appearance Level 2) Hot zone |
|---|
| Spot clean trash and recycling containers |
| Remove carpet stains |
| Sweep or dust mop non-carpeted floors |
| Police area - remove litter |
| Dust horizontal and vertical surfaces |
| Empty trash and recycling containers |
| Replace obviously soiled, torn and full trash receptacle liners |
| Spot clean horizontal and vertical surfaces |
| Damp mop non-carpeted floors |
| Clean Whiteboards and trays |
| Completely vacuum carpeted floors |
| Dust horizontal and vertical surfaces. |
| Wash all interior glass inside and out, top to bottom |
| Wash all light fixture lenses, air diffusers and exhaust grilles |

| AREA TYPE: JANITOR CLOSETS (Appearance Level 3) Hot zone |
|---|
| Organize equipment and supplies in room |
| Dispose of all discarded supplies and tools |
| Properly store all tools and supplies |
| Clean drains and strainers |
| Clean and scrub slop sink |
| Sweep; wet mop floor |
| Notes: These rooms are the sole responsibility of the Janitorial staff but will be checked routinely by Building Management. It is the responsibility of the Custodial supervisor to ensure that these rooms are kept clean, in full repair, and with the proper storage of materials and supplies. These rooms are to be kept locked at all times. Any damage to these rooms that is not reported right away to Building Management will be repaired and related charges will be deducted from the Contractor's monthly invoice. |

| AREA TYPE: KITCHENS & LOUNGES (Appearance Level 2) Hot zone |
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| Remove carpet stains |
| Spot clean trash and recycling containers |
| Spot clean carpeted floors using appropriate method |
| Rearrange furniture as required |
| Clean and disinfect Hot Zones |
| Clean spills |
| Empty trash, and recycling containers |
| Clean water fountains |
| Spot clean horizontal and vertical surfaces |
| Police area - remove litter |
| Sweep or dust mop non-carpeted floors |
| Damp mop non-carpeted floors |
| Wipe clean all appliances and counters |
| Damp mop non-carpeted floors with a germicidal detergent |
| Replace obviously soiled or torn trash receptacle liners |
| Clean interior and exterior of all glass |
| Dust building and furniture surfaces |
| Clean interior of kitchen cabinets and drawers |
| Clean interior and exterior of microwaves |
| Remove all perishable foods from refrigerators |
| Wash all interior glass, including windows |
| Clean polish metal door thresholds |
| Wash all light fixtures lenses, air diffusers, and grilles |
| Wash and scrub all washable wall coverings |
| Spray Buff in appropriate areas using proper methods |
| Strip and refinish floors using proper methods |
| Clean all vinyl baseboards |
| Dust Blinds |
| Coordinate with tenant to remove all perishable foods from refrigerators |

| AREA TYPE: LABORATORY & RESEARCH ROOMS (Appearance Level 2) Hot zone |
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| Spot clean trash and recycling containers |

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| Empty trash, and recycling containers |
| Spot clean horizontal and vertical surfaces |
| Police area - remove litter |
| Clean and disinfect Hot Zones |
| Sweep or dust mop non-carpeted floors |
| Damp mop non-carpeted floors |
| Wipe clean all appliances and counters |
| Clean Whiteboards and trays |
| Clean Sinks (Laboratory) |
| Clean drains and strainers |
| Damp mop non-carpeted floors with a germicidal detergent |
| Replace obviously soiled or torn trash receptacle liners |
| Clean interior and exterior of all glass fronts |
| Dust building and furniture surfaces |
| Machine scrubs floors |
| Machine scrubs floors (ceramic, vinyl, etc.) and clean carpet using approved method and using germicidal detergent |
| Notes: At no time will the approved contractor's personnel clean laboratory equipment, research equipment, or inside hoods, and cabinets. Proper PPE is required for all work related in these areas. All cleaning must be coordinated with Laboratory Director or Supervisor. |

| AREA TYPE: LIBRARY ROOMS and AREAS (Appearance Level 1) Hot zone |
|---|
| Spot clean trash and recycling containers |
| Remove carpet stains |
| Dust horizontal building surfaces |
| Empty trash, and recycling containers |
| Clean and disinfect Hot Zones |
| Spot clean horizontal and vertical surfaces |
| Police area - remove litter |
| Sweep or dust mop non-carpeted floors |
| Damp mop non-carpeted floors |
| Wipe clean all appliances and counters |
| Damp mop non-carpeted floors with a germicidal detergent |
| Replace obviously soiled or torn trash receptacle liners |
| Restock paper towel dispensers where provided |
| Rearrange furniture as required |
| Clean and disinfect all horizontal surfaces |
| Clean and disinfect public seating area tables and chairs |
| Clean Whiteboards and trays |
| Completely vacuum carpeted floors |
| Clean interior and exterior of all glass fronts on all entrances |
| Machine scrubs floors (ceramic, vinyl, etc.) and clean carpet |
| Polish all built-in wood surfaces with appropriate furniture polish |
| Spray buff in appropriate areas using proper methods |
| Wash trash and recycling receptacles |
| Vacuum all sound attenuation panels |
| Clean air diffusers and exhaust grilles using appropriate method |
| Wash and scrub all washable wall coverings |
| Wash all light fixture lenses |

| AREA TYPE: LOADING AREAS (Appearance Level 4) |
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| Police and mop-up spills as required |
| Remove all grease and oil spills from loading dock floors |
| Police area - remove litter |
| Sweep floors |
| Dust horizontal and vertical building surfaces |
| Clean public telephones and intercom stations |
| Police area around compactors, trash containers & recycle areas |
| Hose down and scrub compactor area, trash containers |
| Clean all compactor areas to drain with high pressure sprayer |
| Clean drains and strainers |
| Clean loading dock floor and platforms with high pressure sprayer |
| Notes: Including platforms and docks |

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| AREA TYPE: LOBBIES - INTERIOR (Appearance Level 1) Hot zone |
| Remove carpet stains |
| Spot clean trash and recycling containers |
| Replace obviously soiled or torn trash receptacle liners |
| Rearrange furniture as required |
| Spot clean all washable wall coverings |
| Empty trash, recycling containers |
| Clean and disinfect Hot Zones |
| Clean water fountains |
| Spot clean vertical and horizontal surfaces |
| Police area - remove litter especially in planters |
| Sweep or dust mop non-carpeted floors |
| Damp mop non-carpeted floors |
| Clean entrance mats |
| Clean public telephones and intercom stations |
| Wipe down and clean surrounding areas of Security Equipment using proper methods |
| Clean interior and exterior of all glass fronts |
| Dust horizontal and vertical surfaces |
| Completely vacuum carpet using a pile-lifter vacuum |
| Maintain marble/granite floors |
| Damp wipe and polish finished wall surfaces |
| Wash all interior glass, including windows |
| Spray Buff in appropriate areas using proper methods |
| Clean all baseboards |
| Clean polish metal surfaces |
| Dust Blinds |
| Wash all light fixtures lenses, air diffusers, and grilles |
| Wash and scrub all washable wall coverings |
| Strip and refinish floors |

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| AREA TYPE: LOBBIES – EXTERIOR/GARAGES (Appearance Level 4) Hot zone |
| Spot clean trash and recycling containers |
| Replace obviously soiled or torn trash receptacle liners |
| Spot clean all washable wall coverings |
| Empty trash, recycling containers |
| Clean water fountains |
| Spot clean vertical and horizontal surfaces |

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|---|
| Police area - remove litter especially in planters |
| Sweep or dust mop non-carpeted floors |
| Damp mop non-carpeted floors |
| Clean public telephones and intercom stations |
| Clean interior and exterior of all glass fronts |
| Dust horizontal and vertical surfaces |
| Completely vacuum carpet |
| Maintain concrete floors |
| Remove carpet stains |
| Damp wipe finished wall surfaces |
| Wash all interior glass, including windows |
| Clean polish/protect metal surfaces and elevator doors |
| Wash all light fixtures lenses, air diffusers, and grilles |
| Remove any standing water and stains/debris |
| Ensure floor drains are clean, unclogged and free of debris |

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|---|
| AREA TYPE: LOCKER ROOMS (Appearance Level 1) |
| Hot zone |
| Clean washbasins and mirrors |
| Spot clean trash and recycling containers |
| Disinfect lockers, furniture, fixtures, walls, partitions, doors, etc. |
| Clean and disinfect Hot Zones |
| Clean and apply a germicidal detergent in all fixtures |
| Restock paper towel dispensers where provided |
| Police area - remove litter |
| Machine scrub and disinfect with a germicidal detergent locker room floor |
| Clean drains and strainers |
| Wet clean non-carpeted floors |
| Dust vertical furniture and building surfaces |
| Wash all light fixture lenses |
| Clean all air diffusers and grilles using appropriate method |
| Wash trash and recycling containers |

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| AREA TYPE: MAIL ROOMS AND MAIL SORTING ROOMS (Appearance Level 3) |
| Hot zone |
| Replace obviously soiled or torn trash receptacle liners |
| Spot clean trash and recycling containers |
| Spot clean carpeted floors using appropriate method |
| Clean spills |
| Empty trash, and recycling containers |
| Vacuum carpet using heap filtered vacuum |
| Police area - remove litter |
| Spot mop non-carpeted floors |
| Damp mop & apply disinfectant solution to non-carpeted floors. |
| Dust horizontal and vertical surfaces |
| Dust vertical building surfaces |
| Spray buff in appropriate areas using proper methods |
| Wash all light fixtures, air diffusers and grilles |

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| AREA TYPE: MUSEUM EXHIBIT AREAS (Appearance Level 1) |
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| Hot zone |
|---|
| Remove carpet stains |
| Spot clean trash and recycling containers |
| Rearrange furniture as required |
| Spot clean all washable wall coverings |
| Empty trash, recycling, and ash receptacles |
| Clean water fountains |
| Clean and disinfect Hot Zones |
| Spot clean horizontal and vertical surfaces |
| Police area - remove litter |
| Sweep or dust mop non-carpeted floors |
| Damp mop non-carpeted floors |
| Clean entrance mats |
| Clean public telephones and intercom stations |
| Replace obviously soiled or torn trash receptacle liners |
| Clean interior and exterior of all glass fronts on all entrances |
| Dust building and furniture surfaces |
| Completely vacuum carpet using a pile-lifter vacuum |
| Maintain marble/granite floors |
| Buff in appropriate areas using proper methods |
| Damp wipe and polish marble wall surfaces |
| Wash all interior glass, including windows |
| Spray Buff in appropriate areas using proper methods |
| Clean all vinyl baseboards |
| Clean polish metal door thresholds |
| Wash all light fixtures lenses, air diffusers, and grilles |
| Wash and scrub all washable wall coverings |
| Strip & refinish floors in appropriate areas using proper methods |
| Special care and coordination must be taken in these areas to protect items on display. |

| AREA TYPE: NURSERIES & FAMILY VISITATION ROOMS (Appearance Level 1) Hot zone |
|---|
| Spot clean trash and recycling containers |
| Remove carpet stains |
| Rearrange furniture |
| Empty trash receptacles |
| Vacuum carpeted floors in playrooms |
| Clean and disinfect Hot Zones |
| Sweep & damp mop non-carpeted floors |
| Spot clean all horizontal and vertical surfaces |
| Wipe clean all appliances and counters |
| Clean water fountains |
| Clean Whiteboards and trays |
| Clean and disinfect all toys. |
| Shampoo all carpeted floors |
| Spot clean all washable wall coverings |
| Wash all light fixture lenses, air diffusers and grilles |
| Wash and scrub all washable wall coverings |
| Sweep & damp mop non-carpeted floors with germicidal detergent |
| Use a non-toxic, germicidal solution and a freshly laundered rag when cleaning and disinfecting toys. |

| AREA TYPE: OFFICES (PRIVATE and CHAMBERS) (Appearance Level 2) |
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| Hot zone |
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| Spot clean trash and recycling containers |
| Remove carpet stains |
| Dust horizontal building surfaces |
| Clean and disinfect Hot Zones |
| Restock paper towel dispensers where provided |
| Empty trash and recycling containers |
| Replace obviously soiled, torn and full trash receptacle liners |
| Rearrange furniture as required |
| Spot clean horizontal and vertical surfaces |
| Police litter including planters |
| Damp mop non-carpeted floors |
| Sweep or dust mop non-carpeted floors |
| Clean public telephones and intercom stations |
| Clean Whiteboards and trays |
| Dust horizontal surfaces |
| Completely vacuum carpeted floors |
| Polish all built-in wood surfaces with appropriate furniture polish |
| Spray buff in appropriate areas using proper methods |
| Wash trash and recycling receptacles |
| Vacuum all sound attenuation panels |
| Clean air diffusers and exhaust grilles using appropriate method |
| Wash and scrub all washable wall coverings |
| Wash all light fixture lenses |

| AREA TYPE: OPEN OFFICES (Appearance Level 2) Hot zone |
|---|
| Spot clean trash and recycling containers |
| Remove carpet stains |
| Clean and disinfect Hot Zones |
| Empty trash and recycling containers |
| Replace obviously soiled, torn and full trash receptacle liners |
| Rearrange furniture as required |
| Spot clean horizontal and vertical surfaces |
| Police area - remove litter |
| Damp mop non-carpeted floors |
| Sweep or dust mop non-carpeted floors |
| Clean public telephones and intercom stations |
| Clean Whiteboards and trays |
| Dust horizontal surfaces |
| Completely vacuum carpeted floors |
| Polish all built-in wood surfaces with appropriate furniture polish |
| Spray buff in appropriate areas using proper methods |
| Vacuum all sound attenuation panels |
| Clean air diffusers and exhaust grilles using appropriate method |
| Wash and scrub all washable wall coverings |
| Wash all light fixture lenses |

| AREA TYPE: PARKING GARAGES (INTERIOR) (Appearance Level 4) |
|--|
| Clean food and other spills as they occur |
| Spot clean trash and recycling containers |

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| Wet mop soiled areas as necessary |
| Empty trash receptacles and replace liner |
| Wipe down and clean all parking equipment |
| Sweep all garage entrance/Exit lanes of dirt and debris |
| Remove all debris/trash throughout garage |
| Police area - remove litter |
| Power sweep garage ramps with a power vacuum |
| Sweep edges behind wheel stops by hand |
| Clean all walkways and elevator lobbies |
| Spot clean fixtures, walls and doors, etc. |
| Sweep or dust mop non-carpeted floors |
| Damp mop non-carpeted floors |
| Clean oil spots/stains with oil absorbent product |
| Dust and clean all fixtures horizontal and vertical surfaces |
| Clean drains and strainers |
| Power sweep garage floors, ramps and behind wheel stops |
| Pressure clean stairwells stairs and handrails. |
| Degrease garage floors completely |
| Remove all grease buildup using a power scrubber sweeper. |
| Machine scrub and recoat the floors of the parking office |
| All parking garages must be maintained using power equipment, specifically a Tennant Power Sweeper or approved equal. |
| All absorbent cleaning materials used must be properly/legally disposed |
| If Stairwells cannot be pressure cleaned due to possible water leaks, they must be wet moped and cleaned properly by hand. |
| All parking equipment in parking entrances and exits shall be hand cleaned to including all Pay-On-Foot machines. The parking equipment cannot be cleaned with any abrasive cleaners and under no circumstances should the equipment be exposed to running water and/or poured/sprayed liquids. A damp moist cloth/chamois may be used. |

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| AREA TYPE: PLAZA & OTHER EXTERIOR GATHERING AREAS (Appearance Level 5) |
| Hot zone |
| Empty ashtrays and damp wipe, replace sand as required |
| Spot clean trash and recycling containers |
| Replace obviously soiled or torn trash receptacle liners |
| Hose-off floors |
| Remove graffiti |
| Empty trash receptacles |
| Clean water fountains |
| Police area before 7:30 a.m. and between 2:00 and 2:30 PM |
| Remove all gum and gum stains |
| Remove all stains caused from landscaping and pedestrian traffic |
| Clean exterior of all glass fronts on all entrances to include glass above doors |
| Empty all smoking urns |
| Clean up around designated smoking areas |
| Power scrub all walkways and sidewalks using proper methods |
| Clean all iron work |
| Polish brass handrails |
| Clean drains and strainers |
| Using a gas-powered leaf blower, blow leaves away from tree trunks |
| Police all solid debris using "Billy Goat" or compatible equipment |
| Machine scrub HARDSCAPE AREAS to include ceramic tile concrete areas, ramp and Stairwells |
| Clean interior and exterior of glass front above doors |

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| Wash furniture |
| Dust vertical building and furniture, surfaces to a height of 72" |
| Dust and clean all fixtures |
| Power sweep loading dock area to include parking area |
| Clean oil spots/stains from loading dock area including parking area |
| Pressure clean plaza area |
| NOTE: Contractor must provide additional task lighting for evening cleaning of the Plaza. |
| Service restrooms every half hour, insure they are stocked and clean |
| Notes: Includes ramp, all stairways, Art in Public Places, outside furniture, planters, walkways, and sidewalks. |

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| AREA TYPE: POOLS AND FOUNTAINS (Appearance Level 5) |
| Scoop trash from water |
| Spot vacuum pool |
| Check Ph of water |
| Vacuum pool |
| Drain fountain - Scrub sides to remove calcium deposits |
| Apply chemical treatment to water |

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| AREA TYPE: PUBLIC SERVICE AREAS (Appearance Level 2) Hot zone |
| Remove carpet stains |
| Spot clean trash and recycling containers |
| Rearrange furniture as required |
| Spot clean all washable wall coverings |
| Empty trash, recycling receptacles |
| Clean and disinfect Hot Zones |
| Clean water fountains |
| Spot clean vertical and horizontal surfaces |
| Police area - remove litter |
| Sweep or dust mop non-carpeted floors |
| Damp mop non-carpeted floors |
| Clean public telephones and intercom stations |
| Clean Whiteboards and trays |
| Replace obviously soiled or torn trash receptacle liners |
| Completely vacuum carpeted floors |
| Clean interior and exterior of all glass |
| Dust horizontal and vertical surfaces |
| Spray buff in appropriate areas using proper methods |
| Clean all vinyl baseboards |
| Clean polish metal door thresholds |
| Wash all light fixtures lenses, air diffusers, and grilles |
| Wash and scrub all washable wall coverings |
| Strip and refinish floors |

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| AREA TYPE: PUBLIC WAITING AREAS (Appearance Level 1) Hot zone |
| Remove carpet stains |
| Spot clean trash and recycling containers |

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| Rearrange furniture as required |
| Spot clean all washable wall coverings |
| Empty trash, recycling receptacles |
| Clean and disinfect Hot Zones |
| Clean water fountains |
| Spot clean vertical and horizontal surfaces |
| Police area - remove litter |
| Sweep or dust mop non-carpeted floors |
| Damp mop non-carpeted floors |
| Clean entrance mats |
| Clean public telephones and intercom stations |
| Replace obviously soiled or torn trash receptacle liners |
| Completely vacuum carpeted floors |
| Clean interior and exterior of all glass fronts |
| Dust building and furniture surfaces |
| Maintain marble/granite floors |
| Damp wipe and polish marble wall surfaces |
| Spray buff in appropriate areas using proper methods |
| Clean all vinyl baseboards |
| Clean polish metal door thresholds |
| Wash all light fixtures lenses, air diffusers, and grilles |
| Wash and scrub all washable wall coverings |
| Strip and refinish floors |

| |
|--|
| AREA TYPE: RESTROOMS (PUBLIC & EMPLOYEE) (Appearance Level 1) |
| Hot zone |
| Clean and apply a germicidal detergent in all restroom fixtures |
| Spot clean horizontal and vertical surfaces |
| Police area - remove litter |
| Clean washbasins and mirrors |
| Empty trash and recycling containers |
| Spot clean trash and recycling containers |
| Replace trash and sanitary waste receptacle liners |
| Sweep or dust mop non-carpeted floors in restrooms. |
| Damp mop non—carpeted floors with a germicidal detergent |
| Clean paper dispensers outside |
| Clean paper dispensers inside |
| Refill paper dispensers, hand soap dispensers, etc. |
| Clean feminine hygiene dispensers |
| Dust horizontal furniture and building surfaces |
| Clean and Disinfect Toilet Bowls |
| Clean and Disinfect Urinals |
| Machine scrub and disinfect with a germicidal detergent |
| Clean and disinfect Hot Zones |
| Clean restroom walls and partitions |
| Wash trash and recycling receptacles |
| Wet clean non-carpeted floors |
| Clean drains and strainers |
| Dust vertical furniture and building surfaces |
| Wash all light fixture lenses |
| Clean all air diffusers and grilles using appropriate method |
| All restroom surfaces must be cleaned using a germicidal detergent. |

For all restrooms: Report all broken fixtures and leaks when first seen so further damage to the facility can be prevented and to protect the health/safety of tenants and visitors.

| AREA TYPE: SHOPS (Appearance Level 3) |
|---|
| Replace obviously soiled or torn trash receptacle liners |
| Spot clean trash and recycling containers |
| Spot clean floors using appropriate method |
| Clean spills |
| Empty trash, and recycling containers |
| Police area - remove litter |
| Clean water fountains |
| Openings in and out of these areas need to be cleaned so that the dust/debris from the work being performed in these areas does not migrate into surrounding areas. |
| Refill paper towel and hand soap dispensers |
| Sweep or dust mop non-carpeted floors |
| Clean drains and strainers |
| Spot mop non-carpeted floors |
| Damp mop non-carpeted floors |
| Dust horizontal building surfaces |
| Dust vertical building surfaces |
| All air vents cleaned so that possible air contamination from these areas does not migrate into surrounding areas. |
| Notes: Cleaning in these areas needs to be coordinated with the tenant occupying the space. Only areas that tenant specify should be cleaned, however arrangements should be made to clean the entire area in stages. |

| AREA TYPE: SHOWERS (Appearance Level 1) Hot zone |
|--|
| Replace obviously soiled or torn trash receptacle liners |
| Spot clean trash and recycling containers |
| Spot clean floors using appropriate method |
| Clean drains and strainers |
| Empty trash, and recycling containers |
| Police area - remove litter |
| Clean and disinfect shower room walls, shower fixtures & floors |
| Clean and disinfect Hot Zones |
| Refill paper towel and hand soap dispensers |
| Dust horizontal building surfaces |
| Dust vertical building surfaces |
| Spray buff in appropriate areas using proper methods |

| AREA TYPE: STAIRWAYS BETWEEN FLOORS (Appearance Level 2) Hot zone |
|---|
| Spot-mop spills and heavy soil on non-carpeted floors |
| Remove stains from carpeted floors |
| Spot-clean doors |
| Police area - remove litter |
| Remove gum and gum stains |
| Clean and disinfect Hot Zones |
| Sweep non-carpeted stair landings and steps |

| |
|---|
| Vacuum carpeted stair landings and steps |
| Dust railings, ledges, grills, stair frame, and doors inside and out. |
| Clean glass surfaces and polish bright metal and woodwork |
| Mop non-carpeted stair treads – Damp Mop Stairs & Landings |
| Clean handrails using appropriate method |
| Clean carpeted stairways and landings using appropriate method |
| Deep -clean walls and risers |

| |
|---|
| AREA TYPE: STAIRWELLS (EGRESS STAIRWELLS) (Appearance Level 3) Hot zone |
| Spot-mop spills and heavy soil on non-carpeted floors |
| Spot-clean doors |
| Police area - remove litter |
| Remove gum and gum stains |
| Clean and disinfect Hot Zones |
| Sweep non-carpeted stair landings and steps |
| Clean handrails using appropriate method |
| Spot-clean walls and risers |
| Mop non-carpeted stair treads – Damp Mop Stairs & Landings |
| Dust all horizontal and vertical surfaces |
| Dust of horizontal and vertical surfaces should include railings, ledges, grills, stair metal frame, fire apparatus, fire cabinets out and doors inside and out |

| |
|---|
| AREA TYPE: STORAGE (Appearance Level 3) |
| Replace obviously soiled or torn trash receptacle liners |
| Spot clean trash and recycling containers |
| Spot clean carpeted floors using appropriate method |
| Clean spills |
| Empty trash, and recycling containers |
| Police area - remove litter |
| Spot mop non-carpeted floors |
| Damp mop non-carpeted floors |
| Dust horizontal building surfaces |
| Dust vertical building surfaces |
| Spray buff in appropriate areas using proper methods |
| Notes: Most storage rooms require the coordination of the janitorial crew and the tenant that the storage room belongs to. Janitorial supervisor needs to coordinate this work with the tenant supervisor and perform work in these areas when allowed. |

| |
|--|
| AREA TYPE: SURFACE PARKING LOTS (Appearance Level 5) |
| Remove graffiti |
| Police area - remove litter |
| Hose-off asphalt surfaces |
| Remove all gum and gum stains |
| Remove all stains caused from landscaping and pedestrian traffic |
| Power scrub all walkways and sidewalks using proper methods |
| Empty trash receptacles |
| Using a powered leaf blower, blow leaves |

| |
|--|
| Police all solid debris using "Billy Goat" or compatible equipment |
| Dust vertical building and furniture, surfaces to a height of 72" |
| Machine sweep parking lot |

| AREA TYPE: STUDIOS (Appearance Level 3) Hot zone |
|---|
| Replace obviously soiled or torn trash receptacle liners |
| Spot clean trash and recycling containers |
| Spot clean floors using appropriate method |
| Clean spills |
| Empty trash, and recycling containers |
| Clean and disinfect Hot Zones |
| Police area - remove litter |
| Refill paper towel and hand soap dispensers |
| Sweep or dust mop non-carpeted floors |
| Spot mop non-carpeted floors |
| Damp mop non-carpeted floors |
| Dust horizontal building surfaces |
| Dust vertical building surfaces |
| Spray buff in appropriate areas using proper methods |
| Notes: Studios include Photography studios and Television production studios and cleaning needs to be coordinated with the Department/ tenants managing the area. |

| AREA TYPES: TRAINING ROOMS (Appearance Level 2) Hot zone |
|---|
| Spot clean trash and recycling containers |
| Replace obviously soiled or torn trash receptacle liners |
| Rearrange furniture as required |
| Remove carpet stains |
| Clean Whiteboards and trays |
| Spot clean horizontal and vertical surfaces |
| Empty trash and recycling containers |
| Clean and disinfect Hot Zones |
| Damp mop non-carpeted floors |
| Wipe clean all conference room tables |
| Dust horizontal furniture surfaces |
| Police area - remove litter |
| Remove gum and gum stains from all desks, chairs, finishes and floors |
| Clean public telephones and intercom stations |
| Completely vacuum carpeted floors |
| Vacuum or brush all upholstered chairs |
| Spray buff in appropriate areas using proper methods |
| Wash all light fixtures lenses, air diffusers, and grilles |
| Wash trash and recycling receptacles |
| Strip and refinish floors using proper methods |
| Wash and scrub all washable wall coverings |

| AREA TYPE: TRASH AND RECYCLE AREAS (Appearance Level 3) Hot zone |
|---|
| Spot clean trash and recycling containers |
| Rearrange receptacles and furniture as required |

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|---|
| Spot clean fixtures, walls, partitions, and doors, etc. |
| Police area - remove litter |
| Sweep or dust mop non-carpeted floors |
| Areas will be hosed down |
| Clean drains and strainers |
| Clean all recycle containers |
| Damp mop non-carpeted floors |
| Pressure wash areas using appropriate methods and pressures |
| Areas will be hosed down to remove any and all debris that may have fallen out of the trash containers and recycle containers |
| All trench drains or floor drains will be checked to insure there is no debris blocking them and cleaned when blocked. |

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| AREA TYPE: VACANT AREAS (Appearance Level 3) |
| Vacant areas cleaning tasks will be performed annually according to its area type. Additional cleaning may be requested as needed by site Building Manager. |
| Spot clean fixtures, walls, partitions, and doors, etc. |
| Police area - remove litter |
| Trash and recycle containers will be cleaned, picked up and stored. |
| Rearrange furniture as required (Chairs and movable furniture will be picked up and stored) |
| Notes: Areas that become vacant will be deep cleaned upon authorization of the Building Manager. All cabinets and drawers will be emptied, and contents disposed of properly. Any items found to be of value will be brought to the Building Manager' attention and dealt with accordingly. Any paperwork found in drawers and cabinets will be brought to the Building Manager' attention and determinations made as to recycling it properly or have it stored according to the vacating department's recommendations. |

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|---|
| AREA TYPE: VAULTS (Appearance Level 3) |
| Spot clean fixtures, walls, partitions, and doors, etc. |
| Police area - remove litter |
| Clean vault floor using appropriate methods |
| Notes: Cleaning of vaults must be closely supervised by both the department managing the vault and the Janitorial supervisor. |

| |
|--|
| AREA TYPE: SLEEPING QUARTERS or BARRACKS (Appearance Level 2) |
| Hot zone |
| Replace obviously soiled or torn trash receptacle liners |
| Spot clean trash and recycling containers |
| Spot clean floors using appropriate method |
| Clean spills |
| Empty trash, and recycling containers |
| Spot-mop spills and heavy soil on non-carpeted floors |
| Remove stains from carpeted floors |
| Spot-clean doors |
| Police area - remove litter |
| Remove chewing gum |
| Clean and disinfect Hot Zones |
| Laundering of bed gear |
| Cleaning floors |
| Dusting of horizontal surfaces |

4. PROJECT/SPECIAL WORK SPECIFICATIONS

AUTO-SCRUB FLOORS

Using appropriate methods and properly sized auto-scrub machine, following the manufacturer's directions, auto-scrub the area thoroughly ensuring areas are cleaned. Areas that machines cannot reach shall be properly cleaned manually. The chemical(s) used for cleaning shall be adequate for the specific job.

ASBESTOS COMPOSITION FLOOR TILE CLEANING AND CARE

Contractor must be knowledgeable of all Occupation Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) regulations and shall comply with such regulations regarding the cleaning, maintenance and care of any asbestos type flooring or materials found in County buildings. Contractor shall meet with the Building Manager prior to the start of work in any facility to identify these areas. It shall be the responsibility of the Contractor to ensure that cleaning methods and products are appropriate and are in compliance with OSHA and EPA regulations.

Below are some examples of basic cleaning protocols for asbestos flooring:

- Wet mop with a solution of water and approved stripper or germicidal detergent according to label directions.
- Do not permit floor traffic on wet-mopped areas until a minimum of three (3) coats of wax finish has been applied, and the surface has completely dried.
- Under no circumstances will floor scrubbing machines be used on asbestos composition flooring.
- No abrasive pads or doodle bugs, handheld or otherwise, are to be used on asbestos composition flooring.
- All work to be performed shall comply with all Federal, State, Local, and Department of Environmental Regulations Management (DERM) regulations.

CARPET CLEANING AND SHAMPOOING

Vacuums shall be certified by the Carpet and Rug Institutes (CRI) or older Green Label testing program. In addition, vacuums must operate at sound levels less than 70 decibels.

Carpet extractors used for deep cleaning shall be certified by CRI. If equipment is battery operated, gel batteries are preferred. Machines must be "ergonomically designed to minimize vibration, noise and user fatigue".

To achieve Green Seals GS-37 certification, ingredients in carpet chemicals shall be non-toxic and non-corrosive, must not contain carcinogens or reproductive toxins and cannot deplete the ozone layer. Product shall have a pH between 3 and 10.

For EcoLogo's standard, products shall meet stringent standards for toxicity, toxic chemicals and biodegradability. Products shall not be corrosive, or carcinogenic, or formulated with propellants, halogenated solvents, fluorescent dyes or microbicides and must also be readily biodegradable.

CARPET EXTRACTION

Carpet extractions must be performed in a manner to maintain carpets at appropriate levels of cleanliness. For proper job performance, it is recommended that an approved vacuum is used before a Carpet Extraction project is to be performed. Removing dirt and soils that are easily removed while the carpet is still dry can ensure that the carpet extraction project is more effective.

CLEAN/DISINFECT SHOWER ROOM WALLS, SHOWER FIXTURES, FLOORS

All shower room walls, shower fixtures, shower curtains and doors, hand rails, and floors shall be properly cleaned and disinfected so as to maintain proper levels of cleanliness. All areas must be mold and fungus free.

CLEAN AND DISINFECT TOILET BOWLS AND URINALS

All toilet seats and toilet bowls as well as all surrounding areas shall be cleaned and disinfected to achieve assigned level of cleanliness. All areas shall be mold and fungus free. Cleaning methods and products must kill germs, bacteria and viruses. A non-abrasive disinfectant shall be used on the toilet seat, lid, pipes, valves, and outside of the bowl after cleaning is complete.

CLEAN DRAINS and STRAINERS

All drains and strainers shall be thoroughly cleaned using appropriate methods. Following the manufacturer's dilution instructions, pour a prescribed quantity of disinfectant into the drain. For Trench drains, make sure that drain is draining freely and there is no standing water for mosquitos to breed. Report standing water the Building Manager immediately.

CLEAN ENTRANCE MATS

Entrance mats are replaced weekly through a Contractor on another contract. Cleaning of these mats between pickups shall be the responsibility of the Contractor. Using appropriate methods, thoroughly clean and dry all mats to maintain appropriate level of cleanliness.

CLEAN LOCKERS and BENCHES

All lockers and benches shall be thoroughly cleaned to maintain appropriate level of cleanliness. Cleaning methods shall not damage finishes or structures due to the use of harsh chemicals or scrubbers.

CLEAN PUBLIC TELEPHONES AND INTERCOM STATIONS

All public phones, intercom stations, telephone handsets and phone cradles shall be appropriately cleaned and disinfected to achieve proper level of cleanliness. Depress the cradle buttons so that the line is not busy while cleaning. Intercom stations should be dusted and dry cleaned.

CLEAN SINKS (Laboratory)

Employing all Personal Protective Measures (PPE) required by applicable regulations, remove any debris and flush sink thoroughly in accordance with laboratory practices and procedures. Clean and disinfect with proper chemicals to achieve proper level of cleanliness.

CLEAN WATER FOUNTAINS

Using appropriate methods, thoroughly clean and disinfect all water fountains. Water fountain shall be descaled following recommended directions from the manufacturer. Wipe all surfaces of fixtures, clean, rinse and polish bright-work.

ENTRANCES AND DOORWAYS

All assignments which include entrances shall include thresholds and door frames and a distance of one (1) foot into the adjacent area.

HORIZONTAL SURFACES

Some tasks refer to Horizontal Surfaces and are meant to include all surfaces within a given area such as ashtrays, telephones, furniture, drinking fountains, fixtures, security equipment, etc.

HOT ZONES

Hot Zones are areas that are touched by people on a regular basis and require regular cleaning with disinfectants to reduce cross-contamination.

MARBLE and STONE FLOOR CARE

Marble and stone shall be cleaned according to Green Seal GS-40 standards.

POLICING OF AREA TO BE CLEANED

Adequate Contractor personnel must be provided to cover policing requirements. Policing of an area consists of supervisors or lead custodial staff walking an area identifying tasks that need to be completed before or during their next routine cleaning. Some tasks should be performed during the policing of the area. This consists of, but is not limited to:

- Removal of all visible litter such as paper, rubber bands, paper clips, chewing gum, etcetera
- Sweeping or vacuuming obvious soiled areas of floors
- Spot cleaning of unsightly soil from building surfaces (walls or floors), fixture and furniture surfaces
- Spot mop floor to remove liquids and unsightly soil
- Empty trash and ash receptacles which may become filled prior to the next scheduled routine cleaning

- Refill paper towel, toilet tissue, and hand soap dispensers which may become depleted prior to the next scheduled routine cleaning.
- Remove carpet stains
- Empty, vacuum or exchange wet or ineffective entrance mats

REARRANGE FURNITURE AS REQUIRED

All furniture moved by the Contractor's employees during the performance of the work shall be returned to its appropriate location. Additionally, all other furniture such as chairs and waste receptacles shall be returned to their appropriate location.

REFILL PAPER DISPENSERS AND HAND SOAP DISPENSERS

All dispensers shall be completely filled to the proper level. The paper supplies and hand soap shall be placed in the dispensers in accordance with the manufacturer's directions. Hand soap dispensers and adjacent surfaces shall be cleaned to remove spillage. All paper products shall be of recycled material. Paper and hand soap must be available in the required areas at all times.

REMOVE GRAFFITI

Graffiti shall be removed when seen. If graffiti cannot be removed by custodial staff it shall be immediately reported to Building Management.

VACUUM CARPETED FLOORS

Vacuum carpeted floors according to the area type and traffic. Large areas must be vacuumed on a set schedule to ensure they are maintained clean and dust free.

VACUUM CARPET USING HEPA FILTERED VACUUM

Carpets in areas where there are large amounts of paper or photocopying must be vacuumed using a HEPA filtered vacuum. Areas that have special functions involving dust particles of any kind or have received complaints from tenants on the Indoor Air Quality (IAQ) of an area should be vacuumed in an appropriate manner so as to not raise dust.

VERTICAL SURFACES

Some tasks refer to vertical surfaces; this is meant to include all surfaces within a given area such as walls (including baseboards), doors, windows, mirrors, vents, blinds, partitions, etcetera.

WASTE REMOVAL

All collected trash shall be moved by the Contractor to area(s) designated by the Building Manager. Recycled paper, cans, and bottles recovered from office areas may not be mixed with trash and shall be placed in containers as directed.

5. SITE/LOCATION DETAILS

The facilities covered under this contract are detailed in Appendix C. The details for each facility shall specify the service coverage requirements, area types to be cleaned within each site as well as the appearance level expectations for each area type. The Contractor shall be responsible for determining the manpower, scheduling, and tasks necessary to achieve the desired appearance levels. Failure to maintain the desired appearance levels may result in Administrative Charges per Appendix A, Para. 3.

6. TRAINING

The Contractor shall provide necessary and on-going customer service training to its employees. The training shall stress the importance of conflict avoidance and problem resolution, with emphasis placed on grooming, proper attire and the importance of professionalism and courtesy in day-to-day contact with building occupants and visitors.

The Contractor shall provide necessary, on-going, employee training in order to meet the performance standards of this contract. Specific performance-based work training may be necessary in order to perform efficiently and effectively.

7. MISCELLANEOUS CONTRACTOR REQUIREMENTS

- A. Turn off all unnecessary lights at the end of each evening or as janitorial personnel leave an area.
- B. Report hazardous conditions, life/safety conditions, items needing repairs, etc. to Building Management.
- C. Secure all areas after completion of tasks performed in a given area. Failure to secure an area could result in an Administrative Charge per Appendix A, Para. 3.
- D. Turn in all lost and found to Building Management.

- E. Assign enough staff to respond to complaints from tenants related to cleaning. Document all complaints through Miami-Dade County's Service Request system.
- F. Notify Building Management and Building Security when unauthorized or suspicious person(s) are seen on the premises or in secure areas of a facility.
- G. During daily tours or tasks, ensure that there are no potential fire hazards such as smoldering, smoking, or burning materials in ashtrays or urns, trash containers, or trash/recycle areas.
- H. Turning off of task lights in tenant workstations each evening.
- I. Mitigate any unsafe cleaning conditions observed or reported to its crew or to Building Management.
- J. Set up, police and breakdown of special events.
- K. Servicing a floor or area that is being vacated by an occupants/tenant, or where occupants/tenants are performing internal moves.

8. AIR FRESHENERS

The Contractor shall provide and maintain odor-counteracting air fresheners in restrooms and other areas if requested by the Building Manager for a facility. Product and dispensing units used must be approved by the Building Manager before being installed. When requested by the Building Manager of a facility, the Contractor shall have the air fresheners installed within fourteen (14) days of assuming the contract or within fourteen (14) days after the Building Manager has requested an air freshener to be installed. Upon completion of this contract, the Contractor has seven (7) days to remove its dispensers and mitigate any damages made to walls or fixtures. Miami-Dade will not provide electrical connections to the dispensers. Dispensers shall have a timing feature to be programmed to activate at certain hours of the day and an alarm for both low battery and low refill warning.

9. PROJECT WORK OR ADDITIONAL SERVICES

Project Work shall be performed for all applicable area types. The Contractor shall provide trained and qualified personnel for all work. All floor stripping and refinishing shall be done at a time mutually agreed upon with the Building Managers of each site (typically done at night or weekends). A floor refinish schedule shall be posted by the Contractor in the Building Manager's office no less than ten (10) days prior to start of work.

10. AUDIT FORMS AND PROCEDURES

Audits will be performed periodically by designated building management staff or any tenant that wishes to participate after receiving training from building management as to what is expected during the audit process. Audits will be performed by teams of two and at different times of the same workday. The audit can be performed at the same time by each team member, but they will not walk the area together or share information. Their findings will be submitted to the Building Manager. The Building Manager or designee will make the determination if issues raised during the audit will result in audit failure. Contractor shall be assessed Administrative Charges for each failed audit per Appendix A, Para. 3.

11. AUDIT FORM

| P=Pass F=Fail N/A=Not Applicable Liquidated | | | | | |
|---|---|---|-----|--|----|
| damages% | | | | | |
| All trash and recycling containers are clean | P | F | N/A | | 3% |
| Clean furniture, fixtures, walls, partitions and doors, etc. | P | F | N/A | | 3% |
| All trash and recycling containers are emptied | P | F | N/A | | 3% |
| All paper and soap products are stocked appropriately | P | F | N/A | | 3% |
| All restrooms, lockers, and shower fixtures are clean and disinfected | P | F | N/A | | 3% |
| All stalls, toilets and urinals are clean and disinfected | P | F | N/A | | 3% |
| All exposed surfaces of escalator treads, risers and landings are clean | P | F | N/A | | 3% |
| All garage strainers and drains clean and free of debris | P | F | N/A | | 3% |
| All parking and security equipment cleaned | P | F | N/A | | 3% |
| All ashtrays and urns are clean | P | F | N/A | | 3% |
| All spills of toner, inks, paper clips, staples are removed | P | F | N/A | | 3% |
| All non-carpeted floors are swept or dust mopped | P | F | N/A | | 3% |
| All horizontal furniture surfaces are dusted | P | F | N/A | | 3% |
| All upholstered chairs are clean, vacuumed, and brushed | P | F | N/A | | 3% |
| All gum removed on or around desks, chairs, finishes and floors | P | F | N/A | | 3% |
| All building and furniture surfaces are dusted | P | F | N/A | | 3% |
| All light fixtures lenses, air diffusers, and grilles are clean | P | F | N/A | | 3% |
| All vertical surfaces are clean and dusted | P | F | N/A | | 3% |
| All non-carpeted floors have an acceptable shine/luster | P | F | N/A | | 3% |

| | | | | |
|--|---|---|-----------------------|----|
| All carpet stains removed | P | F | N/A | 3% |
| Isles are free from debris | P | F | N/A | 3% |
| Carpets are completely vacuumed | P | F | N/A | 3% |
| All common surfaces, public phones, etc. are clean and disinfected | P | F | N/A | 3% |
| All building finishes properly cleaned and/or polished where required | P | F | N/A | 3% |
| All windows, storefront doors, mirrors and glass partitions clean | P | F | N/A | 3% |
| All entry mats are clean and dry | P | F | N/A | 3% |
| Clean all drinking fountains | P | F | N/A | 3% |
| All empty boxes are removed | P | F | N/A | 3% |
| All track doors are clean and free of debris | P | F | N/A | 3% |
| All metal surfaces polished | P | F | N/A | 3% |
| No gum or gum stains found | P | F | N/A | 3% |
| Previously noted graffiti removed | P | F | N/A | 3% |
| All exterior areas free from hazardous body fluids | P | F | N/A | 3% |
| All walkways and elevator landings clean and free of debris | P | F | N/A | 3% |
| All stairwells are clean and free of debris | P | F | N/A | 3% |
| All exercise mats are clean and disinfected | P | F | N/A | 3% |
| All paper on floor removed | P | F | N/A | 3% |
| All handrails and door hardware clean and free from dust | P | F | N/A | 3% |
| All building surfaces are cleaned up to a height of 72" | P | F | N/A | 3% |
| All surface parking areas/lots are free from grease and oil stains | P | F | N/A | 3% |
| Clean all around kitchen appliances and vending machines | P | F | N/A | 3% |
| Clean inside of cabinets and bookshelves | P | F | N/A | 3% |
| All areas around trash compactors and loading docks policed and no odors or pests. | P | F | N/A | 3% |
| All debris removed from pools or fountains | P | F | N/A | 3% |
| PH level in pools and fountains are within acceptable limits | P | F | N/A | 3% |
| All equipment and supplies are stored properly | P | F | N/A | 3% |
| All air vents clean | P | F | N/A | 3% |
| All spills are removed | P | F | N/A | 3% |
| Other: | P | F | N/A | 3% |
| | P | F | N/A | 3% |
| | P | F | N/A | 3% |
| AREA SCORE: | | | | |
| Building: | | | | |
| Floor or Location: | | | Room Number | |
| Employee performing Audit: | | | | |
| Building Manager: | | | | |
| Audit Date | | | Audit Completion Time | |
| COMMENTS: | | | | |
| | | | | |
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Appendix C – Location Details

Note: This Appendix is based on best estimates available at the time of preparation. These estimates are provided for informational purposes only and are not a guarantee, warranty, or assurance of true conditions.

| Item 1 | | | |
|--|---|-------|------------------|
| Facility Name: | ISD Police Headquarters Vehicle Maintenance Facility (PDHQ) | | |
| Address: | 9109 NW 25 St. Doral, FL. 33172 | | |
| No. of days/week services required: | 5 | | |
| Time frame per day services required: | At times mutually agreed upon | | |
| No. of floors: | 1 | | |
| No. of occupants: | | | |
| Total square feet to be cleaned: | 1369 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Ceramic Tile | 83 | | |
| Concrete | 820 | | |
| Vinyl Tile | 466 | | |
| Total Int. Sq. Ft. | 1369 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Kitchen/Lounge | 1 | 128 | As assigned |
| Locker Room | 2 | 115 | As assigned |
| Open Office Areas | 1 | 214 | As assigned |
| Restrooms (employee) | 3 | 127 | As assigned |
| Showers | 1 | | As assigned |
| Project Work by Frequency | | | |
| Clean interior glass (partitions) | Quarterly | | |
| Interior window washing | Quarterly | | |
| Strip and refinish non-carpeted floors/VCT | Quarterly | | |

| Item 2 | | | |
|---|-------------------------------|-------|------------------|
| Facility Name: | ISD Fleet Shop 3D | | |
| Address: | 10820 SW 211 St. | | |
| No. of days/week services required: | 5 (M-F) | | |
| Time frame per day services required: | At times mutually agreed upon | | |
| No. of floors: | 2 | | |
| No. of occupants: | 17 | | |
| Total square feet to be cleaned: | 9497 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Ceramic Tile | 245 | | |
| Concrete | 8075 | | |
| Vinyl Tile | 1177 | | |
| Total Int. Sq. Ft. | 9497 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Corridors/Entries/Foyers | 1 | | As assigned |
| Kitchen/Lounge | 1 | | As assigned |
| Offices (Private and Chambers) | 1 | | As assigned |
| Restrooms (Public) | 2 | | As assigned |
| Restrooms (Tenant and Private) | 1 | | As assigned |
| Showers | 1 | | As assigned |
| Stairways Between Floors | 2 | | As assigned |
| Project Work by Frequency | | | |
| Machine scrub concrete floors | Twice a year | | |
| High Dusting | Twice a year | | |
| Machine scrub restrooms and lockers | Monthly | | |
| Clean interior glass (partitions) | Quarterly | | |
| Interior window washing (Ground Floor Only) | Quarterly | | |
| Wash blinds | Once a year | | |
| Vacuum blinds | Once a year | | |
| Strip and refinish non-carpeted floors/VCT | Twice a year | | |
| Pressure clean exterior areas | Twice a year | | |
| Clean light fixtures, lenses, and air diffusers | Monthly | | |
| Clean and polish metal door thresholds | Quarterly | | |

| Item 3 | | | |
|---------------------------------------|-------------------------------|-------|------------------|
| Facility Name: | ISD Fleet Shop 3D Tire | | |
| Address: | 10890 SW 211 St. | | |
| No. of days/week services required: | 5 (M-F) | | |
| Time frame per day services required: | At times mutually agreed upon | | |
| No. of floors: | 1 | | |
| No. of occupants: | 2 | | |
| Total square feet to be cleaned: | 3273 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Ceramic Tile | 44 | | |
| Concrete | 3,027 | | |
| Vinyl Tile | 202 | | |
| Total Int. Sq. Ft. | 3273 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Offices (Private and Chambers) | 1 | | As assigned |
| Restrooms (Public) | 2 | | As assigned |
| Restrooms (Tenant and Private) | 1 | | As assigned |

| Item 4 | | | |
|---|--|-------|------------------|
| Facility Name: | ISD Fleet South Dade Government Center Light Shop (SDGC) | | |
| Address: | 10740 SW 211 St. Cutler Bay, FL 33157 | | |
| No. of days/week services required: | 5 (M-F) | | |
| Time frame per day services required: | At times mutually agreed upon | | |
| No. of floors: | 1 | | |
| No. of occupants: | 11 | | |
| Total square feet to be cleaned: | 4487 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Ceramic Tile | 126 | | |
| Concrete | 4171 | | |
| Vinyl Tile | 190 | | |
| Total Int. Sq. Ft. | 4487 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Corridors/Entries/Foyers | 1 | | As assigned |
| Kitchen/Lounge | 1 | | As assigned |
| Offices (Private and Chambers) | 1 | | As assigned |
| Restrooms (Public) | 2 | | As assigned |
| Project Work by Frequency | | | |
| Machine scrub concrete floors | Twice a year | | |
| High dusting | Twice a year | | |
| Machine scrub restrooms and lockers | Monthly | | |
| Strip and refinish non-carpeted floors/VCT | Twice a year | | |
| Pressure clean exterior areas | Twice a year | | |
| Clean light fixtures, lenses, and air diffusers | Monthly | | |
| Clean and polish metal door threshold | Quarterly | | |

| Item 5 | | | | |
|--|--|--|-------|------------------|
| Facility Name: | | South Dade Library | | |
| Address: | | 10750 SW 211 St. Cutler Bay, FL 33157 | | |
| No. of days/week services required: | | 6 (M-Sat) | | |
| Time frame per day services required: | | 8 hours per day | | |
| No. of floors: | | 2 | | |
| No. of occupants: | | 17 | | |
| Total square feet to be cleaned: | | 42265 | | |
| Interior Floor Types | | | | |
| Type | | Sq Ft | | |
| Carpet Tile | | 40255 | | |
| Ceramic Tile | | 907 | | |
| Vinyl Tile | | 1103 | | |
| Total Int. Sq. Ft. | | 42265 | | |
| Area Types | | | | |
| Type | | Qty | Sq Ft | Appearance Level |
| Auditoriums/Assembly Area | | 1 | | As assigned |
| Conference/Meeting Rooms | | 2 | | As assigned |
| Corridors/Entries/Foyers | | 1 | | As assigned |
| Data/Computer Rooms (computer lab) | | 1 | | As assigned |
| Elevators (passenger) | | 1 | | As assigned |
| Elevators (Freight) | | 1 | | As assigned |
| Janitor Closets | | 2 | | As assigned |
| Kitchen/Lounge | | 1 | | As assigned |
| Library Rooms/Areas (Gen. library, Children's room, Ref. area) | | 3 | | As assigned |
| Loading Areas | | 1 | | As assigned |
| Offices (Private and Chambers) | | 6 | | As assigned |
| Plaza/Exterior Gathering Area | | 1 | | As assigned |
| Public Service Area | | 1 | | As assigned |
| Public Waiting Area | | 1 | | As assigned |
| Restrooms (Public) | | 5 | | As assigned |
| Restrooms (Tenant and Private) | | 4 | | As assigned |
| Stairways Between Floors | | 3 | | As assigned |
| Stairwells (Egress) | | 2 | | As assigned |
| Project Work by Frequency | | | | |
| Carpet cleaning | | Twice a year | | |
| Machine scrub concrete floors | | Twice a year | | |
| High dusting | | Twice a year | | |
| Machine scrub restrooms and lockers | | Quarterly | | |
| Interior window washing | | Once a year | | |
| Exterior window washing | | Once a year | | |
| Wash blinds | | Once a year | | |
| Vacuum blinds | | Once a year | | |
| Strip and refinish non-carpeted floors/VCT | | Twice a year | | |
| Pressure clean exterior areas | | Twice a year | | |
| Clean light fixtures, lenses, and air diffusers | | Twice a year | | |
| Clean and polish metal door thresholds | | Twice a year | | |

| Item 6 | | | |
|---|---|-------|------------------|
| Facility Name: | Data Processing and Communications Center (DPCC) | | |
| Address: | 5680 SW 87 Ave. Miami, FL 33173 | | |
| No. of days/week services required: | 7 | | |
| Time frame per day services required: | Monday -Friday -07:30 thru 0000* Sat. & Sun. 6 hours | | |
| No. of floors: | 3 | | |
| No. of occupants: | 500 | | |
| Total square feet to be cleaned: | 104910 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Carpet | 71076 | | |
| Ceramic Tile | 3300 | | |
| Concrete | 11194 | | |
| Vinyl Tile | 19340 | | |
| Total Int. Sq. Ft. | 104910 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Data/Computer Rooms | 8 | 10800 | As assigned |
| Elevators (passenger) | 1 | | As assigned |
| Kitchen/Lounge | 3 | | As assigned |
| Restrooms (Tenant and Private) | 6 | | As assigned |
| Stairways Between Floors | 4 | | As assigned |
| *NOTE | | | |
| The facility is the back-up dispatch center for Police & fire and could require 24 hour janitorial staff when dispatch floor operations are underway. This may occur at anytime without notice. | | | |
| Project Work by Frequency | | | |
| Interior window washing | Once a year | | |
| Exterior window washing | Once a year | | |
| Pressure clean exterior areas | Once a year | | |

| Item 7 | | | |
|---|---------------------------------|-------|------------------|
| Facility Name: | DPCC Annex | | |
| Address: | 5600 SW 87 Ave. Miami, FL 33173 | | |
| No. of days/week services required: | 5* | | |
| Time frame per day services required: | Monday -Friday 4 hours per day* | | |
| No. of floors: | 1 | | |
| No. of occupants: | 20+ | | |
| Total square feet to be cleaned: | 6456 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Ceramic Tile | 325 | | |
| Concrete | 4943 | | |
| Concrete (finished) | 821 | | |
| Vinyl Tile | 367 | | |
| Total Int. Sq. Ft. | 6456 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Kitchen/Lounge | 1 | | As assigned |
| Restrooms (Tenant and Private) | 2 | | As assigned |
| *NOTE | | | |
| The facility is currently un-occupied and may remain that way for weeks at a time. Therefore janitorial services may not required on a daily basis. | | | |
| Project Work by Frequency | | | |
| Pressure clean exterior areas | Once a year | | |

| Item 8 | | | |
|---------------------------------------|---------------------------------|-------|------------------|
| Facility Name: | Radio Shop | | |
| Address: | 6010 SW 87 Ave. Miami, FL 33173 | | |
| No. of days/week services required: | 5 / (Monday – Friday) | | |
| Time frame per day services required: | 4 hours per day | | |
| No. of floors: | 1 | | |
| No. of occupants: | 30 | | |
| Total square feet to be cleaned: | 15000 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Carpet | 100 | | |
| Ceramic Tile | 400 | | |
| Concrete | 8000 | | |
| Vinyl Tile | 6500 | | |
| Total Int. Sq. Ft. | 15000 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Restrooms (Tenant and Private) | 5 | | As assigned |
| Project Work by Frequency | | | |
| Pressure clean exterior areas | Once a year | | |

| Item 9 | | | |
|--|---------------------------------|-------|------------------|
| Facility Name: | West Dade Permitting Center | | |
| Address: | 11805 SW 26 St. Miami, FL 33175 | | |
| No. of days/week services required: | 5 (M-F) | | |
| Time frame per day services required: | At times mutually agreed upon | | |
| No. of floors: | 2 | | |
| No. of occupants: | 560 | | |
| Total square feet to be cleaned: | 106985 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Carpet | 74690 | | |
| Ceramic Tile | 30799 | | |
| Vinyl Tile | 1496 | | |
| Total Int. Sq. Ft. | 106985 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Computer Maintenance Work Area | 1 | | As assigned |
| Conference/Meeting Rooms | 5 | | As assigned |
| Control/Security Rooms | 1 | | As assigned |
| Copy Areas/Rooms | 3 | | As assigned |
| Corridors/Entries/Foyers | 2 | | As assigned |
| Corridors (Secure) | 3 | | As assigned |
| Corridors (Service) | 2 | | As assigned |
| Data/Computer/Phone Rooms | 5 | | As assigned |
| Elevators (passenger) | 4 | | As assigned |
| File Room | 2 | | As assigned |
| Hardscape Areas | 9 | | As assigned |
| Janitor Closets | 5 | | As assigned |
| Kitchenette/Pantry | 2 | | As assigned |
| Kitchen/Lounge | 1 | | As assigned |
| Lobbies (Interior) | 2 | | As assigned |
| Loading Areas | 1 | | As assigned |
| Mail/Mail Sorting Rooms | 1 | | As assigned |
| Offices (Private) | 10 | | As assigned |
| Open Office Areas | 7 | | As assigned |
| Plaza/Exterior Gathering Area | 1 | | As assigned |
| Public Service Area | 2 | | As assigned |
| Public Waiting Area | 5 | | As assigned |
| Restrooms (Public) | 6 | | As assigned |
| Restrooms (employee) | 8 | | As assigned |
| Stairways Between Floors | 7 | | As assigned |
| Stairwells (Egress) | 2 | | As assigned |
| Storage Rooms | 5 | | As assigned |
| Training Rooms | 1 | | As assigned |
| Vending Area | 1 | | As assigned |
| Workstations (Built-In) | 30 | | As assigned |
| Project Work by Frequency | | | |
| Carpet Cleaning | Twice a year | | |
| Machine scrub and recoat non-carpeted floors | Once a year | | |
| High dusting | Six times a year | | |

| | |
|--|--------------|
| Interior window washing | Twice a year |
| Exterior window washing | Once a year |
| Wash blinds | Once a year |
| Vacuum blinds | Once a year |
| Strip and refinish non-carpeted floors/VCT | Twice a year |
| Pressure clean exterior areas | Twice a year |
| Strip and refinish elevator floors | Quarterly |

| Item 10 | | | |
|---------------------------------------|--------------------------------|-------|------------------|
| Facility Name: | Gerstein Justice Building | | |
| Address: | 1351 NW 12 St. Miami, FL 33125 | | |
| No. of days/week services required: | 5 | | |
| Time frame per day services required: | From 7:00am to 5:30pm | | |
| No. of floors: | 10 | | |
| No. of occupants: | 1000 | | |
| Total square feet to be cleaned: | 334100 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Carpet | 154000 | | |
| Ceramic Tile | 14800 | | |
| Concrete | 43000 | | |
| Resilient Tile | 112400 | | |
| Travertine Marble | 4500 | | |
| Marble | 5400 | | |
| Total Int. Sq. Ft. | 334100 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Computer Maintenance Work Area | 2 | | As assigned |
| Control/Security Rooms | 1 | | As assigned |
| Corridors/Entries/Foyers | 2 | | As assigned |
| Corridors (Secure) | 25 | | As assigned |
| Courtrooms | 46 | | As assigned |
| Data/Computer Rooms | 2 | | As assigned |
| Elevators (passenger) | 5 | | As assigned |
| Elevators (Freight) | 2 | | As assigned |
| Escalators | 12 | | As assigned |
| Exercise Rooms/Gyms | 1 | | As assigned |
| File Room | 1 | | As assigned |
| Food Retail | 2 | | As assigned |
| Janitor Closets | 12 | | As assigned |
| Kitchenette/Pantry | 48 | | As assigned |
| Kitchen/Lounge | 5 | | As assigned |
| Library Rooms/Areas | 1 | | As assigned |
| Lobbies (Interior) | 9 | | As assigned |
| Loading Areas | 1 | | As assigned |
| Mail/Mail Sorting Rooms | 1 | | As assigned |
| Offices (Private and Chambers) | 48 | | As assigned |
| Open Office Areas | various | | As assigned |
| Plaza/Exterior Gathering Area | 2 | | As assigned |
| Pools/Fountains | 2 | | As assigned |
| Public Waiting Area | 4 | | As assigned |
| Restrooms (Public) | 23 | | As assigned |
| Restrooms (Tenant and Private) | 73 | | As assigned |
| Stairways Between Floors | 5 | | As assigned |
| Stairwells (Egress) | 5 | | As assigned |
| Vending Area | 9 | | As assigned |
| Workstations (Built-In) | | | As assigned |
| Project Work by Frequency | | | |
| Carpet Cleaning | Twice a year | | |
| High dusting | Six times a year | | |
| Interior window washing | Twice a year | | |

| | |
|--|------------------|
| Exterior window washing | Once a year |
| Wash blinds | Once a year |
| Vacuum blinds | Once a year |
| Strip and refinish non-carpeted floors/VCT | Twice a year |
| Pressure wash walls and/or Judges parking area | Twice a year |
| Degrease Judges parking area | Twice a year |
| Pressure clean exterior areas | Twice a year |
| Strip and refinish elevator floors | Six times a year |

| Item 11 | | | |
|---------------------------------------|--------------------------------|-------|------------------|
| Facility Name: | Public Defender Building | | |
| Address: | 1320 NW 14 St. Miami, FL 33125 | | |
| No. of days/week services required: | 5 | | |
| Time frame per day services required: | 6:30:00 AM TO 5:00 PM | | |
| No. of floors: | 6 | | |
| No. of occupants: | 400 | | |
| Total square feet to be cleaned: | 81097 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Carpet | 64000 | | |
| Ceramic Tile | 4000 | | |
| Vinyl Tile | 6000 | | |
| Total Int. Sq. Ft. | 74000 | | |
| Exterior Hardscape Types | | | |
| Asphalt | 5044 | | |
| Ceramic Tile | 144 | | |
| Concrete | 1849 | | |
| Quarry Tile | 60 | | |
| Total Ext. Sq. Ft. | 7097 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Conference/Meeting Rooms | 2 | 1920 | As assigned |
| Copy Areas/Rooms | 1 | 288 | As assigned |
| Corridors (Service) | 5 | 4825 | As assigned |
| Data/Computer Rooms | 1 | 440 | As assigned |
| Data/Phone Rooms | 1 | 360 | As assigned |
| Elevators (passenger) | 2 | 60 | As assigned |
| File Room | 3 | 800 | As assigned |
| Janitor Closets | 3 | 286 | As assigned |
| Kitchenette/Pantry | 1 | 420 | As assigned |
| Kitchen/Lounge | 1 | 640 | As assigned |
| Lobbies (Interior) | 5 | 2446 | As assigned |
| Mail/Mail Sorting Rooms | 1 | 160 | As assigned |
| Offices (Private and Chambers) | 152 | 30164 | As assigned |
| Public Waiting Area | 2 | 1266 | As assigned |
| Restrooms (Public) | 2 | 90 | As assigned |
| Restrooms (employee) | 14 | 2209 | As assigned |
| Showers | 2 | 100 | As assigned |
| Stairways Between Floors | 2 | 118 | As assigned |
| Storage Rooms | 3 | 1280 | As assigned |
| Training Rooms | 1 | 280 | As assigned |
| Workstations (Built-In) | 10 | 7595 | As assigned |
| Project Work by Frequency | | | |
| Carpet Cleaning | Twice a year | | |
| High dusting | Six times a year | | |
| Machine scrub restrooms and lockers | Quarterly | | |

| | |
|---|--------------|
| Interior window washing | Once a year |
| Exterior window washing | Once a year |
| Strip and refinish non-carpeted floors/VCT | Once a year |
| Pressure clean exterior areas | Twice a year |
| Clean light fixtures, lenses, and air diffusers | Twice a year |
| Clean and polish metal door thresholds | Once a year |
| Strip and refinish elevator floors | Quarterly |

| Item 12 | | | |
|--|--------------------------------|--------|------------------|
| Facility Name: | Graham Building | | |
| Address: | 1350 NW 12 St. Miami, FL 33125 | | |
| No. of days/week services required: | 5 | | |
| Time frame per day services required: | 6:30 AM TO 5:00 PM | | |
| No. of floors: | 5 | | |
| No. of occupants: | 600 | | |
| Total square feet to be cleaned: | 131075 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Carpet Tile | 102907 | | |
| Ceramic Tile | 5795 | | |
| Concrete | 7223 | | |
| Rubber Tile | 1911 | | |
| Vinyl Tile | 13239 | | |
| Total Int. Sq. Ft. | 131075 | | |
| Exterior Hardscape Types | | | |
| Asphalt | 107373 | | |
| Concrete | 15035 | | |
| Total Ext. Sq. Ft. | 122408 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Computer Maintenance Work Area | 2 | 212 | As assigned |
| Conference/Meeting Rooms | 12 | 4186 | As assigned |
| Control/Security Rooms | 1 | 191 | As assigned |
| Copy Areas/Rooms | 4 | 1106 | As assigned |
| Corridors/Entries/Foyers | 2 | 141 | As assigned |
| Corridors (Secure) | 26 | 13380 | As assigned |
| Data/Computer Rooms | 1 | 483 | As assigned |
| Data/Phone Rooms | 1 | 251 | As assigned |
| Elevators (passenger) | 3 | 111 | As assigned |
| Hardscape Areas | 8 | 120620 | As assigned |
| Janitor Closets | 10 | 220 | As assigned |
| Kitchen/Lounge | 8 | 1880 | As assigned |
| Library Rooms/Areas | 1 | 1541 | As assigned |
| Lobbies (Interior) | 10 | 6837 | As assigned |
| Loading Areas | 1 | 1787 | As assigned |
| Mail/Mail Sorting Rooms | 1 | 172 | As assigned |
| Offices (Private and Chambers) | 350 | 38413 | As assigned |
| Open Office Areas | 27 | 27552 | As assigned |
| Public Service Area | 1 | 382 | As assigned |
| Public Waiting Area | 8 | 2889 | As assigned |
| Restrooms (Public) | 13 | 2310 | As assigned |
| Restrooms (employee) | 21 | 2491 | As assigned |
| Shops | 1 | 705 | As assigned |
| Showers | 2 | 124 | As assigned |
| Stairwells (Egress) | 3 | 2561 | As assigned |
| Storage Rooms | 6 | 364 | As assigned |
| Training Rooms | 3 | 1381 | As assigned |
| Vending Area | 2 | 322 | As assigned |
| Workstations (Built-In) | 1 | 154 | As assigned |
| Project Work by Frequency | | | |
| Carpet Cleaning | Twice a year | | |
| Machine scrub and recoat non-carpeted floors | Twice a year | | |

| | |
|---|----------------|
| High dusting | 6 times a year |
| Machine scrub restrooms and lockers | Quarterly |
| Interior window washing | Once a year |
| Exterior window washing | Once a year |
| Wash blinds | Once a year |
| Vacuum blinds | Once a year |
| Strip and refinish non-carpeted floors/VCT | Twice a year |
| Pressure clean exterior areas | Twice a year |
| Clean light fixtures, lenses, and air diffusers | Twice a year |
| Clean and polish metal door thresholds | Twice a year |
| Strip and refinish elevator floors | Quarterly |

| Item 13 | | | |
|--|--------------------------------------|-------|------------------|
| Facility Name: | North Dade Justice Center | | |
| Address: | 15555 Biscayne Blvd. Miami, FL 33181 | | |
| No. of days/week services required: | 5 | | |
| Time frame per day services required: | From 7am to 6pm | | |
| No. of floors: | 2 | | |
| No. of occupants: | Employees 13 / Public 1200 | | |
| Total square feet to be cleaned: | 101752 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Carpet | 32400 | | |
| Ceramic Tile | 1000 | | |
| Terrazzo | 8200 | | |
| Vinyl Tile | 500 | | |
| Total Int. Sq. Ft. | 42100 | | |
| Exterior Hardscape Types | | | |
| Asphalt | 48283 | | |
| Concrete | 11369 | | |
| Total Ext. Sq. Ft. | 59652 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Control/Security Rooms | 2 | | As assigned |
| Copy Areas/Rooms | 1 | | As assigned |
| Corridors/Entries/Foyers | 2 | | As assigned |
| Corridors (Secure) | 2 | | As assigned |
| Courtrooms/Hearing Rooms | 9 | | As assigned |
| Data/Computer Rooms | 2 | | As assigned |
| Data/Phone Rooms | 2 | | As assigned |
| Elevators (passenger) | 3 | | As assigned |
| Escalators | 1 | | As assigned |
| File Room | 1 | | As assigned |
| Janitor Closets | 4 | | As assigned |
| Kitchen/Lounge | 1 | | As assigned |
| Lobbies (Interior) | 2 | | As assigned |
| Loading Areas | 1 | | As assigned |
| Mail/Mail Sorting Rooms | 1 | | As assigned |
| Offices (Private and Chambers) | 7 | | As assigned |
| Open Office Areas | 1 | | As assigned |
| Plaza/Exterior Gathering Area | | | As assigned |
| Public Service Area | 2 | | As assigned |
| Public Waiting Area | 1 | | As assigned |
| Restrooms (Public) | 6 | | As assigned |
| Restrooms (Tenant and Private) | 13 | | As assigned |
| Shops | 1 | | As assigned |
| Stairways Between Floors | 2 | | As assigned |
| Stairwells (Egress) | 2 | | As assigned |
| Vending Area | 1 | | As assigned |
| Project Work by Frequency | | | |
| Carpet Cleaning | Twice a year | | |
| Machine scrub and recoat non-carpeted floors | Once a year | | |
| High dusting | Six times a year | | |

| | |
|--|--------------|
| Interior window washing | Twice a year |
| Exterior window washing | Once a year |
| Wash blinds | Once a year |
| Vacuum blinds | Once a year |
| Strip and refinish non-carpeted floors/VCT | Twice a year |
| Pressure wash walls and/or Judges parking area | Twice a year |
| Degrease Judges parking area | Twice a year |
| Pressure clean exterior areas | Twice a year |
| Strip and refinish elevator floors | Quarterly |

| Item 14 | | | |
|---------------------------------------|---------------------------------|-------|------------------|
| Facility Name: | Election Building (Samsung) | | |
| Address: | 2700 NW 87 Ave. Miami, FL 33172 | | |
| No. of days/week services required: | 6 (M-Sat) | | |
| Time frame per day services required: | From 6:00am to 8:00 pm | | |
| No. of floors: | 2 | | |
| No. of occupants: | 330 (approx) | | |
| Total square feet to be cleaned: | 119579 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Carpet | 29462 | | |
| Concrete | 83939 | | |
| Marble | 1350 | | |
| Vinyl Tile | 4828 | | |
| Total Int. Sq. Ft. | 119579 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Computer Maintenance Work Area | 1 | | As assigned |
| Conference/Meeting Rooms | 6 | | As assigned |
| Control/Security Rooms | 1 | | As assigned |
| Copy Areas/Rooms | 6 | | As assigned |
| Corridors/Entries/Foyers | 1 | | As assigned |
| Corridors (Secure) | 1 | | As assigned |
| Corridors (Service) | 1 | | As assigned |
| Data/Computer Rooms | 3 | | As assigned |
| Data/Phone Rooms | 3 | | As assigned |
| Elevators (passenger) | 1 | | As assigned |
| File Room | 1 | | As assigned |
| Hardscape Areas | 3 | | As assigned |
| Janitor Closets | 4 | | As assigned |
| Kitchenette/Pantry | 4 | | As assigned |
| Kitchen/Lounge | 4 | | As assigned |
| Library Rooms/Areas | 1 | | As assigned |
| Lobbies (Interior) | 1 | | As assigned |
| Loading Areas | 9 | | As assigned |
| Mail/Mail Sorting Rooms | 2 | | As assigned |
| Offices (Private) | 21 | | As assigned |
| Open Office Areas | 4 | | As assigned |
| Plaza/Exterior Gathering Area | 1 | | As assigned |
| Pools/Fountains | 1 | | As assigned |
| Public Service Area | 1 | | As assigned |
| Public Waiting Area | 7 | | As assigned |
| Restrooms (Public) | 2 | | As assigned |
| Restrooms (employee) | 9 | | As assigned |
| Shops | 1 | | As assigned |
| Stairways Between Floors | 3 | | As assigned |
| Stairwells (Egress) | 3 | | As assigned |
| Storage Rooms | 3 | | As assigned |
| Training Rooms | 1 | | As assigned |
| Vending Area | 2 | | As assigned |
| Warehouse | 4 | | As assigned |
| Project Work by Frequency | | | |
| Carpet Cleaning | Twice a year | | |

| | |
|--|------------------|
| Machine scrub and recoat non-carpeted floors | Twice a year |
| High dusting | Six times a year |
| Interior window washing | Twice a year |
| Exterior window washing | Once a year |
| Wash blinds | Once a year |
| Vacuum blinds | Once a year |
| Strip and refinish non-carpeted floors/VCT | Twice a year |
| Degrease Judges parking area | Once a year |
| Pressure clean exterior areas | Twice a year |
| Strip and refinish elevator floors | Quarterly |
| Sweep and mop warehouse | Quarterly |

| Item 15 | | | |
|--|--|-------|------------------|
| Facility Name: | 36th Street Building (SAO) | | |
| Address: | 1313 NW 36 Street, Miami, FL 33142 | | |
| No. of days/week services required: | 5 | | |
| Time frame per day services required: | 8 hr/day | | |
| No. of floors: | 4(2 nd , 3 rd , 4 th & 6 th floors) | | |
| No. of occupants: | 18 | | |
| Total square feet to be cleaned: | 74440 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Ceramic Tile | 37200 | | |
| Concrete | 18600 | | |
| Vinyl Tile | 18600 | | |
| Total Int. Sq. Ft. | 74400 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Corridors/Entries/Foyers | 4 | | As assigned |
| Corridors (Secure) | 4 | | As assigned |
| Janitor Closets | 2 | | As assigned |
| Kitchen/Lounge | 1 | | As assigned |
| Lobbies (Interior) | 2 | | As assigned |
| Office | 1 | 120 | As assigned |
| Restrooms (Tenant and Private) | 4 | | As assigned |
| Stairwells (Egress) | 2 | | As assigned |
| Project Work by Frequency | | | |
| Strip and refinish non-carpeted floors/VCT | Once a year | | |

| Item 16 | | | |
|---------------------------------------|------------------------|-------|------------------|
| Facility Name: | Cooperative Extension | | |
| Address: | 18710 SW 288 St. Miami | | |
| No. of days/week services required: | 5 | | |
| Time frame per day services required: | 9:30 am – 5:00 pm | | |
| No. of floors: | 1 | | |
| No. of occupants: | 17 | | |
| Total square feet to be cleaned: | 26670 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Carpet Tile | 820 | | |
| Ceramic Tile | 520 | | |
| Concrete | 614 | | |
| Vinyl Tile | 10816 | | |
| Total Int. Sq. Ft. | 12770 | | |
| Exterior Hardscape Types | | | |
| Asphalt | 12000 | | |
| Concrete | 1900 | | |
| Total Ext. Sq. Ft. | 13900 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Auditoriums/Assembly Area | 1 | 2288 | As assigned |
| Conference/Meeting Rooms | 1 | 820 | As assigned |
| Copy Areas/Rooms | 1 | 288 | As assigned |
| Corridors/Entry/Foyers | 1 | 1274 | As assigned |
| Data/Phone Rooms | 1 | 140 | As assigned |
| File Room | 1 | 216 | As assigned |
| Janitor Closets | 1 | 16 | As assigned |
| Kitchenette/Pantry | 1 | 280 | As assigned |
| Lobbies (Interior) | 1 | 551 | As assigned |
| Offices (Private and Chambers) | 14 | 5395 | As assigned |
| Open Office Areas | 1 | 380 | As assigned |
| Restrooms (Public) | 4 | 448 | As assigned |
| Restrooms (Tenant and Private) | 1 | 72 | As assigned |
| Storage Rooms | 3 | 330 | As assigned |
| Laboratory Rooms | 1 | 272 | As assigned |

| Item 17 | | | |
|---------------------------------------|---|-------|------------------|
| Facility Name: | River Landing (SAO) | | |
| Address: | 1400 NW RIVER DRIVE SUITE 610 and SUITE 710 | | |
| No. of days/week services required: | M-F or M-Sun | | |
| Time frame per day services required: | 7:00 A.M. TO 2:30 P.M. THEN 6:00 P.M. TO 10:00 P.M. | | |
| No. of floors: | 2 | | |
| No. of occupants: | 50 | | |
| Total square feet to be cleaned: | 44,823 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Concrete | 20 | | |
| Carpet Tile | 43603 | | |
| Ceramic Tile | 1200 | | |
| Total Int. Sq. Ft. | 44803 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Conference/Meeting Rooms | 1 | | As assigned |
| Copy Areas/Rooms | 1 | | As assigned |
| Corridors/Entries/Foyers | 1 | | As assigned |
| Kitchen/Lounge | 1 | | As assigned |
| Laboratory Rooms | 1 | | As assigned |
| Lobbies (Interior) | 1 | | As assigned |
| Lobby / hallways | 1 | | As assigned |
| Offices (Private and Chambers) | 1 | | As assigned |
| Offices / training rooms / cubicles | 1 | | As assigned |
| Open Office Areas | 1 | | As assigned |
| Restrooms | 1 | | As assigned |
| Restrooms (Tenant and Private) | 1 | | As assigned |
| Vending Area (1 st floor) | 1 | | As assigned |
| Workstations (1 st floor) | 1 | | As assigned |

| Item 18 | | | |
|---------------------------------------|--|--------|------------------|
| Facility Name: | Elections Warehouse | | |
| Address: | 9835 N.W. 14th Street Doral, FL 33172 | | |
| No. of days/week services required: | (2) Porters 5 days per week (Monday - Friday) | | |
| Time frame per day services required: | 8:00 am - 5:00 pm | | |
| No. of floors: | 1 | | |
| No. of occupants: | 50 | | |
| Total square feet to be cleaned: | 148,516 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Tile | 3,877 | | |
| Concrete | 91,388 | | |
| Vinyl Tile | 5,338 | | |
| Carpet | 46,913 | | |
| Total Int. Sq. Ft. | 147,516 | | |
| Exterior Floor Types | | | |
| Type | Sq Ft | | |
| Concrete | 1,000 | | |
| Total Int. Sq. Ft. | 1,000 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Offices / training rooms / cubicles | 64 | 46,913 | As assigned |
| ITD / Computer rooms | 2 | 767 | As assigned |
| Electrical rooms | 2 | 373 | As assigned |
| Restrooms | 1 | 1,559 | As assigned |
| Lobby / hallways | 1 | 2,318 | As assigned |
| Kitchen / break room / lounge | 1 | 4,571 | As assigned |
| Warehouse | 1 | 91,015 | As assigned |
| Exterior concrete / outdoor walkway | 1 | 1,000 | As assigned |
| Project Work by Frequency | | | |
| Carpet cleaning | Twice a year | | |
| Exterior window washing | Twice a year | | |
| Sweep Warehouse Floor | Weekly | | |
| Mop Warehouse Floor | Monthly | | |

| Item 19 | | | |
|--|---|-------|------------------|
| Facility Name: | South Dade Government Center | | |
| Address: | 10710 SW 211 Street Cutler Bay, FL 33157 | | |
| No. of days/week services required: | 5(M-F) | | |
| Time frame per day services required: | 7:00 am - 6:00 pm | | |
| No. of floors: | 3 | | |
| No. of occupants: | 120 | | |
| Total square feet to be cleaned: | 45320 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Carpet Tile | 13445 | | |
| Ceramic Tile | 975 | | |
| Concrete | 23400 | | |
| Washed Stone surface | 7200 | | |
| Vinyl Tile | 300 | | |
| Total Int. Sq. Ft. | 45320 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Computer Maintenance Work Area | 1 | | As assigned |
| Conference/Meeting Rooms | 1 | | As assigned |
| Corridors/Entries/Foyers | 2 | | As assigned |
| Data/Computer Rooms | 2 | | As assigned |
| Data/Phone Rooms | 1 | | As assigned |
| Elevators (passenger) | 4 | | As assigned |
| Elevators (freight) | 1 | | As assigned |
| Food Retailer (exterior terrace) | 1 | | As assigned |
| Janitor Closets | 4 | | As assigned |
| Kitchen/Lounge | 2 | | As assigned |
| Loading Areas | 1 | | As assigned |
| Offices (Private and Chambers) | 12 | | As assigned |
| Plaza/Exterior Gathering Area | 1 | | As assigned |
| Restrooms (Public) | 4 | | As assigned |
| Restrooms (Tenant and Private) | 3 | | As assigned |
| Shops | 1 | | As assigned |
| Showers | 1 | | As assigned |
| Stairways Between Floors | 3 | | As assigned |
| Stairwells (Egress) | 4 | | As assigned |
| Storage Rooms | 6 | | As assigned |
| Vending Area (first floor) | 1 | | As assigned |
| Workstations (security desk 1 st floor) | 1 | | As assigned |

| Item 20 | | | | |
|---------------------------------------|--|--|-------|------------------|
| Facility Name: | | South Dade Justice Center | | |
| Address: | | 10710 SW 211 St. Cutler Bay, FL 33157 | | |
| No. of days/week services required: | | 5(M-F) | | |
| Time frame per day services required: | | 7:00 am - 6:00 pm | | |
| No. of floors: | | 2 | | |
| No. of occupants: | | 75 | | |
| Total square feet to be cleaned: | | 28656 | | |
| Interior Floor Types | | | | |
| Type | | Sq Ft | | |
| Carpet Tile | | 25406 | | |
| Ceramic Tile | | 3250 | | |
| Total Int. Sq. Ft. | | 28656 | | |
| Area Types | | | | |
| Type | | Qty | Sq Ft | Appearance Level |
| Control Security Rooms | | 1 | | As assigned |
| Corridors/Entries/Foyers | | 2 | | As assigned |
| Corridors (Secure) | | 1 | | As assigned |
| Corridors (tunnel) | | 1 | | As assigned |
| Courtrooms | | 8 | | As assigned |
| Data/Computer Rooms | | 2 | | As assigned |
| Elevators (passenger) | | 3 | | As assigned |
| Escalators | | 1 | | As assigned |
| File Room | | 1 | | As assigned |
| Janitor Closets | | 3 | | As assigned |
| Kitchenette/Pantry | | 7 | | As assigned |
| Kitchen/Lounge | | 3 | | As assigned |
| Lobbies (Interior) | | 2 | | As assigned |
| Offices (Private and Chambers) | | 15 | | As assigned |
| Public waiting area | | 1 | | As assigned |
| Restrooms (Public) | | 4 | | As assigned |
| Restrooms (Tenant and Private) | | 12 | | As assigned |
| Stairways Between Floors | | 3 | | As assigned |
| Stairwells (Egress) | | 2 | | As assigned |
| Vending Area (first floor) | | 2 | | As assigned |
| Workstations (security desk) | | 1 | | As assigned |

| Item 21 | | | |
|---|---|--------|------------------|
| Facility Name: | MDPD Headquarters | | |
| Address: | 9105 NW 25 St. Doral, FL 33172 | | |
| No. of days/week services required: | 7 | | |
| Time frame per day services required: | 24 hours per day - (3 shifts – 6:00am – 2:00pm / 2:00pm – 10:00pm / 10:00pm – 6:00am) | | |
| No. of floors: | 3 | | |
| No. of occupants: | 800-900 | | |
| Total square feet to be cleaned: | 635225 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Carpet Tile | 88148 | | |
| Ceramic Tile | 137742 | | |
| Concrete | 1414 | | |
| Metal (<i>ceilings</i>) | 1816 | | |
| Raised Vinyl Floor | 2712 | | |
| Rubber Tile | 6450 | | |
| Vinyl Tile | 34158 | | |
| Total Int. Sq. Ft. | 272440 | | |
| Exterior Hardscape Types | | | |
| Asphalt | 253268 | | |
| Quarry Tile/Concrete | 109517 | | |
| Total Ext. Sq. Ft. | 362785 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Auditoriums/Assembly Area | 1 | 2016 | As assigned |
| Computer Maintenance Work Area | 1 | 512 | As assigned |
| Control/Security Rooms | 1 | 384 | As assigned |
| Data/Computer Rooms | 2 | 2712 | As assigned |
| Elevators (passenger) | 3 | 208 | As assigned |
| Elevators (Freight) | 2 | 136 | As assigned |
| Exercise Rooms/Gyms | 1 | 3466 | As assigned |
| Food Retail | 1 | 3328 | As assigned |
| Hardscape Areas | 3 | 362785 | As assigned |
| Janitor Closets | 6 | 414 | As assigned |
| Kitchenette/Pantry | 1 | 144 | As assigned |
| Kitchen/Lounge | 4 | 2496 | As assigned |
| Lobbies (Interior) | 2 | 4224 | As assigned |
| Loading Areas | 1 | 864 | As assigned |
| Mail/Mail Sorting Rooms | 1 | 480 | As assigned |
| Open Office Areas | | 101437 | As assigned |
| Public Service Area | 1 | 240 | As assigned |
| Restrooms (Public) | 2 | 264 | As assigned |
| Restrooms (Tenant and Private) | 24 | 4902 | As assigned |
| Showers | 4 | 64 | As assigned |
| Stairways Between Floors | 1 | 1080 | As assigned |
| Stairwells (Egress) | 5 | 2954 | As assigned |
| Training Rooms | 1 | 484 | As assigned |
| Project Work by Frequency | | | |
| Carpet cleaning | Quarterly | | |
| Carpet cleaning (hallways, cafeteria, and cafetorium) | Monthly | | |

| | |
|---|--------------|
| Machine scrub and recoat non-carpeted floors | Quarterly |
| Machine scrub concrete floors | Monthly |
| High dusting | Monthly |
| Machine scrub restrooms and lockers | Monthly |
| Clean interior glass (partitions) | Monthly |
| Interior window washing | Quarterly |
| Exterior window washing | Quarterly |
| Vacuum blinds | Twice a year |
| Strip and refinish non-carpeted floors/VCT | Quarterly |
| Pressure clean exterior areas | Twice a year |
| Clean light fixtures, lenses, and air diffusers | Monthly |
| Clean and polish metal door thresholds | Quarterly |

| Item 22 | | | |
|---|---|-------|------------------|
| Facility Name: | Midwest (Doral) District Station | | |
| Address: | 9101 NW 25 St. Doral, FL 33172 | | |
| No. of days/week services required: | 7 | | |
| Time frame per day services required: | 24 hours per day - (3 shifts – 6:00am – 2:00pm / 2:00pm – 10:00pm / 10:00pm – 6:00am) | | |
| No. of floors: | 2 | | |
| No. of occupants: | 40 | | |
| Total square feet to be cleaned: | 49831 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Carpet Tile | 7973 | | |
| Ceramic Tile | 1879 | | |
| Concrete | 591 | | |
| Rubber Tile | 244 | | |
| Vinyl Tile | 5269 | | |
| Total Int. Sq. Ft. | 15956 | | |
| Exterior Hardscape Types | | | |
| Asphalt (<i>parking lot</i>) | 27900 | | |
| Concrete | 2105 | | |
| Quarry Tile/Pavers | 3870 | | |
| Total Ext. Sq. Ft. | 33875 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Auditoriums/Assembly Area | 1 | 360 | As assigned |
| Conference/Meeting Rooms | 1 | 611 | As assigned |
| Corridors/Entries/Foyers | 2 | 1577 | As assigned |
| Elevators (incl Garages) | 1 | 64 | As assigned |
| Exercise Rooms/Gyms | 1 | 1664 | As assigned |
| Hardscape Areas | 3 | 33875 | As assigned |
| Janitor Closets | 2 | 144 | As assigned |
| Kitchen/Lounge | 1 | 400 | As assigned |
| Offices (Private and Chambers) | 2 | 294 | As assigned |
| Open Office Areas | | 7860 | As assigned |
| Public Waiting Area | 1 | 616 | As assigned |
| Restrooms (Public) | 2 | 91 | As assigned |
| Restrooms (Tenant and Private) | 4 | 1124 | As assigned |
| Showers | 2 | 48 | As assigned |
| Stairways Between Floors | 1 | 180 | As assigned |
| Stairwells (Egress) | 2 | 190 | As assigned |
| Storage Rooms | 4 | 348 | As assigned |
| Project Work by Frequency | | | |
| Carpet cleaning | Quarterly | | |
| Carpet cleaning (hallways, cafeteria, and cafetorium) | Monthly | | |
| Machine scrub and recoat non-carpeted floors | Quarterly | | |
| Machine scrub concrete floors | Monthly | | |
| High dusting | Monthly | | |

| | |
|---|--------------|
| Machine scrub restrooms and lockers | Monthly |
| Clean interior glass (partitions) | Monthly |
| Interior window washing | Quarterly |
| Exterior window washing | Quarterly |
| Vacuum blinds | Twice a year |
| Strip and refinish non-carpeted floors/VCT | Quarterly |
| Pressure clean exterior areas | Twice a year |
| Clean light fixtures, lenses, and air diffusers | Monthly |
| Clean and polish metal door thresholds | Quarterly |

| Item 23 | | | |
|---|-----------------------------------|-------|------------------|
| Facility Name: | MDPD Warehouse / Prop. & Evidence | | |
| Address: | 9111 NW 25 St. Doral, FL 33172 | | |
| No. of days/week services required: | 7 | | |
| Time frame per day services required: | 8:00am – 4:00pm | | |
| No. of floors: | 2 | | |
| No. of occupants: | 50 | | |
| Total square feet to be cleaned: | 99467 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Carpet Tile | 4486 | | |
| Ceramic Tile | 1771 | | |
| Concrete | 32033 | | |
| Rubber Tile | 2256 | | |
| Vinyl Tile | 6376 | | |
| Total Int. Sq. Ft. | 46922 | | |
| Exterior Hardscape Types | | | |
| Asphalt | 49545 | | |
| Concrete | 3000 | | |
| Total Ext. Sq. Ft. | 52545 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Conference/Meeting Rooms | 1 | 340 | As assigned |
| Corridors/Entries/Foyers | 6 | 3080 | As assigned |
| Hardscape Areas | 2 | 52545 | As assigned |
| Janitor Closets | 2 | 96 | As assigned |
| Kitchen/Lounge | 1 | 432 | As assigned |
| Lobbies (Interior) | 2 | 408 | As assigned |
| Loading Areas | 2 | 676 | As assigned |
| Offices (Private and Chambers) | 1 | 156 | As assigned |
| Open Office Areas | 6 | 5326 | As assigned |
| Public Service Area | 2 | 552 | As assigned |
| Public Waiting Area | 1 | 72 | As assigned |
| Restrooms (Public) | 2 | 128 | As assigned |
| Restrooms (Tenant and Private) | 4 | 1050 | As assigned |
| Stairwells (Egress) | 15 | 34282 | As assigned |
| Project Work by Frequency | | | |
| Carpet cleaning | Quarterly | | |
| Carpet cleaning (hallways, cafeteria, and cafetorium) | Monthly | | |
| Machine scrub and recoat non-carpeted floors | Quarterly | | |
| Machine scrub concrete floors | Monthly | | |
| High dusting | Monthly | | |
| Machine scrub restrooms and lockers | Monthly | | |
| Clean interior glass (partitions) | Monthly | | |
| Interior window washing | Quarterly | | |
| Exterior window washing | Quarterly | | |

| | |
|---|--------------|
| Vacuum blinds | Twice a year |
| Strip and refinish non-carpeted floors/VCT | Quarterly |
| Pressure clean exterior areas | Twice a year |
| Clean light fixtures, lenses, and air diffusers | Monthly |
| Clean and polish metal door thresholds | Quarterly |

| Item 24 | | | |
|---|--------------------------------|-------|------------------|
| MDPD Training Facilities Complex (Combined) | | | |
| No. of day/week services required: | 5 / (Monday – Friday) | | |
| Time frame per day services required: | 6:00 am to 10:00pm | | |
| Facility Name: | MDPD Training Facility | | |
| Address: | 9601 NW 58 St. Miami, FL 33178 | | |
| No. of days/week services required: | 5 / (Monday – Friday) | | |
| Time frame per day services required: | 6 am to 10 pm | | |
| No. of floors: | 1 | | |
| No. of occupants: | 85 | | |
| Total square feet to be cleaned: | 61000 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Carpet Tile | 4000 | | |
| Ceramic Tile | 10000 | | |
| Concrete | 3600 | | |
| Rubber Tile | 6000 | | |
| Vinyl Tile | 27100 | | |
| Wood Floor | 10300 | | |
| Total Int. Sq. Ft. | 61000 | | |
| Exterior Hardscape Types | | | |
| Asphalt | 630000 | | |
| Concrete | 35000 | | |
| Total Ext. Sq. Ft. | 665000 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Conference/Meeting Rooms | 2 | 882 | As assigned |
| Janitor Closets | 4 | 109 | As assigned |
| Kitchen/Lounge | 1 | 305 | As assigned |
| Lobbies (Interior) | 1 | 400 | As assigned |
| Offices (Private and Chambers) | 16 | 12000 | As assigned |
| Open Office Areas | 6 | 500 | As assigned |
| Classrooms | 15 | 12000 | As assigned |
| Restrooms (Tenant and Private) | 11 | 800 | As assigned |
| Showers | 6 | 200 | As assigned |
| Range towers | 3 | 500 | As assigned |
| Range Stair | 3 | 100 | As assigned |
| Training Rooms | 2 | 12000 | As assigned |
| Fitness Center | 2 | 2000 | As assigned |
| Basketball Gym | 1 | 5000 | As assigned |
| Computer Maintenance Work Area | 1 | 200 | As assigned |
| Storage Rooms | 6 | 130 | As assigned |
| Defense Tactical | 1 | 250 | As assigned |
| Project Work by Frequency | | | |
| Carpet cleaning | Quarterly | | |
| Carpet cleaning (hallways, cafeteria, and cafetorium) | Monthly | | |

| | | | |
|---|------------------------------------|-------|------------------|
| Machine scrub and recoat non-carpeted floors | Quarterly | | |
| Machine scrub concrete floors | Monthly | | |
| High dusting | Monthly | | |
| Machine scrub restrooms and lockers | Monthly | | |
| Clean interior glass (partitions) | Monthly | | |
| Interior window washing | Quarterly | | |
| Exterior window washing | Quarterly | | |
| Vacuum blinds | Twice a year | | |
| Strip and refinish non-carpeted floors/VCT | Quarterly | | |
| Pressure clean exterior areas | Twice a year | | |
| Clean light fixtures, lenses, and air diffusers | Monthly | | |
| Clean and polish metal door thresholds | Quarterly | | |
| | | | |
| Facility Name: | MDPD 1000 and 601 Training Complex | | |
| Address: | 9601 NW 58 St. Miami, FL 33178 | | |
| No. of days/week services required: | 5 | | |
| Time frame per day services required: | 6 am to 10 pm | | |
| No. of floors: | 1 | | |
| No. of occupants: | 250 | | |
| Total square feet to be cleaned: | 17450 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Ceramic Tile | 600 | | |
| Concrete | 12250 | | |
| Vinyl Tile | 1600 | | |
| Total Int. Sq. Ft. | 17450 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Kitchen/Lounge | 1 | 305 | As assigned |
| Classroom | 6 | 600 | As assigned |
| Janitor Closets | 1 | 50 | As assigned |
| Restrooms (Tenant and Private) | 2 | 120 | As assigned |
| Training Rooms | 1 | 600 | As assigned |
| Offices (Private and Chambers) | 7 | 600 | As assigned |
| Open Office Areas | 1 | 150 | As assigned |
| Corridors/Entries/Foyers | 1 | 88 | As assigned |
| Project Work by Frequency | | | |
| Carpet cleaning | Quarterly | | |
| Machine scrub and recoat non-carpeted floors | Quarterly | | |
| Machine scrub concrete floors | Monthly | | |
| High dusting | Monthly | | |
| Machine scrub restrooms and lockers | Monthly | | |
| Clean interior glass (partitions) | Monthly | | |

| | |
|---|--------------|
| Interior window washing | Quarterly |
| Exterior window washing | Quarterly |
| Vacuum blinds | Twice a year |
| Strip and refinish non-carpeted floors/VCT | Quarterly |
| Pressure clean exterior areas | Twice a year |
| Clean light fixtures, lenses, and air diffusers | Monthly |
| Clean and polish metal door thresholds | Quarterly |

| Item 25 | | | |
|---|---|-------|------------------|
| Facility Name: | Station #1 (Northwest District) | | |
| Address: | 5975 Miami Lakes Dr. | | |
| No. of days/week services required: | 6 / Mon-Sat | | |
| Time frame per day services required: | 6 AM to 4 PM | | |
| No. of Porters required: | 2 | | |
| Porters' schedule (days/time frame): | 1 st Porter Mon – Fri (7:00 AM-1:00 PM) 2 nd Porter Mon – Fri (8:00AM-2:00 PM) Both Porters Sat. (7:00 AM-11:30 AM) | | |
| No. of floors: | 2 | | |
| No. of occupants: | 160 | | |
| Total square feet to be cleaned: | 18000 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Carpet Tile | 8990 | | |
| Ceramic Tile | 1350 | | |
| Ceramic Tile (unglazed) | 1540 | | |
| Concrete | 1200 | | |
| Vinyl Tile | 4920 | | |
| Total Int. Sq. Ft. | 18000 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Conference/Meeting Rooms | 1 | 782 | As assigned |
| Corridors/Entries/Foyers | 2 | 1650 | As assigned |
| Data/Phone Rooms | 1 | 100 | As assigned |
| Elevators (incl Garages) | 1 | 24 | As assigned |
| Exercise Rooms/Gyms | 1 | 1504 | As assigned |
| File Room | 1 | 165 | As assigned |
| Holding Cells | 3 | 196 | As assigned |
| Janitor Closets | 2 | 109 | As assigned |
| Kitchen/Lounge | 2 | 205 | As assigned |
| Lobbies (Interior) | 1 | 336 | As assigned |
| Offices (Private and Chambers) | | 8965 | As assigned |
| Open Office Areas | | 2800 | As assigned |
| Restrooms (Public) | 2 | 120 | As assigned |
| Restrooms (Tenant and Private) | 5 | 764 | As assigned |
| Showers | 2 | 100 | As assigned |
| Stairways Between Floors | 1 | 180 | As assigned |
| Project Work by Frequency | | | |
| Carpet cleaning | Quarterly | | |
| Carpet cleaning (hallways, cafeteria, and cafetorium) | Monthly | | |
| Machine scrub and recoat non-carpeted floors | Quarterly | | |
| Machine scrub concrete floors | Monthly | | |
| High dusting | Monthly | | |
| Machine scrub restrooms and lockers | Monthly | | |
| Clean interior glass (partitions) | Monthly | | |
| Interior window washing | Quarterly | | |

| | |
|---|--------------|
| Exterior window washing | Quarterly |
| Vacuum blinds | Twice a year |
| Strip and refinish non-carpeted floors/VCT | Quarterly |
| Pressure clean exterior areas | Twice a year |
| Clean light fixtures, lenses, and air diffusers | Monthly |
| Clean and polish metal door thresholds | Quarterly |

| Item 26 | | | |
|---|---|-------|------------------|
| Facility Name: | Station #6 (Intracoastal) | | |
| Address: | 15665 Biscayne Blvd. Miami, FL 33160 | | |
| No. of days/week services required: | 6 / Monday - Saturday | | |
| Time frame per day services required: | 6:00 AM to 4:00 PM | | |
| No. of Porters required: | 2 | | |
| Porters' schedule (days/time frame): | 1 st Porter Mon – Fri (7:00 AM-1:00 PM) 2 nd Porter Mon – Fri (10:00AM-5:00 PM) Both Porters Sat (7:00 AM-11:30 AM) | | |
| No. of floors: | 3 | | |
| No. of occupants: | 180 | | |
| Total square feet to be cleaned: | 18500 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Carpet Tile | 2035 | | |
| Ceramic Tile (glazed) | 4720 | | |
| Vinyl Tile | 11745 | | |
| Total Int. Sq. Ft. | 18500 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Conference/Meeting Rooms | 1 | 274 | As assigned |
| Corridors/Entries/Foyers | 2 | 2376 | As assigned |
| Data/Phone Rooms | 1 | 50 | As assigned |
| Elevators (incl Garages) | 1 | 36 | As assigned |
| Exercise Rooms/Gyms | 1 | 530 | As assigned |
| Holding Cells | 3 | 231 | As assigned |
| Janitor Closets | 2 | 50 | As assigned |
| Kitchen/Lounge | 1 | 165 | As assigned |
| Lobbies (Interior) | 1 | 396 | As assigned |
| Offices (Private and Chambers) | 10 | 8311 | As assigned |
| Open Office Areas | 2 | 5050 | As assigned |
| Restrooms (Tenant and Private) | 4 | 450 | As assigned |
| Showers | 9 | 81 | As assigned |
| Project Work by Frequency | | | |
| Carpet cleaning | Quarterly | | |
| Carpet cleaning (hallways, cafeteria, and cafetorium) | Monthly | | |
| Machine scrub and recoat non-carpeted floors | Quarterly | | |
| Machine scrub concrete floors | Monthly | | |
| High dusting | Monthly | | |
| Machine scrub restrooms and lockers | Monthly | | |
| Clean interior glass (partitions) | Monthly | | |
| Interior window washing | Quarterly | | |
| Exterior window washing | Quarterly | | |
| Vacuum blinds | Twice a year | | |
| Strip and refinish non-carpeted floors/VCT | Quarterly | | |

| | |
|---|--------------|
| Pressure clean exterior areas | Twice a year |
| Clean light fixtures, lenses, and air diffusers | Monthly |
| Clean and polish metal door thresholds | Quarterly |

| Item 27 | | | |
|---|--|-------|------------------|
| Facility Name: | Station #8 (Hammocks) | | |
| Address: | 10000 SW 142 Ave. Miami, FL 33186 | | |
| No. of days/week services required: | 6 / Monday - Saturday | | |
| Time frame per day services required: | 6:00 AM to 4:00 PM | | |
| No. of Porters required: | 2 | | |
| Porters' schedule (days/time frame): | 1 st Porter (7:00 AM-1:00 PM) 2 nd Porter (8:00AM-2:00 PM) Both Porters Sat (7:00 AM-11:30 AM) | | |
| No. of floors: | 2 | | |
| No. of occupants: | 215 | | |
| Total square feet to be cleaned: | 18000 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Carpet Tile | 8990 | | |
| Ceramic Tile | 1350 | | |
| Concrete | 1540 | | |
| Ceramic Paver | 1200 | | |
| Vinyl Tile | 4920 | | |
| Total Int. Sq. Ft. | 18000 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Conference/Meeting Rooms | 1 | 782 | As assigned |
| Corridors/Entries/Foyers | 2 | 1650 | As assigned |
| Data/Phone Rooms | 1 | 100 | As assigned |
| Elevators (incl Garages) | 1 | 24 | As assigned |
| Exercise Rooms/Gyms | 1 | 1504 | As assigned |
| File Room | 1 | 165 | As assigned |
| Holding Cells | 3 | 196 | As assigned |
| Janitor Closets | 2 | 109 | As assigned |
| Kitchen/Lounge | 2 | 205 | As assigned |
| Lobbies (Interior) | 1 | 336 | As assigned |
| Offices (Private and Chambers) | 9 | 8965 | As assigned |
| Open Office Areas | 1 | 2800 | As assigned |
| Restrooms (Public) | 2 | 120 | As assigned |
| Restrooms (Tenant and Private) | 5 | 764 | As assigned |
| Showers | 2 | 100 | As assigned |
| Stairways Between Floors | 1 | 180 | As assigned |
| Project Work by Frequency | | | |
| Carpet cleaning | Quarterly | | |
| Carpet cleaning (hallways, cafeteria, and cafetorium) | Monthly | | |
| Machine scrub and recoat non-carpeted floors | Quarterly | | |
| Machine scrub concrete floors | Monthly | | |
| High dusting | Monthly | | |
| Machine scrub restrooms and lockers | Monthly | | |
| Clean interior glass (partitions) | Monthly | | |

| | |
|---|--------------|
| Interior window washing | Quarterly |
| Exterior window washing | Quarterly |
| Vacuum blinds | Twice a year |
| Strip and refinish non-carpeted floors/VCT | Quarterly |
| Pressure clean exterior areas | Twice a year |
| Clean light fixtures, lenses, and air diffusers | Monthly |
| Clean and polish metal door thresholds | Quarterly |

| Item 28 | | | |
|---|--|-------|------------------|
| Facility Name: | MDPD Station #4 | | |
| Address: | 10800 SW 211 St. Cutler Bay, FL 33157 | | |
| No. of days/week services required: | 5 (M-F) | | |
| Time frame per day services required: | From 6:30am to 3:30pm | | |
| No. of floors: | 3 | | |
| No. of occupants: | 50 | | |
| Total square feet to be cleaned: | 10175 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Carpet | 2396 | | |
| Ceramic Tile | 857 | | |
| Concrete | 255 | | |
| Tile | 6226 | | |
| Brick | 441 | | |
| Total Int. Sq. Ft. | 10175 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Conference/Meeting Rooms | 2 | | As assigned |
| Control/Security Rooms (main entrance) | 1 | | As assigned |
| Elevators (passenger) | 1 | | As assigned |
| Kitchen/Lounge | 1 | | As assigned |
| Lobbies (Interior) | 1 | | As assigned |
| Offices (Private and Chambers) | 9 | | As assigned |
| Open Office Areas | 1 | | As assigned |
| Restrooms (Public) | 4 | | As assigned |
| Restrooms (employee + 3 cells with toilets and sinks) | 6 | | As assigned |
| Showers | 5 | | As assigned |
| Stairways Between Floors | 3 | | As assigned |
| Stairwells (Egress) | 2 | | As assigned |
| Training Rooms | 1 | | As assigned |
| Vending Area (exterior) | 1 | | As assigned |
| Project Work by Frequency | | | |
| Carpet cleaning | Quarterly | | |
| Machine scrub concrete floors | Monthly | | |
| High dusting | Monthly | | |
| Machine scrub restrooms and lockers | Monthly | | |
| Clean interior glass (partitions) | Monthly | | |
| Interior window washing | Quarterly | | |
| Exterior window washing | Quarterly | | |
| Wash blinds | Once a year | | |
| Vacuum blinds | Twice a year | | |
| Strip and refinish non-carpeted floors/VCT | Quarterly | | |

| | |
|---|--------------|
| Pressure clean exterior areas | Twice a year |
| Clean light fixtures, lenses, and air diffusers | Monthly |
| Clean and polish metal door thresholds | Quarterly |

| Item 29 | | | |
|---------------------------------------|------------------------------------|-------|------------------|
| Facility Name: | Human Trafficking | | |
| Address: | 1390 NW 14 Street, Miami, FL 33125 | | |
| No. of days/week services required: | 5 (Monday – Friday) | | |
| Time frame per day services required: | 8 hours (7:00am – 4:00pm) | | |
| No. of floors: | 5 floors | | |
| No. of occupants: | 30 approx. | | |
| Total square feet to be cleaned: | 12,935 | | |
| Interior Floor Types | | | |
| Type | Sq Ft | | |
| Carpet | 11,435 | | |
| Tile | 1500 | | |
| Total Int. Sq. Ft. | 12,935 | | |
| Area Types | | | |
| Type | Qty | Sq Ft | Appearance Level |
| Conference rooms | 2 | 2000 | As assigned |
| Security area | 1 | 60 | As assigned |
| Elevator | 1 | 60 | As assigned |
| Restrooms | 8 | 800 | As assigned |
| Showers | 1 | 120 | As assigned |
| Lounge | 1 | 600 | As assigned |

Appearance Level Assignments

| Appearance Level | Area Type | Appearance Level | Area Type |
|------------------------------|-------------------------------------|------------------|-----------------------------------|
| per Level 1 | Auditoriums & Assembly Areas | per Level 3 | Attendant Booths |
| | Building Amenity Area | | Computer Maintenance Work Area |
| | Conference & Meeting Rooms | | Control & Security Rooms |
| | Corridors, Entries, & Foyers | | Copy Areas & Rooms |
| | Courtrooms & Hearing Rooms | | Corridors - Service |
| | Elevators | | Data/Computer Rooms |
| | Escalators | | File Rooms |
| | Exercise Rooms & Gyms | | Holding Cells |
| | Library Rooms & Areas | | Information & Guard Booths |
| | Lobbies - Interior | | Janitor Closets |
| | Locker Rooms | | Mail & Mail Sorting Rooms |
| | Museum Exhibit Areas | | Shops |
| | Nurseries & Family Visitation Rooms | | Stairwells - Egress |
| | Public Waiting Areas | | Storage Rooms |
| | Restrooms - Public | | Studios |
| Restrooms - Tenant & Private | Trash & Recycle Areas | | |
| Showers | Vacant Areas | | |
| per Level 2 | Corridors - Secure | per Level 4 | Vaults |
| | Elevators - Freight | | Loading Areas |
| | Kitchen/Lounge | | Lobbies - Exterior/Garages |
| | Interview & Testing Rooms | per Level 5 | Parking Garages - Interior |
| | Laboratory and Research Rooms | | Designated Smoking Areas |
| | Offices - Private and Chambers | | Hardscape Areas |
| | Open Offices | | Exterior Surfaces of Buildings |
| | Public Service Areas | | Plazas & Exterior Gathering Areas |
| | Stairways between floors | | Pools & Fountains |
| | Training Rooms | | Surface Parking Lots |
| | Sleeping Quarters or Barracks | | |

APPENDIX D - Price Schedule**I. Monthly prices for services per Appendix B – Scope of Services at facilities per Appendix C – Location Details:**

| Item | Facility | Monthly Price |
|-------------|---|----------------------|
| 1 | ISD Police Headquarters Vehicle Maintenance Facility (PDHQ) | \$ 986.80 |
| 2 | ISD Fleet Shop 3D | \$ 1,346.64 |
| 3 | ISD Fleet Shop 3D Tire | \$ 881.09 |
| 4 | ISD Fleet South Dade Government Center Light Shop (SDGC) | \$ 1,318.24 |
| 5 | South Dade Library | \$ 8,611.59 |
| 6 | Data Processing and Communications Center (DPCC) | \$ 31,581.35 |
| 7 | DPCC Annex | \$ 1,753.10 |
| 8 | Radio Shop | \$ 3,940.83 |
| 9 | West Dade Permitting Center | \$ 37,708.31 |
| 10 | Gerstein Justice Building | \$ 97,348.56 |
| 11 | Public Defender Building | \$ 17,490.39 |
| 12 | Graham Building | \$ 31,482.14 |
| 13 | North Dade Justice Center | \$ 20,020.16 |
| 14 | Election Building (Samsung) | \$ 23,572.01 |
| 15 | 36th Street Building (SAO) | \$ 7,010.56 |
| 16 | Cooperative Extension | \$ 5,487.39 |
| 17 | River Landing (SAO) | \$ 16,502.70 |
| 18 | Elections Warehouse | \$ 17,654.67 |
| 19 | South Dade Government Center | \$ 17,058.60 |
| 20 | South Dade Justice Center | \$ 16,445.62 |
| 21 | MDPD Headquarters | \$ 97,525.48 |
| 22 | Midwest (Doral) District Station | \$ 21,413.49 |
| 23 | MDPD Warehouse / Prop. & Evidence | \$ 6,846.61 |
| 24 | MDPD Training Facilities Complex (Combined) | \$ 34,498.00 |
| 25 | Station #1 (Northwest District) | \$ 11,010.96 |
| 26 | Station #6 (Intracoastal) | \$ 11,010.96 |
| 27 | Station #8 (Hammocks) | \$ 11,010.96 |
| 28 | MDPD Station #4 | \$ 10,350.62 |
| 29 | Human Trafficking | \$ 6,102.43 |

Emergency/Special Services Hourly Rate (per Appendix A.13)

| Item | Hourly price |
|--------------------------------------|--------------|
| Hourly Rate Supervisor OT per person | \$ 62.92 |
| Hourly Rate Supervisor per person | \$ 41.95 |
| Hourly Rate Regular OT per person | \$ 44.80 |
| Hourly Rate Regular per person | \$ 29.87 |

| Project Work Unit Pricing (to be used only in the event of an increase or decrease in frequency) | | |
|---|----------------|---------|
| Task | Unit | Price |
| Carpet cleaning | Per sq ft | \$ 0.25 |
| Machine scrub and recoat non-carpeted floors | Per sq ft | \$ 0.27 |
| Machine scrub concrete floors | Per sq ft | \$ 0.15 |
| Machine scrub restrooms and lockers | Per sq ft | \$ 0.15 |
| Strip and refinish non-carpeted floors (VCT) | Per sq ft | \$ 0.30 |
| Pressure cleaning | Per sq ft | \$ 0.19 |
| Strip and refinish elevator floors | Per sq ft | \$ 0.42 |
| Degrease parking area | Per sq ft | \$ 0.42 |
| High dusting | Per 1000 sq ft | \$ 0.25 |
| Interior window washing | Per sq ft | \$ 0.37 |
| Exterior window washing | Per sq ft | \$ 0.37 |
| Clean interior glass (partitions) | Per sq ft | \$ 0.37 |
| Vacuum blinds | Per sq ft | \$ 0.25 |
| Wash blinds | Per sq ft | \$ 0.39 |
| Clean light fixtures, lenses, and air diffusers | Per fixture | \$ 2.53 |
| Clean and polish metal door thresholds | Per fixture | \$ 2.53 |

EXHIBIT 1 - CONTRACTING WITH ENTITIES OF FOREIGN COUNTRIES OF CONCERN PROHIBITED
AFFIDAVIT

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CONTRACTING WITH ENTITIES OF FOREIGN COUNTRIES OF CONCERN PROHIBITED AFFIDAVIT

The Contracting with Entities of Foreign Countries of Concern Prohibited Affidavit Form ("Form") is required by Section 287.138, Florida Statutes ("F.S."), which is deemed as being expressly incorporated into this Form. The Affidavit must be completed by a person authorized to make this attestation on behalf of the Bidder/Proposer for the purpose of submitting a bid, proposal, quote, or other response, or otherwise entering into a contract with the County. The associated bid, proposal, quote, or other response will not be accepted unless and until this completed and executed Affidavit is submitted to the County.


Florida Association of Rehabilitation Facilities, Inc. does not meet any of the criteria set forth in Paragraphs 2 (a) – (c)
Bidder's/Proposer's Legal Company Name

of Section 287.138, F.S.

Pursuant to Section 92.525, F.S., under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Print Name of Bidder's/Proposer's Authorized Representative: Tyler Sumner

Title of Bidder's/Proposer's Authorized Representative: President + CEO

Signature of Bidder's/Proposer's Authorized Representative: 

Date: 8-28-24