

**DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Rev 1

New contract
 OTR
 CO
 SS
 BW
 Emergency
 Re-Bid
 Other

Previous Contract/Project No:
BW7934-1/12

LIVING WAGE APPLIES: YES NO

Requisition/Project No: EPP-WOPR9562-25LIB

TERM OF CONTRACT: 2 years with 1 one, 2- year option-to-renew

Requisition/Project Title: Janitorial Services

Description: Janitorial services in Library Branches

User Department(s): Library

Issuing Department: ISD/PM

Estimated Cost: \$2,080,000.00

Contact Person: Robin Webb Phone: 305-375-4356

Funding Source: Library District Funds

ANALYSIS

Commodity/Service No: <u>910-39</u>		SIC:	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> If this is a New Contract/Purchase with no Previous History			
	EXISTING	2ND YEAR	3RD YEAR
Contractor:	Vista Building Maintenance Svcs. Inc.	Vista Building Maintenance Svcs. Inc.	Vista Building Maintenance Svcs. Inc.
Small Business Enterprise:	N	N	N
Contract Value:	\$1,559,332.88 (18 mos)	\$1,423,562.00 (18 mos)	\$1,048,043.10 (1 year)
Comments:			
Continued on another page (s): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		X
		%		
		%		
		%		

Basis of Recommendation:

This contract will be competed amongst the pre-qualified vendors in Group 3 of the countywide janitorial pool. There are currently 2 prequalified firms pre-qualified for Group 3.

Signed: Robin Webb

Date to DBD: 6-28-15

Date Returned to DPM: _____

JANITORIAL SERVICES POOL
WORK ORDER PROPOSAL REQUEST EPP-WOPR9562-25LIB
ISSUED THROUGH THE EXPEDITED PURCHASING PROGRAM (EPP)

JANITORIAL SERVICES FOR MIAMI-DADE COUNTY LIBRARIES
(For Pool Members Pre-qualified in Group 3)

PRE-PROPOSAL CONFERENCE TO BE HELD:

_____, 2015 at _____ (local time)

Site visits to follow at:

Issued by Internal Services Department, Procurement Management
for the Library Department

PROPOSALS ARE DUE AT THE CLERK OF THE BOARD NO LATER THAN:

_____, 2015 at _____ (local time)

at

CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street, 17th Floor, Suite 202
Miami, Florida 33128-1983

COUNTY CONTACT FOR THIS SOLICITATION:

Robin Webb, Procurement Contracting Officer 1
Telephone: (305) 375-4356
E-mail: drobin@miamidadade.gov

GENERAL INFORMATION

The Clerk of the Board business hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County.

All proposals received and time stamped by the Clerk of the Board prior to the proposal submittal deadline shall be accepted as timely submitted. The circumstances surrounding all proposals received after the proposal submittal deadline will be evaluated by Internal Services Department (ISD), Procurement Management Division in consultation with the County Attorney's Office to determine whether the proposal will be accepted as timely. The responsibility for submitting a proposal on or before the stated time and date is solely and strictly the responsibility of the Proposer. The County will in no way be responsible for delays caused by any occurrence. All expenses involved with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by the Proposer(s).

The County may, at its sole and absolute discretion, reject any and all or parts of any or all responses; accept parts of any and all responses; further negotiate project scope and fees; postpone or cancel at any time this WOPR process; or waive any irregularities in this WOPR or in the responses received as a result of this process.

The services to be provided shall be in accordance with ITQ9562-5/22 and all provisions therein except to the extent amended herein. Miami-Dade County, ISD, Procurement Management, hereby gives notice to the

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members of the County's Janitorial Services Pool of this Work Order Proposal Request (WOPR). Only Pool members eligible to participate in the Pool Group indicated above may submit a proposal. Any proposals from non-members will not be considered. The selected Proposer's Pool contract, combined with this WOPR, the selected Proposer's response and an executed Purchase Order, will constitute the binding contractual agreement. Any changes to this WOPR will be made by addendum and sent to eligible Pool members. In the event that a Proposer wishes to take an exception to any of the terms of this Solicitation, the Proposer shall clearly indicate the exception in its proposal.

No exception shall be taken where the Solicitation specifically states that exceptions may not be taken. Further, no exception shall be allowed that, in the County's sole discretion, constitutes a material deviation from the requirements of the Solicitation. Proposals taking such exceptions may, in the County's sole discretion, be deemed nonresponsive. The County reserves the right to request and evaluate additional information from any respondent regarding respondent's responsibility after the submission deadline as the County deems necessary.

EXPEDITED PURCHASING PROGRAM

Pursuant to Ordinance 07-49, the County has created a pilot program for expedited purchasing, subject to terms and conditions as outlined in Section 2-8.1.6 of the Code of Miami-Dade County. The program shall be referred to as the Expedited Purchasing Program (EPP). Due to the expedited nature of County projects issued under the EPP, participating vendors should anticipate a shortened solicitation timeline for responding. Technical, professional and legal staff may be used to determine best value as set forth in the solicitation documents without the need to utilize the formal Review team process established by the County. The County Mayor's or designee's written recommendation to award a contract under the EPP shall be sufficient to commence the bid protest period and terminate the Cone of Silence. Any legislation contrary to the provisions of the EPP shall be deemed suspended or amended as necessary to give effect to the intent of this ordinance during its effective term.

CONE OF SILENCE

Pursuant to Section 2-11.1(t) of the Miami-Dade County Code, as amended, a "Cone of Silence" is imposed upon each RFP, RFQ or WOPR after advertisement and terminates at the time the County Mayor issues a written recommendation to the Board of County Commissioners. The Cone of Silence prohibits any communication regarding RFPs, RFQs or WOPRs between, among others:

- potential Proposers, service providers, lobbyists or consultants and the County's professional staff including, but not limited to, the County Manager and the County Manager's staff, the Mayor, County Commissioners or their respective staffs;
- the Mayor, County Commissioners or their respective staffs and the County's professional staff including, but not limited to, the County Manager and the County Manager's staff; or
- potential Proposers, service providers, lobbyists or consultants, any member of the County's professional staff, the Mayor, County Commissioners or their respective staffs and any member of the respective review team.

The provisions do not apply to, among other communications:

- oral communications with the staff of the Vendor Assistance Unit, the responsible Procurement Agent or Contracting Officer, provided the communication is limited strictly to matters of process or procedure already contained in the solicitation document;
- oral communications at pre-proposal conferences, oral presentations before review teams, contract negotiations during any duly noticed public meeting, public presentations made to the Board of County Commissioners during any duly noticed public meeting; or
- communications in writing at any time with any county employees, official or member of the Board of County Commissioners unless specifically prohibited by the applicable RFP, RFQ or WOPR.

When the Cone of Silence is in effect, all potential vendors, service providers, bidders, lobbyists and consultants shall file a copy of any correspondence concerning the particular RFP, RFQ or WOPR or bid with the Clerk of the Board, which shall be made available to any person upon request. The County shall respond in writing (if County deems a response necessary) and file a copy with the Clerk of the Board, which shall be made available to any person upon request. Written communications may be in the form of e-mail, with a copy to the Clerk of the Board at CLERKBCC@MIAMIDADE.GOV.

In addition to any other penalties provided by law, violation of the Cone of Silence by any Proposer shall render any RFP, RFQ or WOPR award voidable. Any person having personal knowledge of a violation of these provisions shall report

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such violation to the State Attorney and/or may file a complaint with Ethics Commission. Proposers should reference Section 2-11.1(t) of the Miami-Dade County Code for further clarification.

This language is only a summary of the key provisions of the Cone of Silence. Please review Miami-Dade County Administrative Order 3-27 for a complete and thorough description of the Cone of Silence.

All Proposers will be notified in writing when the County Mayor or designee makes an award.

CONTRACT TERM AND FIXED PRICES

1) Term of Award: Two (2) Years with two (2), two-year options to renew

The resultant contract shall commence of the first calendar day of the month succeeding approval unless otherwise stipulated in the notice of award distributed by the County and contingent upon the completion and submittal of all required bid documents. The contract shall end on the last day of the 12th month.

2) Prices Shall Be Fixed with Adjustment Allowed Based on Living Wage Rate:

The Living Wage Ordinance will apply to any resultant contract award that exceeds \$100,000 annually.

The contract prices shall remain fixed for the term of the contract with the following exception. Adjustments to the price(s) paid under contracts to which the Living Wage Ordinance applies may be annually indexed to the current Living Wage, which is adjusted every October 1. Said adjustments must be requested in writing by the selected Proposer. The County reserves the right to negotiate and/or reject any price adjustments submitted by the selected Proposer and/or to terminate the contract based on such price adjustments.

SCOPE OF SERVICES

The Scope of Services is provided as Attachment 1.

SUBMITTAL REQUIREMENTS

In response to this WOPR, provide the completed Solicitation Submittal Form, Proposal Information (Attachment 2 herein), Lobbyist Registration for Oral Presentation form and Subcontractor/Supplier Listing form.

ANTICIPATED SCHEDULE

The anticipated schedule for this WOPR is as follows:

Solicitation issued:	_____
Pre-Proposal Conference and site visits:	See front cover for date, time and place.
Deadline for receipt of questions:	_____
Proposal due date:	See front cover for date, time and place.
Evaluation process:	_____
Projected award date:	_____

EVALUATION CRITERIA

Responsive proposals will be evaluated and ranked using the criteria below with a maximum total of one hundred (100) points per Review team member.

Technical

- 1. Proposer's and subcontractor's experience and past performance (pts.)
- 2. Proposer's technical project approach, including work plan (pts.)
- 3. Proposed price (pts.)

Note: After the evaluation of the technical proposal, the County will evaluate the price proposals of those Proposers remaining in consideration. The price proposal will be evaluated subjectively in combination with the technical proposal, including an evaluation of how well it matches Proposer's understanding of the County's needs described in this Solicitation, the Proposer's assumptions, and the value of the proposed services. The pricing evaluation is used as part of the evaluation process to determine the highest ranked

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Proposer. The County reserves the right to negotiate the final terms, conditions and pricing of the contract as may be in the best interest of the County.

SELECTION FACTOR

This Solicitation includes a selection factor for Miami-Dade County Certified Small Business Enterprises (SBE's) as follows. A SBE/Micro Business Enterprise is entitled to receive an additional ten percent (10%) of the total technical evaluation points on the technical portion of such Proposer's proposal. An SBE/Micro Business Enterprise must be certified by Small Business Development for the type of goods and/or services the Proposer provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-2378 or access <http://www.miamidade.gov/business/business-certification-programs-SBE.asp>. The SBE/Micro Business Enterprise must be certified by proposal submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.

LOCAL CERTIFIED SERVICE-DISABLED VETERAN'S BUSINESS ENTERPRISE PREFERENCE

This Solicitation includes a preference for Miami-Dade County Local Certified Service-Disabled Veteran Business Enterprises in accordance with Section 2-8.5.1 of the Code of Miami-Dade County. A VBE is entitled to receive an additional five percent (5%) of the total technical evaluation points on the technical portion of such Proposer's proposal. If a Miami-Dade County Certified Small Business Enterprise (SBE) measure is being applied to this Solicitation, a VBE which also qualifies for the SBE measure shall not receive the veteran's preference provided in this section and shall be limited to the applicable SBE preference.

ORAL PRESENTATIONS

Upon completion of the evaluation criteria indicated above, rating and ranking, the Review team may choose to conduct oral presentations with the Pool Member(s) which the Review team warrants further consideration based on, among other considerations, scores in clusters and/or maintaining competition. (See **Lobbyist Registration for Oral Presentation Form** regarding registering speakers in the proposal for oral presentations.) Upon completion of the oral presentation(s), the Review team will re-evaluate, re-rate and re-rank the proposals remaining in consideration based upon the written documents combined with the oral presentation.

LOCAL PREFERENCE

The evaluation of competitive solicitations is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal or state law, or any other funding source requirements, provides that preference be given to local businesses. If, following the completion of final rankings by the Review team a non-local Proposer is the highest ranked responsive and responsible Proposer, and the ranking of a responsive and responsible local Proposer is within 5% of the ranking obtained by said non-local Proposer, then the Review team will recommend that a contract be negotiated with said local Proposer.

NEGOTIATIONS

The County may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Proposer's best terms from a monetary and technical standpoint.

The Review team will evaluate, score and rank proposals, and submit the results of their evaluation to the County Mayor or designee with their recommendation. The County Mayor or designee will determine with which Proposer(s) the County shall negotiate, if any, taking into consideration the Local Preference Section above. The County Mayor or designee, at their sole discretion, may direct negotiations with the highest ranked Proposer, negotiations with multiple Proposers, and/or may request best and final offers. In any event the County engages in negotiations with a single or multiple Proposers and/or requests best and final offers, the discussions may include price and conditions attendant to price.

Should negotiations fail, the next highest ranking Proposer may be selected to enter into negotiations with the County, and so forth. No Proposer shall have any rights against the County arising from such negotiations or termination thereof.

Any Proposer recommended for negotiations shall complete a Collusion Affidavit, in accordance with Sections 2-8.1.1 of the Miami-Dade County Code. Any Proposer recommended for negotiations may be required to provide to the County: Information concerning any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Proposer, any of its employees or subcontractors is or has been involved within the last three years.

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WORK ORDER AWARD

The Work Order award, if any, shall be made to the Proposer whose proposal shall be deemed by the County to be in the best interest of the County. The County's decision to make the award and which proposal is in the best interest of the County shall be final.

ATTACHMENT 1

SCOPE OF SERVICES AND STANDARDS

I. GENERAL

The Miami-Dade Public Library System desires to contract expert and professional janitorial services for the regional and neighborhood library branches at various locations within the Miami-Dade County. All library facilities are required to be well maintained, attractive and safe for the general public and employees.

Only those facilities of the Miami-Dade Public Library System listed in **Exhibit 1** shall be provided Janitorial Services under this contract. The library branches are categorized into two library sizes: "Regional Libraries" are the larger branches, and "Neighborhood Libraries" are the smaller branches. The County reserves the right to add or delete facilities during the term of a contract issued as a result of this agreement, and any extension or renewal thereof.

The County's objective is for the library facilities to be well maintained and attractive, neat, clean, organized, and safe for public patrons and employees.

- A. The Contractor shall furnish all trained personnel, supervision, scheduling, equipment and tools (including their maintenance), supplies (to include large plastic bags for garbage collection) and materials necessary for the performance of the work at the Library facilities. The exceptions to this requirement are: all toilet tissue, paper hand towels, and hand soap, which shall be furnished by Miami Dade County and placed in a storage area designated by the Library Branch Manager (LBM) or representative. The Contractor shall distribute these supplies to the needed buildings and insert them in the dispensers. The Contractor shall be responsible for maintaining the inventory levels and usage records of County supplied items, and shall advise the LBM when on hand stock of these items are running low. The County will be responsible for the mechanical operation of the restrooms and any required repairs to toilets, dispensers, lighting or holders, etc.
- B. An anticipated minimum set of work tasks is listed in Section II. The Contractor shall perform any additional tasks he/she deems necessary to meet the performance standards specified in Section III. All work shall be performed in strict accordance with the conditions, provisions, and standards, described herein and all supplies, labor, material, components, equipment and accessories necessary to provide the services shall conform to the best practice known to the trade in design, quality, material and workmanship and are subject to the standards described in full.
- C. Provision of services in addition to or separate from the services specified herein may be deemed necessary by the Library Project Manager (LPM). The Contractor may be requested to perform additional or special services for events such as dedication events or other such unusual events, moving furniture and supplies, special cleaning requirements outside of the regular schedule, etc. The Contractor will be reimbursed for the cost of the materials needed for the cleaning services beyond those required for regularly scheduled services at the prices proposed and for labor on the basis of the prices set forth in the Proposal.

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- D. The Contractor shall be responsible for determining the type, quality and characteristics of all building materials, which have been used in the facilities which are to be serviced under this agreement. The Contractor shall be responsible for the determination of the proper cleaning method for each building material serviced under the terms of this agreement so that the County facilities shall remain in good and proper condition, ordinary wear and tear and unavoidable accident excepted.
 - 1. When requested by the County the Contractor shall supply, without cost to the County, samples for testing of supplies or materials used by the Contractor in the accomplishment of the required services. Such samples may be taken at the discretion of the County with notice to the Contractor, from the supplies or materials being used "on-the-job", and/or from any original containers of the Contractor's reserved supply. No supply, material, treatment or procedure shall be used on any floor, stairway or sidewalk that will cause or contribute to such floor, stairway, or sidewalk surface to be slippery or unsafe to walk upon in all kinds of weather, taking into consideration the normal use thereof.

- E. All equipment required by the Contractor in performance of its duties, as set forth herein, shall be furnished by the Contractor at its sole expense. All equipment used in the janitorial and cleaning operation of County facilities must be in good safe operating conditions as required by OSHA. Equipment with broken or exposed electric wires shall not be used. The County reserves the right to require the Contractor to replace, substitute or modify its equipment if harmful to the County or its operation. It is further required that all equipment furnished be clean, and in good safe operating condition. Upon completion of the workday, all equipment shall be properly stored or removed from the facility. No equipment or supplies shall be left out in the open.

- F. The Contractor shall provide and equip each shift supervisor with a communication device such as a cell phone or similar independent communication device.

- G. The Contractor's employees are not to be accompanied in their work areas on County premises by acquaintances, family members, or any other person unless said individual is an authorized Contractor employee.

- H. The work involved in this Contract shall be accomplished by personnel regularly employed by the Contractor, except that of window washing, carpet and floor cleaning, which may be performed by a subcontractor. The Contractor shall provide appropriate training to employees prior to the beginning of service under this Contract to ensure competent performance of the work. The Contractor shall provide, when submitting names of employees, documentation of type and amount of training received by each employee.

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- I. A Subcontractor's wage scale shall be subject to the same minimum requirements as the prime contractor. Subcontractors shall comply with the same living wage requirements as the Contractor.
- J. All employees assigned by the Contractor shall be physically able to do their assigned work and will be skilled in the various tasks assigned to them and shall be uniformed at all times.
- K. For Neighborhood Libraries; the janitorial and cleaning services shall be performed prior to the library opening to the public. The Contractor shall provide an additional crew for the heavy cleaning when scheduled.
- L. For Regional Libraries; the janitorial and cleaning services shall be provided after the library closes to the public.
- M. No janitorial and cleaning services will be required on County observed legal holidays or when closed for emergency or other reasons. Scheduled janitorial and cleaning services, which fall on a County-observed legal holiday, shall be re-scheduled for a later date at a mutually beneficial time and date established between the Contractor and the County. The current County-observed holidays are: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving Day, and Christmas Day.
- N. The Contractor shall comply with the OSHA Hazardous Communications Standard 29CFR 1910.1200 as it pertains to the training, safety, and equipment needed for all employees engaged in custodial service. The Contractor(s) shall be responsible for meeting compliance prior to Contract acceptance and shall provide proof of program to the LPM.
- O. The Contractor(s) shall comply with the OSHA Bloodborne Pathogens Standard 29CFR1910.1030 as it pertains to the training, safety, and equipment needed for all employees engaged in custodial service. The Contractor(s) shall be responsible for meeting compliance prior to Contract acceptance and shall provide proof of program to the LPM at the Kick-Off Meeting. The Contractor(s) shall be responsible for cleaning spills of bodily fluid unless it constitutes a crime scene, in which case the authorities shall be notified.
- P. The Contractor shall provide a trained, qualified floor crew separate from the daily work crew for stripping and refinishing tiled and/or hard surfaced flooring. All floor stripping and refinishing shall be done at a time mutually agreed upon with the LBM (this type of work will be done on night and/or weekends). Floor refinish schedule shall be posted by the Contractor in the Branch Manager's Office no less than ten (10) days prior to start of project.
- Q. Heavy cleaning should include, but not limited to, stripping and refinishing of hard flooring; steam cleaning and shampoo of carpets; thorough cleaning and

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sanitizing of all surfaces, especially in bathrooms and kitchens; wood or metal furniture. Upholstery furniture must be steam cleaned and sanitized.

- R. Periodic meetings will be held between the LPM or his designee and the Contractor or his representative at the option of the County.

II. SERVICES TO BE PERFORMED BY THE CONTRACTOR (GENERAL)

The Contractor, in addition to the initial month's services, shall bring all facilities up to contract standards during the first month of the contract. This initial cleaning shall be in addition to routine cleaning tasks, but will not be billable to the County as additional work performed. The Contractor and the LPM shall meet prior to the first week of the contract start date to discuss the Contractor's proposed methodology to insure that the facilities shall meet the contract standards. Failure to successfully complete this initial cleaning phase may be a determining factor in discontinuing the services under this contract.

The following is a list of the tasks that the County anticipates the Contractor may need to perform in general. In order to meet the quality expected by the County of the Contractor, additional tasks may be required. The Contractor shall perform any and all tasks necessary to achieve the performance standards detailed in Section III below. The Contractor should be fully aware of the requirements of Section III as well as Section II.

- A. Daily cleaning will include emptying exterior trash can, replacing liners and pick up of trash from the perimeter of the property, including green areas and/or parking lots. The following branches have green areas and/or parking lots: Allapattah, Arcola Lakes

Coconut Grove, Coral Gables, Coral Reef, Edison, Golden Glades, Homestead, International Mall, Kendale Lakes, Kendall, Key Biscayne, Lemon City, Little River, Miami Beach, Miami Lakes, Miami Springs, Naranja, North Central, North Dade Regional, North Shore, Shenandoah, South Miami, West Dade Regional, West Flagler and Northeast Dade – Aventura Branch.

- B. Sweep entrances and pick up litter from all adjacent areas including exterior grounds of the facility and parking lot (to include wrap around porch at Coconut Grove neighborhood branch).
- C. Sweep entrances and pick up littler within the property, including exterior grounds and parking lot (at Coconut Grove include wrap around porch).
- D. Collect and place all trash inside trash dumpster.
- E. Clean and disinfect water cooler and faucet areas.
- F. Sweep and damp mop all non-carpeted areas.

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- G. Vacuum, spot clean and remove gum from all carpeted areas.
- H. Lavatories:
 - 1. Wash, polish and sanitize all porcelain and chrome.
 - 2. Wash and disinfect urinals, toilet bowl and seat.
 - 3. Wash floor with disinfectant solution.
 - 4. Clean mirror(s), partitions, doors, and walls of smudges and fingerprints.
 - 5. Replace urinal and toilet deodorant materials as needed,
 - 6. Clean mirror(s).
 - 7. Restock all dispensers.
- I. Clean sinks, counters and floors of kitchen areas.
- J. Performs related duties as requested by branch staff.
- K. Wash interior and exterior door glass.
- L. Clean both sides of plate glass windows sills and framing in store front branches (California Club, Concord, Country Walk, Doral, Fairlawn, Hialeah Gardens, Hispanic, Lakes of the Meadow, Opa Locka, Palm Springs North, South Shore, Sunset, and Tamiami).
- M. Dust and clean all accessible bookshelves, furniture, fixtures, ledges and equipment.
- N. Clean all surfaces, such as walls, doors, etc., of smudges and fingerprints.
- O. Entrances are to be attractive and free of dirt and stains. This includes cleaning glass on both sides of main exterior doors and side windows. Aluminum frame should also be free of dust and dirt. Entrance walkway should be kept free of dirt with daily mopping for hard flooring or vacuuming of carpet.
- P. Clean all glass windows (interior and exterior) to include screens and iron bars (if applicable), glass doors, and glass partitions, including all the sills and framing.
- Q. Dust and clean all window blinds.
- R. Vacuum all air conditioning and exhaust grilles.
- S. Dust high and difficult to reach places.
- T. Remove stains, steam clean and vacuum upholstered furniture as determined by County Representative.
- U. Clean and polish wood furniture.

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- V. Clean vinyl book benches (Big Cozy Book area) with soap and water.
- W. Strip and apply appropriate wax to all vinyl and wood floors. Floor is to be left with a high gloss wet look and uniform color.
- X. Clean, seal and buff all terrazzo and ceramic tile floors.
- Y. All Contractor employees must complete and sign a janitorial check list. The check list shall be signed and dated daily by each Contractor employee and must contain the following information as a minimum: Any property or equipment not in a serviceable or operating condition, listed by description and location, to include burned out light bulbs etc., damage, vandalism, broken windows, graffiti, listed by description and location. Any and all problems and/or complaints of a minor nature, or similar isolated incidences, may be handled directly between the Contractor's foreman and the LBM. A summary of the incident and resolution shall be contained in the daily report form.
- Z. All work will be done during hours when the library branch is closed to the public. At the County's discretion, remedial or emergency work may be done during normal operating hours but every effort will be made to minimize disruptions of library functions and normal day-to-day operations. The Contractor shall prepare a complete work schedule for each facility, by month, which is to be submitted prior to commencement of work under this agreement.

III. PERFORMANCE STANDARDS

Services performed under this agreement shall be subject to inspection and approval by the LBM. This section outlines the minimum acceptable cleaning standards for the Tasks shown in Section II, above and any other tasks that are necessary to achieve these standards. The following standards of performance are minimum recommendations and do not supersede the use of materials or methods that will achieve better results as defined by Miami Dade County.

A. All Floors:

Standard - Floors and entrances are clean and free of dirt streaks, dust balls, cob-webs, dirt, trash, and there is no foreign matter in corners, behind radiators, under furniture or equipment, behind doors or on stair landings and treads. No dirt is left when sweepings are picked up. There is no dirt, trash or foreign matter under desks, tables, chairs or equipment.

- 1. Carpet flooring nap should lie in one direction. Stains should be immediately removed. Heavy steam cleaning should be done as needed in order to maintain the carpet stain free and colors looking bright.

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2. Resilient type floor coverings are clean and polished in appearance. Sealers and wax are regularly removed and new coats applied to maintain polished look free of scratches, streaks and stains.
3. Vinyl flooring is wet and dry mopped to remove scuffs and streaks. Sealer and wax must be buffed to a shine and regularly removed and a new coat applied to maintain a polished look.
4. Threshold plates are clean and soil has been removed from the elevator door tracks. Tile floors shall have a clean and polished appearance.

B. Waste and Recycling Receptacles:

Standard - Spot cleaned as required with replacement liners installed. All trash and refuse removed to designated areas. Office containers marked and designated for recyclable paper are emptied when full and the material is deposited in the containers indicated for "white paper only", as directed.

C. Glass Doors, Partitions, Storefronts, and Trim:

Standard - Glass surfaces are without streaks, film, deposits and stains, and have a uniformly bright appearance and adjacent surfaces have been wiped clean.

D. Light Switches:

Standard - No fingerprints or smudges on switches or adjacent wall.

E. Walls Up To A Height Of 96" (8'):

Standard - Wall surfaces and exposed pipes and equipment have a uniformly clean appearance and are substantially free from dirt, stains, streaks, lint, cobwebs and cleaning marks. Painted surfaces have not been unduly damaged and hard finish wainscot or glazed ceramic tile surfaces are bright, free of film streaks and deposits.

F. Doors, Doorframes, Woodwork, File Cabinets and Desks:

Standard - Smudges, marks or spots have been removed without causing discoloration.

G. Fire Extinguishers, Hose Cabinets, etc:

Standard - Smudges, marks or spots have been removed without causing discoloration.

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- H. Sashes, Ledges, and top of Partitions:

Standard - Smudges, marks or spots have been removed without causing discoloration.
- I. Fan Vents and Baseboards:

Standard - Air vents (wall and floor) are clean. There are no heel marks or soil on baseboards. There are no oils, spots or smudges on dusted surfaces caused by dusting tools. Cleaning has been done without causing discoloration.
- J. Restrooms:

Standard - Floors around urinals and commodes are free of odors and stains and the facility has a uniformly clean appearance throughout. Bright metal has a polished appearance. The floor area is void of visible dirt and debris including wads of gum, tar and similar substances and is clean and free of water streaks, mop marks, string etc. and present an overall appearance of cleanliness. Porcelain fixtures are clean, bright, disinfected and deodorized; there is/are no dust, dirt, spots, stains, rust, green mold, incrustation or excess moisture. Bright metal has a polished appearance. Over-spray or chemicals are not on surrounding walls, floors or fixtures.
- K. Mirrors:

Standard - Mirrors are clean and free of dirt, grime, streaks, excessive moisture and are not cloudy.
- L. Metal Dispensers:

Standard - Bright metal has a polished appearance. Over-spray or chemicals are not on surrounding walls, floors or fixtures.
- M. Sinks and Fixtures:

Standard - Porcelain fixtures are clean, bright, disinfected and deodorized; there is/are no dust, dirt, spots, stains, rust, green mold, incrustation or excess moisture. Walls and floor adjacent to fixtures is free of spots, drippings and watermarks.
- N. Dispensers:

Standard - Dispensers are full but not overfilled or packed so as to adversely affect their operation or cause unintended waste of their contents when used.
- O. Tables and Chairs:

ATTACHMENT 1

SCOPE OF SERVICES AND STANDARDS

Standard - Tables, counters, shelves, chairs and chair legs are clean and free of dirt, streaks, stains, and debris. Tables have been aligned and squared to the room and the chairs have been left in proper position under the table(s). The floor is clean and free of dirt streaks; no dirt has been left in corners, behind radiators, under furniture, behind doors or on stair landings and treads.

P. Drinking Fountains:

Standard - Drinking fountains are clean, polished and disinfected. Water residue has been removed from top, mouthpiece, sides, adjacent walls and floor. There is no evidence that harsh abrasive cleaners have been used. The fixtures are free of trash, ink, coffee grounds, etc. and nozzles are free of incrustations and are free flowing. Chemical cleaners or polishes have not been allowed to touch or damage wall surfaces.

Q. Entrance Mats:

Standard - Mats are clean and free of dirt streaks, dust balls, dirt, trash and there is no foreign matter in corners, stair landings or treads.

R. Light Fixtures and Ceiling Vents:

Standard - Light fixtures and lenses and ceiling vents are free from dirt, stains, streaks, lint, cobwebs and cleaning marks. Cleaning has been done without causing discoloration.

S. Windows:

Standard - Glass is clean and free of dirt, grime, streaks, excessive moisture and is not cloudy. Windows opened during the operation shall be returned to the original position. Window sash, sills, and casework about interior glass and other such surroundings have been thoroughly wiped free of drippings and other watermarks. Insulating/reflective film, if present, has not been damaged. Cleaning staff shall be responsible for cleaning all glass that can be reached on a 10 foot ladder or with a 16 foot extension pole, including outside glass of first floor only.

Windows that are higher than the 16 foot reach would be cleaned at the Library's request up to a maximum of six times a contract year. This applies to Miami Beach, West Dade, West Kendall and in 2014 to the Northeast Branch.

T. Kitchens/Kitchettes:

Due to food processing, all surfaces shall be cleaned with a disinfectant. All trash shall be removed and all trash receptacles shall be sprayed with disinfectant on every visit.

ATTACHMENT 1

SCOPE OF SERVICES AND STANDARDS

U. Upholstered Furniture:

All upholstered furniture is vacuumed on every visit, stains shall be removed immediately. All upholstered furniture shall be shampooed as needed to maintain design bright and/or remove stains or concentrated dirt.

IV. QUALITY CONTROL-INSPECTION AND ACCEPTANCE

All services performed shall be subject to inspection and acceptance by the LBM or an authorized representative while the work is in progress or after its completion. If any of the items described in Sections II and III are determined to be unsatisfactory (does not meet standards) or is found to not be otherwise in accordance with the requirements of this contract, the Library Contract Manager or his/her designee shall notify the Contractor and the Contractor shall take immediate steps to take corrective action and schedule re-inspection. The County will be the sole judge as to the acceptability of the work and the condition of the facilities.

ACCEPTABLE QUALITY LEVEL (AQL): The Branch Manager or designee will inspect the facility on a daily basis and determine if all of the requirements of Sections II and III have been met. All of the requirements must be met in order for the facility to be considered acceptable for that day. On any given day, 90% of the facilities serviced under this agreement must be considered acceptable in order for the Contractor to be in compliance with the terms of the contract. The acceptable quality level in order for the Contractor to be considered for a contract renewal is that the Contractor be in compliance 90% of the days.

V. OPTIONAL PORTER SERVICE FOR REGIONAL BRANCHES

The vendor is to provide a cleaning staff member, a porter, for a 3-hour block, during the middle of the regular service day. The porter will be responsible for general cleaning of the facility with an emphasis on cleaning the bathrooms; emptying trashcans and following up on cleaning assignments from branch staff in specific areas, as needed. These services are provided while the branch is open, therefore, the assigned person must have a customer service attitude to be respectful towards patrons while carrying out his/her cleaning duties.

This service will be provided on every day the branch is open. It will apply to the following sites:

North Dade Regional
2455 NW 183 Street, Miami Gardens
Days of operation
Monday, Tuesday, Friday, Saturday and Sunday (10:00 am to 6:00 pm)
Wednesday and Thursday (12:00 noon to 8:00 pm)

Miami Beach Regional

ATTACHMENT 1

SCOPE OF SERVICES AND STANDARDS

227 22 Street, Miami Beach

Days of operation

Monday and Tuesday (12:00 noon to 8:00 pm)

Wednesday, Thursday, Friday, Saturday and Sunday (10:00 am to 6:00pm)

West Dade Regional

9445 Coral Way, Miami

Days of operation

Monday, Wednesday, Friday, Saturday and Sunday (10:00 am to 6:00 pm)

Tuesday and Thursday (12:00 noon to 8:00 pm)

West Kendall Regional

10201 Hammocks Blvd.

Days of operation

Monday, Wednesday, Friday, Saturday and Sunday (10:00 am to 6:00 pm)

Tuesday and Thursday (12:00 noon to 8:00 pm)

ATTACHMENT 2

PROPOSAL SUBMITTAL

Proposer: _____

Authorized Signature: _____

Print Name & Title: _____

Address: _____

City/State/Zip: _____

Telephone: (____) _____

Email: _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.

Proposer's and Subcontractor's Experience and Past Performance

1. Describe the Proposer's past performance and experience that qualifies Proposer to provide the janitorial services detailed in Attachment 1 – Scope of Services.
2. Provide a detailed description of comparable contracts (similar in scope of services to those requested herein) which the Proposer has either ongoing or completed within the past five years. Be specific regarding any experience in providing similar janitorial services. The description should identify for each project:
 - (i) client,
 - (ii) description of work,
 - (iii) total dollar value of the contract,
 - (iv) dates covering the term of the contract,
 - (v) client contact person and phone number, and
 - (vi) statement of whether Proposer was the prime contractor or subcontractor.

Note: Where possible, list and describe those projects performed for government clients of similar size or private entities (excluding any work performed for Miami-Dade County).

3. If Proposer has performed contracts for Miami-Dade County, complete the following. The County will review all contracts the Proposer has performed for the County in accordance with Section 2-8.1(g) of the Miami-Dade County Code, which requires that "a Bidder's or Proposer's past performance on County Contracts be considered in the selection of Consultants and Contractors for future County Contracts." As such the Proposer must list and describe all work performed for Miami-Dade County and include for each project:

ATTACHMENT 2

PROPOSAL SUBMITTAL

- (i) name of the County Department which administers or administered the contract,
 - (ii) description of work,
 - (iii) total dollar value of the contract,
 - (iv) dates covering the term of the contract,
 - (v) County contact person and phone number, and
 - (vi) statement of whether Proposer was the prime contractor or subcontractor.
3. List the names and addresses of all first tier subcontractors if any, and describe the extent of work to be performed by each first tier subcontractor. Describe the experience and qualifications, including relevant experience on previous similar projects, of the subcontractor(s) that will be assigned to this project.

Technical Approach

4. Describe Proposer's approach and work plan to efficiently and effectively perform the services described in the Scope of Services (see Attachment 1). Describe how Proposer has applied the proposed project approach in comparable contracts.
5. Describe Proposer's ability and readiness to begin providing services as requested herein, assuming an October 1, 2015 commencement date.
6. Describe Proposer's approach to ensure the availability of personnel at all times, including Proposer's contingency plan, if any, in the event of illness, accident, or other unforeseeable events of a similar nature.
7. Identify the Proposer's Project Manager(s) to be assigned to this project who will be responsible for making this project a success and will be the County's day-to-day contact for resolution of any issues. Include the following for each:
- (i) name and title,
 - (ii) functions to be performed,
 - (iii) whether the Proposer's or subcontractor's employee, and
 - (iv) experience and qualifications, including relevant experience on previous similar projects that qualifies the personnel to manage this project.
 - (v) Whether the Proposer's Project Manager will be dedicated to this project or if not, percentage of the Project Manager will be available for this project

Pricing

8. All services shall be provided in accordance with WOPR9562-20LIB and all provisions under the Proposer's contract for Janitorial Services Pool. The Price shall be firm and fixed for the duration of the WOPR except for the allowable Living Wage adjustments, and shall include all expenses.

ATTACHMENT 2

PROPOSAL SUBMITTAL

A. Monthly pricing of for services specified in Attachment 1 – Scope of Services – Sections I. through IV.

Item	Description	Monthly Price
1	Miami Beach Regional Branch	\$
2	North Dade Regional Branch	\$
3	West Dade Regional Branch	\$
4	West Kendall Regional Branch	\$
5	Allapattah Branch	\$
6	Arcola Lakes Branch	\$
7	California Club Branch	\$
8	Civic Center Branch	\$
9	Coconut Grove Branch	\$
10	Concord Branch	\$
11	Coral Gables Branch	\$
12	Coral Reef Branch	\$
13	Country Walk Branch	\$
14	Culmer/Overtown Branch	\$
15	Doral Branch	\$
16	Edison Branch	\$
17	Fairlawn Branch	\$
18	Golden Glades Branch	\$
19	Hialeah Branch	\$
20	Hispanic Branch	\$
21	Homestead Branch	\$
22	International Mall Branch	\$
23	Kendale Lakes Branch	\$
24	Kendall	\$
25	Key Biscayne Branch	\$
26	Lakes of the Meadow Branch	\$
27	Lemon City Branch	\$
28	Little River Branch	\$
29	Miami Lakes Branch	\$
30	Miami Springs Branch	\$
31	Naranja Branch	\$
32	North Central Branch	\$
33	North Shore Branch	\$
34	Opa-Locka Branch	\$
35	Palm Springs North Branch	\$
36	Palmetto Bay Branch	\$
37	Pinecrest Branch	\$

ATTACHMENT 2

PROPOSAL SUBMITTAL

Item	Description	Monthly Price
38	Shenandoah Branch	\$
39	South Miami Branch	\$
40	South Shore Branch	\$
41	Sunset Branch	\$
42	Tamiami Branch	\$
43	Virrick Park Branch	\$
44	West Flagler Branch	\$

B. **Monthly pricing for optional porter services specified in Attachment 1 – Scope of Services Section V.**

Item	Description	Monthly Price
1	Miami Beach Regional Branch	\$
2	North Dade Regional Branch	\$
3	West Dade Regional Branch	\$
4	West Kendall Regional Branch	\$

Attachment A
Scope of Services and Standards
Exhibit 1
Listing of Library Branches

Item	Branch Name	Address	Contact	Days Open	Hours	Closed	Sq Ft
Regional Branches							
1	Miami Beach	227 22 St. Miami Beach, FL 33139		W-Th-F-Sa-Su M-Tu	10:00am-6:00pm 12:00-8:00pm		43,256
2	North Dade	2455 NW 183 St. Miami, FL 33056		M-Tu-F-Sa-Su W-Th	10:00am-6:00pm 12:00-8:00pm		50,000
3	West Dade	9455 Coral Way Miami, FL 33165		M-W-F-Sa-Su Tu-Th	10:00am-6:00pm 12:00-8:00pm		52,600
4	West Kendall	10201 Hammocks Blvd. Miami, LF 33196		M-W-F-Sa-Su Tu-Th	10:00am-6:00pm 12:00-8:00pm		38,920
Neighborhood Branches							
5	Allapattah	1799 SW 35 St. Miami, FL 33142		M-Tu-W-Th-Sa	10:00am-6:00pm	F-Su	5,415
6	Arcola Lakes	8240 NW 7 Ave. Miami, FL 33150		M-Tu-F-Sa W-Th	10:00am-6:00pm 12:00-8:00pm	Su	9,000
7	California Club	850 Ives Dairy Rd. Miami, FL 33179		M-F-Sa Tu-W	10:00-6:00pm 12:00-8:00pm	Th-Su	4,500
8	Civic Center	1501 NW 12 Ave. Miami, FL 33136		M-Tu-W-Th-F	7:00am-6:00pm	Sa-Su	144
9	Coconut Grove	2875 McFarlane Rd. Miami, FL 33133		M-W-Th-Sa Tu	10:00am-6:00pm 12:00-8:00pm	F-Su	6,394
10	Concord	3882 SW 112 Ave. Miami, FL 33165		M-W-Th-Sa Tu	10:00am-6:00pm 12:00-8:00pm	F-Su	3,000
11	Coral Gables	3443 Segovia St. Cora Gables, FL 33134		M-F-Sa-Su Tu-W	10:00am-6:00pm 12:00-8:00pm	Th	28,446
12	Coral Reef	9211 Coral Reef Dr. Miami, FL 33157		W-Th-Sa M-Tu	10:00am-6:00pm 12:00-8:00pm	F-Su	16,000
13	Country Walk	15433 SW 137 Ave. Miami, FL 33177		M-Tu-Th-Sa W	10:00am-6:00pm 12:00-8:00pm	F-Su	1,103
14	Culmer/Overtown	350 NW 13 St. Miami, FL 33136		M-Tu-W-Th-Sa	10:00am-6:00pm	F-Su	4,500
15	Doral	10785 NW 58 St. Miami, FL 33178		M-Tu-Th-F-Sa W	10:00am-6:00pm 12:00-8:00pm	Su	2,950
16	Edison	531 NW 62 St. Miami, FL 33150		M-Tu-W-Th-F	10:00am-6:00pm	Sa-Su	6,645
17	Fairlawn	6376 SW 8 St. Miami, FL 33144		M-Th-F-Sa Tu	10:00am-6:00pm 12:00-8:00pm	W-Su	4,000
18	Golden Glades	100 NE 166 St. Miami, FL 33162		M-W-F-Sa Tu	10:00am-6:00pm 12:00-8:00pm	Th-Su	7,500
19	Hiialeah Gardens	11300 NW 87 Ct. Miami, FL 33018		M-Tu-W-Sa Th	10:00am-6:00pm 12:00-8:00pm	F-Su	1,200

Attachment A
Scope of Services and Standards
Exhibit 1
Listing of Library Branches

Item	Branch Name	Address	Contact	Days Open	Hours	Closed	Sq Ft
20	Hispanic	1398 SW 1 St. Miami, FL 33135		Tu-Th-Sa M-W	10:00am-6:00pm 12:00-8:00pm	F-Su	12,000
21	Homestead	700 N. Homestead Blvd. Homestead, FL 33030		M-Th-Sa Tu-W	10:00am-6:00pm 12:00-8:00pm	F-Su	16,000
22	International Mall	10315 NW 12 St. Miami, FL 33172		M-W-F-Sa Tu	10:00am-6:00pm 12:00-8:00pm	Th-Su	7,500
23	Kendale Lakes	15205 SW 88 St. Miami, FL 33196		Tu-W-F-Sa M-Th	10:00am-6:00pm 12:00-8:00pm	Su	15,000
24	Kendall	9101 SW 97 Ave. Miami, FL 33176		Tu-F-Sa M-W	10:00am-6:00pm 12:00-8:00pm	Th-Su	14,000
25	Key Biscayne	299 Crandon Blvd. Key Biscayne, FL 33149		M-Th-F-Sa Tu-W	10:00am-6:00pm 12:00-8:00pm	Su	6,000
26	Lakes of the Meadow	4284 SW 152 Ave. Miami, FL 33185		M-Tu-Th-Sa W	10:00am-6:00pm 12:00-8:00pm	F-Su	3,596
27	Lemon City	430 NE 61 St. Miami, FL 33137		M-Tu-Th-Sa-Su W	10:00am-6:00pm 12:00-8:00pm	F	6,393
28	Little River	160 NE 79 St. Miami, FL 33138		M-Tu-Th-F-Sa	10:00am-6:00pm	W-Su	6,584
29	Miami-Lakes	6699 Windmill Gate Rd. Miami Lakes, FL 33014		W-Th-F-Sa M-Tu	10:00am-6:00pm 12:00-8:00pm	Su	11,000
30	Miami Springs	401 Westward Dr. Miami Springs, FL 33166		M-W-Th-Sa Tu	10:00am-6:00pm 12:00-8:00pm	F-Su	3,480
31	Naranja	14850 SW 280 St. Miami, FL 33032		M-W-F-Sa Tu-Th	10:00am-6:00pm 12:00-8:00pm	Su	15,000
32	North Central	9590 NW 27 Ave. Miami, FL 33147		M-Tu-F-Sa Th	10:00am-6:00pm 12:00-8:00pm	W-Su	4,980
33	North Shore	7501 Collins Ave. Miami Beach, FL		M-Tu-F-Sa W	10:00am-6:00pm 12:00-8:00pm	Th-Su	3,900
34	Opa-Locka	780 Fisherman St. #140 Opa-Locka, FL 33054		M-Tu-W-Th-F	10:00am-6:00pm	Sa-Su	3,000
35	Palm Springs North	17601 NW 78 Ave. #111 Miami, FL 33015		M-Tu-F-Sa W	10:00am-6:00pm 12:00-8:00pm	Th-Su	5,000
36	Palmetto Bay	17641 Old Cutler Rd. Palmetto Bay, FL 33157		M-F-Sa W-Th	10:00am-6:00pm 12:00-8:00pm	Tu-Su	5,000
37	Pinecrest	5835 SW 111 St. Pinecrest, FL 33156		Tu-W-Sa M-Th	10:00am-6:00pm 1:00-9:00pm	F-Su	15,000
38	Shenandoah	2111 SW 19 St. Miami, FL 33145		M-W-Sa Tu-Th	10:00am-6:00pm 12:00-8:00pm	F-Su	6,645
39	South Miami	6000 Sunset Dr. South Miami, FL 33143		M-F-Sa Tu-W	10:00am-6:00pm 1:00-9:00pm	Th-Su	11,500

Attachment A
Scope of Services and Standards
Exhibit 1
Listing of Library Branches

Item	Branch Name	Address	Contact	Days Open	Hours	Closed	Sq Ft
40	South Shore	131 Alton Rd.		M-Tu-Th-Sa	10:00am-6:00pm	F-Su	5,000
		Miami Beach, FL 33169		W	12:00-8:00pm		
41	Sunset	10855 SW 72 St. Bay 13		M-Th-Sa	10:00am-6:00pm	F-Su	2,950
		Miami, FL 33173		Tu-W	12:00-8:00pm		
42	Tamiami	13250-52 SW 8 St.		M-Tu-W-Sa	10:00am-6:00pm	F-Su	1,980
		Miami, FL 33184		Th	12:00-8:00pm		
43	Virrick Park	3255 Plaza St.		M-F-Sa	10:00am-6:00pm	Tu-Su	3,100
		Miami, FL 33133		W-Th	12:00-8:00pm		
44	West Flagler	5050 W. Flagler St.		Tu-F-Sa-Su	10:00am-6:00pm	W	4,927
		Miami, FL 33134		M-Th	12:00-8:00pm		