

ISSUING DEPARTMENT INPUT DOCUMENT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No.

Re-Bid
 Other – _____
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.:
 TERM OF CONTRACT YEAR(S) WITH YEAR(S) OTR

Requisition /Project Title:

Description:

Issuing Department:
 Contact Person:
 Phone:

Estimate Cost/Value:
 GENERAL FEDERAL OTHER

Funding Source: GENERAL
 FEDERAL
 OTHER

ANALYSIS

Commodity Codes:	<input type="text" value="91039"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.					
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>		
Contractor: VISTA BUILDING MAINTENANCE SERVICES INC	<input type="text" value="\$6,913,045"/>	<input type="text" value="\$6,810,441"/>	<input type="text" value="\$6,757,024"/>		
Small Business Enterprise:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Contract Value:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Comments:	<input type="text" value="This is to resolicit groups 1,5, and 6"/>				

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Basis of Recommendation:

Signed:
 Date sent to SBD:

	Date returned to SPD:	
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that were rejected on solicitation #EVN0000161. The rejected groups SBD measures were set-aside.

Rev. 072518



SECTION 2 – SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this Request for Quote (RFQ) is to establish a contract for the purchase of scheduled janitorial services at various facilities managed by the Internal Services Department (ISD), Facilities, Infrastructure, and Maintenance Division (FIMD) as listed and specified herein and in accordance with the terms and conditions of ITQ9562-5/22-1.

2.2 TERM OF CONTRACT

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in writing by the County Strategic Procurement Department. The County anticipates awarding the contract for a five-year term.

2.3 METHOD OF AWARD

Award of this contract will be made to the lowest priced responsive, responsible Bidder per group in the aggregate who has been pre-qualified under Pool No. ITQ9562-5/22-1 for Group 3 by the time of Bid Submittal, and who meets the qualifications listed below. In order to be considered for award, Bidder(s) must submit an offer for all items listed within a to be considered for award and meet the qualifications listed below. Items that will be provided to the County at no cost must show a zero (0) in the price line. If a Bidder fails to submit an offer for all items listed within the group, its offer for that group may be rejected.

A. Qualifications

1. Bidders shall provide the name of the Project Manager(s), along with their contact information to include title, phone number and email. The Project Manager(s) shall be an individual(s) in the organization who is knowledgeable and experienced in the Janitorial Services specified; and who will serve as the primary point of contact for the County. The Project Manager(s) shall be able to communicate with the County and shall have full authority to act on behalf of the Bidder on all matters related to operations. The Awarded Bidder(s) Project Manager(s) shall be available by telephone, 24 hours per day, 7 days per week for emergency situations.
2. Bidders are to complete the Responsibility Questionnaire contained in Section 4 as part of their bid submittal.

The County will review the information contained in the Responsibility Questionnaire to determine if a Bidder is responsible. The County reserves the right to deem any Bidder non-responsible and ineligible for award based on the Responsibility Questionnaire Responses.

Bidders shall submit the specified information listed above with their bid submittal as proof of compliance with the requirement of this solicitation. However, the County may, at its sole discretion and in its best interest, allow Bidders to complete, supplement or supply the required information during the evaluation period.

If the Awarded Bidder(s) fails to perform in accordance with the terms and conditions of the contract, the Awarded Bidder(s) may be deemed in default of the contract. If the Awarded Bidder(s) defaults, the County shall have the right to negotiate with the next responsive, responsible bidder, or acquire the services through a separate solicitation.



2.4 GROUPS

Group 1	
Facility	Approximate total gross Sq. Ft. to be cleaned
County Store	13,000
GSA Admin/Warehouse	20,800
Lightspeed	121,605
COC Records Center	27,514
Total Sq Ft	182,919

Group 2	
Facility	Approximate total gross Sq. Ft. to be cleaned
Overtown Transit Village North	307,649
Total Sq Ft	307,649

Group 3	
Facility	Approximate total gross Sq. Ft. to be cleaned
Overtown Transit Village South	309,986
Total Sq Ft	309,986

Group 4	
Facility	Approximate total gross Sq. Ft. to be cleaned
Miami-Dade Courthouse Center	266,071
Total Sq Ft	266,071

Group 5	
Facility	Approximate total gross Sq. Ft. to be cleaned
Children's Courthouse	371,608
Total Sq Ft	371,608



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Group 6	
Facility	Approximate total gross Sq. Ft. to be cleaned
North Dade Chiller Plant	20,734
Medical Examiner Facility	108,870
Total Sq Ft	129,604

Group 7	
Facility	Approximate total gross Sq. Ft. to be cleaned
Dade County Courthouse	236,589
Total Sq Ft	236,589

Group 8	
Facility	Approximate total gross Sq. Ft. to be cleaned
Coral Gables Courthouse	18,530
Miami Beach Courthouse AOC	3,201
Miami Beach Courthouse COC	1,500
Hialeah Courthouse	22,242
Total Sq Ft	45,473

Group 9	
Facility	Approximate total gross Sq. Ft. to be cleaned
Renovation Trade Shops	99,810
Landmark Center	600
Joseph Caleb Center Ground (Building)	117,437
Total Sq Ft	217,847



2.5 SMALL BUSINESS MEASURES

The following small business measure will apply to the resultant contract:

Per Sect. 1, Para 1.44

Set-Aside. Bidder(s) submitting an offer must be SBE/GS Certified by the time of Bid Submittal and complete the Certificate of Assurance attached to this solicitation. Failure to submit the Certificate of Assurance form with its offer may render a Bidder non-compliant and ineligible for award of these groups.

2.6 MIAMI-DADE COUNTY LIVING WAGES AND MINIMUM PAY RATE

The Living Wage Ordinance applies if the total contract value, per group, per year, exceeds \$100,000. Awarded Bidder shall pay to all employees providing services under this contract a minimum pay rate equal to or greater than the current living wage rate, regardless if the resulting contract value, per group, per year, does not exceed \$100,000.

2.7 PRE-BID CONFERENCE AND FACILITIES SITE VISITS

It is highly recommended that Bidders participate in the Pre-Bid Conference, visit the sites of the proposed work, and become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials and labor required prior to submitting an offer. No additional allowances will be made because of lack of knowledge of these conditions.

Officials from FIMD will go over the specifications and what is expected for the Routine Work and/or Project Work.

A Pre-Bid Conference will be held via Zoom Web Conference on **May XX, 2023, at 09:00 AM (Eastern Standard Time)**. To join the Zoom conference, please visit <https://miamidade.zoom.us/> and click "Join", meeting ID is **845 6543 2380**. You can also join by phone at the following numbers:

One tap mobile:

+17866351003,,84565432380# US (Miami)

Dial by your location:

US: +1 786 635 1003

Meeting ID: 845 6543 2380

Participants will be able to ask questions at the end of the pre-bid conference. In order to do so, attendees must use the "Raise Your Hand" functionality in Zoom by clicking on the three dots located in the lower right corner of the Zoom window and then select "Raise Your Hand."

Bidder(s) should join promptly, as the meeting will start on time. Bidder(s) are requested to have a copy of the solicitation available for review and reference during the conference. This meeting is exempt from the 'cone of silence', allowing for any questions to be addressed to representatives from Miami-Dade County.

Should you need an ADA accommodation to participate in Pre-Bid Conference (i.e., materials in alternate format, sign language interpreter, etc.), please contact the Internal Services Department's ADA Office three (3) days prior to scheduled conference to initiate your request. The ADA Office may be reached by phone at (305) 375-3566 or via email at: Skarlex.Alorda@miamidade.gov or Heidi.Johnson-Wright@miamidade.gov. TTY users may reach the ADA Office by calling the Florida Relay Service at 711.



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2.8 PRICE

The prices offered shall remain fixed and firm for the term of the contract. All prices shall be inclusive of all Work Requirements identified in this solicitation and as identified in ITQ9562-5/22-1. The prices offered shall also contemplate any changes in economic factors, including, but not limited to environmental conditions, potential living wage increases, inflation, or any other factors that otherwise affect pricing.

2.9 INVOICE SUBMITTAL

In addition to General Terms and Conditions, Section 1.36 the following applies.

In order to avoid any delay in payments, it is essential that the billing address is structured specifically as shown below.

ATTN: Finance Shared Services
Department Name Responsible for Payment
111 NW 1st Street, 26th Floor
Miami, FL 33128

All invoices shall be submitted via email to invsbup@miamidade.gov and the building/section designated email address. All invoices shall be addressed to Building or Section Name in order for your invoices to be processed correctly, timely, and efficiently.

2.10 TRANSITION PLAN

In the instance that the incumbent Vendor is not awarded the replacement contract(s), a transition period up-to 30-days will be allowed, unless otherwise mutually agreed upon by the incumbent Vendor of this contract and the County. This transition plan shall identify the timeframe for the removal of the incumbent's equipment and supplies on a phased basis and the placement of those items by the Vendor(s) taking over servicing the applicable facility(ies). The transition of equipment and supplies may only be allowed by the facility building manager during weekends or after normal business hours, at the County's sole discretion. Ultimately, the transition should contemplate hours the facility occupants will be least impacted by the transition, as proposed by the incumbent and Vendor(s) taking over the facility(ies); subject to approval by the County.

The transition may include a phased approach of a Facility, of which for invoicing purposes, the amount charged to the County will be prorated accordingly. For each facility, the incumbent Vendor shall ensure that as part of the transition, at least a week worth of toiletries are left at that location to ensure disturbance to the patrons of that facility are minimized. If not satisfied, the final invoice for that location may be reduced by 5% by the County.

2.11 RIGHT OF FIRST REFUSAL

The Awarded Vendor(s) and its subcontractors shall, except as otherwise provided herein, in good faith, offer employees employed under the predecessor contract whose employment will be terminated as a result of award of this Contract or the expiration of the contract under which the employees were hired, a right of first refusal of employment under this Contract in classifications for which the personnel are qualified.

The Awarded Vendor(s) shall provide a report identifying the number of employees contacted to retain and the success rate of the retention of those employees within 30 and 60 days of notification of award.

2.12 LIQUIDATED DAMAGES

Liquidated damages may be assessed in accordance with ITQ9562-5/22-1 Section 2.10, 3.09, and 3.10.

2.13 CHANGES

Although this solicitation identifies specific facilities, services, and services schedules to be serviced, it is hereby agreed and understood that the County may, at its sole discretion, add/delete facilities and services, and/or adjust service schedules to the contract, by formal written modification.



A. ADDITIONS

Should the County determine that additional facility(ies) or service(s) need to be added to the contract, a quote shall be obtained from Awarded Bidder for that group. If the County determines that the price submitted by the Awarded Bidder is not fair nor reasonable, the County reserves the right to (a) negotiate a lower price, (b) request a competitive bid from all the Bidders awarded on the contract, or (c) acquire the services through a separate solicitation or contract type.

Note: The County, at its sole discretion, will determine to which Group a new site shall be added, or if a competitive bid will be issued for that site.

B. DELETIONS

Upon written notice to the Awarded Bidder, facilities and/or Services may be deleted when the services are no longer required at any time during the contract period.

C. DECREASE/INCREASE SERVICE AND SERVICE SCHEDULES

The County may decrease or increase the service and service schedule at any time during the contract period. In the event that the service and service schedule increases/decreases more than twenty percent (20%), the County reserves the right to (a) negotiate price, (b) request a competitive bid from all the Bidders awarded on the contract, or to (c) acquire the services through a separate solicitation. If the service and service schedule frequency is resumed back to the original quoted amount, the County will adjust the payment to its original price for the applicable year and term of the contract.

2.14 HOLIDAYS

Awarded Bidder(s) will 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 Awarded Bidder(s)'s staff's vacation, long-term illness, or absenteeism of any kind. Janitorial service levels on specific holidays will vary by facility, dictated by the facilities environment and operation, and established by the ISD Building Manager. The facilities observing State and County holidays are listed below.

Buildings Open During Observed Holidays		
Facility	State	County
Dade-County Courthouse	Yes	No
Overtown Transit Village North (OTVN)	No	No
Overtown Transit Village South (OTVS)	*Yes	No
Children's Courthouse	Yes	No
North Dade Chiller Plant	No	No
GSA Admin/Warehouse	No	No
County Store	No	No
COC Records Center	No	No
Medical Examiner	Yes	Yes



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Joseph Caleb Center (Main)	No	No
Landmark	No	No
Renovation Trade Shops	No	No
Lightspeed	Yes	Yes
Miami Beach Courthouse (AOC)	Yes	No
Miami Beach Courthouse (COC)	Yes	No
Coral Gables	Yes	Yes
Hialeah Courthouse	No	Yes

OTVS requires Janitorial services only on President's Day, and Columbus Day to cover 2, 11 through 15 floors

Although this solicitation identifies specific observed holidays, it is hereby agreed and understood that the State or the County may implement new holidays. In that event, Awarded Bidder(s) shall adhere to the new schedule.

For information on State Observed Holidays go to:

https://www.dms.myflorida.com/workforce_operations/human_resource_management/for_state_personnel_system_for_practitioners/state_holidays

For information on Miami-Dade County Observed Holidays go to:

<https://www.miamidade.gov/global/humanresources/holidays.page>

2.15 BACKGROUND CHECK

Awarded Bidder's personnel are required to undergo a nationwide law enforcement/police background check prior to be assigned to work at the facilities listed in this solicitation. In that event, personnel shall not be assigned to work at any of these County facilities if the employee has had any Felony, Sexual or Domestic Violence conviction within the past 10 years. The Awarded Bidder shall bear all costs of such screening. The Awarded Bidder(s) shall provide, to the County, a copy of each employee's background check. Awarded Bidder(s) personnel shall not be allowed to perform services without clearance. Background checks may be obtained from the Miami-Dade Police Department (MDPD), Central Records Bureau, located within the Fred Taylor Building at 9105 NW 25 Street, Doral FL. For morning information, please call 305-471-3220.

2.16 SPECIAL PROVISIONS

Awarded Bidder(s) shall pay its employees for their originally scheduled hours in the event a Facility is closed, and the County pays the Awarded Bidder(s) a full month's rate. The County reserve the right to request proof at any time during the life of this contract that the Awarded Bidder(s) has satisfied this requirement. The Awarded Bidder(s) shall have three (3) business days to respond, unless otherwise mutually agreed upon, at the sole discretion of the County.

In the event a facility (full or partially) is closed temporarily, the County reserve the right to adjust the monthly price. For facilities partially closed, the County will reduce the monthly price using same methodology as specified in ITQ9562-5/22-1 Section 2.28.4. For facilities fully closed for part of a month, the County will use the prorated amount.



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2.17 INSURANCE

Section 1.22, Insurance Requirements, of the General Terms and Conditions is hereby amended to replace Paragraph A in its entirety with the following:

The Contractor shall furnish to **the Vendor Outreach & Support Services Section, 111 NW 1st Street, Suite 1300, Miami, Florida 33128**, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

1. Worker's Compensation Insurance for all employees of the Contractor as required by Florida Statute 440.
2. 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.**
3. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.

All other language in Section 1.22 remains the same.

2.18 CRIMINAL JUSTICE INFORMATION SYSTEMS SECURITY REQUIREMENTS (Group 1, Lightspeed facility only)

Any contract awarded to a private contractor/vendor wherein a software application/program that accesses, processes, and stores criminal justice information (CJI) or Personally Identifiable Information (PII), or the selected private contractor/vendor requires physical or logical access to the MDPD's network which contains CJI or PII, must comply with all security policy requirements outlined in the Florida Department of Law Enforcement's (FDLE) Criminal Justice Information Systems (CJIS) Security Policy. Additionally, the selected private contractor/vendor, and any of its employees or subcontractors, that requires logical access to the MDPD's network must review the attached Federal Bureau of Investigation's (FBI) CJIS Security Addendum (Annex A), and sign the FBI's CJIS Security Addendum Certification (Annex B) upon completion of a state and national fingerprint-based record check, criminal background check, proof of citizenship or authorization to be employed in the United States, **biennially**. Further, support personnel, contractors, and custodial workers with access to physically secure locations or controlled areas shall be subject to a state and national fingerprint-based record check, unless these individuals are escorted by authorized personnel at all times.

Note: In the event that the janitorial services' personnel are moved from another facility without the CJIS requirements to the Lightspeed facility, the Awarded Bidder will be responsible to comply with the CJIS requirements for the transferred staff.



SECTION 3 – SCOPE OF WORK / TECHNICAL SPECIFICATIONS

3.1 **SCOPE OF WORK**

The Awarded Bidder(s) shall furnish all supplies materials, equipment, machinery, tools, supervision, labor and services necessary to perform the work called for in the contract specifications. These responsibilities shall be carried out through planning, assignment, coordination, inspections, quality control, field operations, reporting, and other forms of administrative management required to optimize services and support in compliance with the terms of the contract specifications. Services shall be provided by the Awarded Bidder(s) to the acceptance of the Building Manager and to maintain the facilities in an attractive, neat, clean, organized and safe manner.

The Awarded Bidder(s) will provide janitorial services to various types of County facilities, to include but not limited to, multi-story office buildings, courthouses, chiller plant, or a combination of service buildings.

3.2 **CLEANING PRODUCTS, EQUIPMENT, MATERIALS AND SUPPLIES**

All supplies, cleaning materials, and chemicals furnished by the Awarded Bidder(s) shall be Green Seal Certified while complying with standards set forth by the Environmental Protection Agency (EPA) for environmentally sustainable products, the standards and prerequisites set forth by the US Green Building Council (USGBC), Leadership in Energy and Environmental Design (LEED)'s most recent edition for Existing Buildings Operations and Maintenance, Indoor Environmental Quality (IEQ) Credit, and the International Organization for Standardization (ISO) 14001 standard setting forth requirements for effective Environmental Management System (EMS), as applicable. All cleaning chemicals, paper or plastic products shall be pre-approved by the County and any substitutions shall also be reviewed and approved by the County on a case-to-case basis. Materials shall be appropriate for purposes utilized and shall be non-destructive of surfaces. Products such as graffiti or gum removers, for example, must be used following the manufacturer's recommendations and considering the finishing and material of the specific surfaces where these will be used.

The Awarded Bidder(s) will provide the ISD Building Managers with a physical and electronic copy (PDF format) of a Safety Data Sheets (SDS) binder for all chemicals being used in the building, which must be kept current and be always updated by the Awarded Bidder(s). The Awarded Bidder(s) shall be responsible for maintaining proper supply and material usage instructions for each chemical supplied per Facility as well as ensure that the Awarded Bidder(s)'s Staff is fully trained on how to use these products. No product used by the Awarded Bidder(s) shall decrease the slip resistance of flooring or floor surface throughout the premises covered by this contract.

Unless otherwise specified, all supplies, cleaning materials, chemicals, tools, and equipment utilized at the inception of the contract must be new or in optimal working condition. Any supplies, cleaning materials, chemicals, tools, and equipment that does not conform to the requirements of the contract shall be considered unacceptable and shall be rejected by the County.

The Awarded Bidder(s) may be required to furnish, at no cost to the County, samples of cleaning products, materials, and supplies used in conjunction with the Services for the purpose of approval by the County based on suitability for use on the premise, compliance of the item to the terms and conditions of the Contract, or other reasons at the discretion of the County. The County will notify the Awarded Bidder(s) of the request in writing and will specify the requested sample(s) and the deadline for submission of the sample(s). All samples shall become the property of the County. Any sample submitted shall create an express warranty that the whole of the items used or to be used by the Awarded Bidder(s) during the Contract shall conform to the sample submitted. Failure to submit the samples may be cause for finding the Awarded Bidder(s) in default of the Contract.

The County further reserves the right to perform its own analysis and testing procedures such as applying the sample(s) to conditions of its expected use or to send any and all samples to the State of Florida's Department of General Services, Division of Purchasing, Bureau of Standards Laboratory or any other certifiable laboratory for analysis. On the basis of this testing and analysis, the County shall determine the acceptability/approval of the sample(s). The County's decision shall be final. The approval or rejection of samples by the County does not relieve the Awarded Bidder(s) from full responsibility and liability for



using the necessary supplies and material properly and as required by the Contract.

3.3 EMERGENCY INVENTORY

Awarded Bidder(s) shall always maintain a minimum of two (2) weeks emergency standby supply inventory onsite or offsite (if space availability is limited or not available in the County building). The availability of space shall be determined solely by the County and can change at any time during the contract term at the County sole discretion, at no additional cost to the County. This inventory is in addition to any day-to-day inventories required to service the Contract and shall be subject to "no notice" audits and verification by the County at any time. No later than 4 weeks prior to the start of the Hurricane Season (June 1 through November 30 of each year) the Awarded Bidder(s) shall increase this emergency supply inventory to account for at least 4 weeks of supplies needs.

3.4 COMPLIANCE / REGULATIONS / SAFETY (Group 6, Medical Examiner's facility only)

A. Legal Requirement for Bio-Hazardous Waste

The Awarded Bidder(s) 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.

These services shall be in strict compliance with U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), 29 CFR part 1910.1030, "Occupational Exposure to Blood Borne Pathogens." The Awarded Bidder(s) shall provide all equipment, tools, supplies, cleaning products, materials, and trained personnel to properly dispose of the above mentioned potentially hazardous material(s).

B. Cleaning Solutions

A solution containing no less than 10% bleach shall be used for all cleaning in the autopsy, decomp, wet tissue storage, and body receiving and release areas.

C. Guidelines for use of Protective Clothing

It is the strict policy of the Medical Examiner Department to insure the health and safety of all employees. We are aware that some diseases such as Hepatitis B, AIDS, Tuberculosis, etc., may be spread by a variety of contacts. In our work environment, a potential hazard may occur if care and common sense are not used. Personnel may come in contact with blood, body fluids, tissue, and bone on a constant basis. However, with protective practices, care and common sense, these risks can be diminished.

The following are the minimum precautions that shall be taken by Awarded Bidder(s)'s personnel when cleaning in the morgue and laboratory areas. All protective clothing shall be provided by the Awarded Bidder(s).

1. All Awarded Bidder(s)'s personnel assigned to cleaning in these areas shall wear long sleeve, one-piece jump suit, Cardinal Health Convertors General Purpose Coveralls, or approved equal.
2. Rubber gloves (Nitrile Powder free 8 mil thick disposable gloves) shall be worn, with the gloves covering the cuff of the jump suit.
3. Eye covering goggles and paper masks shall be worn.
4. Disposable paper hats shall be worn.
5. At the completion of the cleaning, all paper clothing and rubber gloves shall be removed and properly disposed of in the container provided in the morgue.
6. The eye covering goggles shall be washed with soap and hot water and dried with a clean towel. The Awarded Bidder(s) shall also furnish medium weight red biological bags to comply with all Federal/State Regulations.
7. Subject to random weekly inspections of Personal Protective Equipment (PPE).

D. Training



Awarded Bidder(s) must provide Bio-Hazard training to staff on Blood Borne Pathogens and personal protective equipment.

E. Vaccinations

Awarded Bidder(s)'s employees must have proper vaccinations for Tuberculosis and Hepatitis A, B, and C, at no cost to the employee.

Failure to comply with any of these requirements may result in immediate suspension of work.

3.5 STAFFING REQUIREMENTS / SCHEDULING

Schedules will be set on an as-needed basis to accommodate programming and special events. Workers shall be specifically assigned to, but not limited to, and capable of accomplishing services designated herein as Routine and Project Work Tasks. To fulfill the requirements of this contract's routine assignments the Awarded Bidder(s) shall provide sufficient staffing to perform all Routine Work and Project Work Tasks. These workers shall not be used for porter services. The Awarded Bidder(s) shall determine how many workers and porters are necessary to perform all tasks as required. Workers shall be relieved by another employee during lunch breaks to provide continuity of service.

A. **Porters:** Persons who provide customized cleaning services, shall be assigned tasks by the Operations or Building Managers typically performed while the premise is open to the public. The Awarded Bidder(s) shall provide, in addition to workers above, personnel in the position of porter. The porter's assigned tasks, working days and hours will be defined by Building Managers. Sample tasks to be performed are, but not limited to, spot cleaning and special servicing of restrooms, break rooms, lobbies, elevators, and other high use areas through-out the day. In addition to porters, additional staff might be necessary to fulfill the requirements of these specifications.

B. **Assigned Area:** Personnel assigned to a specified area shall be used exclusively in that area and will not perform other or additional duties specified herein during that shift, unless approved by the Building Manager.

C. **Project work:** All Project Work schedule shall be communicated to the ISD Building Manager a month in advance and no less than ten (10) days prior to start of the work. Invoices must detail all project work tasks that are completed and must be itemized per building and per month.

D. **Maintain Area Appearance Levels:** The responsibility of ensuring that Facilities are serviced to the County satisfaction shall be the sole responsibility of the Awarded Bidder and it is the responsibility of the Awarded Bidder to account for any external factors when servicing Facilities and maintaining area appearance level to the County satisfaction.

Note: The term Maintaining Area Appearance Levels shall mean maintaining the cleanliness at the same appearance levels as specified. More specifically, to include maintaining the tidiness and cleanliness of an area by removal of soil, dirt, spills, grease, trash, or other pollutants or contaminants from the areas specified within a building, after the area has been previously serviced during Hours to Maintain Area Appearance Levels of the facility. And, to re-stock janitorial supplies needed for that area.

3.6 UNIFORM, IDENTIFICATION, AND BADGES

A. **Uniform:** All employees, including supervisors, shall wear a distinctive, neat, and freshly laundered Bidder's uniform. The Building Manager may request removal of any employee not properly uniformed.

B. **Identification:** The Awarded Bidder(s)'s employees shall wear identification badges at all times. Awarded Bidder(s) 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.

Commented [JA(1)]: Isn't this defined by the attachment as well. But may be modified by the bldg. manager? working days and hours ?

Commented [JA(2R1)]: Attachment A\?

Commented [VM(3R1)]: No



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- C. Badges:** Some buildings may require a County-issued badge at all times. The County may waive the initial \$50.00 fee for each badge as per Section 2.51.2 of ITQ9562-5/22-1; rather a \$25.00 nominal fee for lost badges (paid for by the Awarded Bidder(s)). Building Security may not allow employees to pass without its County-issued badge.

3.7 QUALITY ASSURANCE

The County shall be entitled to a satisfactory performance of all services described herein and to full and prompt cooperation by the Awarded Bidder(s) in all aspects of the services. At the request of the County shall promptly remove from the project any Awarded Bidder(s)'s employee, sub-contractor, or any other person performing services hereunder. The Awarded Bidder(s) agrees that such removal of any of its employees does not require the termination or demotion of any employee by the Awarded Bidder(s).

- A.** The Awarded Bidder(s) shall, at all times, employ, maintain and assign to the performance of the services a sufficient number of competent and qualified professionals and other personnel to meet the requirements to which reference is herein made. The Awarded Bidder(s) agrees to adjust its personnel staffing levels or to replace any of 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.
- B.** The Awarded Bidder(s) 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 services described herein, in a competent and professional manner. The Awarded Bidder(s) must implement a training program and train all personnel in the hazards, use, maintenance, disposal and recycling of cleaning chemicals, etc. Procedures set forth by the Center for Disease Control (CDC) for the prevention of Infectious disease must be implemented and followed.
- C.** The Awarded Bidder(s) will ensure all staff, on a daily basis, actively seek out and immediately report to the Building Manager, upon discovery, 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.
- D.** Awarded Bidder(s) shall train all employees on the building fire alarm system, and procedures to follow in the event of fire or other emergency to include pulling of fire alarms, when necessary.
- E.** The Awarded Bidder(s) shall at all times cooperate with the County and coordinate its respective work efforts to most effectively and efficiently maintain the progress in performing the services.

3.8 FACILITIES INSPECTIONS

The County will conduct regular audits/inspections of the facility(ies) to monitor the Awarded Bidder(s) performance, to ensure that a clean and safe environment is maintained for the facility patrons and tenants. The Inspections may be performed by the ISD Building Manager or designee, to include any trained tenant.

The inspections conducted by the County will assess and measure the quality of work per the appearance levels by area as specified in this contract.

The County intends for the inspection process to be a collaborative effort between the County and the Awarded Bidder(s). The Awarded Bidder(s) is encouraged to make available its management or supervisory personnel in conducting inspections, however, the County reserves the right to make unannounced inspections as deemed necessary to monitor the work under this Contract. Inspections will be performed jointly or independently, with or without notice, to assess the Awarded Bidder(s) performance at any time, during any shift.



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At the conclusion of any inspection in which failure to complete any task(s) in accordance with the Contract or to the satisfaction of the County are observed, the ISD Building Manager will provide the Awarded Bidder(s) a list of deficiencies and corresponding specific deadlines to cure these deficiencies in writing. Failure to correct the deficiency(ies) within the reasonable cure time given may result in a notice of default on this contract. Consecutive failure to correct deficiencies within the reasonable cure time given may result in termination of contract for non-performance.

3.9 **PERFORMANCE EVALUATION MEETINGS**

The County will meet with Awarded Bidder(s) to discuss work performance and other issues. Meetings will occur as frequently as necessary, to discuss audit findings with the Awarded Bidder(s) to include deficiencies identified and repeated failures. Any such meetings shall be documented and kept in the Awarded Bidder(s) file.

If the Bidder fails to perform in accordance with the terms and conditions of the contract and/or fails to comply with any of these services required under this solicitation, the County, at its discretion, may deem the Awarded Bidder(s) in default of its contract.

If the Awarded Bidder(s) defaults, the County shall have the right to negotiate with the next responsive, responsible Bidder or to procure the services through a separate solicitation and charge the Awarded Bidder(s) for any additional costs that are incurred by the County for the services, either through a credit memorandum or through invoicing.

3.10 **SPECIAL EVENT COVERAGE**

There are conference rooms, meeting rooms, training rooms, party areas at various facilities for Miami-Dade County and other organizations for conferences, workshops, seminars, dances, and party events. Some events hold large amounts of attendees and have food services. Events are held during business hours, after hours, on weekends, and on holidays.

The Awarded Bidder(s) shall provide the necessary labor, equipment, and material for the setup and subsequent cleanup for events in the areas specified by the Building Managers, separate from Routine Tasks and Project Work. Setup may consist of the stocking of the restrooms, placement of tables and chairs as directed by the Building Management staff. Cleanup may consist of floor and restroom cleaning, removal and storage of tables and chairs, spot cleaning walls and doors, and in general, returning the room to its original state. Supervisor will get with Building Management daily to review the list of scheduled events for all areas that fall under the Building Managements responsibility. The scheduled event list shall identify the events to be held in the coming week(s), the number of Awarded Bidder(s) employees required per event, the timeframes allotted for setup and cleanup, and any additional information at the Building Manager's discretion. The scheduled event list shall assist the Awarded Bidder(s) to plan accordingly.

For events in which the timeframe(s) allotted for setup and cleanup are scheduled within the on-duty hours of the porters, the Building Manager may direct services to be handled by the porter(s) on duty, at no additional cost to the County and no additional hours. When requested by the Building Manager, in lieu of or in addition to the porter(s) on duty, the Awarded Bidder(s) shall provide Awarded Bidder(s) personnel for event setup and cleanup. The Awarded Bidder(s) shall invoice for said personnel based on the Awarded Bidder(s) per man hour rate and for the allotted timeframe only. Charges for event setup and/or cleanup shall be invoiced separately from the total monthly charge for Routine Tasks and Project Work.

For events in which the timeframe(s) allotted for setup and/or cleanup is scheduled outside the on-duty hours for porters, such as after hours, on weekends, and holidays, the Awarded Bidder(s) shall provide the required number of Awarded Bidder(s) personnel at the established timeframe(s). The Awarded Bidder(s) shall provide additional personnel as requested by the Building Manager. The Awarded Bidder(s)) shall invoice for services as prescribed below.

3.11 **SERVICE CALLS**

A Service Call shall refer to a request from a tenant within a facility and will be issued through the Building Manager's office of the facility that work is being requested. Unless instructed otherwise by the Building Manager, or there is an existing emergency



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or urgent life/safety condition, the Awarded Bidder(s) will not perform any work outside of this contract without first notifying the respective Building Manager.

The County has a Service Request System that shall be utilized by the supervisor of the Awarded Bidder(s) for the tracking of Service Calls. Training on this system will be performed for all supervisors by Miami-Dade County.

3.12 EMERGENCY SERVICES

Emergency services or work shall refer to any unforeseen unanticipated work not listed in this Contract.

The Awarded Bidder(s) shall provide 24 hours, 7 days a week Emergency Service to the County under the Contract. During regular working hours, emergency response time shall be within one (1) hour after verbal notification later confirmed in writing by the County. Awarded Bidder(s) staff assigned to the building are expected to respond to these emergencies within 15 minutes of the request by the Building Management if they are on-site at the time of the emergency. During after hours, when Awarded Bidder(s) Staff is not scheduled to work, the emergency response time shall be within two (2) hours after notification by the County. Subsequent services need resulting from such emergency must be addressed within 24 hours. For example, if the carpet or hard floor requires deep cleaning (shampoo, extraction or scrubbing) because of water leaks or flood, the Awarded Bidder(s) shall perform this work no later than 24 hours after emergency situation is resolved.

In case of any emergency situations related to water leaks or flooding in a facility, or other occurrences requiring immediate response and at the direction of the ISD Building Manager, the Awarded Bidder(s) shall divert its workforce, or such part thereof as is necessary from its original assigned duties to effectively respond to the emergency. However, once the emergency is addressed the County's expectation is that the Awarded Bidder(s) staff resumes their normal duties and the hours of service to be dedicated to each facility as stipulated in this contract are honored. The Awarded Bidder(s) shall have the proper industrial grade equipment, with appropriate capacity and functionality, readily available to respond to these types of emergencies promptly and effectively.

Emergency work as described in this section includes, but is not limited to cleaning, disinfecting, and sanitizing to control, prevent, and/or mitigate the spread of disease by utilization of best management practices and implementation of all Workplace Guidance from the Center for Disease Control (CDC). Under emergency conditions, the County may request the Awarded Bidder(s) to provide personnel and support for other buildings under additional services, including buildings not normally maintained under this Contract.

3.13 FACILITY ACCESS, RESTRICTIONS, AND UNAUTHORIZED WORK AND PERSONS

A. Facility Access & Restrictions

The Awarded Bidder(s)'s personnel shall sign the Security Log at each facility upon arrival and prior to leaving any facility identified in this solicitation. The Awarded Bidder(s)'s personnel are forbidden to access restricted areas within the facility unless authorization has been granted by the County. For security reasons, the Awarded Bidder(s) may be escorted by the County in some restricted areas and will remain present during the services.

B. Unauthorized Work and Persons

The Awarded Bidder(s)'s personnel are not to be accompanied in the work area by any person who is not authorized by the County (e.g.: acquaintances, and/or family members). The Awarded Bidder(s) nor its subcontractor shall not perform any work other than the work that is defined herein, unless prior authorization is granted by the County. The County will not pay for any unauthorized work.

3.14 REQUIREMENTS

As identified in ITQ9562-5/22, Section 3, Awarded Bidder(s) is required to perform Routine Work per Area Types and Project Work as specified in Attachment A – Facility Specifications.



3.14.1 **ADDITIONAL AREA TYPES (Medical Examiner)**

Table A-1:

AREA TYPE: AUTOPSY, DECOMP RECEPTION, EQUIPMENT CLEANING, WET TISSUE STORAGE, LAUNDRY (Appearance Level 1) Empty and spot clean trash receptacles; replace liners Clean and disinfect drinking fountains Spot clean and disinfect furniture, fixtures, walls, partitions, doors, etc. Police and pick up litter Dust mop non-carpeted floors Damp mop and disinfect non-carpeted floors (use auto-scrubber where practical) Refill paper towel and hand soap dispensers Clean and disinfect wash basins Clean and disinfect telephones Dust building and furniture surfaces (twice weekly)

Table A-2:

AREA TYPE: BODY RECEIVING, RELEASE AND TRANSFER AREA, LOADING DOCK, CREMATORY (Appearance Level 1) Empty and spot clean trash receptacles; replace liners Rearrange furniture as required Clean and disinfect drinking fountains Clean and disinfect Hot Zones Spot clean furniture, fixtures, walls, partitions, doors, etc. Police and pick up litter Dust mop non-carpeted floors Machine scrub and disinfect non-carpeted floors Clean and disinfect telephones Clean crematory walls and floors twice weekly with degreaser (use pressure washer when appropriate) Dust horizontal building surfaces weekly
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Section 4 – Qualifications

4.1 QUALIFICATIONS

4.1.1 Project Manager Contact Info

Name: _____

Title: _____

Phone: _____

Email: _____

Name: _____

Title: _____

Phone: _____

Email: _____

4.1.2 Responsibility Questionnaire

In order to determine if your firm has the capacity and is able to provide Janitorial Services to all facilities within the group(s) the Bidder desire's to be considered for award, the County is requesting the Bidder provides answers to the questions below for our review and consideration. If the space provided is not sufficient, attach a separate page.

1. Provide a list of employees and supervisors. If the employees or supervisors are not yet hired, please identify your approach to obtaining the necessary staff.

2. Provide a plan to demonstrate that your firm will be able to provide services to this contract, in conjunction with all other contracts awarded to your firm.



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9. If awarded Group 1, will you firm be able to comply with Section 2.16, CRIMINAL JUSTICE INFORMATION SYSTEMS SECURITY REQUIREMENTS (Group 1, Lightspeed facility only)? And what plan will be in place to be prepared in case an emergency requires to move personnel from non CJIS compliant facility to the Lightspeed facility?

10. If awarded Group 3, will you firm be able to comply with Section 2.15, SHANNON MELENDI (Group 3, Don A. Hickman Building facility only)?

11. If awarded Group 6, will you firm be able to comply with Section 3.4, COMPLIANCE / REGULATIONS / SAFETY (Medical Examiners facility only)?

12. Provide a list of products to be used subject to approval by FIMD. Awarded Bidder(s) shall provide complete Safety Data Sheets (SDS) documents in which the Section 3 (Composition/Information on Ingredients) MUST include ALL ingredients totaling to 100% of volume. This includes all proprietary ingredients.

13. Awarded Bidder(s) shall provide signed training sheet of supervisors and employees regarding proper use and application of cleaning products. Will your firm be able to provide the training and subsequent signed training sheet prior to commencement of work?



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Attachment A – Facility Specifications

GROUP 1

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Attachment A – Facility Specifications

GROUP 2

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Attachment A – Facility Specifications

GROUP 3

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Attachment A – Facility Specifications

GROUP 4

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Attachment A – Facility Specifications

GROUP 5

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Attachment A – Facility Specifications

GROUP 6

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Attachment A – Facility Specifications

GROUP 7

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Attachment A – Facility Specifications

GROUP 8

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Attachment A – Facility Specifications

GROUP 9

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