

SECTION 2

ADDITIONAL/SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this Invitation to Bid (ITB) is to secure quotes for janitorial services for Miami Dade Police Department's Surfside Warehouse location.

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 the Purchase Order issued by the County. The Contract shall expire on the last day of the five (5) year term.

2.3 PRE-BID CONFERENCE AND SITE VISIT

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 MDPD 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 June 6, 2022, 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.

Sites Visit will take place on **June 7, 2022, at 09:00 AM (Eastern Standard Time).**

The Centers for Disease Control and Prevention (CDC) guidelines must be followed in order to participate. Follow the link for CDC recommended guidelines <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>.

The pre-bid conference and site visits are exempt from the 'cone of silence', allowing for any questions to be addressed to officials from Miami-Dade County.

The Sites Visit schedule is as follows:

Item	Facility	Address	Date / Time
1	Surfside Warehouse	9001 NW 87 th Ave	MM/DD/YY / HH-MM
2	PEF1 Surfside Warehouse	2105 NW 70 th Ave	MM/DD/YY / HH-MM

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Commented [VM(1)]: Is this the actual name of the location? If no, please update.

Commented [BJ2R1]: PEF1 Surfside Warehouse

2.4 METHOD OF AWARD

Award of this contract will be made to the lowest priced responsive, responsible Bidder in the aggregate. Bidder(s) must submit a price for the entire contract term to be considered for award. If a Bidder fails to submit an offer for all items listed, its offer may be rejected.

2.5 QUALIFICATION CRITERIA

Bidders must meet the following requirements to be considered for award:

2.5.1 Bidder or Bidder's Subcontractor shall be regularly engaged in the business of providing janitorial services to be considered for award. Bidder or Bidder's Subcontractor shall provide three (3) **different** references from customers to whom the Bidder or Bidder's Subcontractor has provided or is currently providing janitorial services as described throughout this Solicitation. **In lieu of the references from the Bidder or Bidder's Subcontractor, the County will consider the references from Bidder's key personnel in accordance with Resolution No. 1122-21.**

The references should include the customer's company name, and the contact person's name, title, address, telephone number, and e-mail address, who can verify that the **Bidder/key personnel/Subcontractor** has successfully provided the services (Section 4: Bid Submittal – Required Criteria). These references shall ascertain to the County's satisfaction that **the Bidder/key personnel/Subcontractor** has sufficient expertise in the industry and its firm is properly equipped to perform the required goods/services.

2.5.2 **Bidder shall provide contact information for Supervisor.**

2.5.3 Bidder shall complete Responsibility Questionnaire in **Section 4.**

2.6 INDEMNIFICATION AND INSURANCE

Contractor shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Contractor or its employees, agents, servants, partners principals or subcontractors. Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may

Commented [M3]: Need to request insurance requirements. This is handled by SPD. This is just a note for me. Thanks.

issue thereon. Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the Contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

The Contractor shall furnish to **Strategic Procurement Department, 111 NW 1st Street, Suite 1300, Miami, FL 33128**, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Worker's Compensation Insurance for all employees of the Contractor as required by Florida Statute 440.
- B. Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate, not to exclude Pesticide Application. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.
- D. Pollution Liability insurance, in an amount not less than \$1,000,000 covering third party claims, remediation expenses, and legal defense expenses arising from on-site and off-site loss, or expense or claim related to the release or threatened release of Hazardous Materials that result in contamination or degradation of the environment and surrounding ecosystems, and/or cause injury to humans and their economic interest.
- E. Aircraft Liability Insurance for any aircrafts used in connection with the work, in the name of the aircraft owner, in an amount not less than \$1,000,000 per occurrence. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**

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

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

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

NOTE: CERTIFICATE HOLDER MUST READ:

**MIAMI-DADE COUNTY
111 NW 1st STREET
SUITE 2340
MIAMI, FL 33128**

2.7 COMPLIANCE WITH FEDERAL REQUIREMENTS

All goods and/or services to be purchased as a result of any award under this solicitation shall be in accordance with all applicable governmental standards, including, but not limited to those issued by the

Occupation Safety and Health Administration (OSHA), the National Institute of Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA). It shall be the responsibility of Bidder(s) to be regularly informed to conform to any changes in standards issued by any regulatory agencies that govern the commodities or services applicable to this solicitation, during the term of any contract resulting from this solicitation.

Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the County wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the County must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to 2 CFR, Part 200.318(i) (1), SPD and client departments will maintain records sufficient to detail the history of partially or fully federally funded procurements. These records will include but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. Further, SPD and client departments will comply with all applicable requirements in 2 CFR, Part 200, 200.333-200.337 Records Retention and Access.

Pursuant to 2 CFR, Part 200.318(j) (1), the County may use a time and materials type contract for partially or fully federally funded acquisitions only after a determination has been made that no other contract type is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the County is the sum of: the actual cost of materials; and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit. Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the County will assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Pursuant to C.F.R. 200.321 (g) Contracting with Small and Minority Business, Women's Business Enterprises, and Labor Surplus Area Firms, the County will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) above.

When goods and/or services will be purchased, in part or in whole, with federal funding, and/or to meet Federal Emergency Management Agency's (FEMA) reimbursement, the Bidder hereby assures and certifies to the County that it will comply with:

- A. Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 41 of the United States Code, which addresses Affirmative Action requirements for disabled workers, is incorporated into this solicitation and any resultant contract by reference.
- B. The Contract Work Hours and Safety Standards Act of 1962, 40 U.S.C. 327, et seq., requiring that mechanics and laborers (including watchmen and guards) employed on federally assisted contracts be paid wages of not less than one and one-half times their basic wage rates for all hours worked in excess of forty hours in a work-week.
- C. The Federal Fair Labor Standards Act, 29 U.S.C. s. 201, et seq., requiring that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rates for all hours worked in excess of the prescribed work-week.
- D. The Clean Air Act of 1955, as amended, 42 U.S.C. 7401-7671q and the Federal Water Pollution Control Act, 33 U.S.C. 1251-1387.
- E. The mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act, P.L. 94-163.
- F. Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.
- G. The Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)— In accordance with 31 U.S.C. 1352, the Bidder must provide a certification to the Procuring Agency that the Bidder has not and will not use Federal appropriated funds to pay any person or organization to influence or attempt to influence an officer or employee of any Federal department or agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.) A bid, which does not include this certificate, may be considered non-responsive. Bidder(s) that apply or bid for an award exceeding \$100,000 must file the Byrd Anti-Lobbying Amendment Certification Form.
- H. C.F.R. pt. 180 and 2 C.F.R. pt. 3000. The Bidder shall verify that none of the Bidder, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). By submitting the Suspension and Debarment Certification Form, the Bidder certifies its compliance with this requirement.
- I. C.F.R. 200.321. If the Bidder is a prime contractor, and if subcontracts are to be let, the Bidder will take the following affirmative steps:
 - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce;
- J. All other applicable requirements in 2 CFR, Part 200, 200.317-200.326 Procurement Standards.
- K. All applicable requirements in 2 CFR, Part 200, 200.333-200.337 Records Retention and Access.

2.8 **EXEMPTION TO CERTAIN CLAUSES**

As a Federally-funded agency, the following clauses within THE General Terms and Conditions do NOT apply to this contract.

- Section 1 Paragraph 1.11; Local Preferences: Section 2-8.5 of the Miami-Dade County

- Code, which provides that preference shall be given to local businesses.
- Section 1 Paragraph 1.37; County User Access Program (UAP) - The fee in the amount of two percent (2%).
- Section 1 Paragraph 1.45; Small Business Enterprises (SBE) Measure.
- Section 1 Paragraph 1.46; Local Certified Veteran's Business Enterprise Preference.
- Section 1 Paragraph 1.49; First Source Hiring Referral Program ("FSHRP").
- Prompt Payment Terms - Payment terms under Sections 2-8.1.1.1.1 or 2-8.1.1.1.2, respectively, that are a SBE contract set-aside, bid preference or contain a subcontractor goal.

2.9 **OFFICE OF INSPECTOR GENERAL**

The cost of random audits of one quarter (1/4) of one (1) percent per Section 1.29 of the General Terms and Conditions will be NOT be incorporated into the contract price of this group. All else remains the same.

2.10 **STAFFING REQUIREMENT / SCHEDULING**

The Awarded Bidder shall provide personnel within the specified time and complete work no later than the specified end time as identified in Section 3.5 Service Requirements, unless otherwise specified.

2.11 **IDENTIFICATION AND UNIFORM**

The Awarded Bidder's employees shall wear identification badges at all times. Awarded Bidder 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. Awarded Bidder shall provide PPE (Personal Protective Equipment) at no cost to its employees.

2.12 **SMALL BUSINESS MEASURES**

The following small business measure will apply the resultant contract:

TBD - Per Sect. 1, Para 1.44

2.13 **CHANGES**

Although this solicitation identifies specific sites to be serviced, it is hereby agreed and understood that the County may, at its discretion, add/delete sites, and/or services to the contract.

A. **ADDITIONS**

Should the County determine that additional sites or services need to be added to the contract, a quote shall be obtained from Awarded Bidder. If the County determines that the price submitted by the Awarded Bidder is not competitive, the County reserves the right to (a) negotiate a lower price, or to (b) acquire the services through a separate solicitation.

B. **DELETION**

Sites and/or Services may be deleted when services are no longer required during the contract period, upon written notice to the Awarded Bidder.

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 frequency increases/decreases more than twenty-five percent (25%), County reserves the right to (a) negotiate a lower price, or to (b) 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.

Commented [M4]: COMMENT FROM ALEJANDRO

Per my conversation with Alonzo, we need to send to SBD and it will use federal funds. SBD will not put measures to it, but we still need to send it.

As this project is federally funded, no measures will be applied.

Also we might need to add:

USE OF FEDERAL FUNDING

Since the services that will be acquired under this solicitation will be purchased, in part or in whole, with federal funding, Bidders shall carefully review Section 1 of this solicitation in its entirety to determine what clauses may be exempted due to this funding source and what other requirements may now be required.

2.14 PRICES

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. The prices offered shall also contemplate any changes in economic factors, including, but not limited to environmental conditions, inflation, or any other factors that otherwise affect pricing.

2.15 DEFINITIONS

Hot Zones are areas that are touched by people on a regular basis and therefore need to be cleaned and disinfected to reduce cross-contamination.

POLICING OF AREA TO BE CLEANED

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

- Removal of all visible litter such as paper, rubber bands, paper clips, chewing gum, etcetera
- Sweeping or vacuuming obvious soiled areas of floors
- Spot cleaning of unsightly soil from building surfaces (walls or floors), fixture and furniture surfaces
- Spot mop floor to remove liquids and unsightly soil
- Empty trash and ash receptacles which may become filled prior to the next scheduled routine cleaning
- Refill paper towel, toilet tissue, and hand soap dispensers which may become depleted prior to the next scheduled routine cleaning.
- Remove carpet stains
- Empty, vacuum or exchange wet or ineffective entrance mats

SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

Commented [M5]: COMMENT FROM ALEJANDRO
We need to bring over all the languages from the pool that will apply to this solicitation, i.e., area specifications, levels of services, and any other language that are specific to this site. Not all areas specifications are needed.

Commented [VM(6R5)]: Done

3.1 SCOPE OF WORK

The awarded bidder 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 to the acceptance of the Building Manager and to maintain the facilities in an attractive, neat, clean, organized and safe manner.

3.2 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 in all aspects of the services.

The Awarded Bidder 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 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.

The Awarded Bidder 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 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.

Awarded Bidder 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.

The Awarded Bidder 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.

3.3 EMERGENCY OR SPECIAL EVENT SERVICES

The Awarded Bidder shall provide emergency custodial services as directed by the site Building Manager. Emergency situations (i.e. broken water pipes, urinal overflow, etc.) may require the Awarded Bidder operating on an extended basis.

The Awarded Bidder shall ensure all staff, on a daily basis, actively seek out and immediately report to the Building Manager, upon discovery, any needed repairs or damages to the facility fixtures, mechanical equipment, appurtenances etc., or items of a critical, priority, or emergency nature in any area where janitorial work is performed.

3.4 SUPPLIES, MATERIALS AND EQUIPMENT

1. Awarded Bidder shall provide all materials and supplies to include sanitizing products, tools, chemicals, cleaning equipment, safety equipment and transportation necessary for the cleaning process, including but not limited to floor stripping, cleaning, carpet care and waxing materials, cleansers, and dusting polish. All products shall be of best value and quality and shall be harmless to the finishes and surfaces on which they are used and shall leave no harmful residues. All materials used in all facilities shall meet Federal, State, and local laws.
2. Awarded Bidder shall ensure that employees are sufficiently experienced, trained, and capable of handling all chemicals and cleaning products according to product directions, instructions, and precautions and in such a manner so as to minimize the possibility of exposure of facility occupants to any materials.
3. All equipment (floor machines, vacuums, buckets, ladders, etc.) used by the Awarded Bidder shall be maintained in good, safe, clean, and operable condition at all times to prevent damage to County property.
4. Supplies will be kept in a secure location designated by the facility Building Manager and shall be kept a neat and organized fashion.

The Awarded Bidder shall furnish to the Building Manager a list of products to be used, subject to approval by the County. Awarded Vendor shall provide complete Safety Data Sheets (SDS) in which the Section 3 (Composition/Information on Ingredients) MUST include ALL ingredients totaling to 100% of volume. This includes all proprietary ingredients. The Awarded Bidder shall ensure the Building Manager receives updates so that the list of cleaning products, materials, and supplies used in conjunction with the Contract is current and accurate. Substitute equipment and products may be considered throughout the Contract. Substitute items must be of equal or better quality than the previously approved item. Should the substitute material require a different dispenser or equipment, the Awarded Bidder will be responsible for the purchase and installation of the dispensers after approval by the County. The Awarded Bidder shall not substitute items without express written consent of the County, prior to use. Failure to comply with this requirement may result in applying administrative charges for use of non- authorized items. Excessive substitution requests may be cause for default.

The Awarded Bidder 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 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 during the Contract shall conform to the sample submitted. Failure to submit the samples may be cause for finding the Awarded Bidder 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 from full responsibility and liability for using the necessary supplies and material properly and as required by the Contract.

3.5 REQUIREMENTS

Item 1		
Location Name:	Surfside Warehouse	
Address:	9001 NW 87th Avenue	
No. of days/week services required:	3 Times a Week (Monday, Wednesday & Friday)	
Time frame per day services required:	8:00 am to 5:00 pm	
No. of floors:	1	
No. of occupants:	10	
Total square feet to be cleaned:	800	
Interior Floor Types		
	SqFt.	
Tiled	100	
Carpet	700	
Total Int. Sq. Ft.	800	
Routine Work per Area Types		
Type	Qty	Sq. Ft.
Offices	3	300
Restrooms	3	150
Kitchen	1	100
Closets	2	50
Common Area	1	200

1. All office areas and conference rooms must be wiped for dust, carpet vacuumed, windows and blinds cleaned, small trash cans provided with trash bags, and garbage must be removed and thrown away in a dumpster outside the warehouse.
2. Bathrooms need to be wiped down to include walls, mirrors, sinks, toilets, all handles, and doors. Trash needs to be emptied, thrown away in a dumpster outside the warehouse, and trash liners replaced. Floors need to be mopped, and paper towels and toilet paper need to be stocked.
3. Common areas need to be vacuumed, wiped, and windows, blinds, and glass doors cleaned.

Commented [VM(7)]: Please add time frame will be allowed to provide services

Commented [VM(8)]: I will need to know the size of small trash cans and quantity needed?

Commented [VM(9R8)]: 6 - 4 gallon size and 1 - 32 Gallon with lid

- The kitchen needs cabinets, counter tops, sinks, all appliances, tables, chairs, all handles, and doors wiped. The floor needs to be mopped, a large trash can, installed with liner, and trash removed and thrown away in a dumpster. Windows and blinds need to be cleaned, and paper towels need to be stocked.

Item 2		
Location Name:	PEF1 Surfside Warehouse	
Address:	2105 NW 70 th Avenue	
No. of days/week services required:	3 Times a Week (Monday, Wednesday & Friday)	
Time frame per day services required:	8:00 AM – 5:00 PM	
No. of floors:	1	
No. of occupants:	10	
Total square feet to be cleaned:	592288	
Interior Floor Types		
	SqFt.	
Tiled		
Carpet		
Total Int. Sq. Ft.		
Routine Work per Area Types		
Type	Qty	Sq. Ft.

- All office areas must be wiped for dust, windows/blinds cleaned, small trash cans provided with trash bags, garbage must be removed and thrown away in dumpster outside warehouse.
- Bathroom needs to be wiped down to include walls, mirror, sink, toilet, all handles, and doors. Trash needs to be emptied, thrown away in dumpster outside warehouse and trash liners replaced. Floors need to be mopped, paper towels and toilet paper stocked.

Commented [VM(10)]: I will need to know the size of large trash cans and quantity needed?

Commented [VM(11)]: Is this the actual name of the location? If no, please update.

Commented [BJ12R11]: PEF1 Surfside Warehouse

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Commented [VM(13)]: Please add time frame, number of floors, number of occupants, and number and size of small and large trash cans for this site.

We will suggest site visits be attended by the vendors.

Commented [BJ14R13]: 8:00 am to 5:00 pm

No of Floors 1
No of Occupants Approx. 10
Square feet two areas 12 x 12
Bathroom 4x4
Tiled area two areas 12 x 12
No Carpet

Offices
Hot zone 2.15
Spot clean trash and recycling containers
Remove carpet stains
Clean and disinfect Hot Zones
Restock paper towel dispensers where provided
Empty trash and recycling containers
Replace obviously soiled, torn and full trash receptacle liners
Rearrange furniture as required
Spot clean horizontal and vertical surfaces
Police litter including planters
Damp mop non-carpeted floors
Sweep or dust mop non-carpeted floors
Clean public telephones and intercom stations
Clean Whiteboards and trays
Dust horizontal surfaces
Completely vacuum carpeted floors
Polish all built-in wood surfaces with appropriate furniture polish
Spray buff in appropriate areas using proper methods
Vacuum all sound attenuation panels
Clean air diffusers and exhaust grilles using appropriate method
Wash and scrub all washable wall coverings
Wash all light fixture lenses

Restrooms
Hot zone 2.15
Clean washbasins and mirrors

Empty trash and recycling containers
Spot clean trash and recycling containers
Replace trash and sanitary waste receptacle liners
Spot clean horizontal and vertical surfaces
Police area - remove litter
Sweep or dust mop non-carpeted floors in restrooms.
Damp mop non—carpeted floors with a germicidal detergent
Clean and disinfect Hot Zones
Clean paper dispensers outside
Clean paper dispensers inside
Refill paper dispensers, hand soap dispensers, etc.
Clean and apply a germicidal detergent all restroom fixtures
Dust horizontal furniture and building surfaces
Clean and Disinfect Toilet Bowles
Clean and Disinfect Urinals
Wash trash and recycling containers
Machine scrub and disinfect with a germicidal detergent
Clean drains and strainers
Wet clean non-carpeted floors
Dust vertical furniture and building surfaces
Wash all light fixture lenses
Clean all air diffusers and grilles using appropriate method
For all restrooms: Report all broken fixtures and leaks when first seen so further damage to the facility can be prevented and to protect the health/safety of tenants and visitors.

Kitchens

Hot zone 2.15

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

Dust Blinds
Coordinate with tenant to remove all perishable foods from refrigerators

Closets

Hot zone 2.15

Notes: These rooms are the sole responsibility of the Janitorial staff, but will be checked routinely by Building Management. It is the responsibility of the Custodial supervisor to ensure that these rooms are kept clean, in full repair, and with the proper storage of materials and supplies. These rooms are to be kept locked at all times. Any damage to these rooms that is not reported right away to Building Management will be repaired and related charges will be deducted from the awarded Vendor's monthly invoice.

Organize equipment and supplies in room
Dispose of all discarded supplies and tools
Properly store all tools and supplies
Clean drains and strainers
Clean and scrub slop sink
Sweep; wet mop floor

3.6 UNAUTHORIZED WORK

The vendor shall not be paid for any work performed outside the scope of the contract documents, or any work otherwise unauthorized. All changes to the resulting contract shall be done via modification.

SECTION 4

BID SUBMITTAL REQUIRED CRITERIA

	TO BE COMPLETED BY ALL BIDDERS	
	Refer to Paragraph 2.5.1 to ensure that Bidder's responses and attachments comply with the Solicitation's requirements.	
Paragraph Reference	Bidder Requirements	
2.5.1	<p>Bidder or Bidder's Subcontractor shall be regularly engaged in the business of providing janitorial services to be considered for award. Bidder or Bidder's Subcontractor shall provide two (2) <u>different</u> references from customers to whom the Bidder has provided or is currently providing janitorial services as described throughout this Solicitation. In lieu of the references from the Bidder or Bidder's Subcontractor, the County will consider the references from Bidder's key personnel in accordance with Resolution No. 1122-21.</p> <p>The references should include the customer's company name, and the contact person's name, title, address, telephone number, and e-mail address, who can verify that the Bidder/Subcontractor/Bidder's key personnel has successfully provided the goods/services. These references shall ascertain to the County's satisfaction that the Bidder has sufficient expertise in the industry and its firm is properly equipped to perform the required goods/services.</p> <p>Reference Company Name No. 1: <input type="text"/></p> <p>Is reference for the Bidder, Subcontractor, or key personnel: <input type="text"/></p> <p>If Subcontractor, then identify the name of the Subcontractor: <input type="text"/></p> <p>If key personnel, then identify the name of the key personnel: <input type="text"/></p> <p>and make sure that company key personnel worked for is listed <u>above</u> as "Reference Company 1."</p> <p>Contact's name: _____ Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____ Email: _____</p> <p>Reference Company Name No. 2: <input type="text"/></p> <p>Is reference for the Bidder, Subcontractor, or key personnel: <input type="text"/></p> <p>If Subcontractor, then identify the name of the Subcontractor: <input type="text"/></p> <p>If key personnel, then identify the name of the key personnel: <input type="text"/></p> <p>and make sure that company key personnel worked for is listed <u>above</u> as "Reference Company 2."</p> <p>Contact's name: _____ Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____ Email: _____</p> <p>Reference Company Name No. 3: <input type="text"/></p>	

	Is reference for the Bidder, Subcontractor, or key personnel: <input type="text"/> If Subcontractor , then identify the name of the Subcontractor: <input type="text"/> If key personnel , then identify the name of the key personnel: <input type="text"/> and make sure that company key personnel worked for is listed <u>above</u> as "Reference Company 3." Contact's name: _____ Title: _____ Address: _____ Phone Number: _____ Email: _____	
2.5.2	Project Manager and/or Supervisor Contact Information Name: _____ Phone: _____ Title: _____	<input type="checkbox"/>
2.5.3	Bidder shall complete Responsibility Questionnaire in Section 4.1.	
2.XX	Bidder shall assign a competent representative who is cognizant of industry standards and is authorized to discuss matters pertaining to the resultant Contract and provide the County with support and information. The Bidder's representative 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 the resultant Contract. Bidders are required to provide their authorized representative's name, phone number, and e-mail address. All resources shall be available twenty-four (24) hours a day to provide immediate support and expedite services. Name of Bidder's Authorized Representative: _____ Title of Bidder's Authorized Representative: _____ Phone Number: _____ E-mail address: _____	

4.1 Responsibility Questionnaire

In order to determine if your firm has the capacity and is able to provide Janitorial Services to all locations listed in Section 3.5, the County would like you to provide answers to the questions below. 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.
3. Provide a sample schedule to reflect the employee's assignment to provide services within the required time frame as specified in Section 3.5.
4. If awarded, how soon can your firm begin work?
5. Provide a plan to address scheduling concerns should they arise.
6. Does the bid price consider the necessary equipment and personnel required to complete the tasks timely within the scheduled timeframe given?

7. Provide a list of products to be used subject to approval by the County. Awarded Bidder 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.
8. Awarded Bidder 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?
9. If awarded, will the Awarded Bidder be able to comply with the badging requirements and complete the required background's checks for all the personnel prior to commencing work?