

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. RFQ9562-48PHCD
 Contract
 Re-Bid
 Other – _____
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: EVN0002088
 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Janitorial Services for Public Housing and Community Development

Description:
 The purpose of this Request for Quote (RFQ) is to secure quotes for janitorial services for Miami-Dade County (County), Public Housing and Community Development (PHCD) department facilities as listed and specified herein and in accordance with the terms and conditions

Issuing Department: SPD
 Contact Person: Margarita Velazquez
 Phone: 305-37-3065
 Estimate Cost/Value: 4,350,000
 GENERAL FEDERAL OTHER
 Funding Source:
X

ANALYSIS

Commodity Codes:	91039				
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:	National Cleaning Contract				
Small Business Enterprise:	Yes				
Contract Value:	\$1,329,280.56				
Comments: 					
Continued on another page (s): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				
Basis of Recommendation: 				
Signed: 		Date sent to SBD: 08/10/2023		
		Date returned to SPD: 		

SECTION 2 – SPECIAL TERMS AND CONDITIONS

2.1 **PURPOSE**

The purpose of this Request for Quote (RFQ) is to secure quotes for janitorial services for Miami-Dade County (County), Public Housing and Community Development (PHCD) department facilities 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 contract shall expire on the last day of the five (5) year term.

2.3 **SITE VISIT**

It is highly recommended but not mandatory that Bidders visit the site 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 PHCD will go over the specifications and what is expected for the Routine Work and/or Project Work. Site Visits has been scheduled as follows:

Sites Visits will be held on **July 12, 2023, at 09:00 AM** (Eastern Standard Time). The meeting point will be 36th Street Facility at 3625 NW 10th Avenue. Following the visit of the initial Site, County personnel will provide access to the following Facilities: Hialeah Lime Plant, Hialeah Administrative Offices, Hialeah Filter Shop, and Hialeah Structural Shop at 700 W. 2 Avenue, Hialeah Storeroom at 800 W. 3 Avenue, Hialeah, FL 33010, Preston Administrative Offices & Conference Room, Preston Water Quality Laboratory at 1100 W. 2 Avenue, Hialeah, FL 33010, and Medley Yard at 7301 NW 70 Street, Miami, FL 33166. Order of which the sites are a predetermined order of which we anticipate viewing sites but may change during the site visit based on input from participants of the site at the County's sole discretion. If time permits and at the County's sole discretion, the County may provide access to additional sites that are listed on this solicitation during the site visit.

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.

The 'Cone of Silence' is lifted during the site visit to allow for any questions to be addressed to representatives from Miami Dade County.

2.4 **METHOD OF AWARD**

Award will be made to the lowest, responsive, responsible Bidder in the aggregate and who has been pre-qualified under Pool No. ITQ9562-5/22-1 for Group 3. Bidder(s) must submit a price for all items to be considered for award. If a Bidder fails to submit an offer for all items listed, its offer may be rejected.

Qualifications

- A. Bidders are to provide the name of the Project Manager and/or Supervisor, along with their contact information. The Supervisor shall be an individual 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 and/or Supervisor 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 Project Manager and/or Supervisor shall be available by telephone, 24 hours per day, 7 days per week for emergency situations.

Commented [VM(1)]: Site visit information will be updated once draft is approved.

- B. 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 form as proof of compliance to 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 fails to perform in accordance with the terms and conditions of the contract, the Awarded Bidder may be deemed in default of the contract. If the Awarded Bidder defaults, the County shall have the right to negotiate with the next responsive, responsible bidder.

2.5 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.

2.6 IDENTIFICATION AND UNIFORM

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

2.7 SMALL BUSINESS MEASURES

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

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

2.8 LIVING WAGE

As this project is federally funded, the Living Wage Ordinance will not apply.

2.9 LIQUIDATED DAMAGES

Liquidated damages may be assessed in accordance with ITQ9562-5/22-1 Section 2.10, 3.9, and 3.10.

2.10 PRICES

The prices offered shall remain fixed and firm for the term of the contract. Bidder must submit an offer for all Sites inclusive of all line items (Routine and Project work) listed within each Site in the bid price line items available in INFORMS and at the frequencies stated in each item of Section 3.5. Price submitted should contemplate any changes in economic factors (including living wage requirements) or any other factors that otherwise may affect pricing.

2.11 PHCD EXEMPTION TO CERTAIN CLAUSES

The contract to be awarded under this solicitation will be accessed by Miami-Dade Public Housing and Community Development (PHCD). As a Federally-funded department, certain clauses within this solicitation do not apply to PHCD's allocation:

Section 1 Paragraph 1.11 (Local Preference); Section 1 Paragraph 1.29 (Office of the Inspector General); Section 1 Paragraph 1.37 (County User Access Program (UAP)); Section 1 Paragraph 1.45 (Small Business Enterprises (SBE) Measures); Section 1 Paragraph 1.46 (Local Certified Veteran's Business Enterprise Preference); and Section 1 Paragraph 1.49 (First Source Hiring Referral Program ("FSHRP")).

2.12 PHCD-CERTIFIED SECTION 3

Business owners interested in becoming a certified Section 3 Business Concern please call (786)469-4227 or via email at Section3@miamidadade.gov.

2.13 HUD MAINTENANCE WAGE RATE DETERMINATION

In accordance with the United States Department of Housing and Urban Development, Office of Labor Relations, a minimum wage rate has been set and is applicable to this solicitation. See Appendix HUD Maintenance Wage Rate Determination- Doc. 52158, for more information.

2.14 APPENDIXES

PUBLIC HOUSING AND COMMUNITY DEVELOPMENT

The following attached Appendixes shall become part of this solicitation:

- Appendix B –Requirement for Section 3 of the HUD Act of 1968
- Section 3 Business Preference Claim Form- Doc. 00200
- Section 3 Economic Opportunity and Affirmative Marketing Plan- Doc. 00400
- Section 3 Contract/Subcontractor Estimated Project Work Force Breakdown- Doc. 00450
- Training and Employment Outreach- Doc. 00403
- Section 3 Language for News Ads, Flyers, and Job Notices- Doc. 00404
- Letter of Intent to Subcontract/Solicit Section 3 Businesses- Doc. 00406
- List of Subcontractors Utilization Section 3 Business- Doc. 00430
- Employee List- Doc. 00452
- HUD Maintenance Wage Rate Determination- Doc. 52158

2.15 PHCD USHUD GENERAL TERMS AND CONDITIONS

a) HUD Instructions to Offerors Non-Construction (Form HUD-5369-B)

This provision is designed to provide information to prospective contractors about the solicitation stage of the procurement process. Terms and conditions which apply to the contract upon award are referred to as contract clauses. Form HUD-5369-B contains provisions to be included in all solicitations for non-construction work.

b) General Conditions for Non-Construction Contracts Section I – (With or without Maintenance Work) (Form HUD-5370-C)

This form is applicable to any contract agreement entered into between Miami-Dade County, as represented by PHCD, and the successful offeror(s). Form HUD-5370-C includes clauses required by 2 CFR Part 200 necessary for non-construction contracts.

a) General Conditions for Non-Construction Contracts Section II – (With Maintenance Work) (Form HUD-5370-C)

This form is applicable to any contract agreement entered into between Miami-Dade County, as represented by PHCD, and the successful offeror(s). Form HUD-5370-C includes clauses required by 2 CFR Part 200 necessary for non-construction contracts.

2.16 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) 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 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.

2.17 RIGHT OF FIRST REFUSAL

The Awarded Vendor 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 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.

2.18 CHANGES

Although this solicitation identifies specific sites to be serviced, it is hereby agreed and understood that the County may, at its sole 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.

All changes shall be memorialized by a formal modification.

SECTION 3 – SCOPE OF WORK/TECHNICAL SPECIFICATIONS

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.

The 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

- a. The 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.

- b. The 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.
- c. 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.
- d. 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. The 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

As identified in ITQ9562-5/22, Section 3, Awarded Bidder are required to perform Routine Work per Area Types and Project Work as specified below:

Item 1			
Facility Name:	Newberg Management Offices		
Address:	7217 NE Miami Ct., Miami, FL 33138		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	2 hrs (8am-1pm)/day		
No. of floors:	1		
No. of occupants:	5		
Total square feet to be cleaned:	1,458		
Interior Floor Types			
Type	Sq Ft		
Carpet	1,062		
Ceramic Tile	396		
Total Int. Sq. Ft.	1,458		
Area Types			
Type	Qty	Sq Ft	Appearance Level
Kitchen/Lounge	1	90	As assigned per ITQ9562-5/22-1
Lobbies (Interior)	1	110	As assigned per ITQ9562-5/22-1
Open Office Areas	1	400	As assigned per ITQ9562-5/22-1
Maintenance Office (Management Warehouse)	2	616	As assigned per ITQ9562-5/22-1
Restrooms (Public)	1	16	As assigned per ITQ9562-5/22-1
Restrooms (Tenant and Private)	3	16	As assigned per ITQ9562-5/22-1
Laundry room (Newberg Residential)	1	48	As assigned per ITQ9562-5/22-1
Project Work			
Task		Frequency	
Vacuum all blinds (mini, standard, horizontal)		Monthly	
Wash all trash/garbage containers in lunchrooms inside and out		Monthly	
Wash all interior windows and glass		Monthly	
Strip and apply suitable floor finish to non-carpeted floors		Monthly	
Shampoo all carpeted areas		Quarterly	
Dust walls from floor to ceiling, apply polish to paneled areas		Monthly	
Wash all light fixture lenses, air diffusers, grills		Quarterly	
Wash all exterior windows (first floor)		Semi-annually	
Wash all interior stairwells		Quarterly	

Item 2			
Facility Name:	Lemon City		
	150 NE 69 St.		
Address:	Miami, FL 33138		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	4 hrs (8am-1pm)/day		
No. of floors:	4		
No. of occupants:	0		
Total square feet to be cleaned:	5,364		
Interior Floor Types			
Type	Sq Ft		
Ceramic Tile	748		
Vinyl Tile	3,968		
Total Int. Sq. Ft.	4,716		
Exterior Hardscape Types			
Concrete	648		
Total Ext. Sq. Ft.	648		
Area Types			
Type	Qty	Sq Ft	Appearance Level
Building Amenity Area	1	500	As assigned per ITQ9562-5/22-1
Community Center (common area)	1	200	As assigned per ITQ9562-5/22-1
Corridors/Entrys/Foyers	4	350	As assigned per ITQ9562-5/22-1
Elevators (Freight)	2	10	As assigned per ITQ9562-5/22-1
Janitor Closets	1	9	As assigned per ITQ9562-5/22-1
Kitchenette/Pantry	1	15	As assigned per ITQ9562-5/22-1
Library Rooms/Areas	1		As assigned per ITQ9562-5/22-1
Lobbies (Interior)	1	20	As assigned per ITQ9562-5/22-1
Offices (Private and Chambers)	3	25	As assigned per ITQ9562-5/22-1
Open Office Areas	1	30	As assigned per ITQ9562-5/22-1
Restrooms (Public)	2	48	As assigned per ITQ9562-5/22-1
Stairwells (Egress)	2	416	As assigned per ITQ9562-5/22-1
Laundry room	1	48	As assigned per ITQ9562-5/22-1
Project Work			
Task			Frequency
Vacuum all blinds (mini, standard, horizontal)			Monthly
Wash all trash/garbage containers in lunchrooms inside and out			Monthly
Wash all interior windows and glass			Monthly
Strip and apply suitable floor finish to non-carpeted floors			Monthly
Shampoo all carpeted areas			Quarterly
Dust walls from floor to ceiling, apply polish to paneled areas			Monthly

Wash all light fixture lenses, air diffusers, grills	Quarterly
Wash all exterior windows (first floor)	Semi-annually
Wash all interior stairwells	Quarterly

Item 3			
Facility Name:	Little River Plaza		
Address:	8255 NW Miami Ct., Miami, FL 33150		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	4 hrs (8am-1pm)/day		
No. of floors:	5		
No. of occupants:	1		
Total square feet to be cleaned:	25,000		
Interior Floor Types			
Type	Sq Ft		
Ceramic Tile	X		
Concrete	X		
Total Int. Sq. Ft.	25,000		
Area Types			
Type	Qty	Sq Ft	Appearance Level
Community Center (common area)	1		As assigned per ITQ9562-5/22-1
Elevators (passenger)	2	10	As assigned per ITQ9562-5/22-1
Janitor Closets	1	30	As assigned per ITQ9562-5/22-1
Open Office Areas	1	25	As assigned per ITQ9562-5/22-1
Restrooms (Public)	2	48	As assigned per ITQ9562-5/22-1
Stairwells	2	95	As assigned per ITQ9562-5/22-1
Laundry room	1	32	As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		
Wash all interior stairwells	Quarterly		

Item 4			
Facility Name:	Little River Terrace		
Address:	8401 NW 5 PL. Miami, FL 33150		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	1 hrs (8am-1pm)/day		
No. of floors:	1		
No. of occupants:	3		
Total square feet to be cleaned:			
Interior Floor Types			
Type	Sq. Ft		
Ceramic Tile	X		
Concrete	X		
Total Int. Sq. Ft.	25,000		
Area Types			
Type	Qty	Sq. Ft	Appearance Level
Community Center (common area)	1	90	As assigned per ITQ9562-5/22-1
Bathrooms	2	16	As assigned per ITQ9562-5/22-1
Janitor Closets	1	20	As assigned per ITQ9562-5/22-1
Open Office Areas	3	35	As assigned per ITQ9562-5/22-1
Restrooms (Public)	2	16	As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and out	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled areas	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		

Item 5			
Facility Name:	Kline Nunn		
	8300 N. Miami Ave.		
Address:	Miami, FL 33150		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	2 hrs (8am-1pm)/day		
No. of floors:	2		
No. of occupants:	0		
Total square feet to be cleaned:	8430		
Interior Floor Types			
Type	Sq. Ft		
Vinyl Tile	8430		
Total Int. Sq. Ft.	8430		
Area Types			
Type	Qty	Sq. Ft	Appearance Level
Community Center (common area)	1	78	As assigned per ITQ9562-5/22-1
Corridors/Entrys/Foyers	2	150	As assigned per ITQ9562-5/22-1
Open Office Areas	1		As assigned per ITQ9562-5/22-1
Restrooms (Public)	2	16	As assigned per ITQ9562-5/22-1
Stairwells (Egress)	2	89	As assigned per ITQ9562-5/22-1
Laundry	1	16	As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		

Item 6			
Facility Name:	Emmer Turnkey		
Address:	7820 N. Miami Ave., Miami, FL 33150		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	2 hrs (8am-1pm)/day		
No. of floors:	3		
No. of occupants:	0		
Total square feet to be cleaned:	6732		
Interior Floor Types			
Type	Sq. Ft		
Ceramic Tile	x		
Concrete	x		
Total Int. Sq. Ft.	6732		
Area Types			
Type	Qty	Sq. Ft	Appearance Level
Community Center (common area)	1	48	As assigned per ITQ9562-5/22-1
Corridors/Entrys/Foyers	3	200	As assigned per ITQ9562-5/22-1
Open Office Areas	1		As assigned per ITQ9562-5/22-1
Restrooms (Public)	2		As assigned per ITQ9562-5/22-1
Stairwells (Egress)	2	150	As assigned per ITQ9562-5/22-1
Laundry	1	16	As assigned per ITQ9562-5/22-1
Project Work			
Task		Frequency	
Vacuum all blinds (mini, standard, horizontal)		Monthly	
Wash all trash/garbage containers in lunchrooms inside and		Monthly	
Wash all interior windows and glass		Monthly	
Strip and apply suitable floor finish to non-carpeted floors		Monthly	
Shampoo all carpeted areas		Quarterly	
Dust walls from floor to ceiling, apply polish to paneled		Monthly	
Wash all light fixture lenses, air diffusers, grills		Quarterly	
Wash all exterior windows (first floor)		Semi-annually	

Item 7			
Facility Name:	Peters Plaza		
Address:	191 NE 75 St., Miami, FL 33138		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	2 hrs (8am-1pm)/day		
No. of floors:	6		
No. of occupants:	1		
Total square feet to be cleaned:	18400		
Interior Floor Types			
Type	Sq. Ft		
Ceramic Tile	X		
Concrete	X		
Total Int. Sq. Ft.	18400		
Area Types			
Type	Qty	Sq. Ft	Appearance Level
Community Center	1	90	As assigned per ITQ9562-5/22-1
Corridors/Entrys/Foyers	6	350	As assigned per ITQ9562-5/22-1
Open Office Areas	1	48	As assigned per ITQ9562-5/22-1
Restrooms (Public)	2	48	As assigned per ITQ9562-5/22-1
Stairwells (Egress)	2	200	As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		

Item 8			
Facility Name:	Annie Coleman Gardens		
Address:	5125 NW 22 Ave. Miami, FL 33138		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	2 hrs (8am-10am)/days		
No. of floors:	1		
No. of occupants:	3		
Total square feet to be cleaned:	1518		
Interior Floor Types			
Type	Sq. Ft		
Carpet Tile	1164		
Ceramic Tile	294		
Total Int. Sq. Ft.	1458		
Exterior Hardscape Types			
Concrete	X		
Total Ext. Sq. Ft.	60		
Type	Qty	Sq. Ft	Appearance Level
Copy Areas/Rooms	1		As assigned per ITQ9562-5/22-1
File Room	1		As assigned per ITQ9562-5/22-1
Kitchen/Lounge	1		As assigned per ITQ9562-5/22-1
Lobbies (Interior)	1		As assigned per ITQ9562-5/22-1
Restrooms (Public)	1		As assigned per ITQ9562-5/22-1
Restrooms (Tenant and Private)	1		As assigned per ITQ9562-5/22-1
Restroom	1		As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		

Item 9			
Facility Name:	Palmetto Gardens		
Address:	16850 MW 55 Avenue, Miami, FL 33055		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	3 hrs (9am – 12pm)/day		
No. of floors:	3		
No. of occupants:	3		
Total square feet to be cleaned:	8966		
Interior Floor Types			
Type	Sq. Ft		
Ceramic Tile	1000		
Vinyl Tile	400		
Total Int. Sq. Ft.	1344		
Exterior Hardscape Types			
Concrete	7596		
Total Ext. Sq. Ft	7596		
Area Types			
Type	Qty	Sq. Ft	Appearance Level
Corridors/Entrys/Foyers	1	600	As assigned per ITQ9562-5/22-1
Elevators (passenger)	1	80	As assigned per ITQ9562-5/22-1
Janitor Closets	1	250	As assigned per ITQ9562-5/22-1
Kitchenette/Pantry	1	200	As assigned per ITQ9562-5/22-1
Lobbies (Interior)	1	400	As assigned per ITQ9562-5/22-1
Open Office Areas	2	2000	As assigned per ITQ9562-5/22-1
Restrooms (Private)	2	800	As assigned per ITQ9562-5/22-1
Stairwells	3	600	As assigned per ITQ9562-5/22-1
Exterior Entranceways / Walkways	3	500	As assigned per ITQ9562-5/22-1
Laundry Room	1	650	As assigned per ITQ9562-5/22-1
Trash Chute Rooms	3	300	As assigned per ITQ9562-5/22-1
Hallways/Corridors	3	2616	As assigned per ITQ9562-5/22-1
Project Work			
Task		Frequency	
Vacuum all blinds (mini, standard, horizontal)		Monthly	
Wash all trash/garbage containers in lunchrooms inside and		Monthly	
Wash all interior windows and glass		Monthly	
Strip and apply suitable floor finish to non-carpeted floors		Monthly	
Dust walls from floor to ceiling, apply polish to paneled		Monthly	
Wash all light fixture lenses, air diffusers, grills		Quarterly	
Wash all exterior windows (first floor)		Semi-annually	

Item 10			
Facility Name:	Ward Tower		
Address:	2200 NW 54 St. Miami, FL 33142		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	7 hrs (8am-4pm)/day		
No. of floors:	17		
No. of occupants:	3		
Total square feet to be cleaned:	10000		
Interior Floor Types			
Type	Sq. Ft		
Ceramic Tile	X		
Rubber Tile	in elevators		
Vinyl Tile	X		
Total Int. Sq. Ft.	10000		
Area Types			
Type	Qty	Sq. Ft	Appearance Level
Community Center (common area)	1		As assigned per ITQ9562-5/22-1
Corridors/Entrys/Foyers	17		As assigned per ITQ9562-5/22-1
Elevators (passenger)	2		As assigned per ITQ9562-5/22-1
Kitchenette/Pantry	1		As assigned per ITQ9562-5/22-1
Kitchen/Lounge	1		As assigned per ITQ9562-5/22-1
Open Office Areas	2		As assigned per ITQ9562-5/22-1
Restrooms (Public)	2		As assigned per ITQ9562-5/22-1
Restrooms (Tenant and private)	1		As assigned per ITQ9562-5/22-1
Stairwells (Egress)	2		As assigned per ITQ9562-5/22-1
Trash chute rooms	17		As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and out	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled areas	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		

Item 11			
Facility Name:	Ward Tower ALF		
Address:	5301 NW 23 Ave. Miami, FL 33142		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	7 hrs (8am-4pm)/day		
No. of floors:	5		
No. of occupants:	0		
Total square feet to be cleaned:	17,809		
Interior Floor Types			
Type	Sq. Ft		
Vinyl Tile	14,000		
Total Int. Sq. Ft.			
Area Types			
Type	Qty	Sq. Ft	Appearance Level
Community Center (common area)	1		As assigned per ITQ9562-5/22-1
Computer Lab	1		As assigned per ITQ9562-5/22-1
Conference/Meeting Rooms	2		As assigned per ITQ9562-5/22-1
Corridors/Entrys/Foyers	5		As assigned per ITQ9562-5/22-1
Dining Room*	1		As assigned per ITQ9562-5/22-1
Elevator (passenger)	2		As assigned per ITQ9562-5/22-1
Exercise Rooms/Gyms	1		As assigned per ITQ9562-5/22-1
Kitchen/Lounge	1		As assigned per ITQ9562-5/22-1
Laundry Room	5		As assigned per ITQ9562-5/22-1
Library Room	1		As assigned per ITQ9562-5/22-1
Open Office Areas	1		As assigned per ITQ9562-5/22-1
Public gathering area/plaza	1		As assigned per ITQ9562-5/22-1
Restrooms (Public)	6		As assigned per ITQ9562-5/22-1
Restrooms (Tenant and Private)	10		As assigned per ITQ9562-5/22-1
Stairways Between Floors	2		As assigned per ITQ9562-5/22-1
Trash chute room	5		As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Strip and wax of dining room floor	Semi-annually		

Item 12			
Facility Name:	Palm Courts		
Address:	930 NW 95 St., Miami, FL 33150		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	6 hrs (9am – 4pm)/day		
No. of floors:	6		
No. of occupants:	3		
Total square feet to be cleaned:	8550		
Interior Floor Types			
Type	Sq. Ft		
Ceramic Tile	1050		
Total Int. Sq. Ft.	1050		
Exterior Hardscape Types			
Concrete	4300		
Total Ext. Sq. Ft.	4300		
Area Types			
Type	Qty	Sq. Ft	Appearance Level
Community Center (common area)	1	2500	As assigned per ITQ9562-5/22-1
Elevators (passenger)	2	1100	As assigned per ITQ9562-5/22-1
Open Office Areas	1	100	As assigned per ITQ9562-5/22-1
Restrooms (Public)	2	1050	As assigned per ITQ9562-5/22-1
Stairwells	2	1200	As assigned per ITQ9562-5/22-1
Laundry room	1	600	As assigned per ITQ9562-5/22-1
Kitchenette/Pantry Area	1	200	As assigned per ITQ9562-5/22-1
Exterior Entrancesways/ Walkways	1	320	As assigned per ITQ9562-5/22-1
Trash Chute Rooms	3	300	As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Dust walls from floor to ceiling, apply polish to paneled areas	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		

Item 13			
Facility Name:	Palm Towers		
Address:	950 NW 95 St., Miami, FL 33150		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	6 hrs (9am – 3pm)/day		
No. of floors:	11		
No. of occupants:	0		
Total square feet to be cleaned:	10314		
Interior Floor Types			
Type	Sq. Ft		
Ceramic Tile	3814		
Vinyl Floor Tiles	5600		
Total Int. Sq. Ft.	9414		
Exterior Hardscape Types			
Concrete	900		
Total Ext. Sq. Ft	900		
Area Types			
Type	Qty	Sq. Ft	Appearance Level
Community Center (common area)	1	2500	As assigned per ITQ9562-5/22-1
Corridors/Entrys/Foyers	11	3379	As assigned per ITQ9562-5/22-1
Elevators (passenger)	2	100	As assigned per ITQ9562-5/22-1
Open Office Areas	1	935	As assigned per ITQ9562-5/22-1
Restrooms (Public)	2	800	As assigned per ITQ9562-5/22-1
Stairwells	2	400	As assigned per ITQ9562-5/22-1
Main Lobby	1	1500	As assigned per ITQ9562-5/22-1
Laundry Room	1	400	As assigned per ITQ9562-5/22-1
Trash Chute Rooms	11	300	As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and out	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled areas	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		

Item 14			
Facility Name:	Twin Lakes Community Center		
Address:	1221 NW 95 St., Miami, FL 33147		
No. of days/week services required:	3 (M-W-F)		
Time frame per day services required:	3 hrs (1pm – 4pm)/day		
No. of floors:	1		
No. of occupants:	0		
Total square feet to be cleaned:	2782		
Interior Floor Types			
Type	Sq. Ft		
Ceramic Tile	1632		
Total Int. Sq. Ft.	1632		
Exterior Hardscape Types			
Concrete	1150		
Total Ext. Sq. Ft.	1150		
Area Types			
Type	Qty	Sq. Ft	Appearance Level
Community Center (common area)	1	1632	As assigned per ITQ9562-5/22-1
Restrooms (Public)	2	500	As assigned per ITQ9562-5/22-1
Laundry Room	1	650	As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and out	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Dust walls from floor to ceiling, apply polish to paneled areas	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		

Item 15			
Facility Name:	LibertySquare - Trailer		
Address:	1230 NW 63 St. Miami, FL 33147		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	2 hrs (8:30 am – 10:30 am)/day		
No. of floors:	1		
No. of occupants:	4		
Total square feet to be cleaned:	672		
Interior Floor Types			
Type	Sq Ft		
Vinyl Tile	672		
Total Int. Sq. Ft.	672		
Area Types			
Type	Qty	Sq Ft	Appearance Level
Office (private)	2		As assigned
Open Office Areas	1		As assigned
Restrooms (Private)	1		As assigned

Item 16			
Facility Name:	Edison Court		
Address:	325 NW 62 St Miami, FL 33127		
No. of days/week services required:	3 (M-W-F)		
Time frame per day services required:	2 hrs (8am – 12pm)/day		
No. of floors:	1		
No. of occupants:	3		
Total square feet to be cleaned:	2200		
Interior Floor Types			
Type	Sq Ft		
Ceramic Tile	2200		
Total Int. Sq. Ft.	2200		
Area Types			
Type	Qty	Sq Ft	Appearance Level
Community Center (common area)	1	1000	Level 1
Computer Maintenance Work Area	1	200	As assigned
Conference/meeting room	1	100	As assigned
File Room	1		As assigned
Janitor Closets	1	10	As assigned
Kitchenette	3	20	As assigned
Loading Areas	1		As assigned
Offices (Private and Chambers)	6	300	As assigned
Open Office Areas	1		As assigned
Plaza/Exterior Gathering Area	1	25	As assigned
Public Service Area	1		As assigned
Public Waiting Area	1		As assigned
Restrooms (Public)	2	10	As assigned
Restrooms (tenant and private)	2	10	As assigned
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and out	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled areas	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		

Item 17			
Facility Name:	Edison Plaza		
Address:	200 NW 55 St Miami, FL 33127		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	4 hrs (8am – 12pm)/day		
No. of floors:	6		
No. of occupants:	2		
Total square feet to be cleaned:	5000		
Interior Floor Types			
Type	Sq Ft		
Ceramic Tile	X		
Vinyl Tile	X		
Total Int. Sq. Ft.	3180		
Area Types			
Type	Qty	Sq Ft	Appearance Level
Community Center (common area)	1	1000	As assigned per ITQ9562-5/22-1
Computer Maintenance Work Area	1		As assigned per ITQ9562-5/22-1
Corridors/Entrys/Foyers	6	2000	As assigned per ITQ9562-5/22-1
Elevators (passenger)	2	10	As assigned per ITQ9562-5/22-1
Kitchenette/Pantry	1	5	As assigned per ITQ9562-5/22-1
Laundry room	1	20	As assigned per ITQ9562-5/22-1
Lobbies (Interior)	1	15	As assigned per ITQ9562-5/22-1
Offices (Private and Chambers)	1	200	As assigned per ITQ9562-5/22-1
Open Office Areas	1		As assigned per ITQ9562-5/22-1
Plaza/Exterior Gathering Area	1	20	As assigned per ITQ9562-5/22-1
Public Service Area	1		As assigned per ITQ9562-5/22-1
Public Waiting Area	1	10	As assigned per ITQ9562-5/22-1
Restrooms (Public)	4	25	As assigned per ITQ9562-5/22-1
Restrooms (Tenant and Private)	1	2	As assigned per ITQ9562-5/22-1
Stairways Between Floors	6	10	As assigned per ITQ9562-5/22-1
Stairwells (Egress)	6	10	As assigned per ITQ9562-5/22-1
Trash chute room	6	5	As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		

Item 18			
Facility Name:	Victory Homes Mgt. Office		
Address:	520 NW 75 St., Miami, FL 33147		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	3 hrs (9am – 12pm)/day		
No. of floors:	1		
No. of occupants:	3		
Total square feet to be cleaned:	3400		
Interior Floor Types			
Type	Sq Ft		
Ceramic Tile	2000		
Vinyl Floor Type	500		
Total Int. Sq. Ft.	2500		
Area Types			
Type	Qty	Sq Ft	Appearance Level
Front Office	1	100	As assigned per ITQ9562-5/22-1
Open Office Areas	2	1100	As assigned per ITQ9562-5/22-1
Restrooms (Public)	2	600	As assigned per ITQ9562-5/22-1
Kitchen	1	300	As assigned per ITQ9562-5/22-1
Main Lobby	1	700	As assigned per ITQ9562-5/22-1
Conference Room	1	600	As assigned per ITQ9562-5/22-1
Project Work			
Task		Frequency	
Vacuum all blinds (mini, standard, horizontal)		Monthly	
Wash all trash/garbage containers in lunchrooms inside and		Monthly	
Wash all interior windows and glass		Monthly	
Strip and apply suitable floor finish to non-carpeted floors		Monthly	
Shampoo all carpeted areas		Quarterly	
Dust walls from floor to ceiling, apply polish to paneled		Monthly	
Wash all light fixture lenses, air diffusers, grills		Quarterly	
Wash all exterior windows (first floor)		Semi-annually	

Item 19			
Facility Name:	Gwen Cherry Mgt. Office		
Address:	2099 NW 23 St., Miami, FL 33142		
No. of days/week services required:	5 (M-T-W-Th-F)		
Time frame per day services required:	4 hrs (8am – 12pm)/day		
No. of floors:	1		
No. of occupants:	3		
Total square feet to be cleaned:	2000		
Interior Floor Types			
Type	Sq Ft		
Carpet Tile	X		
Ceramic Tile	2000		
Total Int. Sq. Ft.	2000		
Area Types			
Type	Qty	Sq Ft	Appearance Level
Computer Maintenance Work Area	1	171	As assigned per ITQ9562-5/22-1
Main Entrance Lobby	1	286	As assigned per ITQ9562-5/22-1
Copy Areas/Rooms	1	160	As assigned per ITQ9562-5/22-1
Janitor Closets	1	210	As assigned per ITQ9562-5/22-1
Kitchen/Lounge	1	60	As assigned per ITQ9562-5/22-1
Offices (Private and Chambers)	3	532	As assigned per ITQ9562-5/22-1
Restrooms (Tenant and Private)	3	200	As assigned per ITQ9562-5/22-1
Maintenance Shop	2	491	As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		

Item 20			
Facility Name:	Rainbow Village		
Address:	2140 NW 3 Ave., Miami, FL 33127		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	3 hrs (8am – 12pm)/day		
No. of floors:	1		
No. of occupants:	3		
Total square feet to be cleaned:	12096		
Interior Floor Types			
Type	Sq Ft		
Vinyl Tile	X		
Total Int. Sq. Ft.	12096		
Area Types			
Type	Qty	Sq Ft	Appearance Level
Community Center (common area)	1	1000	As assigned per ITQ9562-5/22-1
Kitchen/Lounge	1	20	As assigned per ITQ9562-5/22-1
Lobbies (Interior)	1	10	As assigned per ITQ9562-5/22-1
Open Office Areas	1		As assigned per ITQ9562-5/22-1
Restrooms (Public)	3	5	As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		

Item 21			
Facility Name:	Wynwood Elderly		
Address:	3000 NW 3 Ave., Miami, FL 33150		
No. of days/week services required:	5 M-F)		
Time frame per day services required:	4 hrs (8am – 12pm)/day		
No. of floors:	4		
No. of occupants:	2		
Total square feet to be cleaned:	6460.5		
Interior Floor Types			
Type	Sq Ft		
Ceramic Tile	X		
Total Int. Sq. Ft.	6460.5		
Area Types			
Type	Qty	Sq Ft	Appearance Level
Community Center (common area)	1	2000	As assigned per ITQ9562-5/22-1
Conference/Meeting Rooms	1		As assigned per ITQ9562-5/22-1
Elevators (incl Garages)	2	10	As assigned per ITQ9562-5/22-1
Kitchen/Lounge	1	5	As assigned per ITQ9562-5/22-1
Laundry Room	1		As assigned per ITQ9562-5/22-1
Open Office Areas	1	5	As assigned per ITQ9562-5/22-1
Restrooms (Public)	2	20	As assigned per ITQ9562-5/22-1
Stairwells (Egress)	2	500	As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		

Item 22			
Facility Name:	Culmer Place Mgt. Office		
Address:	610 NW 10 St., Miami, FL 33136		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	2 hrs (8am – 5pm)/day		
No. of floors:	1		
No. of occupants:	3		
Total square feet to be cleaned:	4163		
Interior Floor Types			
Type	Sq Ft		
Carpet Tile	1127		
Ceramic Tile	1880		
Vinyl Tile	1156		
Total Int. Sq. Ft.	4163		
Area Types			
Type	Qty	Sq Ft	Appearance Level
File Room	1		As assigned per ITQ9562-5/22-1
Lobbies (Interior)	1		As assigned per ITQ9562-5/22-1
Offices (Private and Chambers)	2		As assigned per ITQ9562-5/22-1
Restrooms (Public)	2		As assigned per ITQ9562-5/22-1
Kitchen	1		As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and out	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled areas	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		

Item 23			
Facility Name:	Parkside I & II		
Address:	333 NW 4 Ave./357 NW 3 St., Miami FL 33128		
No. of days/week services required:	3 (M-W-F)		
Time frame per day services required:	2 hrs (8am – 5pm)/day		
No. of floors:	4		
No. of occupants:	0		
Total square feet to be cleaned:	596		
Interior Floor Types			
Type	Sq Ft		
Concrete	260		
Rubber Tile	336		
Total Int. Sq. Ft.	596		
Area Types			
Type	Qty	Sq Ft	Appearance Level
Corridors/Entrys/Foyers	8		As assigned per ITQ9562-5/22-1
Data/Phone Rooms	2		As assigned per ITQ9562-5/22-1
Stairwells (Egress)	2		As assigned per ITQ9562-5/22-1
Elevators	1		As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		

Item 24			
Facility Name:	Phyllis Wheatley		
Address:	1701 NW 2 Ct., Miami, FL 33136		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	3 hrs (8am – 5pm)/day		
No. of floors:	5		
No. of occupants:	1		
Total square feet to be cleaned:	1112		
Interior Floor Types			
Type	Sq Ft		
Ceramic Tile	800		
Vinyl Tile	312		
Total Int. Sq. Ft.	1112		
Area Types			
Type	Qty	Sq Ft	Appearance Level
Elevators (passenger)	2	168	As assigned per ITQ9562-5/22-1
Laundry Room	3	400	As assigned per ITQ9562-5/22-1
Lobbies (Interior)	1		As assigned per ITQ9562-5/22-1
Open Office Areas	1	144	As assigned per ITQ9562-5/22-1
Restrooms (Public)	2	384	As assigned per ITQ9562-5/22-1
Stairwells (Egress)	2		As assigned per ITQ9562-5/22-1
Project Work			
Task		Frequency	
Vacuum all blinds (mini, standard, horizontal)		Monthly	
Wash all trash/garbage containers in lunchrooms inside and		Monthly	
Wash all interior windows and glass		Monthly	
Strip and apply suitable floor finish to non-carpeted floors		Monthly	
Shampoo all carpeted areas		Quarterly	
Dust walls from floor to ceiling, apply polish to paneled		Monthly	
Wash all light fixture lenses, air diffusers, grills		Quarterly	
Wash all exterior windows (first floor)		Semi-annually	

Item 25			
Facility Name:	Claude Pepper		
Address:	750 NW 18 Ter., Miami, FL 33136		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	4 hrs (8am – 5pm)/day		
No. of floors:	12		
No. of occupants:	2		
Total square feet to be cleaned:	8591		
Interior Floor Types			
Type	Sq Ft		
Carpet Tile	324		
Ceramic Tile	2544		
Concrete	2398		
Rubber Tile	168		
Vinyl Tile	3157		
Total Int. Sq. Ft.	8591		
Area Types			
Type	Qty	Sq Ft	Appearance Level
Community Center (common area)	1	2,265	As assigned per ITQ9562-5/22-1
Corridors/Entrys/Foyers	12	1,920	As assigned per ITQ9562-5/22-1
Elevators (passenger)	2	168	As assigned per ITQ9562-5/22-1
Kitchen/Lounge	1	100	As assigned per ITQ9562-5/22-1
Laundry Rooms	6		As assigned per ITQ9562-5/22-1
Lobbies (Interior)	11	1,694	As assigned per ITQ9562-5/22-1
Open Office Areas	1	792	As assigned per ITQ9562-5/22-1
Restrooms (Public)	5	624	As assigned per ITQ9562-5/22-1
Stairways Between Floors	6		As assigned per ITQ9562-5/22-1
Trash Rooms	11	704	As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		

Item 26			
Facility Name:	Haley Sofge Towers		
Address:	800 NW 13 Ave. Miami, FL 33125		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	8 hrs (8am – 5pm)/day		
No. of floors:	One bldgs total of 12 floors		
No. of occupants:	3		
Total square feet to be cleaned:	20757		
Interior Floor Types			
Type	Sq Ft		
Ceramic Tile	7859		
Concrete	988		
Vinyl Tile	11910		
Total Int. Sq. Ft.	25000		
Exterior Hardscape Types			
Concrete	X		
Total Ext. Sq. Ft.	0		
Area Types			
Type	Qty	Sq Ft	Appearance Level
Community Center (common area)	1	967	As assigned per ITQ9562-5/22-1
Corridors/Entrys/Foyers	8	15842	As assigned per ITQ9562-5/22-1
		452	As assigned per ITQ9562-5/22-1
Elevators (passenger)	4	376	As assigned per ITQ9562-5/22-1
Laundry Room	2	940	As assigned per ITQ9562-5/22-1
Lobbies (Interior)	1	993	As assigned per ITQ9562-5/22-1
Restrooms (Public)	7	915	As assigned per ITQ9562-5/22-1
Two (2) 12-Floor Stairwells (Egress)	2	566	As assigned per ITQ9562-5/22-1
Principal Trash Room	1	158	As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		

Item 27			
Facility Name:	Central Office (ALC)		
Address:	1401 NW 7 St. Miami, FL 33125		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	4 hrs/day		
No. of floors:	1		
No. of occupants:	28		
Total square feet to be cleaned:	11088		
Interior Floor Types			
Type	Sq Ft		
Carpet Tile	10748		
Ceramic Tile	340		
Total Int. Sq. Ft.	11088		
Area Types			
Type	Qty	Sq Ft	Appearance Level
Conference/Meeting Rooms	1		As assigned per ITQ9562-5/22-1
Copy Areas/Rooms	4		As assigned per ITQ9562-5/22-1
Corridors/Entrys/Foyers	2		As assigned per ITQ9562-5/22-1
Data/Computer Rooms	1		As assigned per ITQ9562-5/22-1
Janitor Closets	1		As assigned per ITQ9562-5/22-1
Kitchen/Lounge	1		As assigned per ITQ9562-5/22-1
Lobbies (Interior)	1		As assigned per ITQ9562-5/22-1
Open Office Areas	1		As assigned per ITQ9562-5/22-1
Restrooms (Public)	6		As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		

Item 28			
Facility Name:	Little Havana Homes		
Address:	1255 SW 1 St., Miami, FL 33135		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	1 hrs/day		
No. of floors:	4		
No. of occupants:	0		
Total square feet to be cleaned:	6000		
Interior Floor Types			
Type			Sq Ft
Ceramic Tile			X
Concrete			X
Total Int. Sq. Ft.			6000
Area Types			
Type	Qty	Sq Ft	Appearance Level
Corridors/Entries/Foyers	4		As assigned per ITQ9562-5/22-1
Elevators (passenger)	1		As assigned per ITQ9562-5/22-1
Laundry Room	1		As assigned per ITQ9562-5/22-1
Lobbies (Interior)	1		As assigned per ITQ9562-5/22-1
Stairwells (Egress)	2		As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		

Item 29			
Facility Name:	Stirrup Plaza		
Address:	3801 Percival Ave., Miami, FL 33133		
No. of days/week services required:	5 (M-F)		
Time frame per day services required:	1 hr (8am-5pm)/day		
No. of floors:	1		
No. of occupants:	2		
Total square feet to be cleaned:	2060		
Interior Floor Types			
Type			Sq Ft
Total Int. Sq. Ft.			2000
Exterior Hardscape Types			
Concrete			60
Total Ext. Sq. Ft.			60
Area Types			
Type	Qty	Sq Ft	Appearance Level
Conference/Meeting Rooms	1		As assigned per ITQ9562-5/22-1
Kitchenette/Pantry	1	196	As assigned per ITQ9562-5/22-1
Lobbies (Interior)	1	576	As assigned per ITQ9562-5/22-1
Offices (Private and Chambers)	1	196	As assigned per ITQ9562-5/22-1
Restrooms (Tenant and Private)	1	144	As assigned per ITQ9562-5/22-1
Project Work			
Task		Frequency	
Vacuum all blinds (mini, standard, horizontal)		Monthly	
Wash all trash/garbage containers in lunchrooms inside and		Monthly	
Wash all interior windows and glass		Monthly	
Strip and apply suitable floor finish to non-carpeted floors		Monthly	
Shampoo all carpeted areas		Quarterly	
Dust walls from floor to ceiling, apply polish to paneled		Monthly	
Wash all light fixture lenses, air diffusers, grills		Quarterly	
Wash all exterior windows (first floor)		Semi-annually	

Item 30			
Facility Name:	Biscayne Plaza		
Address:	15201 SW 288 St. Miami, FL 33033		
No. of days/week services required:	3 (M-W-F)		
Time frame per day services required:	3 hrs (8am – 5pm)/day		
No. of floors:	3		
No. of occupants:	1		
Total square feet to be cleaned:	3345		
Interior Floor Types			
Type	Sq Ft		
Ceramic Tile	396		
Concrete	200		
Rubber Tile	35		
Vinyl Tile	1774		
Total Int. Sq. Ft.	1809		
Exterior Hardscape Types			
Concrete	1536		
Total Ext. Sq. Ft.	1536		
Area Types			
Type	Qty	Sq Ft	Appearance Level
Building Amenity Area	1		As assigned per ITQ9562-5/22-1
Open Office Areas	1		As assigned per ITQ9562-5/22-1
Restrooms	2		As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		

Item 31			
Facility Name:	West Homestead Gardens		
Address:	1542 SW 4 St., Homestead, FL 33030		
No. of days/week services required:	3 (M-W-F)		
Time frame per day services required:	3 hrs (8am – 5pm)/day		
No. of floors:	1		
No. of occupants:	3		
Total square feet to be cleaned:	3300		
Interior Floor Types			
Type			Sq Ft
Carpet Tile			300
Ceramic Tile			3000
Total Int. Sq. Ft.			3300
Area Types			
Type	Qty	Sq Ft	Appearance Level
Community Center (common area)	1		As assigned per ITQ9562-5/22-1
Open Office Areas	1		As assigned per ITQ9562-5/22-1
Restrooms (Public)	4		As assigned per ITQ9562-5/22-1
Project Work			
Task		Frequency	
Vacuum all blinds (mini, standard, horizontal)		Monthly	
Wash all trash/garbage containers in lunchrooms inside and		Monthly	
Wash all interior windows and glass		Monthly	
Strip and apply suitable floor finish to non-carpeted floors		Monthly	
Shampoo all carpeted areas		Quarterly	
Dust walls from floor to ceiling, apply polish to paneled		Monthly	
Wash all light fixture lenses, air diffusers, grills		Quarterly	
Wash all exterior windows (first floor)		Semi-annually	

Item 32			
Facility Name:	Perrine Gardens		
Address:	10153/10155/10161 Circle Plaza, Miami, FL 33157		
No. of days/week services required:	3 (M-W-F)		
Time frame per day services required:	3 hrs (8am-5pm)/day		
No. of floors:	1		
No. of occupants:	3		
Total square feet to be cleaned:	4770		
Interior Floor Types			
Type			Sq Ft
Ceramic Tile			440
Vinyl Tile			4330
Total Int. Sq. Ft.			4770
Area Types			
Type	Qty	Sq Ft	Appearance Level
Community Center (common area)	1	1500	As assigned per ITQ9562-5/22-1
Conference/meeting room	1	1000	As assigned per ITQ9562-5/22-1
Corridors/entrys/foyer	1		As assigned per ITQ9562-5/22-1
Kitchenette	2	200	As assigned per ITQ9562-5/22-1
Janitor closet	1	100	As assigned per ITQ9562-5/22-1
Lobbies (Interior)	1	400	As assigned per ITQ9562-5/22-1
Offices (Private and Chambers)	4	784	As assigned per ITQ9562-5/22-1
Restrooms (Tenant and Private)	2	300	As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		

Item 33			
Facility Name:	Naranja Office		
Address:	26201 SW 139 Ct., Naranja, FL 33032		
No. of days/week services required:	3 (M-W-F)		
Time frame per day services required:	3 hrs (8am – 5pm)/day		
No. of floors:	1		
No. of occupants:	3		
Total square feet to be cleaned:	2500		
Interior Floor Types			
Type			Sq Ft
Ceramic Tile			500
Vinyl Tile			2000
Total Int. Sq. Ft.			2500
Area Types			
Type	Qty	Sq Ft	Appearance Level
Community Center (common area)	1		As assigned per ITQ9562-5/22-1
Lobbies (Interior)	1		As assigned per ITQ9562-5/22-1
Offices (Private and Chambers)	1		As assigned per ITQ9562-5/22-1
Restrooms (Public)	5		As assigned per ITQ9562-5/22-1
Project Work			
Task		Frequency	
Vacuum all blinds (mini, standard, horizontal)		Monthly	
Wash all trash/garbage containers in lunchrooms inside and		Monthly	
Wash all interior windows and glass		Monthly	
Strip and apply suitable floor finish to non-carpeted floors		Monthly	
Shampoo all carpeted areas		Quarterly	
Dust walls from floor to ceiling, apply polish to paneled		Monthly	
Wash all light fixture lenses, air diffusers, grills		Quarterly	
Wash all exterior windows (first floor)		Semi-annually	

Item 34			
Facility Name:	Arthur Mays Village		
Address:	11341 SW 216 St., Goulds, FL 33170		
No. of days/week services required:	3 (M-W-F)		
Time frame per day services required:	1 hr (8am – 5pm)/day		
No. of floors:	1		
No. of occupants:	3		
Total square feet to be cleaned:	2000		
Interior Floor Types			
Type			Sq Ft
Ceramic Tile			2000
Total Int. Sq. Ft.			2000
Area Types			
Type	Qty	Sq Ft	Appearance Level
Conference/Meeting Rooms	1		As assigned per ITQ9562-5/22-1
Lobbies (Interior)	1		As assigned per ITQ9562-5/22-1
Offices (Private and Chambers)	1		As assigned per ITQ9562-5/22-1
Restrooms (Public)	2		As assigned per ITQ9562-5/22-1
Community room	1		As assigned per ITQ9562-5/22-1
Project Work			
Task		Frequency	
Vacuum all blinds (mini, standard, horizontal)		Monthly	
Wash all trash/garbage containers in lunchrooms inside and		Monthly	
Wash all interior windows and glass		Monthly	
Strip and apply suitable floor finish to non-carpeted floors		Monthly	
Shampoo all carpeted areas		Quarterly	
Dust walls from floor to ceiling, apply polish to paneled		Monthly	
Wash all light fixture lenses, air diffusers, grills		Quarterly	
Wash all exterior windows (first floor)		Semi-annually	

Item 35			
Facility Name:	Goulds Plaza		
Address:	11469 SW 216 St. Miami, FL 33170		
No. of days/week services required:	3 (M-W-F)		
Time frame per day services required:	1 hr (8am – 5pm)/day		
No. of floors:	1		
No. of occupants:	0		
Total square feet to be cleaned:	1100		
Interior Floor Types			
Type	Sq Ft		
Carpet Tile			
Ceramic Tile			
Concrete			
Granite Tile			
Quarry Tile (Interior)			
Metal			
Raised Vinyl Tile			
Rubber Tile			
Vinyl Tile			
Total Int. Sq. Ft.	1100		
Area Types			
Type	Qty	Sq Ft	Appearance Level
Community Room	1	900	As assigned per ITQ9562-5/22-1
Kitchen/Lounge	1		As assigned per ITQ9562-5/22-1
Restrooms (Public)	2		As assigned per ITQ9562-5/22-1
Laundry Room	1		As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		

Item 36			
Facility Name:	Southridge I & II		
Address:	11246 SW 191 Ln. Miami, FL 33157		
No. of days/week services required:	3 (M-W-F)		
Time frame per day services required:	1 hr (8am – 5pm)/day		
No. of floors:	1		
No. of occupants:	2		
Total square feet to be cleaned:	2000		
Interior Floor Types			
Type	Sq Ft		
Carpet Tile			
Ceramic Tile			
Concrete			
Granite Tile			
Quarry Tile (Interior)			
Metal			
Raised Vinyl Tile			
Rubber Tile			
Vinyl Tile			
Total Int. Sq. Ft.	2000		
Area Types			
Type	Qty	Sq Ft	Appearance Level
Conference/Meeting Rooms	1		As assigned per ITQ9562-5/22-1
Restrooms (Public)	2		As assigned per ITQ9562-5/22-1
Office	1		As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		



**Internal Services Department
Strategic Procurement Division
Request To Quote**

111 NW 1st Street, Suite 1300, Miami, FL 33128

Item 37			
Facility Name:	Annex Building		
Address:	1861 NW 28 ST Miami FI 33142		
No. of days/week services required:	5 (M-T-W-TH-F)		
Time frame per day services required:	4 hrs (8am – 12pm)/day		
No. of floors:	1		
No. of occupants:	6		
Total square feet to be cleaned:	2793		
Interior Floor Types			
Type	Sq Ft		
Carpet Tile	737		
Ceramic Tile	245		
Vinyl Tile	2518		
Total Int. Sq. Ft.	2793		
Area Types			
Type	Qty	Sq Ft	Appearance Level
ALC File Room	1	906	As assigned per ITQ9562-5/22-1
Copy Areas/Rooms	1	60	As assigned per ITQ9562-5/22-1
Janitor Closets	1	60	As assigned per ITQ9562-5/22-1
Kitchen/Lounge	1	160	As assigned per ITQ9562-5/22-1
Offices (Private and Chambers)	7	1362	As assigned per ITQ9562-5/22-1
Restrooms (Tenant and Private)	4	245	As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		



**Internal Services Department
Strategic Procurement Division
Request To Quote**

111 NW 1st Street, Suite 1300, Miami, FL 33128

Item 38			
Facility Name:	Jollivette Community Center		
Address:	6319 NW 24 Place, Miami, FL 33147		
No. of days/week services required:	3 (M-W-F)		
Time frame per day services required:	2 hrs (10AM-12PM)/day		
No. of floors:	1		
No. of occupants:	0		
Total square feet to be cleaned:	2900		
Interior Floor Types			
Type	Sq Ft		
Ceramic Tile	2700		
Concrete	300		
Total Int. Square Feet	2900		
Area Types			
Type	Qty	Sq Ft	Appearance Level
Main Area	1	2100	As assigned per ITQ9562-5/22-1
Restroom (Public)	2	800	As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		



**Internal Services Department
Strategic Procurement Division
Request To Quote**

111 NW 1st Street, Suite 1300, Miami, FL 33128

Item 39			
Facility Name:	Victory Homes Community Center		
Address:	530 NW 75 St., Miami, FL 33147		
No. of days/week services required:	5 (M thru F)		
Time frame per day services required:	2 hr/day 9AM-11AM		
No. of floors:	1		
No. of occupants:	0		
Total square feet to be cleaned:	2600		
Interior Floor Types			
Type	Sq Ft		
Vinyl Floor Type	2600		
Total Int. Sq. Ft.	2600		
Area Types			
Type	Qty	Sq Ft	Appearance Level
Main Area	1	2000	As assigned per ITQ9562-5/22-1
Restroom (Public)	2	600	As assigned per ITQ9562-5/22-1
Project Work			
Task	Frequency		
Vacuum all blinds (mini, standard, horizontal)	Monthly		
Wash all trash/garbage containers in lunchrooms inside and	Monthly		
Wash all interior windows and glass	Monthly		
Strip and apply suitable floor finish to non-carpeted floors	Monthly		
Shampoo all carpeted areas	Quarterly		
Dust walls from floor to ceiling, apply polish to paneled	Monthly		
Wash all light fixture lenses, air diffusers, grills	Quarterly		
Wash all exterior windows (first floor)	Semi-annually		



**Internal Services Department
Strategic Procurement Division
Request To Quote**

111 NW 1st Street, Suite 1300, Miami, FL 33128

SECTION 4 - QUALIFICATIONS

4.1 Project Manager and/or Supervisor Contact Info

Name: _____ Phone: _____

Title: _____

4.2 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?

