

☒ New ☐ OTR ☐ Sole Source ☐ Bid Waiver
☐ Re-Bid ☐ Other

RFQ9562-16CUA

Five (5) years

Date returned to PMS:



SECTION 2 – SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this Request for Quote (RFQ) is to secure quotes for janitorial services at South Miami-Dade Cultural Arts Center facilities as listed and specified herein and in accordance with the terms and conditions of ITQ9562-5/22.

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 Blanket Purchase Order issued by the Internal Services Department, Procurement Management Division. The contract shall expire on the last day of the five (5) year term.

2.3 PRE-BID SITE VISIT

It is highly recommended 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. The site visit has been scheduled for the following date and time.

Item	Facility	Location	Date/Time
1-2	South Miami-Dade Cultural Arts Center	10900-50 SW 211 St. Cutler Bay, FL 33189	01/29/2019 @ 9:00 AM

2.4 METHOD OF AWARD

Award will be made to the lowest, responsive, responsible Bidder in the aggregate who has been pre-qualified under Pool No. ITQ9562-5/22-1 in Groups 2, and 3. Bidder(s) must submit a price for all items to be considered for award.

2.5 CLEANING PRODUCTS, MATERIALS AND SUPPLIES

The Awarded Bidder shall furnish to the Operations or Building Manager a Cleaning Products, Materials and Supplies list to disclose all cleaning products, paper products, materials, and supplies used in conjunction with the Services. The list shall include the product name, manufacturer, and product category information for each item. The Awarded Bidder shall ensure the Operations or Building Manager receives updates so that the list of cleaning products, materials, and supplies used in conjunction with the Contract is current and accurate. All listed cleaning products, materials, and supplies must be approved by the County prior to use on the premises. Substitute equipment and products may be considered throughout the Contract. Substitute items must be of equal or better quality than the previously approved item. 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,



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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.

2.6 **STAFFING REQUIREMENTS / SCHEDULING**

The Awarded Bidder shall provide two (2) personnel in the position of worker, Monday through Friday, working eight (8) hours each per day, providing coverage from the hours of 7:00 AM to 5:00 PM. Schedules will be set on an as-needed basis to accommodate programming and special events at SMDCAC. Workers shall be specifically assigned to, but not limited to, and capable of accomplishing services designated herein as Routine Tasks.

Porters: persons who provide customized cleaning services, shall be assigned tasks by the Operations or Building Managers typically performed while the premise is open to the public. The Awarded Bidder shall provide, in addition to workers above, one (1) personnel in the position of porter, Monday through Friday, working eight (8) hours per day, starting at 9:00 A.M. General tasks to be performed are spot cleaning and special servicing of restrooms, break rooms, lobbies, elevators, and other high use areas through-out the day. Perform related work as required.

HOLIDAYS (supersedes ITQ9562-5/22 Sect. 2 Para. 2.36)

The following are the County-observed holidays, during which most of the premises will be closed to the public. However, there may be an event scheduled on any of these days.

New Year's Day	Columbus Day
Martin Luther King's Birthday	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Independence Day	Christmas Day
Labor Day	

The requirement of the Awarded Bidder to provide full, limited, or no staffing for Awarded Bidder's personnel assigned to a facility or area on a holiday shall be at the discretion of the Operations or Building Manager and shall be at no additional cost to the County. The Awarded Bidder may use holidays for performing Routine Tasks and Project Work



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upon approval by the Operations or Building Manager. The County will not pay for days that service is not provided when the site is closed because of an emergency.

2.7 SMALL BUSINESS MEASURES

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

SBE Set-Aside

Per Sect. 1, Para. 1.44

2.8 LIVING WAGE

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

2.9 LIQUIDATED DAMAGES

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

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

A. Performance Evaluation Meetings

The Project Manager may require the Awarded Bidder to meet with department management and other County personnel as deemed necessary for non-performance issues. Any such meeting shall be recorded and kept in the Awarded Bidder's file.

B. ADMINISTRATIVE CHARGES (supersedes ITQ9562-5/22 Sect. 3 Para. 3.10)

1. Failure to Complete Tasks or Project Work

Where failures to complete any task(s) in accordance with the Contract or to the satisfaction of the County, within any stipulated time, occur, the County may assess administrative cost for the failure to perform such work. These charges are based on the cost which would be incurred should County staff or another contractor have to perform the work. All charges may be assessed on a per day basis.

Deductions for Project Work shall be made in accordance with the Administrative Charges Schedule below. Where Project Work is not identified below, deductions shall be based on the prices for Project Work established herein. These deductions shall include, but not be limited to, incomplete work, work not performed according to schedule and/or specifications, and work that fails to meet the satisfaction of the County.

At the conclusion of any inspection by the Operations or Building Manager in which failure to complete any task(s) in accordance with the Contract or to the satisfaction of the County are observed, the Operations or Building Manager will provide the Contractor a list of said tasks. Failure to correct the deficiency (ies) within twenty-four (24) hours of written notification, or a mutually agreed time, will result in the assessment of administrative charges in the amounts stated below. In instances of consecutive failures to perform the same task, assessment of administrative charges may become automatic, with subsequent written notice to the Contractor.

2. Absent/Tardy Contractor Personnel

In the event that a Contractor personnel is not on duty as required, and a replacement is not substituted, an administrative charge of \$15.00 per hour will be assessed for the timeframe the Contractor personnel is tardy, with a



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two hour grace period, or in case of absence, for the full timeframe the Contractor personnel is scheduled to work. Where a replacement is substituted, the administrative charge of \$15.00 per hour shall apply for the timeframe from when the scheduled person was to report on duty, to the time the replacement person is present.

3. Administrative Charges Schedule

Administrative charges assessed will be deducted against the monthly invoices received by the Contractor or where the outstanding invoices are insufficient; the County may invoice the Contractor. The County may find the Contractor in default for failure to perform whether deductions have been accessed or not.

The Management of SMCAC intends to work very closely with the janitorial staff, which will include training. These charges will only be administered in extreme cases.

<u>TASK</u>	<u>AMOUNT</u>
Cleaning and polishing metal doors	\$25.00/each
Cleaning telephones	\$25.00/each
Cleaning trash/compactor area	\$50.00/each
Cleaning and disinfecting drinking fountains	\$10.00/each
Cleaning elevators doors and walls	\$25.00/elevator
Cleaning entrance mats	\$10.00/each
Cleaning display cases	\$25.00/each
Cleaning air diffusers or grills	\$25.00/each
Cleaning of chalkboards and trays	\$10.00/each
Cleaning floor drains and strainers	\$25.00/each
Cleaning rooms used for collection of solid waste	\$50.00/each
Cleaning sinks	\$25.00/each
Cleaning stairs	\$50.00/area
Cleaning, disinfecting, or descaling of wash basins, toilets, urinals or showers	\$50.00/each



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Cleaning, sweeping or pressure washing, exterior floors	\$50.00/area
Cleaning non-carpeted floors	\$50.00/area
Dusting as specified	\$10.00/area
Emptying recycling bin	\$20.00 each
Emptying ashtrays	\$5.00/each
*Emptying trash receptacles	\$20.00 each
*Improper disposal of hazardous waste	\$15.00/incident
Maintain elevator floor	\$50.00/elevator
Malfunctioning/missing equipment	\$25.00/each
Not submitting schedules on dates specified or agreed upon	\$25.00/day
Polishing elevator or escalator metal surface	\$25.00/elevator
Polishing stair rails	\$50.00/area
Policing litter	\$50.00/area
Rearranging furniture as required	\$100.00/area
<u>TASK</u>	<u>AMOUNT</u>
*Remove carpet stain common area	\$50.00/room or office \$100.00/common area
Removing chewing gum	\$50.00/total area
Removing scrubbing debris from baseboards	\$100.00/area
*Servicing dispensers	\$10.00/each
Spot cleaning furniture, fixtures, wall, partitions or doors	\$25.00/each
Presence of a cleaning product not properly labeled	\$50.00/each
Spot cleaning trash receptacles	\$10.00/each



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Spray buffing floors as specified	\$50.00/room or office \$100.00/common area
Sweeping, dust mopping, damp mopping floors	\$50.00/room or office \$100.00/common area
Use of a non-authorized items	\$10.00/each
Vacuuming as specified	\$100.00/room, office \$200.00/common area
Vacuuming elevator door track	\$25.00/elevator
Vacuuming counters	\$25.00/each
Washing handrails	\$25.00/area
Wiping appliances	\$5.00/each
Wiping walls	\$50.00/each
Other services performed on or more than a monthly frequency	\$50.00/incident
Other services performed less than a monthly frequency	\$100.00/incident
*Asterisk indicates automatic deduction with no prior notice.	

3.3 SPECIAL CLEANING INSTRUCTIONS FOR FLOOR/SCULPTURE MAINTENANCE

Cleaning Sprung Wood Floors/Wood Floors - Lab Theater and Dance Rehearsal Room

A. DAILY (wood/vinyl surfaces)

1. All surfaces shall be vacuumed, swept or dry dust mopped to include throw rugs, mats, or small carpets
2. All floor surfaces shall be kept dry at all times
3. All spills shall be cleaned immediately before they cause damage

B. WEEKLY

1. All wood surfaces shall be mopped with a micro-fiber mop head per the following process:
 - a. No soaps or detergents shall be used

- b. AquaSport Wood Floor Cleaner shall be used, mixed according to manufacturer's directions (other chemicals may leave slippery residue)
- c. Using 16 oz. spray bottle, spray 1 to 2 floor panels at a time and mop with micro-fiber cleaning pad attached to a flat head mop
- d. No wax/silicon based polishes, paste waxes, or solvent/pine based cleaners shall be used on wood floors as they will make the floor more difficult to clean and create problems when it comes time to refinish
- e. If the floors have been subjected to grease, oils, or other contaminants, periodic use of IFT Cleaner by Basic Coatings may be necessary

C. REMOVAL OF SCUFF MARKS FROM WOOD FLOORS

- 1. All scuff marks on wood floors shall be removed per the following process
 - a. Oreck Orbiter floor care machine shall be used with Oreck terry cloth bonnets
 - b. AquaSport Wood Floor Cleaner shall be used, mixed according to manufacturer's directions (other chemicals may leave slippery residue)
 - c. Using 16 oz. spray bottle, spray 1 to 2 floor panels at a time and clean with Oreck Orbiter terry cloth bonnet
 - d. If this is not strong enough to remove scuff marks, AquaSport may be mixed 2 parts water to 1 part AquaSport

D. CLEANING OF VINYL DANCE FLOOR

- 1. Vinyl dance floor, when present in rehearsal room shall be cleaned per the following:
 - a. No cleansers with ammonia or abrasives shall be used – PH neutral cleaner shall be used - Squeaky Clean works well
 - b. Use of automatic floor scrubber is not recommended
 - c. For very large vinyl floors an automatic scrubber/dryer with a red or blue pad may be used at a very low RPM, no higher than 175 revolutions per minute

Cleaning Polished Concrete Floor - Café/Classroom, Auditorium, and Theatre

A. DAILY

- 1. Polished concrete floors shall be dust mopped remove dirt, dust and debris, which can be abrasive and over time it can ruin the luster on your polished concrete floor
- 2. Polished concrete floors shall be wet-mopped **as needed** per the following:
 - a. Dust mop or sweep to remove debris

- b. Wet mop with plain water using plastic-bristle scrub brush to loosen and remove dirt
- c. If plain water does not remove all dirt, re-mop with clean warm water and a few drops of mild cleaner (dish soap recommended)
- d. Allow floor to dry completely

Cleaning Terrazzo Floor - Lobby Area 1st floor

A. DAILY

1. Terrazzo floor shall be dust-mopped swept to remove dirt and debris

B. AS NEEDED

1. Terrazzo floor shall be cleaned per the following:
 - a. Clean floor using a neutral pH floor cleaner or one made especially for terrazzo floors according to manufacturer directions
 - b. Apply the cleaner and let set for a few minutes
 - c. Rinse floor with clean water until clean and streak-free
 - d. Buff floor with buffer if available
2. Terrazzo floor shall be stripped and waxed (currently annually) per the following:
 - a. Clean the floor with a terrazzo wax-stripping product per the manufacturer's directions for removing wax
 - b. Completely clean floor with water to remove all traces of the wax-stripper, let the dry completely
 - c. Seal floor with terrazzo sealer mixed according to the manufacturer directions, let dry completely (one coat is usually sufficient)

Cleaning Marble Sculptures in Lobby

A. AS NEEDED

1. Clean marble sculptures per the following artist's directions:
 - a. Remove all scuff marks using 3M 07445 Scotch Brite Light Duty Pad with Weiman Granite Cleaner only
 - b. Polish to remove scuff marks that may accumulate on the SIDES of the sculptures - apply marble polish to the pad to scrub away scuffs or dirt - use clean cotton rags to remove all residues

- c. After scuff marks and residue have been removed, polish both the TOPS AND SIDES of the sculptures with marble polish or Aqua Clean Stone and Shine spray applied with clean cotton rags
 - d. To prevent marring, scuff marks and scuffs from black heels or from daily foot traffic (as needed), apply two coats of Roval Reflecta Polish evenly to ONLY THE SIDES of the marble using the 07445 3M Scotch Brite Light Duty Pad to apply in a circular scrubbing motion and clean cotton rags to remove residue
 - e. No substitutions to specified cleaning products may be use without artist's authorization
2. Product information:
- a. 3M 07445 Scotch Brite Light Duty Pad
<http://www.shop3m.com/70071310067.html>
 - b. Weiman Granite Cleaner & Polish
<http://www.weiman.com/Products/Granite,-Stone-and-All-Countertops/Granite-Cleaner---Polish.aspx>
 - c. Aqua Clean Stone and Shine Spray
<http://www.buyaquamix.com/servlet/the-83/Aqua-Mix%2C-Stone%2C-Clean%2C/Detail>
 - d. Roval Reflecta Polish
http://www.roval.com/gloss_seal.htm

B. QUARTERLY

1. Seal marble sculptures per the following artist's directions:
 - a. Apply Aqua Mix Ultra-Solv sealer or Roval Unique 281 Oil & Stain Resistant Penetrating Sealer to the entire sculpture top bottom and sides
 - b. Allow the sealer to soak for 5 minutes
 - c. Reapply the sealer and wait 30 minutes
 - d. Polish using clean cotton rag until all residues are removed from the surface
2. Product information:
 - a. Aqua Mix Ultra-Solv
<http://www.custombuildingproducts.com/products/aqua-mix/sealers/aqua-mix-ultra-solv.aspx>
 - b. or, Roval Unique 281 Oil & Stain Resistant Penetrating Sealer



http://www.roval.com/pen_seal.htm

3.4 **SERVICE REQUIREMENTS**

As identified in ITQ9562-5/22, Section 3, Awarded Bidder shall perform all of Items 1 and 2 Routine Work per Area Types, and Project Work; at frequencies specified below:

Routine Work per Area Types, and Project Work:

The contractor shall perform Routine Tasks at the premises as scheduled per Sections 3 and 4 herein.

Notwithstanding the Routine Task Schedule, specific scheduling may be determined according to programming and special events whereby workers normally scheduled to perform routine tasks are diverted to cover those events**.

Routine cleaning of the following areas shall be performed between 7:00 A.M. and 5:00 P.M.:

Main Stage Theater Building	Activity Building Spaces
Main Lobby/Box Office	Activity Building Bathrooms
Auditorium of the Theater (3 Levels)	Plaza between buildings
Lobby Restrooms	Parking Lots
Auditorium Mezzanine and Balcony levels	Front Steps
Mezzanine and Balcony level restrooms	Remove litter from Canal sidewalk
Administrative Offices	Sweep all colored concrete areas.
Dressing Rooms	Black Box Theater
Backstage Restrooms	

**Event schedules will be provided to the Contractor on a monthly basis for special event needs.

The Contractor shall fully comprehend the type, quality and characteristics of all materials that comprise the premises, which will be serviced under the Contract. The Contractor shall determine and furnish the proper cleaning method through Routine Tasks and Project Work for each material to maintain the premises, at a minimum, in the following Standard Conditions, with the exception of ordinary wear and tear and unavoidable accidents. Routine Tasks and Project Work may be modified in terms of content, frequency, and to any extent which does not affect cost, based on mutual agreement between the County and the Contractor.

A. The following Standard Conditions are minimal as defined by the County and to the satisfaction of the Operations or Building Manager.

Standard Conditions:

1. All surfaces, fixtures, rooms and furniture (i.e., floors, walkways, lights, restrooms, mats, waste receptacles, etc.) which comprise the premises shall be clean and free of foreign matter and odors and have a clean, uniform, and polished appearance.
 2. Subsequent to service, all Contractor's property, County's property, and foreign items shall be placed and positioned in its respected space and position (i.e., chairs returned to tables, litter removed, employee equipment properly stored away, etc.).
 3. No damaging or soiling (i.e., puncture, fade, smug, etc.) shall be done by Contractor personnel on any surface, fixture or furniture of the premises during or subsequent to service.
- B. In addition to the Routine Tasks and Project Work specified herein, the following additional duties shall be performed by the Contractor in conjunction with the cleaning service:
1. Promptly report imminent security violations, hazardous conditions and any building parts, fixtures, and mechanical equipment in need of repair such as burned out lights, leaky faucets, toilet stoppages, etc. to the Operations or Building Manager.
 2. Turn off appropriate electricity (i.e., lights, fans, etc.); secure/lock external doors and windows, and restore alarm systems, where applicable, when final cleaning service is complete.
 3. Report to the Operations or Building Manager irregularities or damage in any of the areas serviced, regarding A/C, heating and ventilating equipment, lighting, furniture, vandalism, broken doors or windows, dispensing equipment in restrooms, or any other condition to be considered unsafe, that may require attention for repairs, adjustment, replacement or correction.
 4. Ensure that rooms that normally are locked after hours are left locked after cleaning and where necessary, the keys returned to their designated office or location.
 5. Turn in all lost and found articles to the Operations or Building Manager or other specified office or location.
 6. Notify the Operations or Building Manager of emergency conditions such as fires, floods, excessively hot or cold room temperatures, etc.
 7. Keep secure, including during cleaning operations, building doors as directed by the Operations or Building Manager.
 8. Handle reasonable problems and/or complaints or similar isolated incidences. A summary of the incident and resolution shall be contained in the Daily Report.

9. Work shall be scheduled and performed so that it will not disrupt functions and normal day-to-day operations on the premises.

SPECIAL REQUIREMENT

The Telecommunication and Mechanical Rooms shall be cleaned under direct supervision of the Site Supervisor only. These rooms shall be locked at all times and are reserved for specific equipment, parts, and materials only, with restrictions against storing any other items therein. Contractor personnel who discover violation of the storing restrictions shall immediately notify the Operations or Building Manager.

3.5 SPECIAL EVENT COVERAGE

SMDCAC is a performing arts complex and programming will take place on weekdays, weekends, evenings and the holidays. The Contractor shall be aware of this schedule and accommodate the clean-up of the facility on an as needed basis. Event coverage shall be priced per man hour.

Based upon prior, typical seasons' actual activities and scheduling requirements, and the services as currently being provided, the following estimates of assignments and shift hours by performance space is projected, for reference:

- Main Stage Performance: 3 workers for an 8 to 10 hour shift.
- Black Box Performance: 1 worker for a 6 or 8 hour shift.
- Black Creek Live Performance: 2 workers for a 6 hour shift.
- Festival/Outdoor Performance: 4 workers, 12 hour shift
- The performance season is most active between October and June. Between July – September the event schedule reduces.

A. EVENT SET UP/CLEANUP

1. MAIN STAGE

The Main Stage Theater seats 961 people at full capacity. The contractor will provide staff two hours prior to the performance. The contractors will begin the shift by doing the work of set up/clean up the backstage area in preparation for the upcoming performance. Generally the performers will rehearse during the day before a show and therefore, dressing rooms, bathrooms and the green room need to be refreshed and maintained in the backstage area.

The Lobby has three levels with two bathrooms on the east and west sides of the facility, with a total of 12 public restrooms/stalls that need to be cleaned and stocked prior to the performance.

The Theater has three levels which are referred to as Orchestra which has 580 seats, the Mezzanine and Balcony levels, with 188 seats each. The floors will be swept and mopped, the seats cleaned and any debris removed from the auditorium.

During the performance, the workers are required to be diligent about responding to radio calls from theater management about any issues that arise, are expected to continue to maintain the area(s) during the performances, and must restore the facility post-performance.

2. BLACK BOX THEATER EVENTS – SET UP/CLEAN UP

The Black Box Theater has a maximum capacity of 130 people and has two public bathrooms as well as a small lobby to maintain. The contractor will provide one worker for a Cabaret Series show and two workers for a Black Creek Live production. The difference between these two types of events is that the Black Creek Live productions include the use of the plaza area and the Activities Building bathrooms. Contractor will provide these workers two hours prior to the first performance and continue to maintain the area during the performances and then restore the facility post-performance.

3. ACTIVITY BUILDING EVENTS – SET UP/CLEANUP

The spaces in the Activity Building at the SMDCAC are frequently used by the County and other organizations for conferences, workshops, seminars, readings, receptions, dances, and party events. Some events are very well attended by the public and include food service.

The Contractor shall provide the necessary labor, for the setup and subsequent cleanup for Activity Building events at the premises. Setup may consist of cleaning the room and stocking of the rest rooms. Cleanup may consist of floor and restroom cleaning, spot cleaning walls and doors and in general returning the room to its original state. At a minimum of once a week, the Contractor shall seek from the Operations or Building Manager a list of scheduled events for the Activity Buildings. Said list of events will identify (i) the events to be held in the coming week(s), (ii) the timeframes allotted for setup and cleanup, and (iii) any additional information at the Operations or Building Manager's discretion.

For all events in which the timeframe(s) allotted for setup and/or cleanup are scheduled **within** the on-duty hours for porters, the Operations or Building Manager may direct services to be handled by the porter(s) on duty; at no additional cost to the County and no additional hours.



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Facility Name:	Main Stage Theatre Building		
Address:	10950 SW 211 St. Cutler Bay, FL 33189		
No. of days/week services required:	5		
Time frame per day services required:	From 7:00am to 5:00pm		
No. of floors:	3		
No. of occupants:	30 daily		
Total square feet to be cleaned:	68,595		
Interior Floor Types			
Type	Sq. Ft		
Carpet (offices/mezzanine/balcony)	2958		
VE Terrazzo (lobby)	10000		
Sealed Concrete (theatre/hallways/green room/stairways)	15640		
Ceramic Tile (restrooms-main lobby/black box)	1610		
Painted Masonite (stage/black box)	1300		
Total Int. Sq. Ft.	31508		
Exterior Hardscape Types			
Concrete (parking lot)	3500		
Colored Concrete (plaza)	33587		
Total Ext. Sq. Ft.	37087		
Area Types			
Type	Qty	Sq. Ft	Appearance Level
Auditoriums/Assembly Area	1	4220	Level 1
Dressing Room	4	280	Level 1
Green Room/Kitchenette	1	100	Level 1
Conference/Meeting Rooms/Kitchenette	1	200	Level 1
Control/Security Rooms	1	150	Level 3
Corridors/Entrys/Foyers	3	3000	Level 1
Data/Phone Rooms	1	100	Level 3
Elevators (incl Garages)	2	96	Level 1
Janitor Closets	5	250	Level 3



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Lobbies (Interior)	2	10000	Level 1
Loading Areas	1	4800	Level 3
Plaza/Exterior Gathering Area	1	33587	Level 1
Restrooms (Public)	13	1330	Level 1
Restrooms (Tenant and Private)	6	280	Level 1
Showers	6	600	Level 1
Stairways Between Floors	2	4600	Level 3
Storage Rooms	1	1600	Level 2
Workstations (Built-In)	9	2548	Level 1
Project Work			
Task	Frequency		
Wood/Vinyl Surfaces (Sect 3.3)	Daily		
Wood Surfaces (Sect 3.3)	Weekly		
Removal of Scuff Marks from Wood Floors (Sect. 3.3)	Weekly		
Cleaning of Vinyl Dance Floor (Section 3.3)	Weekly		
Cleaning Polished Concrete Floor – Café/Classroom, Auditorium, and Theatre (Sect 3.3)	Daily		
Cleaning Terrazzo floor (Sect. 3.3)	Daily and/as Needed		
Cleaning Marble Sculptures in Lobby	As Needed		
Seal Marble Sculptures (Sect. 3.3)	Quarterly		

South Miami-Dade Cultural Arts Center (SMDCAC) – Item 2	
Facility Name:	Activity Building/Lab Theatre
Address:	10900 SW 211 St. Cutler Bay, FL 33189
No. of days/week services required:	5
Time frame per day services required:	From 7:00am to 5:00pm
No. of floors:	1
No. of occupants:	250
Total square feet to be cleaned:	6,460



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Interior Floor Types			
Type	Sq. Ft		
Sprung Wood (theatre/rehearsal)	3746		
Sealed Concrete (classroom)	1114		
Ceramic Tile (restrooms/showers)	1600		
Total Int. Sq. Ft.	6460		
Area Types			
Type	Qty	Sq. Ft	Appearance Level
Theatre Lab/Rehearsal/Classroom	2	4800	Level 1
Janitor Closets	1	100	Level 3
Restrooms (Public)	4	1400	Level 1
Showers	2	160	Level 1
Project Work			
Shampoo All Carpeted Areas	Biannually		
Window Cleaning Interior/Exterior	Weekly		



Internal Services Department
Strategic Procurement Division
Request For Quote (RFQ)

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

Section 4 – Pricing

4.1 Hourly Rate/Project Work Unit Prices

Pricing provided herein for use only in the event of an increase or decrease to project work frequency and/or Special Request/Emergence requests and **NOT FOR EVALUATION PURPOSE.**

Task	Unit	Price
Special Request/Emergency Services per Sect. 2 Para. 2.58 of ITQ9562-5/22	Hour	\$_____
Special Event Coverage as Needed (Weekdays, Weekends, Evenings, and Holidays)	Hour	\$_____
Shampoo All Carpeted Areas	Per Sq. ft	\$_____
Window Cleaning Interior/Exterior	Per Floor	\$_____
Buff terrazzo floors	Per Sq. ft	\$_____
Strip and apply suitable finish to terrazzo floor	Per Sq. ft	\$_____
Pressure wash painted concrete plaza	Per Sq. ft	\$_____