

**ESCAMBIA COUNTY
FLORIDA**

INVITATION TO BIDDERS

**Resolicit Custodial Services for Various County Buildings
SPECIFICATION NUMBER PD 17-18.014**

BIDS WILL BE RECEIVED UNTIL 2:00 PM CST, January 4, 2018

Office of Purchasing, Room 11.101
213 Palafox Place, Pensacola, FL 32502
Matt Langley Bell, III Building
Post Office Box 1591
Pensacola, FL 32591-1591

A Pre-Solicitation Conference will be held in the Office of Purchasing Conference Room,
11.407, at **1:30 PM CST, December 12, 2017**

Board of County Commissioners

Jeff Bergosh, Chairman
Lumon J. May, Vice Chairman
Steven Barry
Grover C. Robinson, IV
Douglas B. Underhill

**From:
Paul R. Nobles
Purchasing Manager**

Assistance:

Emily D. Weddington, CPPB
Purchasing Specialist
Office of Purchasing
2nd Floor, Matt Langley Bell, III Building
213 Palafox Place
Pensacola, FL 32502
Telephone: 850-595-4987
E-Mail: edweddington@myescambia.com

SPECIAL ACCOMMODATIONS:

Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing (850) 595-4980 at least five (5) working days prior to the solicitation opening.

Notice

It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.

NOTICE

In accordance with Sec. 46-110(e) of the Escambia Code of Ordinances, all bid solicitation documents shall include the following notice to vendors of the local vendor preference policy:

Sec. 46-110.-Local Preference in Bidding

a) Legislative Intent:

The Escambia County Board of County Commissioners finds that local businesses are often at a disadvantage when competing with other non-local businesses in that the cost of doing business in Escambia County is higher than other areas of the state and giving local businesses a preference in the procurement of goods and services serves a compelling public purpose for the benefit of the taxpayer and residents of Escambia County as such preference encourages local industry, employment opportunities, and increases the County's overall tax base.

b) "Local Business" Defined:

For the purposes of this section, "Local Business" shall mean a business which meets all of the following criteria:

1. Has had a fixed office or distribution point located in and having a street address within Escambia County or Santa Rosa County for at least one (1) year immediately prior to the issuance of the request for competitive bids by the County. The fixed office or distribution point must be staffed by at least one (1) employee. Post Office boxes are not verifiable and shall not be used for the purpose of establishing a physical address, and
2. Holds any business license required by Escambia County or Santa Rosa County, and
3. Is the principal Offeror who is a single Offeror; a business which is the prime Contractor and not a Sub-Contractor, or a partner, or joint venture submitting an offer in conjunction with other businesses.

c) Certification:

Any vendor claiming to be a local business as defined above shall so certify in writing to the Escambia County Office of Purchasing. The certification shall provide all necessary information to meet the requirements provided herein. The purchasing agent shall not be required to verify the accuracy of any such certification, and shall have the sole discretion to determine if a vendor meets the definition of a "Local Business."

d) Preference in Purchase of Commodities and Services by Means of Competitive Bid:

Except where federal or state law, or any other funding source, mandates to the contrary, Escambia County may give preference to local businesses in the following manner:

Competitive Bid (Local Price Match Option): Each formal competitive bid solicitation (i.e. sealed bids) shall clearly identify how the price order of the bids received will be evaluated and determined.

When a qualified and responsive, non-local business submits the lowest price bid amount between \$50,000.00 and \$249,999.99, and the bid submitted by one or more qualified and responsive local businesses is within **five percent (5%)** of the price submitted by the non-local business, then the local business with the apparent lowest bid offer (i.e., the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

When a qualified and responsive, non-local business submits the lowest price bid amount between \$50,000.00 and \$249,999.99, and the bid submitted by one or more qualified and responsive local businesses with a fixed office or distribution point located in a designated **Community Redevelopment Area (CRA)** is within **seven percent (7%)** of the price submitted by the non-local business, then the local business located in a designated CRA with the apparent lowest bid offer (i.e., the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualifies and responsive non-local bidder.

When a qualified and responsive, non-local business submits the lowest price bid amount between \$250,000.00 and \$999,999.99, and the bid submitted by one or more qualified and responsive local businesses is within **three percent (3%)** of the price submitted by the non-local business, then the local business with the apparent lowest bid offer (i.e., the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

When a qualified and responsive, non-local business submits the lowest price bid amount between \$250,000.00 and \$999,999.99, and the bid submitted by one or more qualified and responsive local businesses with a fixed office or distribution point located in a designated **CRA** is within **five percent (5%)** of the price submitted by the non-local business, then the local business with the apparent lowest bid offer (i.e., the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

When a qualified and responsive, non-local business submits the lowest price bid amount in excess of \$1,000,000.00, and the bid submitted by one or more qualified and responsive local businesses is within **two percent (2%)** of the price submitted by the non-local business, then the local business with the apparent lowest bid offer (i.e., the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

When a qualified and responsive, non-local business submits the lowest price bid amount in excess of \$1,000,000.00, and the bid submitted by one or more qualified and responsive local businesses with a fixed office or distribution point located in a designated **CRA** is within **four percent (4%)** of the price submitted by the non-local business, then the local business with the apparent lowest bid offer (i.e., the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

In such instances, staff shall first verify whether the lowest non-local bidder and the lowest local bidder are in fact qualified and responsive bidders. Next, the purchasing department shall invite the lowest local bidder in writing to submit a matching offer which shall be submitted in writing to the Escambia County Office of Purchasing within five (5) business days thereafter.

If the lowest local bidder does not respond or otherwise submits a written offer that does not

fully match the lowest bid from the lowest non-local bidder tendered previously then award shall be made to the lowest overall qualified and responsive non-local bidder.

In the event a local bidder is awarded a contract pursuant to this section, any requests for change orders increasing the cost of the project must be approved by the Escambia County Board of County Commissioners.

e) Notice:

All bid solicitation documents shall include notice to vendors of the local preference policy.

f) Waiver of the Application of Local Preference:

The application of local preference to a particular purchase or contract for which the Board of County Commissioners is the awarding authority may be waived upon approval of the Board of County Commissioners.

g) Limitations:

1. The provisions of this section shall apply only to procurements which are above the formal bid threshold as set forth in the Escambia County Purchasing Code.
2. The provisions of this section shall not apply where prohibited by federal or Florida law, or where prohibited under the conditions of any grant.
3. The provisions of this section shall not apply to any purchase exempted from the provisions of the Escambia County Purchasing Code.
4. The provisions of this section shall not apply to contracts made under the Consultants Competitive Negotiation Act (CCNA), F.S. § 287.055.

h) Penalties:

1. Misrepresentation:

A vendor who misrepresents the local preference status of its firm in a bid or proposal submitted to the County will lose the privilege to claim local preference status for a period of up to one (1) year from the date of the award of the contract or upon completion of the contract, whichever is greater.

2. Failure to Maintain Local Business Preference Qualifications:

Any vendor that does not maintain its local preference status resulted in the awarded contract shall be in breach of contract and will be subject to termination of the contract, suspension of payments under the contract, and loss of the local preference status on the contract awarded.

3. Lack of Good Faith:

The Contractor or firm may show that it attempted through reasonable and objective means and in good faith to comply with the terms of the contract relating to local businesses but was unable to comply. If the County determines that the Contractor or firm did not act in good faith, all amounts paid to the Contractor or firm under the

County contract intended for expenditure with the local business shall be forfeited and recoverable by the County. In addition, the contract may be rescinded and the County may return all or a portion of the goods received and recover all amounts paid under the contract for the goods which were returned.

Effective July 1, 2015, the County **may not** use a local preference for a “competitive solicitation for **construction services** in which **fifty percent (50%) or more** of the cost will be paid from state appropriated funds which have been appropriated at the time of the competitive solicitation.” For any such solicitation, the County must disclose in the bid package that “any applicable local ordinance or regulation does not include any local preference...” See §255.0991, Florida Statutes.

**ESCAMBIA COUNTY, FLORIDA
INVITATION TO BID
BIDDER'S CHECKLIST
Resolicit Custodial Services for Various County Buildings
SPECIFICATION PD 17-18.014**

HOW TO SUBMIT YOUR BID:

Please review this document carefully. Offers that are accepted by the County are binding contracts. **Incomplete bids are not acceptable.** All documents and submittals shall be received by the Office of Purchasing on or before the date and hour specified for receipt. Late bids will be returned unopened.

** Documents submitted with Bids are to be on the forms provided in the Invitation to Bid and photocopies of other required documents.*

THE FOLLOWING DOCUMENTS SHALL BE RETURNED WITH THE BID:

- Solicitation, Offer, and Bid Form. The Bid Form must contain an original signature in indelible ink. Bids with photocopies or scanned signatures will not be accepted.
- Bid Surety (bond, check, etc.)

THE FOLLOWING DOCUMENTS SHOULD BE RETURNED WITH THE BID:

- Letter from Insurance Carrier as Specified in the "Insurance Requirements"
- Sworn Statement Pursuant to Section 287.133(3)(A), Florida Statutes on Entity Crimes
- Drug-Free Workplace Form
- Information Sheet for Transactions and Conveyances Corporate Identification
- Certificate of Authority to do Business from the State of Florida
- Occupational License

BEFORE YOU SUBMIT YOUR BID, HAVE YOU:

Placed your bid with all required submittal items in a sealed envelope, clearly marked for specification number, project name, name of bidder, and due date and time of bid receipt?

THE FOLLOWING DOCUMENTS ARE REQUIRED UPON NOTICE OF AWARD:

- Certificate of Insurance

HOW TO SUBMIT A NO BID:

If you do not wish to bid at this time, please remove the Solicitation, Offer, and Bid Form from the Bid Package and enter No Bid in the "Reason for No Offer" block, your company's name, address, signature, and return the Solicitation, Offer, and Bid Form in a sealed envelope. This will ensure your company's active status in our Bidder's list.

**This form is for your convenience to assist in filling out your bid.
Do not return this form with your bid.**

**Resolicit Custodial Services for Various County Buildings
PD 17-18.014**

TABLE OF CONTENTS

Forms marked with an (* Asterisk) must be returned with the Bid.

Forms marked with a (** Double Asterisk) should be returned with the Bid.

| | <u>Page</u> |
|--|-------------|
| Solicitation, Offer, and Bid Form * | 1 |
| Sworn Statement Pursuant to Section 287.133(3)(A), Florida Statutes on Entity Crimes ** | 10 |
| Drug-Free Workplace Form ** | 12 |
| Information Sheet for Transactions and Conveyances Corporate Identification ** | 13 |
| List of General Terms and Conditions (Incorporated by Reference) | 15 |
| Special Terms and Conditions | 17 |
| Scope of Work | 27 |
| Special Conditions | 30 |
| Exhibit A – Quality Control Inspection Report | 32 |

SIGN AND RETURN THIS FORM WITH YOUR BID*

SOLICITATION, OFFER AND BID FORM

ESCAMBIA COUNTY, FLORIDA

Submit Offers to:

Emily D. Weddington, CPPB

Invitation to Bid

Purchasing Specialist

Office of Purchasing, 2nd Floor, Room 11.101

**Resolicit Custodial Services for Various
County Buildings**

213 Palafox Place, Pensacola, FL 32502

Post Office Box 1591, Pensacola, FL 32591-1591

Phone: 850-595-4987

Solicitation Number PD 17-18.014

Solicitation

MAILING DATE: December 4, 2017

PRE-SOLICITATION CONFERENCE: A Pre-Solicitation Conference will be held in the Office of Purchasing Conference Room, 11.407, at 213 Palafox Pl. Pensacola, FL 32502, at 1:30 PM CST, December 12, 2017.

OFFERS WILL BE RECEIVED UNTIL: 2:00 PM CST, January 4, 2018, and may not be withdrawn within 90 days after such date and time.

POSTING OF SOLICITATION TABULATIONS

Solicitation tabulations with recommended awards will be posted for review by interested parties at the Escambia County Office of Purchasing, and will remain posted for a period of two (2) business days. Failure to file a protest in writing within two (2) business days after posting of the solicitation tabulation shall constitute a waiver of any protest relating to this solicitation. All protests must be filed with the Escambia County Office of Purchasing. Protests will be handled according to the Escambia County Purchasing Ordinance.

OFFER (SHALL BE COMPLETED BY OFFEROR)

Federal Employer Identification Number or S.S. Number:

Terms of Payment

Delivery Date will be _____ days after receipt of purchase order

Reason for No Offer

Vendor Name: _____

Address: _____

City, ST. & Zip: _____

Phone: (____) _____

Toll Free: (____) _____

Fax: (____) _____

Bid Bond Attached:

\$ _____

(Name and Title of Person Authorized to Sign Offer)

I certify that this offer is made without prior understanding, agreement, or connection, with any Corporation, firm or person submitting an offer for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer for the Offeror and that the Offeror is in compliance with all requirements of the solicitation, including but not limited to certification requirements. In submitting an offer to Escambia County Florida, the Offeror agrees that if the offer is accepted, the Offeror will convey, sell, assign or transfer to Escambia County Florida all rights title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by Escambia County Florida. At the County's discretion, such assignment shall be made and become effective at the time the County tenders final payment to the Offeror.

*

Signature of Person Authorized to Sign Offer
(Original Signature Required)

*** Failure to execute this Form binding
the bidder offer shall result in the bid
being rejected as non-responsive.**

Bid Form

Specification PD 17-18.014

Resolicit Custodial Services for Various County Buildings

| | Monthly Total | Yearly Total |
|-------------------|---------------|--------------|
| General Buildings | \$ _____ | \$ _____ |
| Libraries | \$ _____ | \$ _____ |
| Solid Waste | \$ _____ | \$ _____ |
| Road Department | \$ _____ | \$ _____ |
| Tax Collector | \$ _____ | \$ _____ |
| ECAT | \$ _____ | \$ _____ |

Bid Form - PD 17-18.014 Resolicit Custodial Services for Various County Buildings

| Bldg # | Building / Location | Gross Sq Ft | Frequency / Days of Cleaning | | Monthly | Yearly |
|--|---|----------------|---------------------------------|------------|-------------------------|--------|
| Facilities Management (General Buildings) | | | | | | |
| 320 | 4 H Center 3730 Stefani Road Pensacola, FL 32533 | 9,050 | 5 | Mon-Fri | _____ per month, x 12 = | _____ |
| 71 | Agricultural Extension Services 3740 Stefani Rd. Pensacola, FL 32533 | 7,000 | 5 | Mon-Fri | _____ per month, x 12 = | _____ |
| 46 | Animal Shelter 200 W. Fairfield Dr. Pensacola, FL 32501 | 9,127 | 5 | Mon-Fri | _____ per month, x 12 = | _____ |
| 179A | Archives Building Archives Warehouse 120 E. Blount St. Pensacola, FL 32501 | 10,370 | 5 | Mon-Fri | _____ per month, x 12 = | _____ |
| | | 5,000 | 1 | Mon | _____ per month, x 12 = | _____ |
| 223 | Barrineau Park CC 6055 Barrineau Park School Rd. Molino, FL 32577 | 9,888 | 1 | Wed | _____ per month, x 12 = | _____ |
| 73 | Beulah Community Center 7425 Woodside Rd. Pensacola, FL 32526 | 3,155 | 2 | Tues & Fri | _____ per month, x 12 = | _____ |
| 4 ** | Big Lagoon Sheriff Station 12950 Gulf Beach Hwy Pensacola, FL 32507 | 1,100 | 1 | Wed | _____ per month, x 12 = | _____ |
| 123 | Brownsville Community Center 3200 W. Desoto Street Pensacola, FL 32505 | 32,948 | 6 | Mon-Sat | _____ per month, x 12 = | _____ |
| 123 | Bryneville Community Center 1701 Hwy 4A Century, FL 32535 | 3,540 | 1 | Wed | _____ per month, x 12 = | _____ |
| 295 | Central Office Complex 3363 W. Park Place Pensacola, FL 32503 | 74,630 | 5 | Mon-Fri | _____ per month, x 12 = | _____ |
| 61 | Century Courthouse 7500 N. Century Blvd Century, FL 32535 | 5,206 | 2 | Tue & Thur | _____ per month, x 12 = | _____ |
| 65 | Century EMS 6029 Industrial Blvd. Century, FL 32535 | 4,115 | 1 | Thur | _____ per month, x 12 = | _____ |
| 130 ** | Community Probation Courtroom 2251 N. Palafox Pensacola, FL 32501 | 13,100 | 5 | Mon-Fri | _____ per month, x 12 = | _____ |
| | | 1,100 | 1 | Monthly | _____ per month, x 12 = | _____ |
| * High Security Office (Restroom must be cleaned with employees present). Background Check | | | | | | |
| 56 | Court Administration 100 Maxwell Street Pensacola, FL 32501 | 865 | 5 | Mon-Fri | _____ per month, x 12 = | _____ |

Bid Form - PD 17-18.014 Resolicit Custodial Services for Various County Buildings

| Bldg # | Building / Location | Gross Sq Ft | Frequency / Days of Cleaning | Monthly | Yearly |
|--|---|--------------|------------------------------|--|----------------|
| Facilities Management (General Buildings) | | | | | |
| 62 | Davisville Community Center 10200 Hwy 97 Bratt, FL 32535 | 7,124 | 1 Thurs | _____ per month, x 12 = | _____ |
| 63 | Dorrie Miller Community Center 2819 N. Miller St Pensacola, FL 32503 | 1,965 | 2 Mon-Fri | _____ per month, x 12 = | _____ |
| 241 | Ebonwood Community Center 3511 W. Scott St. Pensacola, FL 32505 | 2,964 | 2 Tue & Fri | _____ per month, x 12 = | _____ |
| 66 | Employee Health Clinic Human Relations Commission 2257 N. Baylen Pensacola, FL 32501 | 6,158 791 | 6 Mon-Sat 5 Mon-Fri | _____ per month, x 12 = _____ per month, x 12 = | _____ _____ |
| 256 | EMS @ Lions Eye Clinic 1135 W Hayes St. Pensacola, FL 32501 | 615 | 2 Mon & Thur | _____ per month, x 12 = | _____ |
| 6 | EMS @ Pleasant Grove Fire Station 9350 Gulf Beach Hwy Pensacola, FL 32507 | 122 | 1 Sat or Sun | _____ per month, x 12 = | _____ |
| 231 | EMS @ Osceola Fire 2601 Massachusetts Pensacola, FL 32505 | 200 | 2 Wed & Sat | _____ per month, x 12 = | _____ |
| 314 | Englewood Neighborhood Center 2749 N H St Pensacola, FL 32501 | 1,180 | 1 Tues | _____ per month, x 12 = | _____ |
| 68 | Englewood Community Center 2751 N H St Pensacola, FL 32501 | 10,824 | 2 Tue & Fri | _____ per month, x 12 = | _____ |
| 121 ** | Ensley Sheriff Sub-Station 97 Hood Dr. Pensacola, FL 32534 | 3,606 | 2 Tue & Fri | _____ per month, x 12 = | _____ |
| 189 | Equestrian Center Admin 7750 Mobile Hwy. Pensacola, FL 32526 | 774 | 1 Fri | _____ per month, x 12 = | _____ |
| 242 | Ernie L. Magaha Bldg. 221 Palafox Pl. Pensacola, FL 32502 | 126,700 | 5 Mon-Fri | _____ per month, x 12 = | _____ |
| 258 | Government Complex Parking Garage 49 W. Intendencia Pensacola, FL 32501 * Includes 2 Stairwells, Elevator and Trash Receptacle on Each Level | 833 | 1 Fri | _____ per month, x 12 = | _____ |
| 45 ** | Escambia County Visitation 1190 W. Leonard St. Pensacola, FL 32501 *Sheriff Training Area: Offices to be Cleaned during Business Hours. Hallways after Hours. | 31,249 | 5 Mon-Fri | _____ per month, x 12 = | _____ |

Bid Form - PD 17-18.014 Resolicit Custodial Services for Various County Buildings

| Bldg # | Building / Location | Gross Sq Ft | Frequency / Days of Cleaning | Monthly | Yearly |
|--|--|----------------------------|------------------------------|---|-------------------------|
| Facilities Management (General Buildings) | | | | | |
| 179 | Facilities Management Supervisor of Elections Warehouse 100 E. Blount St. Pensacola, FL 32501 | 17,058 5,630 | 5 Mon-Fri 2 Tues & Thur | _____ per month, x 12 = _____ per month, x 12 = _____ | _____ _____ _____ |
| 72 | Felix Miga Center 904 N. 57th Pensacola, FL 32506 | 13,670 | 5 Mon-Fri | _____ per month, x 12 = | _____ |
| 203 | Government Complex - Administration 1651 N. Nine Mile Rd. Pensacola, FL 32514 | 8,319 | 5 Mon-Fri | _____ per month, x 12 = | _____ |
| 80 ** | Juvenile Justice Center (JJC) 1800 St. Marys Ave. Pensacola, FL 32502 Juvenile Justice Center JJC: Clerk of the Courts & State Attorney areas must be cleaned before their employees leave for the day Juvenile Justice Detention Center JJC Detention Center must be Cleaned after 9pm Juvenile Justice Assessment Center JJC Assessment Center: Employees must be escorted by Corrections Staff * High Security Office Note: Special Conditions | 51,083 30,355 12,036 | 5 Mon-Fri 5 Mon-Fri | _____ per month, x 12 = _____ per month, x 12 = _____ | _____ _____ _____ |
| 255 | Leonard Street Maintenance 1135 W Hayes St. Pensacola, FL 32501 | 1,200 | 1 1 Day a Week | _____ per month, x 12 = | _____ |
| 267 | Lexington Terrace Community Center 700 S. Old Corry Field Rd. Pensacola, FL 32523 | 2,964 | 2 Wed & Fri | _____ per month, x 12 = | _____ |
| 181 | Marie Ella Davis Community Center 16 Raymond St. Pensacola, FL 32507 | 1,965 | 1 Sat or Sun | _____ per month, x 12 = | _____ |
| 301 | Marie K. Young Community Center 6405 Wagner Road Pensacola, FL 32501 | 13,200 | 2 Tues & Fri | _____ per month, x 12 = | _____ |
| 49 | Matt Langley Bell 213 S. Palafox Pensacola, FL 32501 | 16,200 | 5 Mon-Fri | _____ per month, x 12 = | _____ |
| 217 | Mayfair Community Center 701 S. Madison Dr. Pensacola, FL 32505 | 1,965 | 2 Wed & Sat | _____ per month, x 12 = | _____ |
| 124 ** | Molino Sheriff Sub-Station 5844 N. Hwy 29 Pensacola, FL 32577 | 2,000 | 2 Wed & Sat | _____ per month, x 12 = | _____ |
| 302 | Molino Tax Collector & Property Appraiser 6440 N Hwy 95A Pensacola, FL 32577 | 7,133 | 5 Mon-Fri | _____ per month, x 12 = _____ | _____ _____ |

Bid Form - PD 17-18.014 Resolicit Custodial Services for Various County Buildings

| Bldg # | Building / Location | Gross Sq Ft | Frequency / Days of Cleaning | | Monthly | Yearly |
|---|--|-------------|------------------------------|----------------|-------------------------------|--------|
| Facilities Management (General Buildings) | | | | | | |
| 292 | Molino Community Center 6450 N Hwy 95A Pensacola, FL 32577 | 11,280 | 2 | Wed & Sat | _____ per month, x 12 = _____ | _____ |
| 292 | Molino Cafeteria Dining & Restrooms 6450 N Hwy 95A Pensacola, FL 32577 | 1,400 | 2 | Mon & Thur | _____ per month, x 12 = _____ | _____ |
| 260 | Mosquito Control Administration | 2,978 | 1 | Friday | _____ per month, x 12 = _____ | _____ |
| 261 | Mosquito Garage Restroom 601 Hwy 297A Cantonment, FL 32533 | 80 | 1 | Friday | _____ per month, x 12 = _____ | _____ |
| 153 | Oak Grove Community Center 2550 Hwy 99 Oak Grove, FL 32568 | 1,636 | 1 | Friday | _____ per month, x 12 = _____ | _____ |
| 59 | Old Courthouse 223 S. Palafox St. Pensacola, FL 32501 | 40,680 | 5 | Mon-Fri | _____ per month, x 12 = _____ | _____ |
| 178 | Supervisor of Election/Purchasing Old Ordon/Orvis Bldg 201 S. Palafox St. Pensacola, FL 32502 | 22,900 | 5 | Mon-Fri | _____ per month, x 12 = _____ | _____ |
| 139 ** | Pensacola Beach Sheriff Substation 43 Ft. Pickens Rd. Pensacola, FL 32561 | 2,845 | 3 | Mon, Wed & Fri | _____ per month, x 12 = _____ | _____ |
| 305 | Perdido Key Community Center & Welcome Station 15500 Perdido Key Dr. Pensacola, FL 32507 | 5,155 | 1 | Sat or Sun | _____ per month, x 12 = _____ | _____ |
| 224 | Public Safety 6575 N. W St. Pensacola, FL 32505 | 60,310 | 5 | Mon-Fri | _____ per month, x 12 = _____ | _____ |
| 185 | Quintette Community Center 2490 Quintette Lane Cantonment, FL 32533 | 1,965 | 1 | Fri | _____ per month, x 12 = _____ | _____ |
| 113 ** | Sheriff Administration 1700 W. Leonard St. Pensacola, FL 32501 Must be cleaned during normal business hours | 108,927 | 5 | Mon-Fri | _____ per month, x 12 = _____ | _____ |
| 113 ** | Sheriff Maintenance Garage 3101 H. Street Pensacola, FL 32501 Must be cleaned during normal business hours | 15,680 | 5 | Mon-Fri | _____ per month, x 12 = _____ | _____ |
| 113 ** | Sheriff Investigations 1600 W. Leonard Street Pensacola, FL 32501 Must be cleaned during normal business hours | 600 | 5 | Mon-Fri | _____ per month, x 12 = _____ | _____ |

Bid Form - PD 17-18.014 Resolicit Custodial Services for Various County Buildings

| Bldg # | Building / Location | Gross Sq Ft | Frequency / Days of Cleaning | | Monthly | Yearly |
|---|--|-------------|------------------------------|-------------|-------------------------|--------|
| Facilities Management (General Buildings) | | | | | | |
| 157 | Walnut Hill Community Center 7850 Hwy 97 Walnut Hill, FL 32568 | 4,823 | 1 | Wed | _____ per month, x 12 = | _____ |
| 182 ** | Walnut Hill Sheriff Sub-Station 7850 Hwy 97 Walnut Hill, FL 32568 | 1,050 | 2 | Tues & Thur | _____ per month, x 12 = | _____ |
| 303 ** | Warrington Sheriff Substation 30 N. Navy Blvd Pensacola, FL 32507 | 6,000 | 2 | Tue / Thur | _____ per month, x 12 = | _____ |
| 325 | Warrington Tax Collector 4051 Barrancas Avenue Suite A Pensacola, FL 32507 | 9,515 | 5 | Mon-Fri | _____ per month, x 12 = | _____ |
| 173 | Wind Mitigation Bldg. 3740 Stefani Rd. Pensacola, FL 32501 | 3,139 | 5 | Mon-Fri | _____ per month, x 12 = | _____ |
| Facilities Mgmt (General Buildings) Total | | 871,040 | Total | | _____ per month, x 12 = | _____ |

** **Require Background Check & Cleaned During Normal Business Hours**

LIBRARIES

| | | | | | | |
|----------------------|--|---------------|--------------|-----------|-------------------------|-------|
| 264 | Century Library 7991 Century Blvd. Century, FL 32535 | 2,966 | 5 | Tue - Sat | _____ per month, x 12 = | _____ |
| 310 | Genealogy Library 5740 N 9th Ave Pensacola, FL 32504 | 7,126 | 5 | Tue - Sat | _____ per month, x 12 = | _____ |
| 318 | Legion Field Library 1301 W. Gregory St. Pensacola, FL 32533 | 3,545 | 6 | Mon - Sat | _____ per month, x 12 = | _____ |
| 292 | Molino Library 6450 N Hwy 95A Pensacola, FL 32577 | 4,320 | 6 | Mon - Sat | _____ per month, x 12 = | _____ |
| 232 | SW Library 12248 Gulf Beach Hwy. Pensacola, FL 32507 | 7,295 | 6 | Mon - Sat | _____ per month, x 12 = | _____ |
| 308 | Tryon Library 1200 Langley Ave. Pensacola, FL 32504 | 12,045 | 6 | Mon - Sat | _____ per month, x 12 = | _____ |
| 307 | W Florida Regional Library 239 N. Spring St. Pensacola, FL 32502 | 50,957 | 7 | Mon - Sun | _____ per month, x 12 = | _____ |
| Library Total | | 88,254 | Total | | _____ per month, x 12 = | _____ |

Bid Form - PD 17-18.014 Resolicit Custodial Services for Various County Buildings

| Bldg # | Building / Location | Gross Sq Ft | Frequency / Days of Cleaning | Monthly | Yearly |
|--------------------------|--|---------------|------------------------------|-------------------------|--------|
| Solid Waste | | | | | |
| | Solid Waste 13009 Beulah Road Pensacola, FL 32526 | | | | |
| 273 | Solid Waste - Administration | 8,046 | 5 Mon-Fri | _____ per month, x 12 = | _____ |
| 27 | Solid Waste -- Operations Garage Clean Microwave each day Buff floors once a week | 4,206 | 6 Mon-Sat | _____ per month, x 12 = | _____ |
| 251 | Solid Waste - Hazardous House Waste Clean Microwave each day Buff floors once a week | 280 | 5 Mon-Fri | _____ per month, x 12 = | _____ |
| 30281 | Solid Waste - Guard Trailer | 685 | 1 1 Day a Week | _____ per month, x 12 = | _____ |
| 28 | Solid Waste - Scale House Clean Microwave each day | 357 | 6 Mon-Sat | _____ per month, x 12 = | _____ |
| 316 | Solid Waste - Scale House 2906 N. Palafox Street Pensacola, FL 32501 | 315 | 1 1 Day a Week | _____ per month, x 12 = | _____ |
| Solid Waste Total | | 13,889 | Total | _____ per month, x 12 = | _____ |

Road Department

| | | | | | |
|------------------------------|--|--------------|--------------|-------------------------|-------|
| | Road Department 601 Hwy 297A Pensacola, FL 32533 | | | | |
| 37 | Road Department - Administration | 2,730 | 5 Mon-Fri | _____ per month, x 12 = | _____ |
| 39 | Road Department - Wellness Center | 1,668 | 5 Mon-Fri | _____ per month, x 12 = | _____ |
| 270 | Road Department - Modular Trailer | 760 | 5 Mon-Fri | _____ per month, x 12 = | _____ |
| 41A | Road Department - Modular Trailer | 760 | 5 Mon-Fri | _____ per month, x 12 = | _____ |
| 36 | Road Department - Fleet Maintenance | 2,300 | 5 Mon-Fri | _____ per month, x 12 = | _____ |
| 187 | Road Department - Fuel Operations Trailer | 720 | 5 Mon-Fri | _____ per month, x 12 = | _____ |
| Road Department Total | | 8,938 | Total | _____ per month, x 12 = | _____ |

Tax Collector

| | | | | | |
|------------------------------|---|---------------|--------------|-------------------------|-------|
| 219 | Marcus Point Tax Collector 6451 "W" Street Pensacola, FL 32505 Public Restrooms are to be cleaned twice a day | 10,038 | 5 Mon-Fri | _____ per month, x 12 = | _____ |
| Tax Collector's Total | | 10,038 | Total | _____ per month, x 12 = | _____ |

ECAT

| | | | | | |
|-------------------|---|---------------|--------------|-------------------------|-------|
| | ECAT 1515 W Fairfield Drive Pensacola, FL 32501 | | | | |
| | Office Areas | 5 | Mon - Fri | | |
| | Restrooms | 6 | Mon - Sat | | |
| | *Passenger Restrooms Start at 2 p.m. Daily | | | | |
| | Kitchen / Breakroom Area | 6 | Mon - Sat | | |
| ECAT Total | | 12,750 | Total | _____ per month, x 12 = | _____ |

Bid Form - PD 17-18.014 Resolicit Custodial Services for Various County Buildings

Additional Area Cleaning Cost:

VCT: Strip / Wax (4 coats) \$ _____ per sq. ft.

Ceramic: Scrub \$ _____ per sq. ft.

Carpet: Shampoo \$ _____ per sq. ft.

Window Cleaning Exterior (Outside of Scope) \$ _____ per sq. ft.

Window Cleaning Interior (Outside of Scope) \$ _____ per sq. ft.

If your company is located within a Community Redevelopment Area of Escambia County, Florida, please Indicate by marking an X in the blank (**Sec. 46-110.-Local Preference in Bidding**).

Yes ____ No ____

CONTRACTOR REQUIREMENTS

Acknowledgment is hereby made of receipt of the following addenda issued during the bidding period:

Addendum No. _____ Date _____ Addendum No. _____ Date _____

Addendum No. _____ Date _____ Addendum No. _____ Date _____

(PLEASE TYPE INFORMATION BELOW)

SEAL IF BID IS BY CORPORTATION

State of Florida Department of State Certificate
of Authority Document Number

Occupational License # _____

Terms of Payment (check one)
Net 30 days ____ 2% 10th Prox ____

Will your company accept Escambia County
Purchasing Cards? Yes ____ No ____

Will your company accept Escambia County
Purchasing Cards? Yes ____ No ____

Person to Contact Concerning This Bid:

Name: _____

Phone: _____

E-Mail: _____

Person to Contact for Emergency Service:

Name: _____

Phone: _____

E-Mail: _____

Attached to bid you shall find a bid bond, cashier's check, or certified check (circle one that applies) in the amount of **\$1,000.00**.

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A),
FLORIDA STATUTES, ON ENTITY CRIMES**

1. This sworn statement is submitted to _____
(Print Name of Public Entity)

By _____
(Print Individual's Name and Title)

For _____
(Print Name of Entity Submitting Sworn Statement)

Whose business address is:

And (if applicable) its Federal Employer Identification Number (FEIN) is:

If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: _____

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

- c. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
- d. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **Indicate which statement applies.**

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with a convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that is not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(Attach a copy of the final order.)**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Signature

Sworn to and subscribed before me this _____ day of _____, 20____. Personally known _____

OR produced identification _____ Type of Identification: _____

Notary Public: State of _____

My Commission Expires: _____

(Printed, Typed, or Stamped Commissioned Name of Notary Public)

Drug-Free Workplace Form

The undersigned vendor, in accordance with Florida Statue 287.087 hereby certifies that
_____ does:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph One (1).
4. In the statement specified in Paragraph One (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or please of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.

Check One:

_____ As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

_____ As the person authorized to sign this statement, this firm **does not** comply fully with the above requirements.

Offeror's Signature

Date

Information Sheet for Transactions and Conveyances
Corporate Identification
(Page 1 of 2)

The following information will be provided to the Escambia County Legal Department for incorporation in legal documents. It is, therefore, vital that all information is accurate and complete. Please be certain that all spelling, capitalization, etc. is exactly as registered with the state or Federal Government.

Is this a Florida Corporation: (Please Circle One)
Yes or No

If not a Florida Corporation:

In what state was it created: _____
Name as spelled in that state: _____

What kind of corporation is it: "For Profit" or "Not for Profit"

Is it in good standing: Yes or No

Authorized to transact business in Florida: Yes or No

State of Florida Department of State Certificate of Authority Document Number:

Does it use a registered fictitious name: Yes or No

Names of Officers:

| | |
|-----------------------|------------------|
| President: _____ | Secretary: _____ |
| Vice President: _____ | Treasurer: _____ |
| Director: _____ | Director: _____ |
| Other: _____ | Other: _____ |

Name of Corporation (As Used in Florida)

(Spelled Exactly as it is Registered with the state or Federal Government)

Corporate Address:

Post Office Box: _____
City, State, Zip: _____

Street Address: _____
City, State, Zip: _____

(Please provide both the Post Office Box and street address for mail and/or express delivery; also for recorded instruments involving land.)

Please complete this form on the following page.

Information Sheet for Transactions and Conveyances
Corporate Identification
(Page 2 of 2)

Federal Identification Number:

(For all instruments to be recorded, taxpayer's identification is needed.)

Contact Person for Company:

E-Mail: _____

Telephone: _____

Facsimile: _____

Name of Individual Who Will Sign the Instrument on Behalf of the Company:

Upon Certification of Award, Contract shall be signed by the President or Vice President. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded Contractor shall submit a copy of the resolution together with the executed Contract to the Office of Purchasing.

(Spelled exactly as it would appear on the instrument.)

Title of the Individual Named Above Who Will Sign on Behalf of the Company:

END

Verified by: _____

Date: _____

ESCAMBIA COUNTY, FLORIDA GENERAL TERMS and CONDITIONS

The following General Terms and Conditions are incorporated by reference and have the same legal effect as if printed in its entirety.

A full textual copy of these conditions may be obtained by visiting the Office of Purchasing web site (see Bid Information below), by telephoning the Office of Purchasing at 850-595-4980, or by fax at 850-595-4806.

NOTE: Any and all Special Terms and Conditions and specifications referenced within the solicitation which varies from these General Terms and Conditions shall have precedence. Submission of the Bidder Solicitation, Offer, and Bid Form(s) in accordance with these General Terms and Special Terms and Conditions constitutes an offer from the Offeror. The conditions incorporated herein become a part of the written Agreement between the parties.

BID INFORMATION: See Escambia County Office of Purchasing web site at <https://myescambia.com/our-services/purchasing> then click "Solicitations".

1. Sealed Solicitations
2. Execution of Solicitation
3. No Offer
4. Solicitation Opening
5. Prices, Terms, and Payment
 - 5.01 Taxes
 - 5.02 Discounts
 - 5.03 Mistakes
 - 5.04 Condition and Packaging
 - 5.05 Safety Standards
 - 5.06 Invoicing and Payment
 - 5.07 Annual Appropriations
6. Additional Terms and Conditions
7. Manufacturers' Name and Approved Equivalents
8. Interpretations/Disputes
9. Conflict of Interest
 - 9.01 County Procedure on Acceptance of Gifts
 - 9.02 Contractors Required to Disclose Any Gift Giving
 - 9.03 Gratuities
10. Awards
11. Non-Conformation to Contract Conditions
12. Inspection, Acceptance, and Title
13. Governmental Restrictions
14. Legal Requirements
15. Patents and Royalties
16. Price Adjustments
17. Cancellation
18. Abnormal Quantities
19. Advertising
20. Assignment
21. Liability

**The following General Terms and Conditions are incorporated by reference
(Continued)**

22. Facilities
23. Distribution of Certification of Contract
24. The Successful Bidder(s) Must Provide
25. Addition/Deletion of Items
26. Ordering Instructions
27. Public Records
28. Delivery
29. Samples
30. Additional Quantities
31. Service and Warranty
32. Default
33. Equal Employment Opportunity
34. Florida Preference
35. Contractor Personnel
36. Award
37. Uniform Commercial Code
38. Contractual Agreement
39. Payment Terms/Discounts
40. Improper Invoice; Resolution of Disputes
41. Public Entity Crimes
42. Suspended and Debarred Vendors
43. Drug-Free Workplace Form
44. Information Sheet for Transactions and Conveyances
45. Copies
46. License and Certifications – For access to Certification/Registration Form for doing Business in Florida, go to the Department of State, Division of Corporations, URL:
<http://dos.myflorida.com/sunbiz/search/>
47. Execution of Contract
48. Purchase Order
49. No Contingent Fees
50. Solicitation Expenses
51. On-Line Auction Services

SPECIAL TERMS AND CONDITIONS

The Board of County Commissioners, Escambia County, Florida, invites your company to submit a sealed offer on the item(s) as listed in this solicitation request.

All terms and conditions below are a part of this request, and no offer will be accepted unless all these conditions have been complied with. The County reserves the right to waive informalities in any offer; to reject any or all offers, in whole or in part, and/or to accept the offer(s) that in its judgement is from the lowest, most responsible, and responsive Offeror(s).

Instructions to Offerors

1. General Information

All offers to be considered shall be in the possession of the Office of Purchasing prior to the time of the solicitation closing. Offers may be mailed or delivered to the Office of Purchasing, 2nd Floor, Room 11.101, Matt Langley Bell, III Bldg., 213 Palafox Place, Pensacola, FL 32502, in a sealed envelope clearly marked:

Specification Number PD 17-18.014, “Resolicit Custodial Services for Various County Buildings”, Name of Submitting Firm, Time and Date due.

Note: If you are using a courier service (FedEx, Airborne, UPS, etc.) you must mark the air-bill and envelope or box with the Specification number and project name.

Regardless of the method of delivery, each Offeror shall be responsible for his offer(s) being delivered on time as the County assumes no responsibility for same. Offers offered or received after the time set for solicitation closing will be rejected and returned unopened to the Offeror(s).

The Following Policy will apply to all methods of source selection:

A. Conduct of Participants

After the issuance of any solicitation, all bidders/protestors or individuals acting on their behalf are hereby prohibited from **lobbying** as defined herein or otherwise attempting to persuade or influence any elected County officials, their agents or employees or any member of the relevant selection committee at any time during the **blackout period** as defined herein; provided, however, nothing herein shall prohibit bidders/protestors or individuals acting on their behalf from communicating with the purchasing staff concerning a pending solicitation unless otherwise provided for in the solicitation or unless otherwise directed by the Purchasing Manager.

B. Definitions

Blackout Period means the period between the time the bids are received at the Escambia County Office of Purchasing and the time the Board awards the contract and any resulting bid protest is resolved or the solicitation is otherwise cancelled.

Lobbying means the attempt to influence the thinking of elected County officials, their agents or employees or any member of the relevant Selection Committee for or against a specific cause related to a pending solicitation for goods or services, in

person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication.

C. Sanctions

The Board may impose any one or more of the following sanctions on a non-employee for violations of the policy set forth herein:

- 1) Rejection/Disqualification of Submittal,
- 2) Termination of Contract; or
- 3) Suspension or Debarment as Provided in Sec. 46-102 of the Escambia County Code of Ordinances.

This policy is not intended to alter the procedure for Protested Solicitations and Awards as set forth in the Sec. 46-101 of the Escambia County Code of Ordinances.

2. Emergency Services

The contractor resulting from this solicitation is for services that are required during **EMERGENCY** situations such as hurricanes, major fires, etc. Time is of the essence during these situations and the vendor awarded this contract should be able to be contacted at any time, day or night.

The Bid Form provides for the emergency information to be supplied. Please be sure to include all this information when returning your bid.

3. Bid Surety

Each offer shall be accompanied by a bid bond, cashier's check or certified check in the amount of **\$1,000.00**.

Checks or bonds are to be made payable to Escambia County, Florida. The amount of the bond or check is the amount of liquidated damages agreed upon should the offeror fail or refuse to enter into a contract with the County.

A County warrant in the amount of the bid check(s) of the successful offeror(s) will be returned immediately after the offeror and the County are mutually bound by contract as evidenced by signatures thereto by an authorized representative of both the offeror and the County. Any unsuccessful offeror(s) will have the amounts of his cashier's or certified check returned via County warrant promptly after award.

All offerors agree that any interest earned on any bid surety while in possession of the County, or its agents, shall be retained by the County.

4. Bid Form

This solicitation contains a Solicitation, Offer, and Bid Form which shall be submitted in a sealed envelope, with Original signatures in indelible ink signed in the proper spaces. Responses on vendor forms will not be accepted.

The Bidder's Checklist included in this solicitation provides instructions to the bidder on the documentation to be submitted during the procurement process.

5. Procurement Questions

Questions may be directed to Emily D. Weddington, CPPB, Purchasing Specialist, at edweddington@myescambia.com. Last day for questions will be December 18, 2017 at 5:00 p.m. CST.

6. Pre-Solicitation Conference

A Non-Mandatory Pre-Solicitation Conference will be held at the Office of Purchasing in Conference Room #11.407 on December 12, 2017 at 1:30 p.m. CST.

It is strongly encouraged that all potential bidders attend this non-mandatory conference so they can ask questions and be automatically notified of any updates prior to the Bid Opening.

Inspection of Facilities: It is the offeror's responsibility to become fully informed as to where items are to be installed and/or the nature and extent of the work required and its relation to any other work in the area, including possible interference from other site activities. Arrangements for offeror's inspection of facilities and/or activity schedules may be secured from William Turner, Facilities Management, Division Manager, (850) 595-4634.

7. Compliance with Occupational Safety and Health

Offeror certifies that all material, equipment, etc., contained in their offer meets all Occupational Safety and Health Administration (OSHA) requirements.

Offeror further certifies that, if he is the awarded vendor, and the material, equipment, etc., delivered is subsequently found to be deficient in any OSHA requirement in effect on date of delivery, all costs necessary to bring the material, equipment, etc., into compliance with the aforementioned requirements shall be borne by the vendor.

Any item delivered under a contract resulting from this solicitation shall be accompanied by a Material Safety Data Sheet (MSDS). The MSDS shall include the following information.

- A. The chemical name and the common name of the toxic substance.
- B. The hazards or other risks in the use of the toxic substance, including:
 - 1. The potential for fire, explosion, corrosiveness and reactivity;
 - 2. The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by the exposure to the toxic substance; and
 - 3. The primary route of entry and symptoms of over exposure.
- C. The proper precautions, handling practices, necessary personal protective equipment and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of over exposure.
- D. The emergency procedure for spills, fire, disposal and first aid.
- E. A description in lay terms of the known specified potential health risks posed by the toxic substance intended to alert any person reading this information.

- F. The year and month, if available, that the information was compiled and the name, address and emergency telephone number of the manufacturer responsible for preparing the information.

8. Safety Regulations

Equipment shall meet all state and federal safety regulations for grounding of electrical equipment.

9. Codes and Regulations

The awarded vendor shall strictly comply with all federal, state and local building and safety codes.

10. Payment

Partial payments in the full amount for the value of items received and accepted may be requested by the submission of a properly executed **original** invoice, with supporting documents if required. Payment for accepted equipment/supplies/services will be accomplished by submission of an **original** invoice, in duplicate, to:

Clerk of the Circuit Court
Attention: Accounts Payable
221 Palafox Place
Pensacola, FL 32502

11. Protection of Property/Security

The awarded vendor shall take all necessary precautions to protect buildings and personnel.

All work shall be completed in every respect and accomplished in a professional manner.

The awarded vendor shall at all times guard against damage or loss to property of Escambia County, of Escambia County employees, or of other vendors or contractors, and shall be held responsible for replacing or repairing any such loss or damage.

The County may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property through negligence of the awarded offeror or his agent.

The awarded vendor shall at all times guard against injury to Escambia County employees. The vendor shall properly post signs for slipping, tripping, and falling hazards at all times, including evenings and weekends.

The awarded vendor must, at all times, comply with State of Florida and Occupational Safety and Health Administration (OSHA) safety regulations.

12. Compliance with Governing Laws and Regulations

The offeror or contractor will be required to fully comply with all applicable federal, state, and local regulations. The offeror should carefully review these requirements which are detailed in this solicitation.

Contract Information
NOTICE

It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.

13. Contract Term/Renewal/Termination

- A. The contract resulting from this Solicitation shall commence effective upon execution by both parties and extend for a period of twelve (12) months. The contract may be renewed for additional twelve (12) month periods, up to a maximum thirty-six (36) months upon mutual agreement of both parties. If any such renewal results in changes in the terms or conditions, such changes shall be reduced to writing as an addendum to this contract and such addendum shall be executed by both parties and approved by the Board of County Commissioners.

Renewal of the contract shall be subject to appropriation of funds by the Board of County Commissioners.

- B. The initiation County department(s) shall issue release (purchase) orders against the term contract on an "as needed" basis.
- C. The contract may be canceled by the awarded vendor, for good cause, upon ninety (90) days prior written notice.
- D. The County retains the right to terminate the contract, with or without good cause, upon thirty (30) days prior written notice.
- E. In the event of termination by either party as provided herein, the awarded vendor shall be paid for services performed through the date of termination.

14. Price Adjustment

The contract resulting from this Solicitation may include provisions for twelve (12) month, price adjustments. Written request for price adjustment may be made every twelve (12) months, no less than 30 days prior to the requested effective date. Any increase price adjustment(s) shall be accompanied by written justification attesting that the request is a bonafide cost increase to the vendor. All price adjustments shall be reviewed by the County's designated representative. If an adjustment in price is approved, it shall be accomplished by written amendment to this contract and approved by the Board of County Commissioners.

15. Changes - Service Contracts

The County may at any time by issuance of an executed change order make changes within the general scope of the contract in any of the following areas:

- A. Description of services to be performed.
- B. Time of performance (i.e., hours of the day, days of the week, etc.).
- C. Place of performance of the services.

If additional work or other changes are required in the areas described above, an offer will be requested from the contractor. Upon negotiation of the offer, execution and receipt of the change order, the contractor shall commence performance of the work as specified.

The contractor shall not commence the performance of additional work or other changes not covered by this contract without an executed change order issued by the Office of Purchasing. If the contractor performs additional work beyond the specific requirements of this contract without an executed change order, it shall be at his own risk. The County assumes no responsibility for any additional costs for work not specifically authorized by an executed change order.

16. Additional Quantities

For the duration of this contract and any extensions, the right is reserved to purchase any amount of additional quantities of service at the prices offered in this Solicitation. If additional days are required they will be calculated on the monthly and annual cost provided on the bid form.

17. Term of Offer

An offer shall constitute an irrevocable offer for a period of ninety (90) days from the solicitation opening date or until the date of award, whichever is earlier, without forfeiting bid bond or check. In the event that an award is not made by the County within ninety (90) days from the solicitation opening date, the offeror may withdraw his offer or provide a written extension of his offer.

18. Award

Escambia County reserves the right to award on an "all-or-none" basis to one offeror or to award on an "item-by-item" basis, whenever it is in the best interest of and/or most advantageous to the County.

19. Termination (Services)

The Contract Administrator shall notify the Office of Purchasing of unsatisfactory performance and/or deficiencies in service that remain unresolved or recurring. The Office of Purchasing shall notify the contractor, in writing, of such unresolved or recurring deficiencies within five (5) working days of notification by the Contract Administrator.

Upon the third such written notification of unsatisfactory performance and/or deficiencies to the contractor by the Office of Purchasing within a four (4) month period; or the sixth such notification within any contract term, shall result in issuance of written notice of immediate contract termination to the contractor by the Office of Purchasing. Such termination may also result in suspension or debarment of the contractor.

20. Termination (Public Records Request)

If the contractor refuses to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the contractor in conjunction with this agreement then the County may, without prejudice to any right or remedy and after giving the contractor and his surety, if any, seven (7) days written notice, during which period contractor still fails to allow access, terminate the employment of the contractor and take possession of the site and of all materials, equipment, tools, construction equipment and machinery thereon, owned by the contractor, and may finish the project by whatever method it may deem expedient. In such case, the contractor shall not be entitled to receive any further payment until the project is finished. Reasonable terminal expenses incurred by the County may be deducted from any payments left owing the contractor (excluding monies owed the contractor for subcontract work.)

Insurance Requirements

21. Standard Insurance Requirements and Certificates

This offer contains an extensive insurance requirement. Offerors are encouraged to review these requirements with their insurance agents before submitting offers.

It is not necessary to have this level of insurance in effect at the time of submitting the offer.

A letter from the offeror's insurance carrier will be required as evidence that the offeror will be able to obtain the levels of insurance as required by the contract and indicated on the Sample Certificate of Insurance should your firm be awarded the contract.

A. County Insurance Required

The contractor shall procure and maintain the following described insurance, except for coverages specifically waived by the County. Such policies shall be from insurers with a minimum financial size of VII according to the latest edition of the AM Best Rating Guide. An A or better Best Rating is "preferred"; however, other ratings if "Secure Best Ratings" may be considered. Such policies shall provide coverages for any or all claims which may arise out of, or result from, the services, work and operations carried out pursuant to and under the requirements of the contract documents, whether such services, work and operations be by the contractor, its employees, or by subcontractor(s), or anyone employed by or under the supervision of any of them, or for whose acts any of them may be legally liable.

The contractor shall require, and shall be responsible for assuring throughout the time the agreement is in effect, that any and all of its subcontractors obtain and maintain until the completion of that subcontractor's work, such of the insurance coverages described herein as are required by law to be provided on behalf of their employees and others.

The required insurance shall be obtained and written for not less than the limits of liability specified hereinafter, or as required by law, whichever is greater.

These insurance requirements shall not limit the liability of the contractor.

The County does not represent these types or amounts of insurance to be sufficient or adequate to protect the contractor's interests or liabilities, but are merely minimums.

Except for worker's compensation and professional liability, the contractor's insurance policies shall be endorsed to name Escambia County as an additional insured to the extent of its interests arising from this agreement, contract or lease.

The contractor waives its right of recovery against the County, to the extent permitted by its insurance policies.

The contractor's deductibles/self-insured retentions shall be disclosed to the County and may be disapproved by the County. They shall be reduced or eliminated at the option of the County. The contractor is responsible for the amount of any deductible or self-insured retention.

Insurance required of the contractor or any other insurance of the contractor shall be considered primary, and insurance of the County, if any, shall be considered excess,

as may be applicable to claims obligations which arise out of this agreement, contract or lease.

B. Workers Compensation Coverage

The contractor shall purchase and maintain worker's compensation insurance for all worker's compensation obligations imposed by state law and with employer's liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease, or a valid certificate of exemption issued by the state of Florida, or an affidavit in accordance with the provisions of Florida Workers Compensation law.

Contractor shall also purchase any other coverages required by law for the benefit of employees.

C. General, Automobile and Excess or Umbrella Liability Coverage

The contractor shall purchase and maintain coverage on forms no more restrictive than the latest editions of the commercial general liability and business auto policies of the insurance services office.

Minimum limits of \$1,000,000.00 per occurrence for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employer's liability required in the worker's compensation coverage section) and the total amount of coverage required.

D. General Liability Coverage - Occurrence Form Required

Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering this agreement, contract or lease, broad form property damage coverages, and property damage resulting from explosion, collapse or underground (x,c,u) exposures.

Coverage B shall include personal injury.

Coverage C, medical payments, is not required.

The contractor is required to continue to purchase products and completed operations coverage, at least to satisfy this agreement, contract or lease, for a minimum of three years beyond the County's acceptance of renovation or construction projects.

E. Business Auto Liability Coverage

Business auto liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership use.

The General Liability and Business Auto Liability policies shall be endorsed to include Escambia County as an additional insured and provide for 30-day notification of cancellation.

F. Excess or Umbrella Liability Coverage (If utilized to achieve required policy limits)

Umbrella liability insurance is preferred, but an excess liability equivalent may be allowed. Whichever type of coverage is provided, it shall not be more restrictive than the underlying insurance policy coverages. Umbrella coverage shall drop down to provide coverage where the underlying limits are exhausted.

G. Evidence/Certificates of Insurance

Required insurance shall be documented in certificates of insurance. If and when required by the County, certificates of insurance shall be accompanied by documentation that is acceptable to the County establishing that the insurance agent and/or agency issuing the certificate of insurance has been duly authorized, in writing, to do so by and on behalf of each insurance company underwriting the insurance coverage(s) indicated on each certificate of insurance.

New certificates of insurance are to be provided to the County at least 30 days prior to coverage renewals. Failure of the contractor to provide the County with such renewal certificates may be considered justification for the County to terminate this agreement, contract or lease.

Certificates should contain the following additional information:

1. Indicate that Escambia County is an additional insured on the general liability and business auto liability policies.
2. Include a reference to the project and the Office of Purchasing number.
3. Disclose any self-insured retentions in excess of \$1,000.
4. Designate Escambia County as the certificate holder as follows:

Escambia County
Attention: Emily D. Weddington, CPPB, Purchasing Specialist
Office of Purchasing, Room 11.101
P.O. Box 1591
Pensacola, FL 32591-1591
Fax (850) 595-4806

5. Indicate that the County shall be notified at least 30 days in advance of cancellation.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the County, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the contractor's obligation to fulfill the insurance requirements herein.

If requested by the County, the contractor shall furnish complete copies of the contractor's insurance policies, forms and endorsements, and/or such additional information with respect to its insurance as may be requested.

For commercial general liability coverage, the contractor shall, at the option of the County, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of liability coverage.

H. Fidelity/Dishonesty Coverage - for Employer

Fidelity/dishonesty insurance is to be purchased to cover dishonest acts of the contractor's employees, including but not limited to theft of vehicles, materials, supplies, equipment, tools, etc., especially property necessary to work performed.

Fidelity/Dishonesty/Liability Coverage - for County

Fidelity/dishonesty/liability insurance is to be purchased or extended to cover dishonest acts of the contractor's employees resulting in loss to the County.

21. Indemnification

Contractor agrees to save harmless, indemnify, and defend County and Architect/Engineer and their, agents, officers and employees from any and all claims, losses, penalties, interest, demands, judgments, and costs of suit, including attorneys' fees and paralegals' fees, for any expense, damage or liability incurred by any of them, whether for personal injury, death, property damage, direct or consequential damages, or economic loss, including environmental impairment, arising directly or indirectly on account of or in connection with the Work done by Contractor under this Agreement or by any person, firm or corporation to whom any portion of the Work is subcontracted by Contractor or resulting from the use by Contractor, or by any one for whom Contractor is legally liable, of any materials, tools, machinery or other property of County. County and Contractor agree the first \$100.00 of the Contract Amount paid by County to Contractor shall be given as separate consideration for this indemnification, and any other indemnification of County by Contractor provided for within the Contract Documents, the sufficiency of such separate consideration being acknowledged by Contractor by Contractor's acceptance and execution of the Agreement. The Contractor's obligation shall not be limited by, or in any way to, any insurance coverage or by any provision in or exclusion or omission from any policy of insurance. The Contractor agrees to pay on behalf of Escambia County, as well as provide a legal defense for the County, both of which will be done only if and when requested by the County, for all claims made. Such payment on the behalf of the County shall be in addition to any and all other legal remedies available to the County and shall not be considered to be the County's exclusive remedy.

Scope of Work

Contractor shall provide all labor, supplies and equipment to perform required services. The scope is defined as cleaning and maintaining all interior areas and exterior entrances for the building under contract unless otherwise specified in writing by Facilities Management. DEFINED TASK: The following tasks defined as general cleaning shall be deemed the "Scope of Work" for the purposes of this bid.

Office/Conference Areas (Each Occurrence):

- Trash Receptacles - Empty trash in designated areas, replace liners in the receptacle.
- Sanitize telephone and telephone handsets.
- Remove trash from behind doors and entrance ways.
- Vacuum all carpeted areas.
- Spot clean carpet (as spots appear).
- Clean and dust all room furniture and fixtures.
- Wash interior windows (as needed).
- Dust all spaces (Do not move or rearrange papers on office desks or work surfaces).
- Wipe and clean air diffusers, returns, and grilles associated with the building's heating, ventilating, and air conditioning systems.
- Wipe and clean ceiling light fixture covers (as needed).
- Recycle Receptacles - Empty recyclables to designated areas.

Resilient Floor Area (Each Occurrence):

- Sweep floors.
- Dust mop marble, hardwood, and ceramic floors with dust treatment.
- Damp mop vinyl tile or resilient floors with germicidal floor cleaner.
- Spray buff vinyl tile or resilient flooring, as needed to maintain a high luster with no scuff marks.
- Wall Baseboards - Clean and keep free of dust and wax build up.

Gymnasium Floor Area (Each Occurrence):

- Use only a Micro fiber dust mop, one which is dedicated for the gym floor use only.
- Do use a dust treatment on the gym floor.
- Do not use a dust mop that has been used in other areas of the building.
- Damp mop the flooring using a Smart Mop or similar system.
- Wall Baseboards - Clean and keep free of dust and dirt build up.

Carpet Floor Areas (Each Occurrence):

- Vacuum all carpeted areas.
- Spot clean carpet (as spots appear).
- Wall Baseboards - Clean and keep free of dust build up.

Entrance and Common Areas (Each Occurrence):

- Vacuum carpets and carpet runners.
- Remove trash and replace trash receptacle liners.
- Clean and sanitize all water fountains.
- Wipe and clean air diffusers, returns, and grilles associated with the building's Heating, Ventilating, and Air Conditioning Systems.
- Empty and wipe clean trash and cigarette butt receptacles at exterior entrances.
- Wash exterior windows, store fronts, and doors at building entrances (inside and out).
- Clean, sweep, and wash down exterior entrances up to 25 feet from exterior doors.

Janitorial Storage Closets (Each Occurrence):

- Mops rinsed clean after use and hung properly to air dry.
- Room cleaned and equipment neatly stored.
- Trash and combustible materials removed.
- Wipe and clean air diffusers, returns, and grilles associated with the building's Heating, Ventilating, and Air Conditioning Systems.
- Properly store all cleaning solvents and agents.
- Ensure janitorial sink faucets and fill hoses are properly secured.

Break Room and Kitchen Areas (Each Occurrence):

- Empty trash receptacles and replace liners.
- Clean counter tops, sinks, tables and chairs with germicidal cleaner.
- Wipe down countertop appliances (coffee machines, microwave ovens, etc.) with the manufacturer's approved cleaning product.
- Wipe down refrigerator, stove, and dishwasher's exteriors with the manufacturer's approved cleaning product.
- Recycling Receptacles - Empty all recyclables and deliver to designated dumpster/receptacle location.
- Wipe and clean air diffusers, returns, and grilles associated with the building's Heating, Ventilating, and Air Conditioning Systems.
- Scrub and maintain a brilliant shine on all stainless steel surfaces and bright work.

Restrooms (Each Occurrence):

- Empty trash receptacle and replace liner.
- Clean and sanitize sinks/lavatories.
- Clean, disinfect and remove wax build-up from toilets/commodes.
- Clean and disinfect urinals. Waterless urinals are to be cleaned in accordance with the manufacturer's recommended procedures.
- Clean mirrors.
- Spot clean walls and toilet partitions.
- Dust tops of the partitions and other flat surfaces that collect dust.
- Sweep and mop floors with germicidal cleaner.
- Clean and sanitize infant changing stations.
- Wipe and clean air diffusers, returns, and grilles associated with the building's Heating, Ventilating, and Air Conditioning Systems.
- Refill and maintain adequate levels of soap, paper towels, toilet paper, and toilet seat dispenser covers.
- Clean and polish all chrome and bright work.
- Sanitize floor drains.

Monthly: Once a month top scrub the ceramic and porcelain tiles. Notify the Custodial Manager when the top scrubbing will be done.

Shower/Dressing Areas (Each Occurrence):

- Empty trash receptacle and replace liner.
- Clean and sanitize shower walls, floors and curtains.
- Dust tops of the partitions and other flat surface that collects dust.
- Sweep and damp mop dressing area floors with germicidal cleaner.
- Wipe and clean air diffusers, returns, and grilles associated with the building's Heating, Ventilating, and Air Conditioning Systems.
- Refill and maintain adequate levels of soap and paper towels.
- Clean and polish all chrome and bright work.
- Sanitize floor drains.
- Clean mirrors.

Monthly: Once a month top scrub the ceramic and porcelain tiles. Notify the Custodial Manager when the top scrubbing will be done.

Parking Garage (As required):

- Empty trash Receptacles at each elevator landing. Sanitize and replace liner in the receptacle.
- Remove trash from behind doors in stairwells.
- Sweep stairwells from ground to roof level.
- Spot mop stairwells (as spots appear).

Elevators (Each Occurrence):

- Empty the trash receptacles at each elevator landing. Sanitize and replace the liner in the receptacle.
- Sanitize the elevator controls at each landing and inside of cab.
- Remove any debris from the door tracks.
- Clean and polish the interior walls of the elevator cab.
- Sweep and mop the vinyl flooring inside of the elevator cab.

Miscellaneous Duties (Each Occurrence):

- Clean and sanitize water fountains. Scrub and maintain a brilliant shine on all stainless steel and chrome.
- Sweep stairwells from ground to roof level.

Miscellaneous Duties (As Required):

- Polish all wood furniture, i.e. chairs, tables, desks, cabinets, etc.
- Clean and sanitize wall light switch plates.
- Remove fingerprints and pen marks from walls, doors, partitions, etc.
- Dust all picture frames.
- Clean window sills; wipe down fire extinguishers and emergency lights.
- Check for and remove cob webs.
- Clean air diffusers, returns, and all grilles (wall/ceiling).
- Area carpet shampooing is at the Owners discretion, and ONLY when requested by Facilities Management. No building occupant has the authority to request these services.
- Stripping and waxing of floors is at the Owners discretion, and ONLY when requested by Facilities Management. No building occupant has the authority to request these services.
- A minimum of four coats of high quality wax is to be applied in order to maintain a high luster and shine.

"SPECIAL CONDITIONS"

- The Contractor shall maintain a Material Data Safety Sheet (MSDS) file on all chemical and cleaning agents used in the performance of this contract. A copy of MSDS's shall be provided to the Facilities Management Branch prior to its use. Green products are highly encouraged to be used for the appropriate applications.
- The Contractor shall be responsible for LOST or STOLEN keys and security proximity cards issued to them. They may be financially responsible for reimbursement to the County for the replacement of any keys, cards, or locks due to the loss or theft. The Contractor shall maintain a Key Log of all of its locations and their employees that have been issued keys and cards to County buildings. Facilities Management may request a copy of the Key Log at their discretion. Key Boxes may be utilized in specific buildings to insure key control.
- All disinfectant agents and chemicals used by the contractor in the cleaning process shall be bactericidal, fungicidal, Virucidal and Tuberculocidal. Green seal certified products are highly encouraged to be used for the appropriate applications.
- All carpet shampooing and stripping and waxing of floors will be performed after hours, on weekends or holidays, unless other specific arrangements have been approved by Facilities Management. This additional work will be invoiced separately and written authorization by Facilities Management will accompany the invoice for payment. No additional work shall be performed without prior written authorization.
- It is the responsibility of the Contractor to ensure all dispenser type cleaning products (i.e. soap) are compatible and appropriate for the surfaces to be cleaned. The Contractor will be held responsible for the repair or replacement of any surfaces or items found to be damaged by the improper use of any product it provides.
- Buildings and area square footage can be added or deleted as deemed appropriate by Facilities Management.
- Frequencies of cleaning can be modified as deemed appropriate by Facilities Management.
- The Contractor shall be made available to clean the Board of County Commissioners chambers and surrounding areas after all scheduled meetings.
- The Contractor shall be willing to make accommodations to clean sensitive areas at specific days and times if requested by the building occupants. This may require being escorted and/or providing the services during the occupant's normal business hours.
- Quality Control inspections shall be performed routinely with documented results (Exhibit A). A minimum of 20 inspections shall be performed each month and submitted as a part of the monthly invoicing procedure. Facilities Management will not process a monthly invoice without the accompanying completed quality control inspections.
- All vacuum cleaners shall be required to have a HEPA filtration system.
- Escambia County focuses on providing safe, effective and environmentally friendly products in all of their buildings. Green seal certified products are highly encouraged when deemed appropriate and effective for the task.

Special Conditions by Location

Bldg # Building / Location

- 130 Community Probation
** Courtroom
2251 N. Palafox
Pensacola, FL 32501
* High Security Office (Restroom must be cleaned with employees present). Employee Background Check required.
- 258 Government Complex Parking Garage
49 W. Intendencia
Pensacola, FL 32501
* Includes 2 Stairwells, Elevator and Trash Receptacle on Each Level
- 5 Escambia County Visitation
** 1190 W. Leonard St.
Pensacola, FL 32501
* Sheriff Training Area: Offices to be cleaned during business hours. Hallways after hours. Employee Background Check required.
- 80 Juvenile Justice Center (JJC)
1800 St. Marys Ave.
Pensacola, FL 32502
Employee Background Check required.
Juvenile Justice Center
JJC: Clerk of the Courts & State Attorney areas must be cleaned before their employees leave for the day.
Juvenile Justice Detention Center
JJC Detention Center must be Cleaned after 9pm.
Juvenile Justice Assessment Center
JJC Assessment Center: Employees must be escorted by Corrections Staff
* High Security Office
- 113 Sheriff Administration
1700 W. Leonard St.
Pensacola, FL 32501
Must be cleaned during normal business hours. Employee Background Check required.
- 113 Sheriff Maintenance Garage
3101 H. Street
Pensacola, FL 32501
Must be cleaned during normal business hours. Employee Background Check required.
- 113 Sheriff Investigations
1600 W. Leonard Street
Pensacola, FL 32501
Must be cleaned during normal business hours. Employee Background Check required.

Custodial Quality Control Inspection

Inspector Name: _____

Date: _____

Inspector Title: Custodial Manager

Site Name: _____ Bldg.# _____

Score: Rate Quality of Work 1 = Unsatisfactory 2 = Needs Improvement 3 = Satisfactory 4 = Exceptional

Note: Any item receiving an "unsatisfactory" needs the immediate attention of custodial.

S/S - Check box if area needs "Strip & Wax" or "Shampoo"

Entrance Way, Halls and Lobbies

| Procedure or Area | S/S | Score | Corrective Action |
|--------------------------------------|-----|-------|-------------------|
| Tile Floors - Clean / Free of Stains | | | |
| Carpet - Vacuumed / Spot Cleaned | | | |
| Baseboards | | | |
| Walls and Doors | | | |
| Glass- Exterior | | | |
| Glass- Interior | | | |
| Drinking Fountains | | | |
| Dusting | | | |
| High Dusting | | | |
| Total | | | |

Conference and Meeting Rooms

| Procedure or Area | S/S | Score | Corrective Action |
|--------------------------------------|-----|-------|-------------------|
| Tile Floors - Clean / Free of Stains | | | |
| Carpet - Vacuumed / Spot Cleaned | | | |
| Baseboards | | | |
| Chalk and White Boards | | | |
| Desk Tops | | | |
| Dusting | | | |
| High Dusting | | | |
| Total | | | |

Break Rooms

| Procedure or Area | S/S | Score | Corrective Action |
|--------------------------------------|-----|-------|-------------------|
| Tile Floors - Clean / Free of Stains | | | |
| Baseboards | | | |
| Total | | | |

Offices and Cubicles

| Procedure or Area | S/S | Score | Corrective Action |
|--------------------------------------|-----|-------|-------------------|
| Tile Floors - Clean / Free of Stains | | | |
| Carpet - Vacuumed / Spot Cleaned | | | |
| Baseboards | | | |
| Dusting | | | |
| High Dusting | | | |
| Total | | | |

Restrooms

| Procedure or Area | S/S | Score | Corrective Action |
|---------------------------------|-----|-------|-------------------|
| Floors - Clean / Free of Stains | | | |
| Baseboards | | | |
| Mirrors | | | |
| Sinks/Counters | | | |
| Toilets/Urinals | | | |
| Walls, Partitions, and Doors | | | |
| Total | | | |

General

| Procedure or Area | | Yes/No | Corrective Action |
|---|--|--------|-------------------|
| Are the restrooms stocked after every service | | | |
| Is all of the trash being emptied during services | | | |
| Is your building being secured properly | | | |
| | | | |

Site Score: _____

Comments: _____
