

**ESCAMBIA COUNTY  
FLORIDA**

**INVITATION TO BIDDERS**

**CUSTODIAL SERVICES FOR VARIOUS COUNTY BUILDINGS**

**SPECIFICATION NUMBER PD 16-17.064**

BIDS WILL BE RECEIVED UNTIL: 2:00 p.m., CDT, July 21, 2017

A Non-Mandatory Pre-Solicitation Conference will be held at the Office of Purchasing, 213 Palafox Place, Pensacola, FL 32502 on July 3, 2017 at 10:00 a.m., CDT. All bidders are encouraged to attend.

**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**

**Board of County Commissioners**

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

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

**Assistance:**

Emily D. Weddington, CPPB  
Purchasing Specialist  
Office of Purchasing  
2<sup>nd</sup> Floor, Matt Langley Bell, III Building  
213 Palafox Place  
Pensacola, FL 32502  
Tel: (850) 595-4987  
Fax: (850) 595-4805

**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. If you are hearing or speech impaired, please contact the Office of Purchasing at (850) 595-4684 (TTY).**

**NOTICE**

<p><b>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.</b></p>
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**ESCAMBIA COUNTY FLORIDA  
INVITATION TO BID  
BIDDER'S CHECKLIST  
CUSTODIAL SERVICES FOR VARIOUS COUNTY BUILDINGS  
SPECIFICATION PD 16-17.064**

**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 DATE AND HOUR FOR 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 BID:**

- SOLICITATION, OFFER AND BID FORMS, ALL WITH ORIGINAL SIGNATURE. PHOTOCOPIES OF THESE FORMS WILL NOT BE ACCEPTED.
- BID SURETY (BOND, CHECK, ETC.)

**THE FOLLOWING DOCUMENTS SHOULD BE RETURNED WITH BID**

- LETTER FROM INSURANCE CARRIER AS SPECIFIED IN THE "INSURANCE REQUIREMENTS"
- PROVIDE A LETTER FROM A SURETY COMPANY LICENSED TO ISSUE BONDS IN THE STATE OF FLORIDA OR THAT HAS AN AGENT LICENSED TO DO BUSINESS IN THE STATE OF FLORIDA INDICATING THE OFFEROR'S BONDING CAPACITY AND BONDING RATING
- 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 SUBMITTALS ARE REQUIRED UPON NOTICE OF AWARD:**

CERTIFICATE OF INSURANCE  
PAYMENT AND PERFORMANCE BONDS

**HOW TO SUBMIT A NO BID**

IF YOU DO NOT WISH TO BID AT THIS TIME, PLEASE REMOVE THE BIDDER SOLICITATION, OFFER AND AWARD FORM FROM THE BID SOLICITATION PACKAGE AND ENTER NO BID IN THE "**REASON FOR NO BID**" BLOCK, YOUR COMPANY'S NAME, ADDRESS, SIGNATURE, AND RETURN THE BIDDER SOLICITATION, OFFER AND AWARD 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 ONLY.  
DO NOT RETURN WITH YOUR BID**

## 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 with Escambia County or Santa Rosa County for at least one 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.
- (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 subcontractor; or a partner or joint venturer 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 certifications, 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 \$249,999.00, and the bid submitted by one or more qualified and responsive local businesses is within **five (5) percent** 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 \$249,999.00, and the bid submitted by one or more qualified and responsive local businesses with a fixed office or distribution point located in a designated **Community Redevelopment Area (CRA)** is within **seven percent** 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, 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 \$999,999.00, and the bid submitted by one or more qualified and responsive local businesses is within **three**

**percent** 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 \$999,999.00, 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 **five (5) percent** 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, 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** 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 (4) percent** 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, 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 office of purchasing within five 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 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 **50 percent 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.

**CUSTODIAL SERVICES FOR VARIOUS COUNTY BUILDINGS  
PD 16-17.064**

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# **SIGN AND RETURN THIS FORM WITH YOUR BIDS\*\***

## **SOLICITATION, OFFER, AND BID FORM**

### **SUBMIT OFFERS TO:**

**Emily D. Weddington, CPPB**

**Purchasing Specialist**

Office of Purchasing, 2nd Floor, Room 11.101

213 Palafox Place, Pensacola, FL 32502

Post Office Box 1591, Pensacola, FL 32591-1591

Phone No: (850)595-4987 Fax No: (850) 595-4805

**ESCAMBIA COUNTY FLORIDA**

Invitation to Bid

**CUSTODIAL SERVICES FOR VARIOUS  
COUNTY BUILDINGS**

**SOLICITATION NUMBER: PD 16-17.064**

### **SOLICITATION**

MAILING DATE: June 26, 2017

PRE-BID CONFERENCE: July 3, 2017 at 10:00a.m., CDT

OFFERS WILL BE RECEIVED UNTIL: July 21, 2017 at 2:00p.m., CDT 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 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 Office of Purchasing. They 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.

VENDOR NAME: \_\_\_\_\_

REASON FOR NO OFFER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, ST. & ZIP: \_\_\_\_\_

PHONE NO.: (\_\_\_\_\_) \_\_\_\_\_

BID BOND ATTACHED \$ \_\_\_\_\_

TOLL FREE NO.: (\_\_\_\_\_) \_\_\_\_\_

FAX NO.: (\_\_\_\_\_) \_\_\_\_\_

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.

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER

(TYPED OR PRINTED)

\*\*

SIGNATURE OF PERSON AUTHORIZED TO SIGN OFFER  
(MANUAL)

**\*\*Failure to execute this Form binding the bidder/proposer's offer shall result in this bid/proposal being rejected as non-responsive.**

### **BID FORM**

**Specification Number PD 16-17.064**

**CUSTODIAL SERVICES FOR VARIOUS COUNTY BUILDINGS**

	<b>Monthly Total</b>	<b>Annual Total</b>
General Buildings	\$ _____	\$ _____
Libraries	\$ _____	\$ _____
Road Operations	\$ _____	\$ _____
Solid Waste	\$ _____	\$ _____
Tax Collector	\$ _____	\$ _____

**BID FORM**  
**Specification Number PD 16-17.064**  
**CUSTODIAL SERVICES FOR VARIOUS COUNTY BUILDINGS**

**General Buildings Additional Area Cleaning Costs:**

VCT: Strip / Wax (4 coats)	\$ _____	Per Sq. Ft.
Carpet Shampoo	\$ _____	Per Sq. Ft.
Top Scrub Ceramic and Porcelain Tiles	\$ _____	Per Sq. Ft.

*This does not include the monthly top scrubbing of the restrooms and showers.*

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**Emergency Service Call Cost – 2 hr. Response Time Based on 1 hour on site**

Century Library Genealogy Library	\$ _____
Legion Field	\$ _____
Molino Library	\$ _____
SW Library	\$ _____
Tryon Library	\$ _____
W. Florida Regional Library	\$ _____
Additional hourly rate	\$ _____

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**Exterior Window Cleaning (Quarterly)**

Administration Building	\$ _____	Each Qtr.	\$ _____	Annual
Operations (Garage)	\$ _____	Each Qtr.	\$ _____	Annual



**BID FORM**  
**CUSTODIAL SERVICES FOR VARIOUS COUNTY BUILDINGS**  
**Specification Number PD 16-17.064**

<b>Bldg</b>	<b>Description</b>	<b>Sq. Ft.</b>	<b>Freq.</b>	<b>Days</b>	<b>Monthly Total</b>		<b>Yearly Total</b>
71	4 H Center 3730 Stefani Rd. Pensacola, FL 32501	9,050	5	Mon - Fri	\$ _____	per month, x 12 =	\$ _____
71	Agricultural Extension Serv. 3740 Stefani Rd. Pensacola, FL 32501	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 =	\$ _____
31791	Archives Building	10,370	5	Mon - Fri	\$ _____	per month, x 12 =	\$ _____
	Archives Warehouse 120 E. Blount St. Pensacola, FL 32501	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 CC 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 =	\$ _____
312	Brownsville CC 3200 W. Desoto St. Pensacola, FL 32505	32,948	2	Mon & Fri	\$ _____	per month, x 12 =	\$ _____
312	<b>Brownsville CC - During Summer Program</b>	32,948	5	Mon - Fri	\$ _____	per month, x 12 =	\$ _____
123	Byrneville CC 1701 Hwy. 4A Century, FL 32535	3,540	1	Wed	\$ _____	per month, x 12 =	\$ _____
123	<b>Byrneville CC - During Summer Program</b>	3,540	5	Mon - Fri	\$ _____	per month, x 12 =	\$ _____
295	Central Office Complex 3363 W. Park Place Pensacola, FL 32503	74,630	5	Mon - Fri	\$ _____	per month, x 12 =	\$ _____

**BID FORM**  
**CUSTODIAL SERVICES FOR VARIOUS COUNTY BUILDINGS**  
**Specification Number PD 16-17.064**

<b>Bldg.</b>	<b>Description</b>	<b>Sq. Ft.</b>	<b>Freq.</b>	<b>Days</b>	<b>Monthly Total</b>		<b>Yearly Total</b>
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 Court Room 2251 N. Palafox St. Pensacola, FL 32501	13,100 1,100	5 1	Mon - Fri Month	\$ _____ \$ _____	per month, x 12 = per month, x 12 =	\$ _____ \$ _____
56	Court Administration 100 Maxwell St. Pensacola, FL 32501	865	5	Mon - Fri	\$ _____	per month, x 12 =	\$ _____
62	Davisville CC 10200 Hwy. 97 Bratt, FL 32535	7,124	1	Thur	\$ _____	per month, x 12 =	\$ _____
63	Dorrie Miller CC 2819 N. Miller St Pensacola, FL 32503	1,965	2	Mon & Fri	\$ _____	per month, x 12 =	\$ _____
63	<b>Dorrie Miller CC - During Summer Program</b>	1,965	5	Mon - Fri	\$ _____	per month, x 12 =	\$ _____
241	Ebonwood CC 3511 W. Scott St. Pensacola, FL 32505	2,964	2	Tue & Fri	\$ _____	per month, x 12 =	\$ _____
	<b>Ebonwood CC - During Summer Program</b>	2,964	5	Mon - Fri	\$ _____	per month, x 12 =	\$ _____
66	Employee Health Clinic** 2257 N. Baylen St. Pensacola, FL 32501	6,158	6	Mon - Sat	\$ _____	per month, x 12 =	\$ _____
	<b>** Paid by the Clinic</b>						
256	EMS @ Lions Eye Clinic 1135 W. Hayes Ave. Pensacola, FL 32501	615	2	Mon & Thur	\$ _____	per month, x 12 =	\$ _____
6	EMS @ Pleasant Grove FS 9350 Gulf Beach Hwy. Pensacola, FL 32507	122	1	Sat or Sun	\$ _____	per month, x 12 =	\$ _____

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<b>Bldg.</b>	<b>Description</b>	<b>Sq. Ft.</b>	<b>Freq.</b>	<b>Days</b>	<b>Monthly Total</b>		<b>Yearly Total</b>
231	EMS @ Osceola FS 2601 Massachusetts Ave. 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 CC 2751 N. "H" St. Pensacola, FL 32501	10,824	2	Tues & Fri	\$ _____	per month, x 12 =	\$ _____
68	<b>Englewood CC - During Summer Program</b>	10,824	5	Mon - Fri	\$ _____	per month, x 12 =	\$ _____
121	Ensley Sheriff Sub-station 97 Hood Dr. Pensacola, FL 32534	3,606	2	Tues & 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	Gov. Complex Parking Garage 49 W. Intendencia St. Pensacola, FL 32501 <b>* Includes 2 -stairwells, elevator and the trash receptacles on each level.</b>	833	1	Friday	\$ _____	per month, x 12 =	\$ _____
45	Escambia County Visitation 1190 W. Leonard St. Pensacola, FL 32501	31,249	5	Mon - Fri	\$ _____	per month, x 12 =	_____
66	Escambia-Pensacola Human Relations 2257 N. Baylen St. Pensacola, FL 32501	791	5	Mon - Fri	\$ _____	per month, x 12 =	\$ _____
179	Facilities Management 100 E. Blount St. Pensacola, FL 32526	17,058	5	Mon - Fri	\$ _____	per month, x 12 =	\$ _____

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72	Felix Miga CC 904 N. 57th Ave. Pensacola, FL 32506	13,670	5	Mon - Fri	\$ _____	per month, x 12 =	\$ _____
203	Gov. Complex - Admin. 1651 N. Nine Mile Rd. Pensacola, FL 32514	8,319	5	Mon - Fri	\$ _____	per month, x 12 =	\$ _____
<b>*80</b>	Juvenile Justice Center (JJC)	51,083	5	Mon - Fri	\$ _____	per month, x 12 =	\$ _____
	*JJC Detention Center	30,355	5	Mon - Fri	\$ _____	per month, x 12 =	\$ _____
	*Juvenile Assessment Center	12,036	5	Mon - Fri	\$ _____	per month, x 12 =	\$ _____
	1800 St. Mary's Ave. Pensacola, FL 32502 <b>*Must be escorted by Corrections Staff.</b>						
255	LSC Maintenance Office 1135 N. Hayes Ave. Pensacola, FL 32501	1,200	1	Sat or Sun	\$ _____	per month, x 12 =	\$ _____
267	Lexington Terrace CC 700 S. Old Corry Field Rd. Pensacola, FL 32523	2,964	2	Wed & Fri	\$ _____	per month, x 12 =	\$ _____
	<b>Lexington Terrace CC - During Summer Program</b>	2,964	5	Mon - Fri	\$ _____	per month, x 12 =	\$ _____
181	Marie Ella Davis CC 16 Raymond St. Pensacola, FL 32507	1,965	1	Sat or Sun	\$ _____	per month, x 12 =	\$ _____
	<b>Marie Ella Davis CC - During Summer Program</b>	1,965	5	Mon - Fri	\$ _____	per month, x 12 =	\$ _____
301	Marie K. Young CC 6405 Wagner Rd. Pensacola, FL 32501	13,200	2	Tues & Fri	\$ _____	per month, x 12 =	\$ _____
	<b>Marie K. Young CC - During Summer Program</b>	13,200	5	Mon - Fri	\$ _____	per month, x 12 =	\$ _____
49	Matt Langley Bell 213 S. Palafox St. Pensacola, FL 32501	16,200	5	Mon - Fri	\$ _____	per month, x 12 =	\$ _____

**BID FORM**  
**CUSTODIAL SERVICES FOR VARIOUS COUNTY BUILDINGS**  
**Specification Number PD 16-17.064**

Bldg.	Description	Sq. Ft.	Freq.	Days	Monthly Total		Yearly Total
217	Mayfair CC 701 S. Madison Dr. Pensacola, FL 32505	1,965	2	Wed & Sat	\$ _____	per month, x 12 =	\$ _____
	<b>Mayfair CC - During Summer Program</b>	1,965	5	Mon - Fri	\$ _____	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 =	\$ _____
292	Molino CC 6450 N Hwy. 95A Pensacola, FL 32577	15,600	2	Mon & Thur	\$ _____	per month, x 12 =	\$ _____
260	Mosquito Control 601 Hwy. 297A Cantonment, FL 32533	2,978	1	Friday	\$ _____	per month, x 12 =	\$ _____
153	Oak Grove CC 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 32501	22,900	5	Mon - Fri	\$ _____	per month, x 12 =	\$ _____
139	Pensacola Beach Sheriff Sub-station 43 Ft. Pickens Rd. Pensacola, FL 32561	2,845	3	M, Wed, F	\$ _____	per month, x 12 =	\$ _____
305	Perdido Key CC& Welcome Station 15500 Perdido Key Dr. Pensacola, FL 32507	5,155	1	Sat or Sun	\$ _____	per month, x 12 =	\$ _____

**BID FORM**  
**CUSTODIAL SERVICES FOR VARIOUS COUNTY BUILDINGS**  
**Specification Number PD 16-17.064**

<b>Bldg.</b>	<b>Description</b>	<b>Sq. Ft.</b>	<b>Freq.</b>	<b>Days</b>	<b>Monthly Total</b>		<b>Yearly Total</b>
224	Public Safety 6575 N. "W" St. Pensacola, FL 32505	60,310	5	Mon - Fri	\$ _____	per month, x 12 =	\$ _____
185	Quintette CC 2490 Quintette Lane Cantonment, FL 32533	1,965	1	Fri	\$ _____	per month, x 12 =	\$ _____
<b>*113</b>	Sheriff Administration 1700 W. Leonard St. Pensacola, FL 32501 <b>*Must be clean during normal business hours</b>	108,927	5	Mon - Fri	\$ _____	per month, x 12 =	\$ _____
113	Sheriff Maintenance Garage 3101 N. "H" St. Pensacola, FL 32501	15,680	5	Mon - Fri	\$ _____	per month, x 12 =	\$ _____
119	Sheriff Investigation 1600 W. Leonard St. Pensacola, FL 32501	600	3	M, Wed, F	\$ _____	per month, x 12 =	_____
179	Supervisor of Elections 100 E. Blount St. Pensacola, FL 32501	5,630	2	Tue & Thu	\$ _____	per month, x 12 =	\$ _____
157	Walnut Hill CC 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	Tue & Thu	\$ _____	per month, x 12 =	\$ _____
303	Warrington Sheriff Sub- station 30 N. Navy Blvd. Pensacola, FL 32507	6,000	2	Tue & Thu	\$ _____	per month, x 12 =	\$ _____
325	Warrington Tax Collector 4051 Barrancas Ave., Suite A Pensacola, FL 32507	9,519	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 =	\$ _____
<b>Total</b>					\$ _____	<b>Total</b>	\$ _____

**BID FORM**  
**CUSTODIAL SERVICES FOR VARIOUS COUNTY BUILDINGS**  
**Specification Number PD 16-17.064**

**Additional Area  
Cleaning Costs:**

VCT: Strip / Wax (4 coats)     \$ \_\_\_\_\_     Per sq. ft.

Carpet Shampoo                     \$ \_\_\_\_\_     Per sq. ft.

Top Scrub Ceramic and  
Porcelain tiles                     \$ \_\_\_\_\_     Per sq. ft.

**\*This does not include the  
monthly top scrubbing of  
the restrooms and  
showers.**

**BID FORM**  
**CUSTODIAL SERVICES FOR VARIOUS COUNTY BUILDINGS**  
**Specification Number PD 16-17.064**

**Libraries**

Bldg.	Description	Sq. Ft.	Freq.	Days	Monthly Total		Yearly Total
264	Century Library 7991 Century Blvd. Century, FL 32535	2,966	5	Tue - Sat	\$ _____	per month, x 12 =	\$ _____
310	Genealogy Library 5740 N. 9 <sup>th</sup> . 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 =	\$ _____
232	SW Library 12248 Gulf Beach Hwy. Pensacola, FL 3207	7,295	6	Mon - Sat	\$ _____	per month, x 12 =	\$ _____
308	Tryon Library 1200 Langley Ave. Pensacola, FL 32604	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 =	\$ _____
<b>Library Total</b>		<b>83,934</b>		<b>Total</b>	\$ _____		<b>Total</b> \$ _____

**Emergency Service Call**  
**Cost – 2 hr. Response Time**  
**Based on 1 hour on site**

Century Library	\$ _____
Genealogy Library	\$ _____
Legion Field	\$ _____
Molino Library	\$ _____
SW Library	\$ _____
Tryon Library	\$ _____
W. Florida Regional Library	\$ _____
<b>Additional hourly rate</b>	<b>\$ _____</b>



**BID FORM**  
**CUSTODIAL SERVICES FOR VARIOUS COUNTY BUILDINGS**  
**Specification Number PD 16-17.064**

**ROAD OPERATIONS**

601 Hwy. 297A  
Pensacola, FL 32533

Bldg	Description	Sq. Ft.	Freq.	Days	Monthly Total		Yearly Total
37	Administration	2,730	5	M - F	\$ _____	per month, x 12 =	\$ _____
39	Wellness Center	1,668	5	M - F	\$ _____	per month, x 12 =	\$ _____
270	Modular Trailer	760	5	M - F	\$ _____	per month, x 12 =	\$ _____
41A	Modular Trailer	760	5	M - F	\$ _____	per month, x 12 =	\$ _____
36	Fleet Maintenance	2,300	5	M - F	\$ _____	per month, x 12 =	\$ _____
187	Fuel Ops. Trailer	720	5	M - F	\$ _____	per month, x 12 =	\$ _____
<b>Road Operations Total</b>		<b>8,958</b>		<b>Total</b>	<b>\$ </b> <div></div> <b></b>		<b>\$ </b> <div></div> <b></b>

**BID FORM**  
**CUSTODIAL SERVICES FOR VARIOUS COUNTY BUILDINGS**  
**Specification Number PD 16-17.064**

**Solid Waste**

13009 Beulah Rd.  
Pensacola, FL 32526

Bldg	Description	Sq. Ft.	Freq.	Days	Monthly Total		Yearly Total
273	Administration Bldg.	8,046	5	M - F	\$ _____	per month, x 12 =	\$ _____
27	Operations (Garage)	4,206	6	M - S	\$ _____	per month, x 12 =	\$ _____
30281	Guard Trailer	685	1	1 day a wk.	\$ _____	per month, x 12 =	\$ _____
251	Hazardous House Waste	8,250	5	M - F	\$ _____	per month, x 12 =	\$ _____
28	Scale House	357	6	M - S	\$ _____	per month, x 12 =	\$ _____
316	Scale House 2906 N. Palafox St. Pensacola, FL 32501	357	1	1 day a wk.	\$ _____	per month, x 12 =	\$ _____
<b>Solid Waste Total</b>		<b>21,901</b>		<b>Total</b>	\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>		<b>Total</b> \$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>

**Exterior Window Cleaning**

QRTLTY

273	Administration	Bldg.	Cost	\$ _____	X 4 = Yearly Cost	\$ _____
27	Operations (Garage)	Bldg.	Cost	\$ _____	X 4 = Yearly Cost	\$ _____
						Total \$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>

**BID FORM**  
**CUSTODIAL SERVICES FOR VARIOUS COUNTY BUILDINGS**  
**Specification Number PD 16-17.064**

**Tax Collector**

Bldg	Description	Sq. Ft.	Freq.	Days	Monthly Total	Yearly Total
219	Marcus Point Tax Office** 6451 "W" St. Pensacola, FL 32505	9,519	5	M – F	\$ _____ per month, x 12 =	\$ _____

**\*\* Note: The restrooms  
must be cleaned twice a  
day.**

81A	Warrington Tax Collector 4051 Barrancas Ave. Pensacola, FL 32507				\$ _____ per month, x 12 =	\$ _____
-----	--	--	--	--	----------------------------	----------

**Total** \$

**Total** \$

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 CORPORATION**

State of Florida Department of State Certificate of Authority

Document Number \_\_\_\_\_

Occupational License No. \_\_\_\_\_

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 Direct  
Payment Vouchers? Yes \_\_\_\_ No \_\_\_\_.

Bidder: \_\_\_\_\_

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Person to contact concerning this bid:**

Phone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Person to contact for emergency service:**

Phone #: \_\_\_\_\_

Cell #: \_\_\_\_\_

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 the 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 or 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 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 and 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 it was 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 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THOROUGH 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 \_\_\_\_\_

Notary Public - State of \_\_\_\_\_

My commission expires \_\_\_\_\_

\_\_\_\_\_  
(Type of identification)

\_\_\_\_\_  
(Printed typed or stamped commissioned name of notary public)

### Drug-Free Workplace Form

The undersigned vendor, in accordance with Florida Statute 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's 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 1.
4. In the statement specified in Paragraph 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 plea 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 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  
Corporation Identification**

The following information will be provided to the Escambia County Legal Department for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain 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 No.: \_\_\_\_\_

**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 post office box and street address for mail and/or express delivery; also for recorded instruments involving land)

(Please continue and complete page 2)



**Federal Identification Number:** \_\_\_\_\_  
(For all instruments to be recorded, taxpayer's identification is needed)

**Contact person for company:** \_\_\_\_\_ E-mail: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_

**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

---

(850) 488-9000      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 Home Page (see Bid Information), by telephoning the Office of Purchasing at (850) 595-4980 or by Fax at (850)595-4805.

**NOTE:** Any and all Special Terms and Conditions and specifications referenced within the solicitation which vary from these General Terms and Conditions shall have precedence. Submission of the Bidder/Proposal Solicitation, Offer and Award Form and Bid/Proposal Form(s) in accordance with these General Terms and Conditions and Special Terms and Conditions constitutes an offer from the offeror. If any or all parts of the offer are accepted by Escambia County Florida, an authorized representative of the county shall affix his signature hereto, and this shall then constitute a written agreement between parties. The conditions incorporated herein become a part of the written agreement between the parties.

**Bid Information** See Home Page URL: <http://www.myescambia.com/purchasing>  
Click on **ON-LINE 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. **Nonconformance 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**
22. **Facilities**
23. **Distribution of Certification of Contract**

**ESCAMBIA COUNTY, FLORIDA GENERAL TERMS and CONDITIONS**  
**The following General Terms and Conditions are incorporated by reference (continued).**

- 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 the 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 judgment is from the lowest and 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 to 213 Palafox Place, Room 11.101, Pensacola, Florida 32502 or delivered to the Office of Purchasing, 2nd floor, Room 11.101, Matt Langley Bell, III Bldg., 213 Palafox Place, Pensacola, Florida 32502, in a sealed envelope clearly marked:

**Specification Number PD 10-11.049, "Custodial Services for County Buildings", Name of Submitting Firm, Time and Date due.**

**Note: If you are using a courier service; Federal Express, Airborne, UPS, etc., you must mark airbill and envelope or box with 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:

#### **2. Conduct of Participants**

After the issuance of any solicitation, all bidders/proposers/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/proposers/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.

#### **3. Definitions**

***Blackout period*** means the period between the time the bids/proposals for invitations for bid or the request for proposal, or qualifications, or information, or requests for letters of interest, or the invitation to negotiate, as applicable, 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 canceled.

***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.

4. **Sanctions**

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

- (a) Rejection/disqualification of submittal
- (b) Termination of contracts; or
- (c) 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.

5. **Scope of Work**

Escambia County is seeking a professional custodial company that will be responsible and reliable in services the various County buildings.

6. **Bid Surety**

Each offer shall be accompanied by a bid bond, cashier's check or certified check in the amount of **\$1000.00**.

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, and/or the offeror accepts the purchase order by signing the solicitation, offer and award form/acceptance copy of same and returning to the County Purchasing department. 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.

7. **Bonds**

**Payment Bonds**

The County **shall** require the successful offeror(s) to furnish a payment bond, under pledge of adequate surety and covering up to **100% of the dollar value of award** on the forms provided by the County. Such bonds shall be issued by sureties authorized to act as a surety by the State of Florida. Bonds of the successful offeror(s) shall be reviewed by the Office of Purchasing to assure compliance, then recorded in the Office of the Clerk of the Circuit Court Recording Office, 1st Floor, 221 Palafox Place, Pensacola, Florida, by the successful offeror at his expense before the contract is executed. The cost of recording is \$10.00 for the first page and \$8.50 for each additional page.

8. **Procurement Questions**

Procurement and technical questions may be directed to Emily D. Weddington, CPPB, Purchasing Specialist, (850) 595-4987, (850) 595-4805 no later than 5:00 p.m., CDT, July 11, 2017.

9. **Bid**

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

The Offerors Checklist included in this solicitation provides instructions to the offeror on the documentation to be submitted during the procurement process.

10. **Pre-Solicitation Conference**

A Pre-Solicitation Conference will be held at the Office of Purchasing 213 Palafox Place, Pensacola, FL 32502 in Conference Room #11.407 on July 3, 2017 at 10:00 a.m. CDT.

11. **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.

12. **Compliance with Occupational Safety and Health**

Offeror certifies that all material, equipment, etc., contained in his 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.

13. **Safety Regulations**

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

14. **Codes and Regulations**

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

15. **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

16. **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 and other County vendors or contractors. 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.

17. **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.

18. **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

<b>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.</b>
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19. **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 with two (2) options for twelve (12) month extensions for a total of three (3) years. 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.

20. **Price Adjustment**

The contract resulting from this Solicitation may include provisions for twelve (12) months, 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.

21. **Purchasing Agreements with other Government Agencies**

The submission of any offer in response to this Solicitation constitutes an offer made under the same terms and conditions, for the same contract price, to other governmental agencies, unless otherwise stipulated by the offeror on the bid form.

Each governmental agency desiring to accept these offers, and make an award thereof, shall do so



independently of any other governmental agency. Each agency shall be responsible for its own purchases and each shall be liable only for materials ordered and received by it, and no agency assumes any liability by virtue of this solicitation.

22. **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.

23. **Licenses, Certifications, Registrations**

The offeror shall at any time of bid/proposal submission meet the license, certification, registration and any other requirements of the State, County, City and/or any other agency of authority with jurisdiction in such matters as necessary to perform the contractual services requested in this solicitation.

Copies of such licenses, certifications, registrations and any other requirements should be provided with the bid/proposal submission; and, the offeror shall provide follow-up evidence that as the contractor they maintain such credentials throughout the period of agreement.

24. **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.

25. **Award**

Award shall be made on an "all-or-none total" basis.

26. **Service**

Services to be performed as stated in solicitation and as notified by Facilities Management. The service will depend upon the County's need at the time of request.

27. **Termination**

The purchase order or contract will be subject to immediate termination if either product or service does not comply with specifications as stated herein or fails to meet the county's performance standards. In the event that any of the provisions of the contract are violated by awarded vendor, Escambia County may serve written notice upon the awarded vendor of its

intention to terminate the contract. Such notice is to state the reason(s) for such intention to terminate contract. The liability of the vendor for any and all such violation(s) shall not be affected by any such termination and his surety, if any, shall be forfeited.

28. **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.

29. **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**

30. **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.

**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 workers 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.

#### **Workers Compensation Coverage**

The contractor shall purchase and maintain workers compensation insurance for all workers compensation obligations imposed by state law and with employers 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.

#### **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 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 employers liability required in the workers compensation coverage section) and the total amount of coverage required.

#### **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.

#### **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.

#### **Excess or Umbrella Liability Coverage**

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.

#### **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 policy.
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) 595-4805
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.

**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.

31. **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.

32. **Bonding/Financial Capacity (shall)**

The County (shall) require the offeror to:

Provide a letter from a surety company licensed to issue bonds in the State of Florida or that has an agent licensed to do business in the State of Florida indicating the offeror's bonding capacity and bonding rate.

**SCOPE OF WORK**  
**CUSTODIAL SERVICES FOR VARIOUS COUNTY BUILDINGS**

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 collect 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.

## Exhibit A

### Quality Control Inspection

Inspector Name: \_\_\_\_\_

Date: \_\_\_\_\_

Inspector Title: \_\_\_\_\_

Floor/Section: \_\_\_\_\_

Score: Rate Quality of Work    1 = Unsatisfactory    2 = Needs Improvement    3 = Satisfactory    4 = Exceptional    5 = Outstanding

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

#### 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			
Drinking Fountains			
Dusting			
High Dusting			
<b>Total</b>			

#### 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			
<b>Total</b>			

#### Break Rooms

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

#### 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			
<b>Total</b>			

#### Restrooms

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

#### 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:

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