



Invitation to Bid  
Goods & Services



JANITORIAL MAINTENANCE SERVICES  
Invitation to Bid No. 19-08-02

Advertisement Date:	Thursday, August 15, 2019
Mandatory Pre-bid Conference	Tuesday, September 3, 2019 at 2:00 PM
All Questions Due:	Friday, September 6, 2019 by 5:00 PM
Submission due date:	Wednesday, September 18, 2019 at 2:30 PM
Submit to:	Attn: City Clerk Sunny Isles Beach Government Center 18070 Collins Avenue, 4 <sup>th</sup> Floor Sunny Isles Beach, Florida 33160



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### AFFIDAVITS

Non-Collusive Affidavit  
Public Entity Crimes  
Equal Opportunity / Affirmative Action Statement  
Conflict of Interest Statement  
Dispute Disclosure Form  
Anti-Kickback Affidavit  
Anti-Boycott Certification  
Performance Bond  
Bid Bond

### ATTACHMENT

Attachment A – Government Center and Public Works Trailer Specs  
Attachment B – Pelican Community Park Specs  
Attachment C - Price Schedule



## LEGAL ADVERTISEMENT

### NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN that the City of Sunny Isles Beach is seeking sealed submittals for the following work as specified:

### JANITORIAL MAINTENANCE SERVICES

The Specifications for this Invitation to Bid are available from DemandStar by calling (800) 711-1712 or by accessing their website at [www.demandstar.com](http://www.demandstar.com). The Specifications may also be examined at the City of Sunny Isles Beach – Office of the City Clerk. Vendors who obtain the Specifications from sources other than DemandStar or the City of Sunny Isles Beach are cautioned that their response package may be incomplete. Addenda will be posted and disseminated by DemandStar at least five days prior to the submittal date to all vendors who are listed on the official list. The City may not accept incomplete submissions.

Sealed submittals will be received by the City Clerk no later than Wednesday, September 18, 2019 at 2:30 PM at the Sunny Isles Beach Government Center located at 18070 Collins Avenue, 4<sup>th</sup> floor, Sunny Isles Beach, Florida, 33160. The City is under no obligation to return Submittals. Responses will be publicly opened and firm names and bid totals are read aloud at that time.

The envelope containing the sealed ITB must be clearly marked:

JANITORIAL MAINTENANCE SERVICES  
Invitation to Bid No. 19-08-02

OPENING DATE AND TIME-Wednesday, September 18, 2019 at 2:30 PM

Mandatory pre-bid meeting on Tuesday, September 3, 2019 at 2:00 PM, First Floor Conference Room at the City of Sunny Isles Beach, Government Center located at 18070 Collins Avenue, Sunny Isles Beach, Florida 33160. The City reserves the right to reject any or all submittals, with or without cause, to waive technical errors and informalities, and to accept the submittal determined to be in the best interest of the City.

All questions regarding the Invitation to Bid No. 19-08-02 shall be directed in writing to Mauricio Betancur, CMC, City Clerk, no later than September 6, 2019. Questions may be submitted via email to: **MBetancur@sibfl.net** or via regular mail at: Mauricio Betancur, CMC, City Clerk, City of Sunny Isles Beach, 18070 Collins Avenue, Sunny Isles Beach, FL 33160. *Pursuant to Florida Statutes 119.071, sealed bids, proposals or replies by an agency pursuant to a competitive solicitation are exempt from inspection until such time as the agency provides notice of an intended decision or until thirty (30) days after the opening of the bids, proposals, or final replies, whichever is earlier.*

Mauricio Betancur, CMC, City Clerk,  
City of Sunny Isles Beach



## SECTION 1 INSTRUCTIONS TO BIDDER / GENERAL TERMS AND CONDITIONS

THESE INSTRUCTIONS ARE STANDARD FOR ALL BID COMMODITIES/SERVICES ISSUED BY THE CITY OF SUNNY ISLES BEACH. THE CITY OF SUNNY ISLES BEACH MAY DELETE, SUPERSEDE OR MODIFY ANY OF THESE STANDARD INSTRUCTIONS FOR A PARTICULAR CONTRACT BY INDICATING SUCH CHANGE IN SPECIAL INSTRUCTIONS TO BIDDERS OR IN THE BID SHEETS. ANY AND ALL SPECIAL CONDITIONS THAT MAY VARY FROM THE GENERAL CONDITIONS SHALL HAVE PRECEDENCE. BIDDER AGREES THAT THE PROVISIONS INCLUDED WITHIN THIS BID OR RFP SHALL PREVAIL OVER ANY CONFLICTING PROVISION WITHIN ANY STANDARD FORM CONTRACT OF THE BIDDER REGARDLESS OF ANY LANGUAGE IN BIDDER'S CONTRACT TO THE CONTRARY.

### 1.1 CLARIFICATION/EXPLANATION/QUESTIONS:

Any questions concerning the Bid Specifications or any required need for clarification must be made to Mauricio Betancur, CMC, City Clerk via email to: MBetancur@sibfl.net or via facsimile (305) 792-1563 or via regular mail at: Mauricio Betancur, CMC, City Clerk, City of Sunny Isles Beach, 18070 Collins Avenue, Sunny Isles Beach, FL 33160. Such requests for clarification/explanation or questions must be made in writing to Mauricio Betancur, CMC, Deputy City Clerk, at least five (5) business days prior to the date of the Bid opening. Interpretations or clarifications considered necessary by the City will be issued by addenda and posted/disseminated by DemandStar ([www.demandstar.com](http://www.demandstar.com)) to all parties listed on the official plan holders' list as having received the Bid documents. Only questions answered by written addenda shall be binding. Oral interpretations or clarifications shall be without legal effect. No plea of ignorance or delay or required need of additional information shall exempt a Bidders from submitting their Bid on the required date and time as publicly noted.

### 1.6 BID DEADLINE:

excess of the threshold amount provided in section 287.107, for category two for a period of 36 months from the date of being placed **on the convicted vendor list**".

Bids must be submitted no later than the time and date shown within this document.

### 1.7 SEALED BID:

The entire Bid Response Package shall be placed in an opaque envelope (with all items listed on the Bid checklist form and all other items required within this Request for Proposal must be executed) and submitted in a sealed envelope.

### 1.8 BID EXECUTION, SIGNATURES, ERASURE/CORRECTION:

All Bids shall be signed in blue ink. All price quotes shall be typewritten or printed with ink. All corrections made by the proposers prior to the opening must be initialed and dated by the proposers. No changes or corrections will be allowed after Bids are opened. Bids must contain an original, manual signature of an authorized representative of the company.

### 1.2 PLAN HOLDER'S LIST:

As a convenience to vendors, the City of Sunny Isles Beach has made available via internet lists of all plan holders for each Invitation to Bid, Request for Proposal, and Request for Qualifications. The information is available on-line at [www.demandstar.com](http://www.demandstar.com) or by calling the Office of the City Clerk at (305) 792-1703.

### 1.9 WITHDRAWAL OF BIDS:

Proposers may withdraw Bids only by written request and shall forward the withdrawal request via "Certified U.S. Mail – Return Receipt Requested" prior to the Bid opening time. Negligence on the part of the Proposers in preparing the Bid confers no right for the withdrawal of the Bid after it has been opened.

### 1.3 ADDENDA TO SPECIFICATIONS:

If any addenda are issued after the initial specifications are released, the City will post and disseminate the addenda through DemandStar. For those projects with separate plans, blue prints, or other materials that cannot be accessed through the internet, the Office of the City Clerk will make good faith effort to ensure that all registered proposers (those who have been registered as receiving a Bid package) receive the documents. It is the responsibility of the vendor prior to the submission of any Bid to check the above website or contact the Office of the City Clerk at (305) 792-1703 to verify any addenda issued. The receipt of all addenda must be acknowledged on the Bid Response Sheet.

### 1.10 BID OPENING:

Bids will be opened publicly at the time and place stated in the Notice to Bidder. It is the responsibility of the proposers to insure that the Bid reaches the Office of the City Clerk on or before the closing hour and date stated on the Request for Proposal. After the Bid opening, the contents of the Bid Form will be made public for the information of vendors and other interested parties who may be present either in person or by representative. Bids that are received after the Bid opening time will not be considered and will not be returned.

### 1.4 SPECIAL ACCOMMODATIONS:

Any person requiring a special accommodation at a Pre-Bid Conference or Bid/RFP/RFQ opening because of a disability should call the Office of the City Clerk at (305) 792-1703 at least five (5) days prior to the Pre-Bid Conference or Bid/RFP/RFQ opening. If you are hearing or speech impaired, please contact the Office of the City Clerk by calling the City of Sunny Isles Beach using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).

### 1.11 EVALUATION OF BIDS:

The City, at its sole discretion, reserves the right to inspect any/all Proposers facilities to determine their capability of meeting the requirements for the Contract. Also, price, responsibility, and responsiveness of the Proposers, the financial position, experience, staffing, equipment, materials, references, and past history of service to the City and/or with other units of state, and/or local governments in Florida, or comparable private entities, will be taken into consideration in the Award of the Contract.

### 1.5 PUBLIC ENTITY CRIMES STATEMENT:

Pursuant to the provisions of paragraph (2) (a) of section 287.133, Florida statutes - "a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Bid on a contract to provide any goods or services to a public entity, may not submit a Bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids on leases of real property to a public entity, may not be awarded to perform work as a Contractor, supplier, sub-Contractor, or consultant under a contract with any public entity, and may not transact business with any public entity in

1.11.1 **Hold Harmless:** All Proposer's shall hold the City, it's officials and employees harmless and covenant not to sue the City, it's officials and employees in reference to their decisions to reject, award, or not award a Bid, as applicable.

1.11.2 Cancellation: Failure on the part of the Proposers to comply with the conditions, specifications, requirements, and terms as determined by the City, shall be just cause for cancellation of the Award.





- 1.11.3 Disputes: If any dispute concerning a question of fact arises under the Contract, other than termination for default or convenience, the Contractor and the City department responsible for the administration of the Contract shall make a good faith effort to resolve the dispute. If the dispute cannot be resolved by agreement, then the department with the advice of the City Attorney shall resolve the dispute and send a written copy of its decision to the Contractor, which shall be binding on both parties.
- 1.12 AGREEMENT:  
After the Bid award, the City will, at its option, prepare an Agreement specifying the terms and conditions resulting from the award of this Bid. The vendor will have ten (10) calendar days after notification of the award by the City to execute the Agreement and provide the required Performance Bond.  
The Proposer who has the Contract awarded to them and who fails to execute the Agreement and furnish the Performance Bond and Insurance Certificates within the specified time shall forfeit the Bid Security that accompanied their Bid, and the Bid Security shall be retained as liquidated damages by the City, and it is agreed that this sum is a fair estimate of the amount of damages the City will sustain in case the Proposer fails to enter into the Contract and furnish the Bonds as herein before provided. Bid Security deposited in the form of a cashier's check drawn on a local bank in good standing shall be subject to the same requirements as a Bid Bond.  
The performance of the City of Sunny Isles Beach of any of its obligations under the agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the agreement for the current and any future periods provided for within the Bid specifications.
- 1.13 PAYMENTS:  
Payment will be made after commodities/services have been received, accepted, and properly invoiced as indicated in the contract and/or purchase order. Invoices must bear the purchase order number.
- 1.14 BRAND NAMES:  
If a brand name, make, of any "or equal" manufacturer trade name, or vendor catalog is mentioned whether or not followed by the words "approved equal" it is for the purpose of establishing a grade or quality of material only. Vendor may offer equals with appropriate identification, samples, and/or specifications on such item(s). The City shall be the sole judge concerning the merits of items Bid as equals.
- 1.15 MATERIAL:  
Material(s) delivered to the City under this Bid shall remain the property of the seller until accepted to the satisfaction of the City. In the event materials supplied to City are found to be defective or do not conform to specifications, the City reserves the right to return the product(s) to the seller at the seller's expense.
- 1.16 SAMPLES:  
Samples of items, when required, must be furnished by the Proposers free of charge to the City. Each individual sample must be labeled with the Proposer's name and manufacturer's brand name and delivered by them within ten (10) calendar days of Proposers receipt of the "Notice to Proceed", unless schedule indicates a different time. If samples are requested subsequent to the Bid opening, they should be delivered within ten (10) calendar days of the request. The City will not be responsible for returning samples.
- 1.17 QUANTITY GUARANTY:  
No guaranty or warranty is given or implied by the City as to the total amount that may or may not be purchased from any resulting Contract or Award. These quantities are for Bid purposes only and will be used for tabulation and presentation of the Bid. The City reserves the right to increase or decrease quantities as required,
- even significantly. The prices offered herein and the percentage rate of discount applies to other representative items not listed in this Bid.
- 1.18 GOVERNMENTAL RESTRICTIONS ON MATERIALS:  
In the event any governmental restrictions may be imposed which would necessitate alteration of the material quality, workmanship, or performance of the items offered on this Bid prior to their delivery, it shall be the responsibility of the successful Proposers to notify the City at once, indicating in their letter the specific regulation which required an alteration. The City of Sunny Isles Beach reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel at no further expense to the City.
- 1.19 SAFETY STANDARDS:  
The Proposers warrant that the product(s) supplied to the City conforms in all respects to the standards set forth in the occupational safety and health act (OSHA) and its amendments. Bids must be accompanied by a materials data safety sheet (MSDS) when applicable.
- 1.20 WARRANTIES:  
Successful Proposers shall act as agent for the City in the follow-up and compliance of all items under Warranty/Guaranty and complete all forms for Warranty/Guarantee coverage under this Contract.
- 1.21 COPYRIGHTS/PATENT RIGHTS:  
Proposers warrant that there has been no violation of copyrights or patent rights in manufacturing, producing or selling of goods shipped or ordered, as a result of this Bid. The seller agrees to indemnify City from any and all liability, loss, or expense occasioned by any such violation.
- 1.22 LOCAL BUSINESS TAX (OCCUPATIONAL LICENSE REGISTRATION):  
The contractor shall be responsible for obtaining and maintaining throughout the contract period his or her city and county local business tax receipts. Each vendor submitting a Bid on this Request for Proposal shall include a copy of the company's local business tax/occupational license(s) with the Bid response. For information specific to City of Sunny Isles Beach local business tax/occupational licenses, please call Code Enforcement & Licensing at (305) 792-1705. If the contractor is operating under a fictitious name as defined in Section 865.059, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the Bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulations or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State shall submit a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida.
- 1.23 LIABILITY, INSURANCE, PERMITS AND LICENSES:  
Proposers shall assume the full duty, obligation, and expense of obtaining all necessary licenses, permits, inspections, and insurance required. The Proposers shall be liable for any damages or loss to the City occasioned by negligence of the Proposers (or their agent) or any person the Proposers has designated in the completion of their contract as a result of the Bid. Contractor shall be required to furnish a copy of all licenses, certificates of competency or other licenser requirements necessary to practice their profession as required by Florida State Statute, Miami-Dade County, and City of Sunny Isles Beach Code. Contractors shall include current Miami-Dade County Certificates of Competency. These documents shall be furnished to the City along with the Bid response. Failure to furnish these documents or to have required licensure will be grounds for rejecting the Bid.
- 1.24 CERTIFICATE(S) OF INSURANCE:



<p>1.25</p>	<p><u>ASSIGNMENT:</u></p> <p>The Contractor shall not transfer or assign the performance required by this Bid without prior written consent of the City Manager. Any award issued pursuant to the Request for Proposal and monies which may be due hereunder are not assignable except with prior written approval of the City Manager. Further, in the event that the majority ownership or control of the Contractor changes hands subsequent to the award of this contract, Contractor shall promptly notify City in writing (via United States Postal Service – Certified Mail, Return Receipt Requested) of such change in ownership or control at least thirty (30) days prior to such change and City shall have the right to <b>terminate the contract upon sixty (60) days written notice, at City's sole discretion.</b></p>	<p>Proposers responsible for any excess costs occasioned or incurred thereby.</p>
<p>1.26</p>	<p><u>HOLD HARMLESS/INDEMNIFICATION:</u></p> <p>The Contractor shall indemnify, hold harmless, and defend the City of Sunny Isles Beach, its officers, agents and employees from and against any claims, demands or causes of action of whatsoever kind or nature arising out of error, omission, negligent act, conduct, or misconduct of the Contractor, their agents, servants or employees in the provision of goods or the performance of services pursuant to this Bid and / or from any procurement decision of the City including without limitation, awarding the Contract to the Contractor.</p>	<p>1.29 <u>SECONDARY/OTHER VENDORS:</u></p> <p>The City reserves the right in the event the primary vendor cannot provide an item(s) or service(s) in a timely manner as requested, to seek other sources without violating the intent of the Contract.</p>
<p>1.27</p>	<p><u>NON-CONFORMANCE TO CONTRACT:</u></p> <p>The City of Sunny Isles Beach may withhold acceptance of, or reject items which are found upon examination, not to meet the specification requirements. Upon written notification of rejection, items shall be removed within (5) calendar days by the vendor at their own expense and redelivered at their expense. Rejected goods left longer than thirty (30) calendar days will be regarded as abandoned and the City shall have the right to dispose of them as its own property. Rejection for non-conformance or failure to meet delivery schedules may result in the Contractor being found in default.</p>	<p>1.30 <u>DEFINITIONS:</u></p> <p>Wherever used in these General Conditions or in the other Contract Documents, the following terms shall have the meaning indicated which shall be applicable to both the singular and plural thereof:</p> <p>Acceptance: Acceptance by the City of the Work as being fully complete in accordance with the Contract Documents subject to waiver of claims.</p> <p>Agreement: The written Agreement between the City and the Contractor covering the Work to be performed, which includes the Contract Documents.</p> <p>Addenda: Written or graphic instruments issued prior to the Bid Opening which modify or interpret the Contract Documents, Drawings and Specifications, by addition, deletions, clarifications or corrections.</p> <p>Approved: Means approved by the City.</p> <p>Bid: The offer of the Proposers submitted on the prescribed form setting forth the prices for the Work to be performed.</p> <p>Proposers: Any person, firm or corporation submitting a Bid for Work.</p> <p>Bonds: Bid, performance bond and other instruments of security, furnished by the Contractor and their surety in accordance with the Contract Documents and in accordance with the law of the State of Florida.</p> <p>Change Order: A written order to the Contractor signed by the City authorizing an addition, deletion or revision in the Work, or an adjustment in the Contract Price or the Contract Time issued after execution of the Agreement.</p> <p>City: City of Sunny Isles Beach, 18070 Collins Avenue, Sunny Isles Beach, Florida 33160.</p> <p>Contract Documents: Contract Documents shall include, Instructions to Proposers, Contractor's Bid, the Bonds, the Notice of Award, the Agreement between the City and Contractor as well as any addenda thereto, these General Conditions, Special Conditions, the Technical Specifications, Drawings and Modifications, Notice to Proceed, Request for Proposal, Insurance Certificates, Change Orders and Acknowledgment of Conformance with the City of Sunny Isles Beach.</p>
<p>1.28</p>	<p><u>DEFAULT PROVISION:</u></p> <p>In case of default by the Proposers, the City of Sunny Isles Beach may procure the articles or services from other sources and hold the</p>	<p>Contract Price: The total monies payable to the Contractor under the Contract Documents.</p>



Contract Time:	The number of calendar days stated in the Agreement for the completion of the Work.	whom it is intended, or to an authorized representative or such individual, firm, or corporation, or if delivered at or sent by registered mail to the last business address known to them who gives the notice. Unless otherwise stated in writing, any notice to or demand upon the City under this Contract shall be delivered to the City.
Contracting Officer:	The individual who is authorized to sign the contract documents on behalf of the <b>City's governing body.</b>	
Contractor:	The person, firm or corporation with whom the City has executed this Agreement.	
Day:	A calendar day of twenty-four hours measured from midnight to the next midnight.	
Field Order:	A written order issued by the City which clarifies or interprets the Contract Documents or orders minor changes in the Work.	
Modification:	Modification means any one of the following: (a) a written amendment of the Contract Documents signed by both parties, (b) a Change Order, (c) a written clarification or interpretation if issued by the City, or (d) a written order for minor change or alteration in the Work issued by the City. A modification may only be issued after execution of the Agreement.	
Notice of Award:	The written notice by City to the apparent successful Proposers stating that upon compliance with the conditions precedent to be fulfilled by him within the time specified, City will execute and deliver the Agreement to him.	
Samples:	Physical examples which illustrate materials, equipment or workmanship and establish standards by which the Work will be judged.	
Specifications:	Those portions of the Contract Documents consisting of written technical descriptions of materials, equipment, construction systems, standards and workmanship as applied to the Work.	
Statement of Services:	The form furnished by the City which is to be used by the Contractor in requesting progress payments.	
Supplier:	Any person or organization who supplies materials or equipment for the Work, including that fabricated to a special design, but who does not perform labor at the site.	
Work:	Any and all obligations, duties and responsibilities necessary to the successful completion of the Project assigned to or undertaken by Contractor under the Contract Documents, including all labor, materials, equipment and other incidentals, and the furnishing thereof.	
Written Notice:	<b>The term "Notice" as used herein shall mean and include all written notices, demands, instructions, claims, approvals and disapproval's required to obtain compliance with Contract requirements. Written notice shall be deemed to have been duly served if delivered in person to the individual or to a member of the firm or to an officer of the corporation for</b>	

1.31 BID AWARD:

The City reserves the right to reject any and all Bids at its sole discretion. Bids shall be awarded by the City after the City performs all necessary searches, inquiries, exploration, and analysis of the Bids. The Bid shall be awarded to the lowest responsible and responsive proposer whose Bid best serves the interests of and represents the best value to the City in conformity with the criteria set forth in Section 62-8 of the City Code. No Notice of Award will be given until the City has concluded any investigation(s) as they **deem necessary to establish the Proposer's capability to perform the Services** as described in this RFP, ITB, RFQ or ITQ, as substantiated by the required professional experience, client references, technical knowledge and qualifications; and sufficient labor and equipment to **comply with the City's established standards, as well as the financial capability of the Proposer to perform the Work in accordance with the Contract Documents to the satisfaction of the City within the time prescribed.** The City reserves the right to reject the Bid of any Proposers on the basis of these queries and investigations and who does not meet **the City's satisfaction, even though the firm may be the lowest dollars and cents Bid.** In analyzing Bids, the City will also take into consideration client references, past work experience and work product, proven ability to satisfactorily perform. If the Contract is awarded, the City will issue the Notice of Award and give the successful Proposers a Contract for execution within ninety (90) days after opening of Bids. The City specifically reserves the right to award the contract to a proposer who is not necessarily the lowest dollars and cents proposers on the basis of the results of these queries and investigation(s).

1.32 EXECUTION OF AGREEMENT:

At least four counterparts of the Agreement, the Performance Bond, the Certificates of Insurance and such other Documents as required by the Contract Documents shall be executed and delivered by Contractor to the City within ten (10) calendar days of receipt of the Notice of Award.

1.33 LAWS AND REGULATIONS:

The Contractor will give all notices and comply with all laws, ordinances, rules and regulations applicable to the Work. If the Contractor observes that the Specifications are at variance therewith, they will give the City prompt written notice thereof, and any necessary changes shall be adjusted by an appropriate modification. If the Contractor performs any Work knowing it to be contrary to such laws, ordinances, rules and regulations, and without such notice to the City, they will bear all costs arising wherefrom.

1.34 TAXES:

The City of Sunny Isles Beach is exempt from sales tax imposed by the State and/or Federal Government. Florida Sales Tax Exemption No. 85-8012694687C-4 appears on each purchase order. Exemption certificates are available upon request.

1.35 DUTY TO DEFEND, INDEMNIFY AND SAVE HARMLESS:

In consideration of the separate sum of twenty-five dollars (\$25.00) and other valuable consideration, the Contractor shall defend, indemnify and hold harmless the City, its officers, agents and employees, from or on account of any injuries or damages, received or sustained by any person or persons during or on account of any operations connected with the Work described in the Contract Documents, or by or in consequence of any negligence in connection with the same; or by use of any improper materials or by or on account of any act or omission of the said Contractor or his Sub-





Contractor, agents, servants or employees. The Contractor will defend, indemnify and hold harmless the City and their agents or employees from and against all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from the performance of the Work, provided that any such claim damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than Work itself) including the loss of use resulting wherefrom and (b) is caused in whole or in part by any negligent act or omission of the Contractor, Sub-Contractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused by a party indemnified hereunder. In the event that a court of competent jurisdiction determines that Sec. 725.06 (2), F.S. is applicable to this Work, then in lieu of the above provisions of this section the parties agree that Contractor shall indemnify, defend and hold harmless the City, their officers and employees, to the fullest extent authorized by Sec. 725.06 (2) F.S., which statutory provisions shall be deemed to be incorporated herein by reference as if fully set forth herein. In the event that any action or proceeding is brought against City by reason of any such claim or demand, Contractor, upon written notice from City shall defend such action or proceeding by counsel satisfactory to City. The indemnification provided above shall obligate Contractor to defend at its own expense or to provide for **such defense, at City's option, any and all claims of liability and all suits and actions of every name and description that may be brought against City, excluding only those which allege that the injuries arose out of the sole negligence of City, which may result from the operations and activities under this Contract whether the Work be performed by Contractor, its Sub-Contractors, or by anyone directly or indirectly employed by either.**

1.36 DECISIONS ON DISAGREEMENTS:

The City will be the initial interpreter of the Technical Specifications.

1.37 CITY MAY TERMINATE:

If the Contractor is adjudged bankrupt or insolvent, or if they make a general assignment for the benefit of their creditors, or if a trustee or receiver is appointed for the Contractor or for any of their **property, or if they file a petition to take advantage of any debtor's** act, or to reorganize under bankruptcy or similar laws, or if they repeatedly fails to supply sufficient skilled workmen or suitable materials or equipment, or if they repeatedly fail to make prompt payments to Sub-Contractors or for labor, materials or equipment or they disregard laws, ordinances, rules, regulations or orders of any public body having jurisdiction, or if they disregard the authority of the City, or if they otherwise violate any provision of, the Contract Documents, then the City may, without prejudice to any other right or remedy and after giving the Contractor and the surety ten (10) days written notice, terminate the services of the Contractor and take possession of the Project and of all materials, equipment, tools, construction equipment and machinery thereon owned by the Contractor, and finish the Work by whatever method they may deem expedient. In such case the Contractor shall not be entitled to receive any further payment until the Work is finished. If the unpaid balance of the Contract Price exceeds the direct and indirect costs of completing the Project, including compensation for additional professional services, such excess shall be paid to the Contractor. If such costs exceed such unpaid balance, the Contractor will pay the difference to the City. Such costs incurred by the City will be determined by the City and incorporated in a Change Order. If after termination of the Contractor under this Section, it is determined by a court of competent jurisdiction for any reason that the Contractor was not in default, the rights and obligations of the City and the Contractor shall be the same as if the termination had been issued pursuant to this document.

1.37.1 **Where the Contractor's services have been so terminated by the City said termination shall not affect any rights of the City against the Contractor then existing or which may thereafter accrue. Any retention or payment of moneys by the City due the Contractor will not release the Contractor from liability.**

1.37.2 Upon ten (10) days written notice to the Contractor, the City may, without cause and without prejudice to any other right or remedy, elect to terminate the Agreement. In such case, the Contractor shall be paid for all Work executed and accepted by the City as of the date of the termination. No payment shall be made for Work which has not been performed.

1.38 MISCELLANEOUS:

Proposers acknowledge the following miscellaneous conditions:

1.38.1 Whenever any provision of the Contract Documents requires the giving of written notice it shall be deemed to have been validly given if delivered in person to the individual or to a member of the firm or to an officer of the corporation for whom it is intended, or if delivered at or sent by registered or certified mail, postage prepaid, to the last business address known to them who gives the notice.

1.38.2 The Contract Documents shall remain the property of the City. The Contractor shall have the right to keep one record set of the Contract Documents upon completion of the Project.

1.38.3 The duties and obligations imposed by these General Conditions, Special Conditions and Supplemental Conditions and the rights and remedies available hereunder, and, in particular but without limitation, the warranties, guarantees and obligations imposed upon Contractor and those in the Special Conditions and the rights and remedies available to the City, shall be in addition to, and shall not be construed in any way as a limitation of, any rights and remedies available by law, by special guarantee or by other provisions of the Contract Documents.

1.38.4 Should the City or the Contractor suffer injury or damage to its person or property because of any error, omission, or act of the other or of any of their employees or agents or others for whose acts they are legally liable, claim shall be made in writing to the other party within a reasonable time of the first observance of such injury or damage.

1.39 WAIVER OF JURY TRIAL:

City and Contractor knowingly, irrevocably voluntarily and intentionally waive any right either may have to a trial by jury in State or Federal Court proceedings in respect to any action, proceeding, lawsuit or counterclaim based upon the Contract Documents or the performance of the Work there under.

1.40 GOVERNING LAW:

The Contract shall be construed in accordance with and governed by the law of the State of Florida.

1.41 VENUE:

Venue of any action to enforce the Contract Documents shall be in Miami-Dade County, Florida.

1.42 ARBITRATION:

It is the intention of the parties that whenever possible, if a dispute or controversy arises hereunder then such dispute or controversy shall be settled by arbitration in accordance with the procedures, rules and regulations of the American Arbitration Association. The decision rendered by the Arbitrator shall be final and binding upon the parties and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction. Arbitration shall be held in Miami-Dade County, Florida. All costs of arbitration and **attorneys' fees incurred by the parties shall be paid by the non-prevailing party or, if neither party prevails on the whole, each party shall be responsible for a portion of the costs of arbitration and their**





respective attorneys' fees as may be determined by the court on confirmation.

1.43 PROJECT RECORDS:

City shall have right to inspect and copy during regular business hours at City's expense, the books and records and accounts of Contractor which relate in any way to the Project, and to any claim for additional compensation made by Contractor, and to conduct an audit of the financial and accounting records of Contractor which relate to the Project. Contractor shall retain and make available to City all such books and records and accounts, financial or otherwise, which relate to the Project and to any claim for a period of three years following final completion of the Project. During the Project and the three year period following final completion of the Project, Contractor shall provide City access to its books and records upon five days written notice.

1.44 SEVERABILITY:

If any provision of the Contract or the application thereof to any person or situation shall to any extent, be held invalid or unenforceable, the remainder of the Contract, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

1.45 INDEPENDENT CONTRACTOR:

The Contractor is an independent Contractor under the Contract. Services provided by the Contractor shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, purchasing policies and other similar administrative procedures, applicable to services rendered under the Contract shall be those of the Contractor.

End of Section



## Section 2 Special Terms and Conditions

### 2.1 PURPOSE OF BID:

It is the intention of the **City (the "City") to award** one or more contracts to licensed janitorial contractors to provide janitorial cleaning services with prompt and reliable service to meet and exceed the requirements of these specifications. The awarded contract will include, but not limited to furnishing all labor, materials, tools, equipment and supervision necessary for such service. The City reserves the right to add similar items/services or delete items/services specified in the contract as requirements may change during the course of the Contract. All cleaning services shall be performed in a manner and at such times so as not to conflict, interrupt, or inconvenience the City employees, its occupants or visitors.

### 2.2 PRE-BID CONFERENCE (MANDATORY):

A Pre-Bid Conference for all potential bidders is set for Tuesday, September 3, 2019 at 2:00 PM in the First Floor Conference Room at the City of Sunny Isles Beach Government Center located at 18070 Collins Avenue, Sunny Isles Beach, Florida 33160. Bids will not be accepted from bidders who did not attend the Pre-Bid Conference. Immediately following shall be a mandatory tour of the facilities to be serviced under this contract, vendors **MUST** participate in this tour, please allow 3-4 hours for this tour. No plea of ignorance by the Bidder of conditions that exist, or that may hereinafter exist as a result of failure to make the necessary examinations or investigations or failure to fulfill in every detail the requirements of the contract documents, will be accepted as basis for varying the requirements of the City of Sunny Isles Beach or the compensation of the Bidder.

### 2.3 TERM

This initial contract shall commence upon approval by the City Commission, contingent upon the completion and submittal of all required bid documents and fully executed contract. The initial contract shall remain in effect for two years with an option of three mutually agreeable written renewals of one (1) year each. This contract shall remain in effect until the completion of services, provided that the services rendered by Firm during the contract period are satisfactory and that City funding is available as appropriated on an annual basis. However, in the event funding is not appropriated on an annual basis during any particular year within the contract period, the contract may be canceled upon thirty (30) days written notice to Firm. In such an event, the City shall only be responsible for the reasonable value of services performed prior to the effective date of termination.

### 2.4 OPTIONS TO RENEW

The initial contract prices resultant from this solicitation shall prevail for a two (2) year **period from the contract's initial effective date. Prior to, or upon completion, of that initial term,** the City shall have the option to renew this contract for an additional three-(1) year periods on a year-to-year basis. Prior to completion of each exercised contract term, the City may consider an



adjustment to price based on changes in the following pricing index: Consumer Price Index (CPI), All Urban Consumers, All Items, Miami-Ft. Lauderdale area, in an amount not to exceed 3%.

It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised option period, the vendor's request for adjustment should be submitted 90 days prior to expiration of the then current contract term. The vendor adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the City will assume that the vendor has agreed that the optional term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new option period may not be considered.

## 2.5 METHOD OF AWARD

Following the review of bids, the lowest responsible, responsive bidder(s) meeting all terms, conditions, and specifications of the ITB shall be recommended for award either by bid item, bid group, or for the entirety of all bid items, as deemed in the best interest of the City. The City Manager may also reject all bids received. In determining the lowest responsible, responsive bidder, and in addition to price, section 62-8 of the City Code provides that the City may consider the following:

- The ability, capacity and skill of the bidder to perform the Contract.
- Whether the bidder can perform the Contract within the time specified, without delay or interference.
- The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- The quality of performance of previous contracts.
- In order to be deemed responsive the bids must meet or exceed the minimum qualification requirements.

## 2.6 MULTIPLE AWARD

The City may award multiple Bidders (primary, secondary and tertiary) as available, by line item, by group, or in its entirety. The City will endeavor to utilize Bidders in order of award. The lowest responsive and responsible bidder for each group shall be considered the primary awardee and should receive the largest volume of work, upon meeting the required qualifications and acceptance to the City's terms. However, the City may utilize other Bidders in the event that: 1) a contract Bidder is not or is unable to be in compliance with any contract or delivery requirement; 2) it is in the best interest of the City to do so regardless of reason. In the event that one of the successful bidders (primary, secondary or tertiary) are deemed to be performing unsatisfactorily as determined by the City, the City may opt to award their designated bid group to the Bidder performing to City's approval. The City may also add Municipal Building locations to the scope of work, at which the City has the right to request an Equitable Adjustment per location(s) from the Contractor.

## 2.7 PRICE



If the vendor is awarded a contract under this solicitation, the prices proposed by the vendor shall remain fixed and firm during the term of contract, except as detailed in Section 2.4 OPTIONS TO RENEW.

## 2.8 PERFORMANCE MINIMUM REQUIREMENTS/PENALTIES

The intent of this contract is for the City to be provided clean, well-maintained buildings at all times. Failure to meet the cleaning specifications, as set forth in this contract, will result in deductions in payment and possible termination of the contract. Performance and quality of work shall be first-class in hygiene, cleanliness and appearance.

In order to maintain the facilities in this condition, the successful bidder will immediately remove any visible soil found as a result of inspection. The assessment of the performance of the Successful Proposer will be based upon visible results, and not upon the frequency or method of cleaning.

Punitive actions for poor performance that may be taken by the City may include any one or more of the following actions:

- a. Issue an order to stop payment for work accomplished under this contract until corrective action(s) have been taken.
- b. If the Awardee completely misses a facility and/or location, a monetary deduction of \$200.00 will be assessed. A monetary deduction of \$50.00 per any specific task as specified within the daily, weekly, monthly requirements shall be assessed by the City for non-performance or deficiencies in work performed. These deductions shall be based on a single task per location. When a task is reported as unsatisfactory (deficiency), the designated City representative will notify the Awardee by telephone, and follow up by a written report. The Awardee shall have a crew dispatched to correct the deficiency no later than the following work day. This remedy does not **negate the City's right to the monetary deduction**. The Awardee shall bear all costs associated with the required correction as described herein.
- c. Obtain required services from any other source and deduct full cost to City from amount due contractor.
- d. Initiate termination actions.

## 2.9 BIDDER'S MINIMUM QUALIFICATIONS

Bids will be considered from firms that have successfully, with supporting references completed a minimum of three (3) projects of similar scope over the past three (3) years, in the state of Florida. State if you have any governmental entity experience. Supporting references must include company name or governmental agency, contact person telephone number and email address. It is the responsibility of the Bidder to ascertain that the contact person will be responsive. Bidder must include this experience in its submittal. Also, the firm must have a sufficient number





of staff to complete the work in the time required and in accordance with the specifications in the Scope of Work.

## 2.10 PERFORMANCE BOND

The City of Sunny Isles Beach shall require the successful Bidder to furnish a Performance Bond in the amount of 100% of the total Bid Price, with the City of Sunny Isles Beach as the Obligee, as security for the faithful performance of the Contract and for the payment of all persons performing labor or furnishing materials in connection herewith within ten (10) calendar days after notification of the award by the City. The Performance Bond shall continue in effect through the contract term(s). The bonds shall be with a surety company authorized to do business in the State of Florida and having been in business with a record of successful continuous operation for at least five (5) years. The Bidder shall submit proof of their bonding capacity by means of a letter from their bonding company with response in the ITB.

## 2.11 BID BOND

The City of Sunny Isles Beach shall require that every proposer furnish a bid bond in the amount of 5% of the total bid price.

## 2.12 DELIVERY

Intentionally Omitted

## 2.13 INSURANCE

### 2.13.1 COMPREHENSIVE GENERAL LIABILITY INSURANCE

Comprehensive General Liability with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be offered in a form no more restrictive than the latest edition of the Comprehensive General Liability policy, without restrictive endorsements, as filed by the Insurance Services Office, and shall specifically include the following with minimum limits not less than those required for Bodily Injury Liability and Property Damage Liability:

- Premises and Operation;
- Independent Contractors;
- Products and/or Completed Operations Hazard;
- Broad Form Property Damage;
- Broad Form Contractual Coverage applicable to this specific Contract, including any hold harmless and/or indemnification agreement.



- Personal Injury Coverage with Employee and Contractual Exclusions removed, with minimum limits of coverage equal to those required for Bodily Injury Liability and Property Damage Liability.

#### 2.13.2 BUSINESS AUTOMOBILE LIABILITY INSURANCE

Business Automobile Liability with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability policy, without restrictive endorsements, as filed by the Insurance Services Office, and must include:

- Owned Vehicles;
- Hired and Non-Owned Vehicles;
- **Employers' Non-Cityship.**

Before starting the Work, the Contractor will file and make sure that all certificates of **insurance required by this document and by the Contract are in the City's possession.** These certificates shall contain a provision that the coverage afforded under the policies will not be canceled or materially changed until at least thirty (30) days prior written notice has been given to the City by certified mail. The City shall be named as an additional insured on the above-referenced policies.

The Bidder agrees that if any part of the Work under the Contract is sublet, they will require the Sub-Contractor(s) to carry insurance as required, and that they will require the Sub-Contractor(s) to furnish to them insurance certificates similar to those required by the City in this section.

#### 2.13.3 WORKER'S COMPENSATION INSURANCE

Worker's Compensation Insurance for statutory obligations imposed by Worker's Compensation or Occupational Disease Laws, including, where applicable, the United States Longshoremens' and Harbor Worker's Act, the Federal Employers' Liability Act and the Homes Act. Employer's Liability Insurance shall be provided with a minimum of One Hundred Thousand and 00/100 dollars (\$100,000.00) per accident. Contractor agrees to be responsible for the employment, conduct and control of its employees and for any injury sustained by such employees in the course of their employment.

#### 2.13.4 CANCELLATION AND RE-INSURANCE

If any insurance should be cancelled or changed by the insurance company or should any insurance expire during the period of this contract, the Consultant shall be responsible for securing other acceptable insurance to provide the coverage specified in this section to maintain coverage during the life of this Contract. All deductibles must be declared by the Contractor and must be approved by the City. At the option of the City, either the Contractor shall eliminate or reduce such deductible or the Contractor shall procure a Bond, in a form satisfactory to the City, covering the same.



#### 2.14 BACKGROUND CHECK

The successful proposer and all personnel employed by them shall be required, at their sole cost and expense, to pass a criminal background check prior to award of the contract, and every renewal term. The criminal background check shall consist of a Florida department of law enforcement ("FDLE") Florida crime information center/national crime information center ("FCIC/NCIC") criminal records check. Any employee not meeting this requirement will not be permitted to work at any city facility. The successful proposer shall be required to coordinate the criminal background checks through the City by contacting Human Resources at 305-792-1708.

#### 2.15 MONTHLY INVOICES PAYMENTS

Vendor shall submit by the 10th day of the following month vendor's completed Invoice for services rendered. Should the 10th fall on a weekend or holiday, Contractor shall submit his invoice on the next workday.

Vendor is advised that processing of invoices must follow this schedule. A late Statement of Services may **be paid in the next month's billing cycle**. Payment will be made by the City after services have been received and accepted. These invoices shall be submitted to the City of Sunny Isles Beach, ATTN: Accounts Payable, 18070 Collins Avenue, Sunny Isles Beach, FL 33160 or [AccountsPayable@sibfl.net](mailto:AccountsPayable@sibfl.net). All documentation shall reference the appropriate Contract number, the type of Service(s) provided, and the dates or period that the Services were provided in the prior 30 days.

#### 2.16 COMPLIANCE WITH FEDERAL STANDARDS

All items to be purchased and utilized in the performance of this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

#### 2.17 E-VERIFY

Prior to the employment of any person under this contract, the Successful bidder shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of (a) all persons employed during the contract term by the Successful Proposer to perform employment duties within Florida and (b) all persons, including subcontractors, assigned by the Successful Proposer to perform work pursuant to the contract with Manatee County. For more information on this process, please refer to United States Citizenship and Immigration Service site at: <http://www.uscis.gov/>. Only those individuals determined eligible to work in the United States shall be employed under this contract. By submission of a bid in response to this ITB, the successful Proposer commits that all employees and subcontractors will undergo e-verification before placement on this contract.

#### 2.18 EXCEPTIONS



Contractor is advised that if it wishes to take exception to any of the terms contained in this Bid, it must identify the term and the exception in its response to the Bid. Failure to do so may lead the City to declare any such term non-negotiable.

## 2.19 HOLIDAYS

The City recognizes the following holidays:

**New Year's Day**  
**Martin Luther King's Birthday**  
Presidents Day  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Day

Please note: If the holiday falls on a Saturday, the City observes it on the preceding Friday. If the holiday falls on a Sunday, the City observes it on the following Monday. The Contractor is not **required to provide cleaning services for the City's recognized** holidays, except for Police Department areas and Ocean Rescue areas of City Hall (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floor). If the Contractor does elect to provide services on recognized holidays, there will be no extra charge to the City.

## 2.20 PROHIBITION AGAINST CONTRACTING WITH SCRUTINIZED COMPANIES

Pursuant to Florida Statutes Section 217.4725, contracting with any entity that is listed on the Scrutinized Companies that Boycott Israel List or that is engaged in the boycott of Israel is prohibited. Contractors must certify that the company is not participating in a boycott of Israel. Any contract for goods or services of One Million Dollars (\$1,000,000) or more shall be terminated at **the City's option** if it is discovered that the entity submitted false documents of certification, is listed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria after July 1, 2018. Any contract entered into or **renewed after July 1, 2018 shall be terminated at the City's option if the company is listed** on the Scrutinized Companies that Boycott Israel List or engaged in the boycott of Israel.

Contractors must submit the certification that is attached to this agreement. Submitting a false certification shall be deemed a material breach of contract. The City shall provide notice, in writing, to the Contractor of **the City's determination concerning the false certification**. The Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination was in error. If the Contractor does not demonstrate that **the City's determination of false certification was made in error, then the City shall have**





the right to terminate the contract and seek civil remedies pursuant to Florida Statute Section 215.4725.

2.21 DEBARRED OR SUSPENDED BIDDERS OR PROPOSERS

The bidder or proposer certifies, by submission of a response to this solicitation, that neither it nor its principals and subcontractors are presently debarred or suspended by any Federal department or agency.

2.22 PUBLIC RECORDS

IF THE SUCCESSFUL PROPOSER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO **THE SUCCESSFUL PROPOSER'S DUTY TO PROVIDE PUBLIC RECORDS** RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY OF SUNNY ISLES BEACH 18070 COLLINS AVENUE, SUNNY ISLES BEACH, FL 33160. **THE CITY CLERK'S OFFICE MAY BE CONTACTED** BY PHONE AT (305) 792-1703 OR VIA EMAIL AT [MBetancur@sibfl.net](mailto:MBetancur@sibfl.net).

END OF SECTION



### Section 3 Scope of Services / General Specifications

#### 3.1 SCOPE OF SERVICES

The Work to be performed shall be janitorial services, including, but not limited to, dusting, mopping, sweeping, scrubbing, vacuuming, trash collection and disposal, and facility maintenance to the government facility buildings as described below in this document. The City of Sunny Isles Beach is a world class city that is looking for world class service. We plan to award to a vendor who can provide exemplary service and exceed expectations. Thus, all locations should be cleaned vigorously and thoroughly to ensure pristineness throughout. We seek to procure a vendor who can demonstrate exceptional attention to detail and notices the smallest imperfections, proactively correcting them.

The Contractor shall provide all management, supervision, labor, materials, supplies and equipment and shall plan, schedule, coordinate and assure effective performance of all janitorial services described herein. Janitorial services represents a significant resource for managing and maintaining a quality indoor environment. Vendors are expected to provide janitorial services that are **cost efficient that meets or exceeds the City's level of customer satisfaction.**

#### 3.2 INTENT

It is the intent of the City that these premises be maintained at a high standard of cleanliness. All materials and equipment required for cleaning, including floor finishes and restroom chemicals shall be of acceptable industrial quality and are subject to approval by the City. The following standards are therefore intended to indicate the acceptable minimum level of services as directed in the cleaning specifications.

The standards and specifications contained herein are not to be construed as complete; and all items that are not specifically included but found necessary to properly clean the building(s) shall be included as if written into these specifications.

#### 3.3 CLEAN, DISINFECT AND SANITIZE

**The term "clean" as defined generally shall be construed to mean the** removal or absence of trash, dirt, dust, lint, marks, stains and spots **at the City's sole discretion.** This general definition is not exclusive. The completion of the Work required by this Solicitation should result in the absence of visible soil.

The term **"disinfect"** as defined general shall mean chemicals that are used to kill germs on the surface. For a disinfectant to kill germs, it's labeled dwell time should always be allowed.

The term **"sanitize"** as defined generally shall mean that the germ count on the surface is lowered to safe levels as defined by public health standards. This is necessary on food contact surfaces in particular. It is also necessary for the labeled dwell time on any sanitizing chemicals be followed, in order for the product to be effective.



### 3.4 LOCATIONS OF WORK & CLEANING SCHEDULES

- o Government Center (also known as City Hall) (18070 Collins Ave) – ATTACHMENT A  
The total area for this facility is approximately 54,000 square feet. Complete Janitorial services by experienced and reliable personnel will be required Monday thru Friday, after 6:00pm for the Government Center except the Library and Lobby areas. The Library and Lobby areas will require service Monday through Saturday, after 6:00 pm except Saturday when an earlier start time may be permissible. The Police Department, Code Department and Ocean Rescue areas, located on 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floor, will require service, Monday through Sunday, after 6 pm. Included in the square footage above is the Post Office (approximately 1,200 square feet) and the Library (approximately 7,500 square feet). Please note, the Post Office hours are Monday – Friday 8:45 AM – 4:15 PM, the cleaning at this location must take place between these hours, access to this location will not be available after-hours.
- o Public Works Modular (19160 Collins Avenue) – ATTACHMENT A  
The total area for this facility is approximately 1,000 square feet. Complete Janitorial services by experienced and reliable personnel will be required Monday thru Sunday, from 5:00pm – 8:00 PM (except for waxing days).
- o Commission Chambers (Government Center (also known as City Hall) – ATTACHMENT A  
Cleanings should take place every Wednesday after 5:00 PM.
- o Pelican Community Park (Gymnasium) (18115 N Bay Road) – ATTACHMENT B  
The total area for this facility is approximately 25,600 square feet. Complete Janitorial services by experienced and reliable personnel will be required Monday thru Sunday, after 9:00pm. Included in the square footage above is the Community Center (approximately 15,200 square feet including offices) and the Gymnasium (approximately 10,400 square feet).

In the event a scheduled activity in the facility interferes with the normal service schedule, cleaning times will be arranged after such activity is over. It will be the contractor's sole responsibility to ensure areas are cleaned at such schedules deemed appropriate by the City. The City reserves the right to change the cleaning schedule as may be required. There will be no cost or charge to City associated with such changes.

PLEASE NOTE THAT ALL CUSTODIAL CLOSETS MUST REMAIN CLEAN AND STOCKED WITH SUPPLIES AT ALL TIMES. FAILURE TO KEEP CUSTODIAL CLOSET STOCKED WILL RESULT IN A PENALTY OUTLINED IN SECTION 2.8

### 3.5 GENERAL CLEANING SPECIFICATIONS

#### A. RESTROOMS

Restroom cleaning is understood to have the highest priority. Clean and service all restrooms as specified. Wash urinals, toilets, sinks, towel dispensers, hand dryers, soap dispensers, toilet paper holders, baby changing stations, ledges, sills, rails, and mirrors with approved non-scratching, non-sticking, non-acid cleaners and disinfectants. Empty sanitary napkin trash



receptacles and disinfect. Floors in these rooms shall be mopped with an approved disinfectant and cleaner that will not harm or remove special floor finishes. Toilets and urinals shall be cleaned with quality materials using techniques which will remove and prevent any formation of encrustations or stains under lids, ledges or rims. Towel dispensers, soap dispensers and toilet paper holders shall be checked and refilled daily. The use of highly scented disinfectants, objectionable or odoriferous cleaners shall not be permitted.

All supplies, including toilet paper, paper towels, sanitary napkins, liquid soap, foam soap, trash bag liners, wax liners and hand and power equipment including vacuum cleaners and pressure washers shall be provided by the Bidder. These items shall be kept in the supply closets for each restroom and shall be fully stocked at all times.

#### B. OFFICE AREA

General cleaning of office areas shall include the removal of trash and other waste materials, **separating recycling as appropriate**, dusting, glass cleaning, sanitizing phones, removal of dust, soil, stains, smudges and marks from furniture, walls, partitions, chairs, etc.

#### C. FLOOR CARE

- I. Upon completion of daily and weekly routine work, floors shall be free of dirt, dust, film streaks, and debris, and shall be devoid of such when dry.
- II. Floor finish is understood to be used as a preservative and also as a safety (non-slip) factor. Finish shall be applied only to appropriate areas free of residual dirt and buildup.
- III. Carpet shall be vacuumed thoroughly and shall be free of dirt, dust, lint and debris.
- IV. Vacuum cleaners should meet all standards set forth in the Carpet & Rug Institutes green label program. Vacuums shall have High Efficiency Particulate Air (HEPA) filtration capabilities for filtering airborne particles
- V. The Bidder shall remove and replace furniture as required to perform the work, exercising necessary safety precautions designed to prevent damage to City property.
- VI. The Contractor shall verify that all floor finishes, seals, spray buff solutions and other such chemicals applied to non-carpeted floors provide adequate protection against slippery floors. Any observed instances of slippery or slick floors shall be corrected immediately upon discovery of Caution signs are to be used until conditions are corrected. Contractor shall use caution signs as required by OSHA Regulation 1910.144 and 1910.145 at no cost to the City shall be on-site on commencement of Contract. A minimum of two caution signs per building shall be onsite.





#### D. INTERIOR OF WINDOWS AND GLASS PARTITIONS

The interior of all glass doors, glass windows, and glass partitions are to be cleaned to acceptable standards of the City.

#### E. WALLS AND DOORS

All walls and doors, including those of the elevators, are to be kept clean and free from spots and hand prints.

### 3.6 SUPPLIES

The Contractor shall furnish all supplies necessary for the work required herein, including but not limited to toilet paper, paper towels, floor wax, roll paper towels, paper toilet seat covers, urinal screens, EPA approved germicidal detergent, such as Lysol IC, or equivalent, waxed feminine hygiene liner bags, and NCL White Pearl Soap or equivalent to be used in soap dispensers. Supplies should match those currently in use at facilities covered under this contract, or equivalent substitutions approved by the Contract Administrator.

No supplies shall be used that the City or the manufacturer of the product determines harmful to the surfaces to which applied or to any other part of the Facility, their occupants, contents, or equipment.

Personal Protection Equipment (PPE) must be kept in each janitorial closet for staff to use. This must be labeled as such and kept in supply at all times. This PPE must include masks and gloves.

### 3.7 RECYCLING

The Contractor must remove all recyclable material from each location nightly (daily). Recyclable material must be removed separately from other trash to avoid contamination and placed in designated recycle bins at each facility.

### 3.8 LOST & FOUND

It is the responsibility of the Contractor to ensure all articles of personal or monetary value found by any Janitorial employee are immediately turned in to the manager of each facility or the Contract Administrator.

### 3.9 INSPECTIONS

All areas shall be subject to weekly inspections by the Contract Administrator, or designee. **Additional inspections will be scheduled if needed, at the City's sole discretion.**

A check list shall be used for each floor and is to be filled out and approved each night. Include a sample of the checklist with bid submittal. Any work not done to the satisfaction of the City shall



be corrected within 24 hours, at the Bidder's sole expense.

### 3.10 CONTRACTOR QUALITY CONTROL PROGRAM

The Contractor shall have a total quality control program to ensure the requirements of the Contract are met as specified. A Quality Control Plan (QCP) shall be submitted for review and approval within ten (10) days of Contract award. The QCP shall be a system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable and/or City staff points out the deficiencies. Deductions will be taken for deficiencies. The QCP shall include an inspection system which is tailored to the specific facility and which covers all services stated in the tasks and frequencies segment of the Contract. This system should include, but not be limited to, the following:

A. The Contractor shall devise a daily quality control checklist for use during the performance of the work. The checklist shall be signed and dated to indicate the time inspection was completed. It is not permissible for the person who performs the work to inspect and accept that work. The Contractor and his/her supervisors who will complete inspections should be identified by title and type of inspection each is authorized to perform. A copy of each inspection report is to be provided to the Contract Administrator within twenty-four (24) hours of any inspection. A copy of this checklist shall be submitted to the Contract Administrator within ten (10) days of Contract award for review and approval.

B. Black Light Test - The City may use a black light test to detect the presence of urine. The City will deem bathroom fixtures or floors not meeting specifications if the black light detects urine.

### 3.11 BIDDER'S EMPLOYEES:

**Bidder's employees** must be at least 18 years old, be competent and physically capable. At least one employee on site for each facility shall be able to follow English verbal and written commands **from the City, and be able to communicate those instructions to all other Bidders' employees** on site. The City reserves the right to require the Bidder to immediately remove any employee, at its sole discretion. The Contractor shall employ sufficient number of permanent trained personnel to perform specified duties at the Facility covered under this Contract.

**During employees' scheduled hours, each employee assigned shall be in a work uniform supplied** by Bidder with the company name indicated on the uniform, and must be neat in appearance and groomed at all times. **All Bidders' employees working on City property shall be required to wear a photo identification card** at all times supplied by the City; if uniform or ID is not clearly present on their employees, \$50.00 per employee in violation per day will be assessed. Doors that require security badge entrance should never be propped open.

The Contractor shall not allow anyone into the building other than authorized employees of the **Contractor. The Contractor shall not allow its employee's family members, friends, etc. to enter the Facility.** Unauthorized access may be cause for termination of the Contract.



Custodians shall be instructed by the supervisors regarding schedule of cleaning, requirements of the Facility, use of appropriate cleaning solutions and equipment, and all other requirements as set forth in the Contract. Electronic Equipment, including but not limited to Computers, copy machines, televisions, radios and telephones are not to be used Contractor personnel. If moved for cleaning, they should be moved carefully and put back in place when done.

### 3.12 COMPETENCE

Bidder shall provide evidence of technical and professional training in performing Janitorial services in all commercial and governmental settings. Provide evidence in the area of cleaning LEED certified buildings or green cleaning procedures; if none, so state.

### 3.13 SAFETY

The Bidder will be responsible for instructing his employees in safety measures considered appropriate. Personnel will not place or use mops, brooms, or any equipment in traffic lanes or other locations in such a manner as to create safety hazards. They will provide, place and remove appropriate warnings signs for wet or slippery floors caused by cleaning or waxing operations (see section 3.5(c)-vi). General safety requirements will be complied with in all activities.

All equipment shall be maintained in an efficient and safe operating condition while performing work under the contract. Equipment shall have all proper safety devices required by law, properly maintained, and in use at all times. If equipment does not contain proper safety devices and/or is being operated in an unsafe manner, the City may direct the Contractor to remove such equipment and/or the operator until the deficiency is corrected to the satisfaction of the City of Sunny Isles Beach. The Contractor shall be solely responsible and liable for injury to persons, and/or property damage caused by operation of the equipment.

### 3.14 ADHERENCE TO LAWS

The successful bidder shall be in compliance with all OSHA and other local, state and Federal requirements. This includes compliance with OSHA Act #1910-1030 regarding worker exposure to blood borne pathogens. Failure of the Contractor or their employees to comply with all applicable laws, regulations and rules shall permit the City to immediately terminate this Contract without liability.

### 3.15 HOURS OF OPERATION

The successful bidder must understand that the hours of operation are not limited to normal working hours. The Police department on the second and Code Department on the third floor of City Hall and the Public Works/Ocean Rescue office on the first floor at the government center are open seven days a week including holidays. Pelican Community Park is open seven (7) days a week, excluding holidays. Therefore, these areas must be cleaned on a rigorous basis at least once a day.



Employee absenteeism or vacations shall in no way relieve the awarded contractor of the requirements of this contract. The contractor shall provide relief personnel and work overtime, as necessary, at no cost to the City, to ensure that all work is performed as scheduled.

3.16 REPORTING HAZARDOUS CONDITIONS AND ITEMS FOR REPAIR

The Bidder or his employees shall report any hazardous conditions and items in need of repair **including burnt out light bulbs, leaky faucets, toilet stoppages, etc. to the City's** Contract Administrator.

3.17 TERMINATION

The City may, by written notice to the contractor, terminate the contract if the contractor has been found to have failed to perform his services in a manner satisfactory to the City as per specifications. The date of termination shall be stated in the notice. The City shall be the sole judge of non-performance.

END OF SECTION





## Section 4

### Technical Specifications

#### 4.1 QUALITY STANDARDS FOR ROUTINE CLEANING WORK

**Bidder's performance will be monitored by periodic inspections of work to ensure** standards of cleanliness and preservation are being attained. Following are specific requirements for the performance of the detailed functions of cleaning the City facilities. Requirements presented are to be considered the minimum acceptable.

##### 4.1.1 ROUTINE CARE ABOVE FLOOR

###### A. Empty Trash

All trash in normal trash receptacles is to be removed daily and put into the appropriate container outside of the building. Other items **specifically marked "trash" should** be removed **as well. All City facilities have recyclable containers and it is the Bidder's** responsibility to remove recyclable paper and materials and place them in the designated recyclable containers. All deliveries of full size boxes must be broken down flat before placing in dumpster.

Liners that are to be replaced must have liner secured tightly so that no trash spills from the liner during removal. Liners secured and ready for removal must not be put on carpeting. Where liners are not to be replaced, contents of trash receptacle are to be put into a cart container that has been lined with a liner. No litter shall remain on the floor. No trash receptacles or liners containing trash or other items are to be placed on any furniture or work tables. Spot clean the surface of the receptacle if the liner is not being replaced. Clean both the inside and outside if the liner is replaced.

###### B. Replace Liners

**Liners are to be replaced only as needed. Replaced "as needed" is defined as replacing** liners that show any visible attached litter, rips or stains. Liners are to be fitted smoothly over the top of the waste receptacle and secured and are to be opened up on the inside, ready for use. All liners are to be supplied by the Bidder.

###### C. Dust Horizontal Furniture and Building Surfaces

All furniture and horizontal building surfaces that are free of work material are to be dusted with a lightly treated dust cloth. This includes horizontal ledges, windowsills, blinds, doorknobs, push bars, kickplates, handrails, desks, chairs, file cabinets, and other **horizontal areas, 9'0" from the top of the floor surface.** Items on desktops are not to be disturbed. After regular dusting, all such surfaces shall have a uniform appearance, free of **streaks, smudges, dust, lint, litter, etc. A telescoping handle lamb's wool dusting tool**



should be used for high dusting. When inspecting with a flashlight, there will be no traces of dust on any surface. Window ventilators, door glass, and all other glass that can be reached while standing on the floor will be clean and free from dust, dirt, streaks, and spots. (This job does not include window washing.)

#### D. Dust Vertical Furniture and Building Surfaces

Using a lightly treated dust cloth, remove all the dust, lint, dry soil, etc., from the vertical surfaces of desks, chairs, file cabinets, and other types of office furniture and equipment and from vertical walls, windows, blinds, doorknobs, push bars, kickplates, handrails, etc., **up to 9'0" from the top of the floor surface. After regular dusting, all such surfaces shall** have a uniform appearance, free of streaks, smudges, dust, lint, litter, etc. When inspecting with a flashlight, there will be no traces of dust on any surface. Window ventilators, door glass, and all other glass that can be reached while standing on the floor will be clean and free from dust, dirt, streaks, and spots. (This job does not include window washing.)

#### E. Spot Clean Walls, Partitions, Furniture, Doors, Etc.

Use a sponge, clean cloth, and spray bottle of neutral detergent or glass cleaner to remove smudges, fingerprints, marks, streaks, etc., from washable surfaces of walls, partitions, doors, furniture, fixtures, glass, etc. Germicidal detergent shall be used on drinking fountains. Glass cleaner shall be used on mirrors and glass surfaces. All-purpose neutral detergent or cleaner degreaser shall be used on hard-to-remove spots. In areas where carpeted walls and ceilings exist, \*vacuum using a filtered tank vacuum. In EDP areas, \*vacuum vents and light fixtures using a filtered tank vacuum. After spot cleaning, the surface shall be clean, uniform appearance, free of streaks, spots and other evidence of removable soil. This includes both sides of glass in interior doors, and windows. Spot clean telephones with cleaner disinfectant, as requested.

\*Warning – Do not use electric powered equipment, such as floor machines, vacuums, etc. in the vicinity of tape storage. Do not use steel wool in Data Processing areas.

#### F. Clean and Disinfect Drinking Fountains

Drinking fountains must be cleaned with a germicidal detergent daily, sanitized, and wiped dry with a dry cloth. A small brush may be necessary to remove built up scale. When completed, entire drinking fountain, including all sides, shall be free of smears, spots and soil.

### 4.1.2 BATHROOM CARE (Unique to Wet Areas)

#### A. Refill Paper Towel, Toilet Tissue, Hand Soap Dispensers

All dispensers shall be completely filled to the proper fill level. The paper supplies and hand soap shall be correctly installed in accordance with the direction of the coordinator. Hand soap dispensers and adjacent surfaces shall be wiped to remove spillage. All dispensers shall be spot



cleaned as spots occur. No extra rolls of paper towels or toilet tissue shall be left in the restrooms, **however, we require spare toilet tissue and paper towels in the 4<sup>th</sup> floor staff restroom.** After refilling, the dispensers shall be ready to use, and checked so that paper rolls easily. Any defective dispenser shall be reported to the coordinator. The Bidder shall provide all paper products and hand soap. The City must approve all products prior to being used.

B. Clean, Disinfect Wash Basins, Toilets, Urinals, and Showers

Use a sprayer to apply germicidal detergent solution to all washbasins, toilets, and urinals. Clean the tops, sides, insides, and wall areas between and around all fixtures with a sponge. Thoroughly clean all surfaces, including undersides. Clean the insides of the toilets and urinals with a bowl mop. Use the bowl mop to thoroughly clean the underside of the flushing rim. Both sides of the seat of toilets must be thoroughly cleaned with a sponge, as well as all exterior surfaces of the toilet. Use two different color sponges so that the toilet and urinal sponge is easy to tell from the other sponge. Toilet seats must also be wiped dry to prevent spotting. Wipe the metal surfaces of all fixtures dry with a cloth to prevent spotting. All residues around chrome/metal hardware must be removed. Showers must be cleaned with a germicidal detergent solution from a spray bottle, using a sponge. After cleaning, fixtures must be free of all removable spots and smears. Disinfectant solution shall be poured down the floor drains of restrooms, using care so that the solution does not spread over the floor. After pouring solution into the drain, the top of the drain and area surrounding it shall be wiped with a paper towel to remove any spotting.

C. De-Scale Toilets and Urinals

Use acid-type bowl cleaner and a bowl mop to remove scale, scum, mineral deposits, rust stains, etc. from toilet bowls and urinals. Pour the acid on the mop and not into the water. After de-scaling, the entire surface shall be free from streaks, stains, scales, scum, mineral deposits, rust stains, etc. Caution must be used to prevent damage to adjacent surfaces, particularly floor surfaces, caused by spills of the acid-type bowl cleaner.

D. Spot Clean Walls, Partitions, Doors, Mirrors, Etc.

Use a soft cloth and glass cleaner from a spray bottle to spot clean mirrors or chrome plated or stainless steel cabinets. Use cleaner disinfectant from a spray bottle and a damp cloth or sponge to spot clean the wall surfaces and to wipe down all shower walls. The walls behind the fixtures should be checked daily for spills and wiped clean if necessary. Use cleaner disinfectant to spot clean partition surfaces and stall doors, paying special attention to the section of walls and partitions next to fixtures as they normally get splashed. Be certain to remove all writing from the stalls as soon as possible. Use cleaner disinfectant and a deck brush to scrub any persistent wall stains. Clean both sides of the entrance door and pay particular attention to the push plates and kick plates. After spot cleaning, the surfaces shall be clean, uniform in appearance, and free of streaks and spots.

4.1.3 ROUTINE CARE FOR KITCHEN AREAS



#### A. Clean Sinks

There will be no stains or spots on surfaces of sinks in any of the lounge areas. They are to be clean and bright. Walls near washbasins will be free from spots or smears. The floor will be free of water or soap solution. All metals, such as spigots and other hardware, will be clean and bright.

#### B. Appliances

The interiors of all appliances are to be cleaned once a week, except for refrigerators, which will be cleaned once a month. The coffee machines on every floor must be wiped down once a week.

### 4.1.4 ROUTINE CARE FOR FLOORS

#### A. Dust Mop or Sweep Non-Carpeted Floors

Prior to dust mopping the floor surface, use a mop and neutral detergent or other approved cleaner to remove spills and obvious soil from the floor. Use a putty knife to remove gum, tar, and other sticky substances from the floor. On resilient tile, slate, smooth sealed concrete, or other smooth finish surfaces, use a treated dust mop and a dustpan to remove accumulated soil and litter. On rough, unsealed concrete, as in outside door entries and dock areas, use a push broom. The entire area to be dust mopped or swept shall be thoroughly cleaned to remove dust, dry soil, and other litter. Spread oil dry compound on oily spots and spills, then sweep. Chairs and trash receptacles shall be moved when necessary to clean underneath. After the floor has been dust mopped or swept, the floor surfaces, including corners and abutments, shall be free of streaks, litter, and spots caused by spilling or tracking.

#### B. Spot Mop Non-Carpeted Floors

A wet mop, mop bucket, and wringer and a neutral detergent, germicidal disinfectant or cleaner degreaser shall be used to remove all obvious soil and nonpermanent stains from the entire area. Spot mopping is to be performed with a clean mop head and solution shall be changed periodically to remain clear. Mops to be used for cleaner degreaser solution shall not be used for any other solution. Spots which are removed must include areas surrounding spots so that entire spot is removed. Chairs, trash receptacles, etc. shall be moved when necessary to spot mop underneath. After being spot mopped, the floor shall have a uniform appearance with no streaks, swirl marks, detergent residue or any evidence of soil. There should be no splash marks or mop streaks on furniture, walls, baseboards, etc. All visible litter such as paper, rubber bands, paper clips, staples, chewing gum, etc. shall be picked up and disposed of in a waste collection container. All cardboard boxes and other obvious trash must be removed to the trash area.

#### C. Damp Mop Complete





Prior to being damp mopped, the floor surface shall be dust mopped. When damp mopping, a wet mop, mop bucket and wringer, and a neutral detergent solution, or cleaner degreaser shall be used to remove all soil and non-permanent stains from the entire area. Mop bucket solution shall be changed frequently so that solution remains clear. All accessible areas shall be damp mopped. Chairs, trash receptacles, etc. shall be moved when necessary to mop underneath. Mop is to be wrung well before damp mopping floors so that there is no water standing on the floor during mopping process. After being wet mopped, floors shall have a uniform appearance with no streaks, swirl marks, detergent residue, or any evidence of soil. There should be no splash marks or mop streaks on furniture, walls, baseboards, etc., or mop strands remaining in the area. All mops are to be changed every two weeks to keep floors and grout clean.

#### D. Burnishing Finished Surfaces

When burnishing finished resilient tile, sealed concrete, terrazzo, quarry tile, or other finished floor surfaces, prepare the surface by removing any wet spills with a damp mop. Dried residue (gum, etc.) should be removed with a putty knife and/or Freon. Dust mop the entire surface to be burnished with a lightly treated dust mop or a treated disposable pad. Using a 17 inch to 32 inch high speed burnisher (1500 to 2500 RPM) equipped with a gold or yellow burnishing pad, begin by following a straight line to the extent of the machine or the confines of the area. Turn the machine 180 degrees and parallel the original path overlapping up to 4 inches. Continue this procedure until the entire area has been burnished. Check pads frequently for buildup and reverse or replace as needed.

When burnishing has been completed, dust mop the floor area again to pick up any loose soil or dust which may have been dislodged during burnishing. Wipe the base and any low wall areas to remove dust accumulation that may have resulted from the burnishing. When the burnishing has been completed, the floor surface shall have a uniform high gloss with no swirl marks or blemishes. The solution will be applied thinly, uniformly and evenly in such a manner as to avoid skipping of areas. Walls, baseboards, furniture and other surfaces will be free of solution residue and marks from the equipment.

Clean equipment before storing. Damp wipe the machine paying particular attention to the cord. Wash all pads in warm water until clean and hang on peg until dry. Vacuum the dust mop head to remove any dust, dirt, or debris and hang on a suitable tool holder.

#### E. Wet Mop-Scrub Floors

Prior to being wet cleaned, the entire floor surface involved shall be dust mopped, except in small restrooms where dust mopping is obviously not required. A wet mop, mop bucket and wringer, scrub brush, floor squeegee and neutral detergent or germicidal disinfectant shall be used to remove all soil and non-permanent stains from the entire floor, baseboards, etc. When necessary, a cleaner degreaser must be used. The cleaning solution shall be applied to the entire floor area and allowed to remain for three to five minutes. Then the entire floor area shall be scrubbed with a scrub brush. In areas with floor drains, the floors shall then be squeegeed dry and then rinsed with clear water. In areas without



a floor drain, the solution shall be picked up with a wet mop and mop bucket with wringer, and then rinsed with clear water. All accessible areas shall be wet cleaned. Chairs and trash receptacles, etc., shall be moved when necessary to mop underneath. After being cleaned, the floor shall have a uniform appearance with no streaks, swirl marks, detergent residue, or any evidence of soil. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc., or mop strands remaining in the area.

#### F. Vacuum Traffic Area

Use a carpet vacuum on all flat surfaces to collect surface soil and embedded grit from all areas accessible to the vacuum. Chairs and trash receptacles shall be tilted or moved when necessary to vacuum underneath. Additionally, as necessary to prevent any visible accumulation of soil or litter in carpeted areas inaccessible to the vacuum, a crevice tool and brush attachment shall be used. All surface litter such as paper clips, bits of paper, and staples shall be hand-picked from the carpeting and placed in a trash receptacle. Vacuuming must be done in a slow movement for a more thorough pickup. After the carpeted floor has been vacuumed, it shall be free of all visible litter, soil and embedded grit.

#### G. Spot Carpet

Use a damp cloth or sponge and regular carpet shampoo material. Do not wet the spot itself heavily and rub it back and forth across into the clean area of the carpet; rather, start with a cloth or sponge which is only moderately wet and rub it with a brushing action from the edge of the spot towards the center, so that the size of the spot is reduced rather than spread.

#### H. Furniture and Equipment Replaced

All furniture and equipment moved during the cleaning operation will be returned to its original position. Portable and tank-type machines will be wiped clean, dust bags emptied, and vacuum hose coiled loosely on machine or hung on racks provided for that purpose. Equipment in view will always appear neat and orderly.

### 4.2 PERFORMANCE STANDARDS FOR PROJECT CLEANING (MINIMUM STANDARDS)

#### A. Machine Scrubbing

The machine and other equipment will be checked and readied for work in a careful and thorough manner. Cleaning solutions will be mixed thoroughly and in proportions specified without undue spillage or either solution or rinse water.

#### B. Operation of Machine

Only authorized personnel having sufficient instructions as to its proper and efficient operation will operate the mechanized equipment. The scrubbing machine will be started and operated



in a safe and reasonable manner. Care of the mechanized equipment will be exercised at all times during its operation to avoid damage to personnel, the building and equipment.

C. Floor Scrubbing and Rinsing

Proper precautions will be utilized to inform the building occupants of wet and/or slippery conditions during the scrubbing operation. The scrubbing work will be performed in such a manner as to properly clean the floor surface with care taken to see that the proper cleaning solution has been used. All areas, including areas inaccessible to the machine, and which are cleaned by means of deck scrubbing brushes and/or mops, will be clean and free of dirt, water streaks, mop marks, and string; properly rinsed; and dry mopped to present an overall appearance of cleanliness. Walls, baseboards, and other surfaces will be free of watermarks, scars from the cleaning equipment striking the surfaces, and splashing from the cleaning solution and rinse water.

D. Equipment and Materials

All items of equipment used in the floor scrubbing work will be in a clean and well cared for condition and properly placed in a neat and orderly manner in their assigned storage locations.

E. Wall Washing

There will be no streaks or spots remaining on walls or signs of not overlapping. There will be no smudge spots at the point where cleaning of the lower and upper halves of the wall overlap. No water will be spilled on the floor or furnishings. Walls will be uniformly clean all over. Woodwork on doors, window and moldings will be clean. All ventilation grills will be clean and free of dust and debris.

F. Furniture Replacement

All furniture, pictures, and other furnishings moved during the wall washing operation will be returned to their original positions.

4.2.1 GLASS CLEANING

A. Preparation of Work

The window area will be cleared of obstructions before washing the window. Dusting Window Frames and Sash, and Washing the Glass. The window frame and sash will be free of dust and loose dirt. The washed glass will be clean and free of dirt, grime and streaks and will be clear of all excess moisture, using a squeegee so there are no streak marks left on the glass.

The window sash, sill and other surroundings will be free of drippings and other watermarks. Items moved during the washing operation will be replaced to their original position.

B. Use of Safety Equipment and Methods



The safety equipment will be used in accordance with prescribed instruction. Safety practices will be followed throughout the window washing work.

C. Care of Equipment and Materials

All items of equipment used in the window washing work will be in a clean and well cared for condition. Equipment will be stored in an assigned storage location. Unused materials will be properly contained and stored.

4.2.2 STRIPPING AND REFINISHING RESILIENT TILE FLOORS

A. Stripping

Stripping will be defined as the complete removal, without damage to the floor surface, of all finish and/or sealer from all visible floor surfaces and from those floor surfaces that can be exposed by the removal of non-fixed furnishings. Stripping should also include the complete removal of all marks, scuffs, and stains, etc. except in cases in which there is damage to the floor surface.

The stripping chemical(s) used should meet the specifications given in these bid documents for the type of finish and/or sealer being stripped, and should be used according to the **manufacturer's directions**.

The floors should be scrubbed with a single-disc floor machine equipped with a stripping pad, except those areas in which the use of manual scrubbing devices are necessary to completely remove the finish and/or sealer (along walls, in corners, etc.). The stripping solution and rinse water should be picked up with a wet/dry vacuum except in areas where its use is impossible or impractical (very small areas, areas with low amperage circuits, etc.).

All floor surfaces to which stripper has been applied should be thoroughly rinsed with clean water. When a wet/dry vacuum is used, the area should be rinsed at least once after the stripping solution has been removed. If a mop is used to pick up the stripping solution, the area should be rinsed at least twice.

B. Refinishing

Refinishing should be defined as the proper application of at least two coats of finish to all areas. The finish should be applied with a clean, fine strand, rayon mop head. No finish, which has been removed from its original container, should be returned to that container.

4.2.3 CLEANING STAINLESS STEEL

The cleaning of stainless steel surfaces shall be defined as the application of an approved stainless steel cleaner to the surface and its complete removal leaving the surface clean, dry, and as glossy as possible. The surface shall be free of smudges and streaks on completion of the project. Water or mild neutral detergent solution may be used to remove the film of stainless steel cleaner.





The surface and adjacent surfaces should be left with no trace of cleaning material on them. Abrasive cleaners, pads, or brushes are forbidden in this project. Brushes with flexible nylon bristles may be used to remove traces of stainless steel cleaner from crevices and corners.

Clean, lint-free cloths should be used for the application and removal of stainless steel cleaner.

#### 4.2.4 WASH FURNITURE

Using a supply of cloths and sponges, a detergent solution, and a bucket, dust furniture to remove loose dry soil. To painted, vinyl and other washable surfaces, apply clean detergent solution in moderate amounts. Scrub spots where soil is stubborn. On surfaces that do not tear or scratch, a small amount of lotion cleanser may be used to remove stubborn soil. Wring cloths into a catch bucket. Use a clean cloth and rinse water to rinse the solution from furniture surfaces. Use a dry cloth to dry the surfaces.

On completion of the project, furniture surfaces should be clean and dry. Manufacturer instructions and cautions are to be followed on all equipment and materials used. Replace furniture moved for the project.

#### 4.2.5 CARPET CLEANING, WATER EXTRACTION METHOD

Carpet cleaning, water extraction method shall be defined as the spot cleaning and vacuuming operation of the water extraction equipment, and re-vacuuming of all carpet in an area.

All vacuuming, both before and after the use of the water extraction equipment shall be done with a medium-duty pile lifter vacuum.

All stained areas shall be treated with spot cleaning solutions, following the directions of the manufacturer of the solutions. Spot cleaning should continue until as much of the stain as possible has been removed.

The water extraction equipment and materials shall meet the specifications given in this document. The water extraction equipment shall be operated over the entire carpeted area.

All instructions provided by the manufacturer of the water extraction equipment and materials shall be followed during their use.

After operating the water extraction equipment and allowing sufficient drying time, the carpet shall be vacuumed following a pattern that will give the carpet pile a uniform appearance.

#### 4.2.6 CARPET CLEANING, DRY FOAM METHOD

Dry foam shampooing of carpets shall be defined as the spot cleaning, vacuuming, shampooing, and re-vacuuming of all carpets in an area. All vacuuming, both before and after shampooing, shall be done with a medium-duty pile lifter vacuum.



All stained areas shall be treated with a spot cleaning solution, following the directions of the manufacturer. Spot cleaning should be continued until as much of the stain as possible has been removed.

The shampooing shall be done using equipment and materials specifically designed for dry foam shampooing and meeting the specifications for such equipment and materials given in this document. The instructions provided by the manufacturers of the equipment and materials should be followed during its use.

Areas, such as corners, which are inaccessible to the machine, shall be shampooed with foam from the machine and manual scrubbing devices.

After shampooing and allowing sufficient drying time, the carpet shall be vacuumed following a pattern that will give the pile a uniform appearance.

END OF SECTION



## Section 5 CHEMICAL SPECIFICATIONS

### 5.0 GENERAL REQUIREMENTS

The Bidder shall furnish all cleaning chemicals necessary to properly perform the work defined in this document. As a minimum, the Bidder shall furnish the following cleaning agents:

- Carpet Stain Removal Kit
- Floor Finish Stripper
- Concentrated Synthetic Neutral Detergent
- Quaternary Ammonium Germicidal Detergent
- Stainless Steel Cleaner
- Lotion-type Cleanser
- Glass Cleaner
- Bowl Cleaner
- Water-Emulsion Type Concrete and Terrazzo Sealer
- Graffiti Remover
- Carpet Shampoo Concentrate
- Metal-Link Polymer Floor Finish

All chemicals shall comply with the appropriate chemical specifications. OSHA Form 20, Material Safety Data Sheet, or equivalent, for all chemicals to be used and specifications and samples shall be submitted **to the City's Representative for his** approval or rejection prior to the use of the chemical in the performance of the work. The Bidder is required to furnish from the chemical supplier, a certification, as to compliance with the appropriate chemical specifications, and a completed copy of OSHA Form 20 on all approved products.

All Cleaning products, except sanitizers must have one of the following certifications:

- 1- Green Seal Products
- 2- US EPA: DFI Products ( Designed for the Environment)
- 3- CRI: Carpet and Rug Institute – History Hall, Government Center must be cleaned with a CRI approved product.
- 4- Florida DEP certification as defined in this Agreement

All chemical supplies shall be purchased in one-gallon containers or smaller. Lotion-type cleanser and acid type bowl cleaner shall be dispensed in a one-quart plastic squeeze bottle.

All chemicals shall be issued to custodians in their original containers and shall retain the original label that must define the instructions for use of the chemical and any pertinent warnings or safety instructions.

If an alternate brand meets or exceeds the respective chemical specifications, and performs as well or better than the specified brand as demonstrated by actual performance testing which will be evaluated by the City Representative and causes no interference with the operational activities of the City, or damage



to the facilities, and is in the best interest of the City, then the chemical shall be approved for use by the Bidder.

Any additional costs associated with testing or using an alternate brand or chemical or with changing from one brand to another brand will be borne by the Bidder, if the Bidder requested the test or change.

No ammonia, bleach or powdered cleanser shall be used in the performance of this work.

#### 5.1 FLOOR FINISH STRIPPER WATER EMULSION-TYPE WAX OR FINISH REMOVER

##### Scope

- This specification covers commercial wax remover for use in stripping water emulsion floor wax or finish (including the metal-link polymers) from vinyl, rubber, asphalt, and other composition floor surfaces. Also for use as a heavy-duty cleaner for ceramic and conductive floors.
- The compound shall be a liquid of one grade only.

##### Requirements

1. The compound shall be homogeneous, highly concentrated free-flowing liquid so formulated that it may be diluted with clear water. It shall be composed of synthetic detergents, alkaline builders and sequestering agents. It shall not cause skin irritations when used in accordance with directions.
2. The compound in use concentrates shall be free rinsing and free from any odor which might be objectionable under conditions of use.
3. The compound shall not contain any fatty acid soaps.
4. The compound shall be stable and not lose its original effectiveness or otherwise deteriorate when stored for nine months in a closed shipping container at room temperature.
5. The non-volatile content shall not be less than 6.52 at 105° C.
6. The pH value of a 1.0% by weight solution shall not be more than 12.0 when tested by standard pH meter.
7. The compound shall be completely miscible with tap water in all proportions. It shall be stable and clear between a temperature range of 32° F and 110° F.
8. The floor wax removal compound shall remove 95% of a wax film as determined by instrumental measurement, in which the reflectance of a light colored unwaxed standard linoleum panel is compared with that of a panel which has been waxed with a standard dyed water emulsion wax





and then stripped. Measurement is made on a Hunter Multi-Purpose Reflecto-meter as described in paragraph 4.4.6 of Federal Specification PR-20 1 b.

9. The product shall remove grease, oils, waxes, gums, dirt and hard to remove soils from all recommended surfaces when used as directed.

## 5.2 CONCENTRATED SYNTHETIC NEUTRAL DETERGENT

### Scope

- This specification covers one grade of a liquid concentrated compound suitable for wet cleaning of both painted and unpainted surfaces where hard or soft water prevails.
- An effective cleaning agent for use on wood, rubber, asphalt tile, terrazzo, marble, concrete floors and other surfaces.

### Requirements

1. Compound shall be composed of synthetic organic detergents, sequestering, suspending and other cleaning agents.
2. The ingredients shall be assembled to form a homogeneous liquid with no more than a trace of suspended matter. It shall be biodegradable and mildly perfumed.
3. The compound shall be non-caustic and contain no soap.
4. The compound shall be completely soluble in distilled water at room temperature.
5. The compound shall contain no free alkali or ammonia.
6. The compound shall contain no free oil, abrasives or other harmful ingredients and shall not be irritating to the skin.
7. The compound shall contain no more than 87% by weight, of matter volatile at 105°C.
8. The compound shall be stable and not lose its original effectiveness or otherwise deteriorate when stored for none months in a closed shipping container at room temperature.
9. The synthetic organic detergent shall be non-ionic or anionic type, and formulated in such a manner as to assure its being packaged in mild steel-type containers.
10. The pH of the compound shall be no higher than 9.9 (Beckman pH meter) at a 1% concentration in distilled water.
11. Emulsification of grease, oil and dirt - very good.



12. Free rinsing - excellent.
13. Foaming – Moderate foam with excellent stability, in the presence of grease and oil.
14. The undiluted concentrate shall have a viscosity of not less than 450 cps or more than 850 cps at room temperature (20°C).
15. The product may be diluted as much as one ounce per gallon (1:128) for application to cars and trucks; as much as one to eighty for cleaning windows, mirrors and glassware; and as much as one to fifty for cleaning walls, woodwork, and all types of floors.
16. The product shall be safe for use on all surfaces when used as directed.

### 5.3 QUATERNARY AMMONIUM GERMICIDAL DETERGENT

#### Scope

- This is specification for one type of synthetic detergent and germicide compound designed for general cleaning and disinfecting in one operation.

#### Type

- Liquid, quaternary ammonium compound.

#### Requirements

1. This product shall be a blend of synthetic organic detergents, inorganic alkaline builders, water softening agents, and synthetic quaternary ammonium germicide. The product shall not contain any soap, mercury compounds, phosphates, free chloride, peroxide, formaldehyde, or materials that release such compounds when diluted according to directions. The germicidal agent shall be a quaternary ammonium compound. The material shall be biodegradable.
2. The product shall be a minimum phenol coefficient of 10.0 against salmonella typhus and staphylococcus aureus by the A.O.A.C. method. The product shall pass the official A.O.A.C. use dilution confirmation test at a one to one hundred and twenty-eight (1 to 128) dilution. The product shall kill pseudomonas aeruginosa at a one to one hundred and twenty-eight (1 to 128) dilution and must be effective against both gram positive and gram negative organisms.
3. A one to one hundred and twenty-eight (1 to 128) dilution of the product in distilled water shall be substantially odorless, and no odor shall result from contact with surfaces cleaned.
4. The color of the product shall be optional.
5. The product shall meet all other requirements of this specification in waters up to and including 750 ppm of hardness.



#### 5.4 LOTION CLEANSER

##### Scope

- This specification covers a lotion-type abrasive disinfectant cleanser for the cleaning of porcelain surfaces and for general maintenance use.

##### Requirements

1. The cleaner shall be made from high quality soap, abrasives, and disinfectant agents, uniformly mixed. Small amounts of other ingredients may be added to improve the quality of the cleanser.
2. The cleaner shall be a white or an attractive pleasing color, scented or unscented, and of uniform composition.
3. Product shall not separate when stored at 50°C for seven days.

##### Composition

1. The moisture content shall not exceed 55%.
2. Anhydrous synthetic detergent content – 5% minimum to 10% maximum.
3. Abrasive content shall not be less than 30%.
4. Fineness of insoluble siliceous matter – 1% maximum retained on #100 U.S. Sieve.
5. PH measured by stand meter method shall be between seven and eight.

#### 5.5 STAINLESS STEEL CLEANER AND POLISH

##### Scope

- Stainless steel cleaners and polish covered by this specification is intended for use on stainless steel and other unpainted metal surfaces.

##### Requirements

1. The material shall not cake or powder in crevices or corners and leave no residue on the surface after polishing.
2. The product shall have a pleasant, mild odor and leave no residual odor on the polished surface.
3. The product shall contain no acids, alkali, wax, or abrasive material.
4. The material shall have a flash point in excess of 120°F by the TAG closed cup method.



5. A flame projection test, with the flame 6 inches from the valve at full valve opening, shall give aflame length not in excess of 17 inches with no flashback toward the valve.
6. The product shall be packaged in aerosol cans with deliverable net weight of 18 oz. each, over packed in Interstate Commerce Commission approved containers.

## 5.6 WATER EMULSION TYPE CONCRETE AND TERRAZZO SEALER

### Scope

- Water emulsion type concrete and terrazzo sealer covered by this specification is a water emulsion of polymers for use as a pre-coat on resilient floors, both porous and non-porous, and on non-resilient floors such as concrete and terrazzo.

### Requirements

1. Non-Volatile Total Solids: Shall not be less than 15.6%.
2. Stability: The product shall show no separation, gelling, creaming, or otherwise deteriorate in the container for a period of at least a year.
3. Alkalinity: The product shall have a pH of 9.1 measured on a Beckman pH Balance at 25°C.
4. Gloss: The product shall have a gloss of 87 when applied to a black glass plate having a gloss of 95.
5. Drying Time: The product shall dry to a clear, glossy finish within 30 minutes.
6. Slip Resistance: Meets or exceeds the CSMA Bench Mark Standard for slip resistance as determined by ASTM D-2047-69-A, a comparable standard to that used by Underwriters Laboratory.
7. Tackiness: A dry film of the product shall not be tacky when tested 4 hours after application.
8. Deleterious Effect on Floor: The product, when applied to resilient or non-resilient floors, shall not show effects such as whitening, discoloration or in any way be injurious to the floor surface.
9. Water resistance: Shall not be affected by 24 hours of contact with water.

### Removability:

1. The product shall be completely removed using a nylon abrasive pad and a good floor finish remover.
2. The product shall have a Specific Gravity of Min. 1.025 to Max. 1.035 When measured by a





Westphalt Gravity Balance at 25°C.

3. The product shall contain no copper or magnesium except for trace amounts found in the water.
4. The product shall have a clean-smelling, ammonia type odor with no objectionable odors.
5. Flash Point: The product shall exhibit no measurable Flash Point when the Cleveland Closed Cup or Tagliabue Cup Flash Point Test Apparatus is employed.
6. The product shall have Viscosity of Min. 3 to Max 5 Centipoises, when measured by the Brookfield Viscosity Meter at 25°C.
7. The product shall be free from non-aqueous solvents, such as hydrocarbons, ketones, esters, pine oil, alcohol, etc.

#### 5.7 GLASS CLEANER

##### Scope

- Liquid glass cleaner covered by this specification is intended primarily for use on windows, mirrors, and other glass surfaces,

##### Requirements

1. The compound shall be a blend of synthetic organic detergents, alcohols, solvents, and germicidal components. It shall not contain any perfume, ammonia or inorganic alkalis.
2. Cleaning Efficiency: When the compound is properly applied to glass surfaces and polished, it shall leave the surface free from dust, grime, and ordinary soil material.
3. Flash Point: The flash point of the liquid shall be less than 27°C (80°F).
4. PH Value: The pH value of the liquid shall be not less than 7.0 or more than 9.0 at 25°C.
5. Compound shall be a concentrated product with a minimum dilution ratio of 5:1.

#### 5.8 METAL - LINK POLYMER FLOOR FINISH

##### Scope

- This specification covers a self-polishing, slip resistant, all synthetic water emulsion floor finish intended for use on, and not detrimental to, sealed or finished wood surfaces, asphalt tile, linoleum, rubber, vinyl composition, painted concrete, terrazzo and cement surfaces. The product is to be used without dilution. Acid sensitive emulsions are excluded.



## Requirements

1. The finish shall consist of all synthetic components. It shall contain no natural waxes.
2. The finish shall contain a minimum of 15 non-volatile materials when determined in accordance with ASTM method D-1289-64.
3. The finish shall consist of polyacrylic and polyethylene components. Polymers shall be metal-linked to provide excellent detergent resistance.
4. The product shall be safe for use on all kinds of floors including asphalt, vinyl, linoleum, terrazzo, marble, sealed wood, cork, rubber, and other composition tile surfaces.
5. The product shall produce a colorless, non-slip, water resistant coating having a very high gloss.
6. The finish shall be re-applied within 30 minutes after prior coat has dried. Second coat shall not whiten or lift the first coat – it shall produce enhanced gloss.
7. The product shall resist scuffing, powdering, and scratching under traffic to a satisfactory degree and shall respond to buffing.
8. The finish shall level well without streaking or puddling when applied with mop or lambs wool applicator or when tested according to ASTM method D-1436-56.
9. The finish shall resist wet cleaning with alkaline detergents without being removed from the floor and without destroying gloss. However, it shall be readily removable by industrial and institutional wax strippers. Removability properties may be tested in accordance with ASTM method D-1792-66.
10. The product shall not be acid sensitive, and shall resist acidic cleaners and strippers, including acidic soft drinks and fruit juices.
11. The finish shall be non-yellowing on the floor and shall be milk white in the original container, rather than tan.
12. The finish shall have a coefficient of static friction on the floor greater than 0.50 when measured by the ASTM method D-2047-69, and accordingly, is considered safe.
13. The finish shall be film-forming at usual temperatures and shall produce no powdering and no hazing.
14. The finish shall be completely waterproof within twelve (12) hours after application.
15. The finish shall be free from objectionable odor and must not develop an offensive odor upon storage in the original, unopened container.



16. The finish shall be suitable for high speed (1500 to 2500 RPM) burnishing.

END OF SECTION



## Section 6 Bid Format

### FORMAT

Bidders must submit (1) original and four (4) copies of the bid, and one electronic file, USB or CD. The original bid must contain an original signature. Be sure that the individual signing the bid is authorized to commit the **bidder's** organization to the bid as submitted. The City reserves the right to request additional data or material to support bids. All material submitted in response to the ITB will become the property of the City.

The bid must be in the following format at the time of submittal:

#### 1. Company Information

In response to this ITB, all vendors must provide the following:

- Name of Agency/Company (including any "Doing Business As" names)
- Internet Web Site Address (if any)
- Details of Entity Business Structure (Corporation, Partnership, LLC)
- Date Founded
- Contact information, such as telephone number, company locations and email address
- Proof of insurance
- Provide a history of any Criminal or Civil Litigation for a five-year (5) period of time immediately preceding this ITB

#### 2. Qualifications

##### **Proposer's relevant experience, qualifications and past performance**

- An explanation of why the vendor is the best qualified to perform the contract including how the firm meets or exceeds the requirements of this ITB.
- Current Contracts in Miami-Dade, Broward or Palm Beach, Florida Counties.
- Use of green products

#### 3. Staffing

Relevant experience and qualifications of key personnel, including key personnel of subcontractors, that will be assigned to this project and experience and qualifications of subcontractors. **Resumes of supervisors should be provided with emphasis being given to their experience, track record and training in similar work. The following information must also be included:**

- The size and experience of the company staff pool from which staff assigned to the management contract can be drawn.
- The composition of the staff team should include:
  - The names of the employees in the area responsible for this contract
  - The name of the person who will be responsible for the coordination of work.





- Identify all major sub-contractors, if any.
4. Approach / Methodology  
Proposers approach methodology to providing the services requested in this solicitation:
- Suitability of the methodologies and approaches used in achieving tasks
  - Overall organization to completing the project
  - Any innovative concepts and recommendations for expansion of services or to enhance the quality of services to the City that the Proposer considers pertinent for consideration should be included in the bid
  - Sample of checklist per floor
5. References  
Each Proposer must submit a list of three (3) references of Current and Past Customers, preferably, at least one of these being a government agency of which they have provided services similar in scope and size of those described herein. No staff at the City of Sunny Isles Beach shall be listed as a reference.
- The City retains the right to request any additional information pertaining to the **bidder's** ability, qualifications, and procedures used to accomplish all work under the contract as it deems necessary to ensure safe and satisfactory work.
6. Any exceptions taken on bid terms and conditions.
7. Contract Forms  
All completed contract forms  
Questionnaire-



## RESPONDENT QUESTIONNAIRE

1. COMPANY NAME AND TYPE OF ORGANIZATION:
2. NAME AND TITLE OF AUTHORIZED CONTRACT SIGNER(S):
3. ADMINISTRATIVE PERSONNEL: LIST NAMES, EMAIL AND PHONE NUMBER OF ADMINISTRATIVE PERSONNEL.
4. (SUPERVISORS): LIST NAME, TITLE AND YEARS OF EXPERIENCE:
5. LIST WORK NORMALLY SUBCONTRACTED TO OTHERS:
6. NUMBER OF EMPLOYEES THAT WILL BE ASSIGNED TO THIS CONTRACT, PER LOCATION, IF AWARDED:



7. LIST A MINIMUM OF THREE (3) REFERENCES (PROVIDE FIRM NAME, ADDRESS, AND CONTACT/PHONE/EMAIL) OF CURRENT AND PAST CUSTOMERS, PREFERABLY GOVERNMENT AGENCIES OF WHICH YOU HAVE PROVIDED SERVICES SIMILAR IN SCOPE:


8. HOW DOES YOUR COMPANY PROVIDE RELIEF PERSONNEL FOR EMPLOYEES WHO DO NOT SHOW UP FOR WORK?


9. EXPLAIN **YOUR COMPANY'S BACKGROUND** CHECK PROCEDURES:


10. EXPLAIN AN EXPERIENCE WHEN YOUR COMPANY WENT ABOVE AND BEYOND FOR A CUSTOMER:




11. NAME, ADDRESS AND TELEPHONE NUMBER OF CONTACT FOR EMERGENCY SERVICE.

12. HAS YOUR FIRM EVER BEEN DEBARRED OR SUSPENDED FROM BIDDING OR PROPOSING ON A PROCUREMENT PROJECT BY ANY GOVERNMENT ENTITY DURING THE LAST FIVE (5) YEARS?

ATTACHMENTS:  
ATTACH A JANITORIAL SERVICE QUALITY CONTROL REPORT TEMPLATE AND CHECKLIST PER FLOOR.





*DELIVER TO:*

City of Sunny Isles Beach  
City Clerk  
18070 Collins Avenue, 4<sup>th</sup> Floor  
Sunny Isles Beach, FL 33160

*INVITATION TO BID*  
SECTION 7  
BID SUBMITTAL FORMS

OPENING: 2:30 P.M.  
Wednesday, September 18, 2019

PLEASE QUOTE PRICES F.O.B. DESTINATION, LESS TAXES, DELIVERED IN  
CITY OF SUNNY ISLES BEACH, FLORIDA

NOTE: City of Sunny Isles Beach is exempt from all taxes (Federal, State, and Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

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Issued by:	Purchasing Agent	Date Issued:	This Bid Submittal Consists of
		August 15, 2019	Pages 49+

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Sealed bids are subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the City Clerk at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

ITB 19-08-02  
JANITORIAL MAINTENANCE SERVICES

A Bid Deposit in the amount of 5% of the total amount of the bid shall accompany all bids

Procurement Agent:  
Genesis Cuevas

Firm Name:

Commodity Code(s):

RETURN ONE ORIGINAL AND FOUR (4) COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS

FAILURE TO SIGN PAGE 52 OF SECTION 7 BID SUBMITTAL WILL RENDER YOUR BID NON-RESPONSIVE



**BID SUBMITTAL FOR:  
ACKNOWLEDGEMENT OF ADDENDA**

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**INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES**

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**PART I:**

LIST BELOW ARE THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS BID

Addendum #1, Dated \_\_\_\_\_

Addendum #2, Dated \_\_\_\_\_

Addendum #3, Dated \_\_\_\_\_

Addendum #4, Dated \_\_\_\_\_

Addendum #5, Dated \_\_\_\_\_

Addendum #6, Dated \_\_\_\_\_

Addendum #7, Dated \_\_\_\_\_

Addendum #8, Dated \_\_\_\_\_

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**PART II:**

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

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**FIRM NAME:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TITLE OF OFFICER:** \_\_\_\_\_



## BID SUBMITTAL FORM

Bid Title: JANITORIAL MAINTENANCE SERVICES

The undersigned bidder proposes and agrees, if this Bid is accepted, to enter into an agreement with The City of Sunny Isles Beach to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.

The Proposer accepts all of the terms and conditions of the Advertisement or Invitation to Bid and Instructions to Proposers, including without limitation those dealing with the disposition of Bid Security. This Bid will remain subject to acceptance for 90 days after the day of Bid opening. The Proposer agrees to sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within ten days after **the date of the City's Notice of Award**.

In submitting this Bid, the Proposer represents, as more fully set forth in the Agreement, that:

- The Proposer has familiarized himself/herself with the nature and extent of the Contract Documents, Work, site, locality, and all local conditions and Law and Regulations that in any manner may affect cost, progress, performance, or furnishing of the Work.
- The Proposer has given the City written notice of all conflicts, errors, discrepancies that it has discovered in the Contract Documents and the written resolution thereof by City is acceptable to the Proposer.
- This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; the Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham Bid; the Proposer has not solicited or induced any person, firm or corporation to refrain from Bidding; and Proposer has not sought by collusion to obtain for itself any advantage over any other Proposers or over the City.

The bidder understands and agrees that the Bid is for unit prices to furnish and install individual Work Items for maintenance and/or repair work, complete in place. Estimates are provided for the purpose of Bid Evaluation and to establish unit prices for individual Work Items for maintenance and/or repair work to be contracted by the City under individual Purchase Orders, based on the unit prices established under this Bid.

The City and the successful bidder will establish completion times for each individual Work Item and the successful Proposer agrees that the work will be completed within the time frames agreed upon and stipulated in the individual Purchase Orders and/or Notice to Proceed.



Firm Name: \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address: \_\_\_\_\_ FEIN No. \_\_\_\_/\_\_\_\_-\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

\* ***"By signing this document the bidder agrees to all Terms***

Signature and Date: \_\_\_\_\_

(Signature of authorized agent)

Print Name: \_\_\_\_\_

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

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS BID. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY BID THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS OFFER.





## ATTACHMENTS



**Attachment A****Government Center - 18070 Collins Avenue**

4th Floor					NOTES
Room	Scope of Work	Daily	Weekly	Monthly	
Lobby	Sweep and mop floors	X			
	Wax floor			X	
	Shampoo carpets/rugs			X	
	Vacuum carpets/rugs	X			
	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards		X		
	Clean and disinfect seats	X			
	Clean and disinfect all phones	X			
	Clean, sanitize and polish all drinking fountains	X			
	***Wash the windows/glass (interior) and window frames ***w/ squeegee only	X			
	Spot clean doors/walls	X			
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
Clean all entry doors including handles and hardware		X			
		Daily	Weekly	Monthly	
Lobby Restrooms	Sweep and mop floors (disinfect/sanitize with disinfectant solution)	X			
	Wax floors			X	
	Clean and disinfect sinks, counters, faucet fixtures and hand towel dispensers	X			
	Clean / sanitize all restroom facilities including toilet bowls, toilet seats, urinals, fixtures	X			
	Clean and disinfect all restroom partitions/dividers/walls	X			
	Fill foam dispensers , toilet paper, toilet seat cover dispensers and hand towels dispensers	X			
	Clean mirrors	X			
	Dust and polish all furnishings	X			
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
			Daily	Weekly	Monthly
Breakroom	Sweep and mop floors	X			
	Wax floor			X	
	Clean and disinfect/sanitize table	X			
	Stock hand towels	X			
	Wipe down/sanitize coffee machine		X		
	Clean and disinfect sink and faucet fixtures	X			
	Clean and disinfect all phones	X			
	Wipe down/sanitize countertop	X			
	Clean out/sanitize interior and exterior refrigerator (specific date provided by City)				X
	Clean and disinfect/sanitize appliances including microwave, refrigerator (exterior only), coffee machine, toaster oven		X		
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
		Daily	Weekly	Monthly	
All offices/ Hallway	Vacuum carpets/rugs	X			
	Shampoo carpets/rugs			X	
	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards	X			
	Clean and disinfect all phones	X			
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
	Sweep landings to stairwells	X			
		Daily	Weekly	Monthly	
Conference Rooms	Wipe down and clean under and on top of the glass table	X			
	Wipe down and clean counters	X			
	Clean and disinfect all phones	X			
	***Clean glass wall (inside & out) ***w/ squeegee only	X			
	Shampoo carpets/rug			X	
	Vacuum carpets/rug	X			
	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards	X			
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	

Room	Scope of Work	Daily	Weekly	Monthly	
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
Employee Restroom	Sweep and mop floors (disinfect/sanitize with disinfectant solution)	X			
	Wax floors			X	
	Clean/sanitize all restroom facilities including toilet bowls, toilet seats, urinals, fixtures and shower	X			
	Fill foam dispensers, toilet paper, hand towel and toilet seat cover dispensers	X			
	Clean mirrors	X			
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
	Fully stock cabinet (toilet paper, seat covers, paper towels)	X			
	Clean and disinfect all restroom walls	X			
	Dust and polish all furnishings	X			
	Spot clean walls/doors	X			
	Deep clean walls/doors			X	
<b>3rd Floor</b>					
Lobby	Sweep and mop floor	X			
	Wax floor			X	
	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards	X			
	Clean and disinfect all phones	X			
	Clean and disinfect seats and bench near restroom	X			
	Clean, sanitize and polish all drinking fountains	X			
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
	***Wash the windows/glass (interior) and window frames ***w/ squeegee only	X			
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
Lobby Restrooms	Sweep and mop floors (disinfect/sanitize with disinfectant solution)	X			
	Wax floor			X	
	Clean/sanitize all restroom facilities including toilet bowls, toilet seats, urinals, fixtures	X			
	Wipe and disinfect hand towel dispensers	X			
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
	Clean and disinfect all restroom partitions/dividers/wall	X			
	Fill foam dispensers, toilet paper, hand towel and toilet seat cover dispensers	X			
	Clean mirrors	X			
	Empty trash and wax bags; replace with new liners and wax bags	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
Breakroom	Wax Floor			X	
	Sweep and mop floor	X			
	Stock hand towels	X			
	Clean and sanitize sink / faucet fixtures / countertops / tables	X			
	Clean and disinfect all phones	X			
	Clean and sanitize appliances including microwave, refrigerator (exterior), coffee machine		X		
	Clean out/sanitize refrigerator interior and exterior (specific date to be provided by City)			X	
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
All offices/ hallway	Vacuum carpet/rugs	X			
	Shampoo carpet/rugs			X	
	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards	X			
	Clean and disinfect all phones	X			
	Sweep landings to stairwells		X		
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
Conference Room	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards	X			

Room	Scope of Work	Daily	Weekly	Monthly	
	Wipe down and clean tables and counters	X			
	Clean and disinfect all phones	X			
	***Clean glass wall (inside & out) ***w/squeegee only	X			
	Shampoo carpet/rugs			X	
	Vacuum carpet/rugs	X			
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
<b>3rd Floor - Police Department Detective Bureau</b>					
		Daily	Weekly	Monthly	
Detective Bureau	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards. DO NOT ENTER LOCKED OFFICES UNLESS ESCORTED BY DETECTIVE BUREAU EMPLOYEE.	X			
	Clean and disinfect all phones	X			
	Wipe down and disinfect tables and chairs (interrogation rooms)	X			
	Sweep and mop floors (disinfect/sanitize with disinfectant solution)	X			
	Vacuum carpet/rugs	X			
	Shampoo carpet/rugs			X	
	***Wash the windows/glass (interior) and window frames ***w/squeegee only	X			
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
	Clean and sanitize appliances including water cooler, refrigerator (exterior), coffee machine		X		



Room	Scope of Work	Daily	Weekly	Monthly	
<b>2nd Floor - Police Department</b>					
Lobby	Sweep and mop floors (disinfect/sanitize with disinfectant solution)	X			
	Wax floor			X	
	Wipe down & dust lobby desk, countertops, pass thru	X			
	Clean and disinfect all phones	X			
	Clean, sanitize and polish all drinking fountains	X			
	Dust photos on wall			X	
	Spot clean walls/doors	X			
	Deep clean walls/doors			X	
	***Wash the windows/glass (interior) and window frames ***w/ squeegee only	X			
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
Lobby Restrooms	Sweep and mop floors (disinfect/sanitize with disinfectant solution)	X			
	Wax floor			X	
	Clean / sanitize all restroom facilities including toilet bowls, toilet seats, urinals, fixtures	X			
	Wipe and disinfect hand towel dispensers	X			
	Spot clean walls/doors	X			
	Deep clean wall/doors			X	
	Fill foam dispensers, toilet paper, hand towel and toilet seat cover dispensers	X			
	Clean mirrors	X			
	Empty trash and wax bags; replace with new liners and wax bags	X			
	Clean and disinfect all restroom partitions/dividers/walls	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
Breakroom	Wax floor			X	
	Sweep and mop floor	X			
	Stock hand towels	X			
	Clean and sanitize sink, faucet fixtures, countertops, tables, chairs	X			
	Clean and disinfect all phones	X			
	Clean and sanitize appliances including microwave, refrigerator (exterior), coffee machine, vending machine, toaster oven		X		
	Clean out / sanitize refrigerator interior and exterior (specific date to be provided by City)			X	
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
	***Wash the windows/glass (interior) and window frames ***w/ squeegee only	X			
	Spot clean doors/walls	X			
Deep clean doors/walls			X		
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
All offices (including dispatch and records)/ hallway	Vacuum carpet/rugs	X			
	Shampoo carpet/rugs			X	
	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards. LOCKED OFFICES CAN GENERALLY BE ACCESSED BETWEEN 1PM-4PM, AND SHOULD ONLY BE ACCESSED IF ESCORTED BY POLICE DEPARTMENT EMPLOYEE.	X			
	Clean and disinfect all phones	X			
	Sweep landings to stairwells		X		
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
	Wipe down any open space on the mailbox/storage desk	X			
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
	***Wash the windows/glass (interior) and window frames ***w/ squeegee only	X			
***Clean glass in hallway ***w/squeegee only	X				
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	

Room	Scope of Work	Daily	Weekly	Monthly	
Roll-Call Room	Clean and disinfect tables, countertops, seats, podium and phones, workstations, bookshelves, wall frames	X			
	***Clean glass wall (inside & out) ***w/squeegee only	X			
	***Wash the windows/glass (interior) and window frames ***w/squeegee only	X			
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
	Vacuum carpet/rugs	X			
	Shampoo carpet/rugs			X	
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
Holding Cell & Holding Cell Area	<b>*NEED PD ACCESS AND ESCORT* IF THE DOOR CLOSSES, YOU WILL NOT BE ABLE TO GET OUT*</b>				
	Sweep and mop floors (disinfect/sanitize with disinfectant solution)	X			
	Clean and disinfect/sanitize tables, countertops, seats/bench, workstation	X			
	Clean and disinfect all phones	X			
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
	***Wash the windows/glass (interior) and window frames ***w/squeegee only	X			
	Spot clean doors/walls - including glass wall	X			
	Deep clean doors/walls - including glass wall			X	
	Clean / sanitize restroom facility including toilet bowl, toilet seat, fixtures	X			
	Restock toilet tissue	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
Employee Restrooms & Locker Rooms	Sweep and mop floors (sanitize with disinfectant solution)	X			
	Wax floor			X	
	Clean / sanitize all restroom facilities including toilet bowls, toilet seats, urinals, sinks, fixtures, showers	X			
	Clean and disinfect all restroom partitions/dividers/walls/lockers (all exposed sides), and benches	X			
	Fill foam dispensers, toilet paper, hand towel and toilet seat cover dispensers	X			
	Spot clean walls/doors	X			
	Deep clean walls/doors			X	
	Clean mirrors	X			
	Empty trash and wax bags; replace with new liners and wax bags	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
<b>1st Floor</b>					
Lobby, Meeting Room & History Hall	Sweep and mop floor	X			
	Wax floor			X	
	Vacuum carpet/rugs	X			
	Dust all office and meeting room furnishings (including furniture, desks, tables, bookshelves, file cabinets, chairs, computers, tv, etc.) wall displays, floor displays, art, blinds, podium, and baseboards	X			
	Clean and disinfect all phones	X			
	Shampoo rug (History Hall & Meeting Room)			X	
	Clean, sanitize and polish all drinking fountains	X			
	Spot clean walls/doors	X			
	Deep clean walls/doors			X	
	***Wash windows/glass and window frames (interior & exterior) ***w/squeegee only	X			
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
Lobby Restrooms	Sweep and mop floors (disinfect/sanitize with disinfectant solution)	X			
	Wax floor			X	
	Clean / sanitize all restroom facilities including toilet bowls, toilet seats, urinals, fixtures	X			
	Clean and disinfect all restroom partitions/dividers/wall	X			
	Wipe and disinfect soap dispensers and hand dryers	X			
	Fill foam dispensers, toilet paper and toilet seat cover dispensers	X			
	Clean mirrors	X			
	Spot Clean doors/ walls	X			
	Deep clean doors/walls			X	
	Empty trash and wax bags; replace with new liners and wax bags	X			
<b>1st Floor - Visitors Center</b>					
Visitors Center	Sweep and mop floor	X			
	Wax floor			X	
	Vacuum carpet/rugs	X			

Room	Scope of Work	Daily	Weekly	Monthly	
	Dust all office furnishings (including furniture, desks, chairs, bookshelves, file cabinets, computers, workstations, etc.) wall displays, blinds, and baseboards	X			
	Clean and disinfect all phones	X			
	***Wash windows/glass and window frames (interior & exterior) ***w/squeegee only	X			
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
<b>1st Floor - Library</b>					
Library	Sweep and mop floor	X			
	Wax floor			X	
	Vacuum carpet/rugs	X			
	Spot clean doors / walls	X			
	Deep clean doors / walls			X	
	Dust all office furnishings (including furniture, desks, chairs, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards	X			
	Clean and disinfect all phones	X			
	***Wash windows/glass and window frames (interior & exterior) ***w/squeegee only	X			
	Deep clean seating area			X	
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
<b>1st Floor - Public Works &amp; Lifeguard Office</b>					
Office / Breakroom	Sweep and mop floor	X			
	Wax floor			X	
	Vacuum carpet/rugs	X			
	Dust all office furnishings (including furniture, desks, chairs, bookshelves, file cabinets, computers, tv, etc.), wall displays, and baseboards	X			
	Clean and disinfect all phones	X			
	Clean and wipe down lockers (exterior)				
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
	Clean and sanitize fixtures, countertops, tables, chairs and appliances including microwave and refrigerator (exterior-use stainless steel product), and water cooler	X			
	Clean out / sanitize inside of refrigerator (specific date to be provided by City)			X	
	Stock hand towels	X			
	Wipe down and sanitize coffee machine		X		
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
Employee Restroom	Sweep and mop floors (disinfect/sanitize with disinfectant solution)	X			
	Wax floor			X	
	Clean and sanitize/disinfect sink, faucet fixtures, soap dispenser, hand towel dispenser, handrails	X			
	Clean / sanitize all restroom facilities including toilet bowl, toilet seats, fixtures, shower	X			
	Clean and disinfect all restroom walls	X			
	Fill soap dispensers, toilet paper and toilet seat cover dispensers	X			
	Clean mirrors	X			
	Empty trash and wax bags; replace with new liners and wax bags	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>
<b>1st Floor - Commission Chambers</b>			<b>Weekly on Wednesday nights</b>		
Chambers	Shampoo carpet/Rugs			X	
	Vacuum carpet/rugs		X		
	Wipe down and clean dais/podium, tables, counters		X		
	Clean and disinfect all phones		X		
	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards, window ledges		X		
	***Wash windows/glass and window frames (interior & exterior) ***w/squeegee only		X		
	Spot clean doors/walls/chairs		X		
	Deep clean doors/walls/chairs			X	
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly		X		
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>

Room	Scope of Work	Daily	Weekly	Monthly	
Breakroom & Chambers Restroom	Sweep and mop floors (disinfect/sanitize with disinfectant solution)		X		
	Wax floor				X
	Clean and sanitize sinks, faucet fixtures, countertops, tables, and appliances including refrigerator (exterior-use stainless steel products)		X		
	Clean and disinfect all phones		X		
	Clean / sanitize all restroom facilities including toilet bowls, toilet seats, urinals, fixtures		X		
	Fill foam dispensers, toilet paper and toilet seat cover dispensers		X		
	Clean mirrors		X		
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly		X		
		Daily	Weekly	Monthly	
<b>1st Floor - Post Office (must be there before or at 4PM)</b>					
Post Office-Must be there before or at 4PM	Sweep and mop floors	X			
	Wax floors				2x/year
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards	X			
	***Wash windows/glass and window frames (interior & exterior) ***w/squeegee only	X			
		Daily	Weekly	Monthly	
<b>All Elevators at Government Center</b>					
All Elevators at Government Center	Sweep and mop floors	X			
	Disinfect handrails	X			
	Clean and disinfect inside and outside of elevator walls and doors with stainless steel product	X			
	Check for and remove all graffiti	X			
	Deep scrubbing/clean of terrazzo floors including grout			X	
		Daily	Weekly	Monthly	Notes
<b>All vents at Government Center and Public Works Trailer</b>					
All A/C Vents	Dust clean all A/C vents				4x/year
		Daily	Weekly	Monthly	
<b>Public Works - 19160 Collins Ave</b>					
Trailer	Sweep and mop floor	X			
	Wax floor			X	
	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards	X			
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
	Clean and disinfect all phones	X			
	Sweep door mats	X			
	Spot clean walls / doors	X			
	Deep clean walls / doors			X	
		Daily	Weekly	Monthly	
Restrooms	Sweep and mop floors (disinfect/sanitize with disinfectant solution)	X			
	Wax floor			X	
	Clean / sanitize all restroom facilities including toilet bowls, toilet seats, urinals, fixtures	X			
	Wipe and disinfect soap dispensers and hand dryers	X			
	Fill foam dispensers, toilet paper and toilet seat cover dispensers	X			
	Clean mirrors	X			
	Empty trash and wax bags; replace with new liners and wax bags	X			
	Clean and disinfect all restroom doors/wall	X			
		Daily	Weekly	Monthly	
Kitchen	Sweep and mop floor	X			
	Wax floor			X	
	Stock hand towels	X			
	Clean out / sanitize inside of refrigerator (specific date to be provided by City)			X	
	Wipe down and sanitize Coffee Machine	X			
	Clean and sanitize sinks, faucet fixtures, countertops, tables, and appliances including microwave and refrigerator (exterior-use stainless steel product)	X			
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
		Daily	Weekly	Monthly	

Room	Scope of Work	Daily	Weekly	Monthly	
Meeting Room	Clean and wipe down table	X			
	Clean / sanitize Inside of Microwave		X		
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
	Wax floor			X	
	Sweep and mop floor	X			
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			

<b>Key</b>	***"w/squeegee only" is used to note that there should not be any streaks left on the glass
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**Attachment B**

**Bid Specs:** Janitorial Maintenance Services  
**Location:** Pelican Community Park (aka PCP)

1st Floor				
Room	Scope of Work	Daily	Weekly	Monthly
Offices, Cubicles, Work Stations	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.), blinds, and baseboards	X		
	Vacuum carpeted floors	X		
	Sweep and mop floors	X		
	Empty trash bins and replace bags; Maintain separate receptacles for recycling and trash, and dispose of each properly	X		
	Clean and disinfect/sanitize all phones	X		
	***Clean windows-interior and exterior w/squeegee only		X	
	Clean all entry doors including handles and hardware		X	
	Clean glass blocks and white borders		X	
	Strip and wax floors			X
	Shampoo carpets			X
Breakroom	Dust all furnishings (including tv), top of cabinets, and baseboards	X		
	Sweep and mop floors	X		
	Empty trash bins and replace bags; Maintain separate receptacles for recycling and trash, and dispose of each properly	X		
	Clean and disinfect/sanitize sinks, faucet fixtures, countertops, tables, refrigerator, coffee machine (exterior-use stainless steel product), roll down window, fire extinguisher wall unit	X		
	Place any dishwasher safe dishes left in the sink in dishwasher and start it	X		
	Wash any non dishwasher safe dishes	X		
	Refill paper towels	X		
	Clean and disinfect/sanitize microwave		X	
	Clean all entry & storage doors, cabinets and drawer faces including handles and hardware		X	
	Clean out inside of refrigerator (specific date provided by City)			X
Hallways, Common Areas	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, etc.), blinds, and baseboards	X		
	Sweep and mop floors	X		
	Clean and polish all drinking fountains	X		
	***Clean windows-interior and exterior w/squeegee only		X	
	Strip and wax floors			X

Room	Scope of Work	Daily	Weekly	Monthly	
Foyer, Reception Areas	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, framed artwork, display racks, tables, fire extinguisher wall unit, AED wall unit, tv, trophy stand (gym), display case (gym), etc.), blinds, and baseboards	X			
	Vacuum carpeted floors and area rugs after removing large debris (that can damage vacuum)	X			
	Sweep and mop floors	X			
	Empty trash bins and replace bags; Maintain separate receptacles for recycling and trash, and dispose of each properly	X			
	***Clean all glass doors-interior and exterior w/squeegee only, pushbars	X			
	Dust frames	X			
	***Clean windows-interior and exterior w/squeegee only			X	
Restrooms, Staff Restroom	Dust and polish all furnishings	X			
	Sweep and mop (disinfect/sanitize w/ disinfectant solution)	X			
	Clean mirrors	X			
	Wipe and disinfect/sanitize faucet fixtures, hand dryers	X			
	Disinfect/sanitize restroom facilities (toilets, toilet seats, urinals, fixtures)	X			
	Refill toilet paper, paper towels, seat covers, and soap dispensers	X			
	Clean (disinfect/sanitize) all restroom partitions/dividers/wall	X			
	Check for and remove all graffiti	X			
	Clean (disinfect/sanitize) baby changing stations	X			
	Empty trash and wax bags, and replace with new liners and wax bags	X			
	Clean all entry doors including handles and hardware	X			
	Deep scrubbing/clean of tile floors, walls, and ceiling (including grout)				X
	Replace urinal screen and deodorant blocks			as needed	
Elevator, Elevator Hallway	Sweep and mop floors	X			
	Disinfect/sanitize handrails	X			
	Clean and disinfect/sanitize inside and outside of elevator walls and doors with stainless steel product	X			
	Check for and remove all graffiti	X			
	Deep scrubbing/clean of tile floors including grout				X
Multipurpose Room	Dust all furnishings (including fire extinguisher wall units), baseboards	X			
	Sweep and mop floors	X			
	Empty trash bins and replace bags; Maintain separate receptacles for recycling and trash, and dispose of each properly	X			
	***Clean all glass doors-interior and exterior w/squeegee only, pushbars	X			
	Clean all entry and storage doors including handles and hardware	X			
	***Clean windows, window frames-interior and exterior w/squeegee only, window sills			X	
	Strip and wax floors				X

Room	Scope of Work	Daily	Weekly	Monthly
Basketball Gym	Dust all furnishings (including countertops, baseboards)	X		
	Sweep and mop floors	X		
	Clean glass on trophy case in lobby		X	
	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards	X		
	Empty trash bins and replace bags; Maintain separate receptacles for recycling and trash, and dispose of each properly	X		
	***Clean all glass doors-interior and exterior w/squeegee only, pushbars	X		
	Clean all entry and storage doors including handles and hardware	X		
	Dry mop court floor	X		
	Vacuum area rugs	X		
	Sweep and disinfect/sanitize bleachers-w/solution (see product sheet)- <b>IF SOLUTION OR WATER GETS ON THE COURT, WIPE UP IMMEDIATELY</b>	X		
	***Clean windows w/ squeegee only		X	
	Disinfect/sanitize wall pads			X
	Mop with damp mop (damp mop should be with water only). This is specific to the basketball court.			X
Strip and wax terazzo floor in lobby			X	
Basketball Gym Concession	Dust all furnishings (including countertops, baseboards)	X		
	Sweep and mop floors	X		
	Empty trash bins and replace bags; Maintain separate receptacles for recycling and trash, and dispose of each properly	X		
	Clean and disinfect/sanitize sinks, faucet fixtures, countertops, tables, refrigerator (exterior-use stainless steel product), soda machine-exterior, ice machine (exterior-use stainless steel product)	X		
	Clean all entry doors including handles and hardware	X		
	Clean and disinfect/sanitize microwave		X	
	***Clean windows-interior and exterior w/squeegee only		X	
	Deep scrubbing/clean of tile floors including grout			X
Basketball Gym Side Office	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards	X		
	Sweep and mop floor	X		
All vents at PCP	Dust clean all A/C vents	Quarterly		

Room	Scope of Work	Daily	Weekly	Monthly
<b>2nd Floor</b>				
Restrooms	Dust and polish all furnishings	X		
	Sweep and mop (disinfect/sanitize w/ disinfectant solution)	X		
	Clean mirrors	X		
	Wipe and disinfect/sanitize faucet fixtures, hand dryers	X		
	Disinfect/sanitize restroom facilities (toilets, toilet seats, urinals, fixtures)	X		
	Refill toilet paper and soap dispensers	X		
	Clean (disinfect/sanitize) all restroom partitions/dividers/wall	X		
	Check for and remove all graffiti	X		
	Clean (disinfect/sanitize) baby changing stations	X		
	Empty trash and wax bags, and replace with new liners and wax bags	X		
	Clean all entry doors including handles and hardware	X		
	Deep scrubbing/clean of tile floors, walls, and ceiling, including grout			X
	Replace urinal screen and deodorant blocks	as needed		
Elevator, Elevator Hallway	Sweep and mop floors	X		
	Disinfect/sanitize handrails	X		
	Clean and disinfect/sanitize inside and outside of elevator walls and doors with stainless steel product	X		
	Check for and remove all graffiti	X		
	Deep scrubbing/clean of tile floors including grout			X
All vents at PCP	Dust clean all A/C vents	Quarterly		
Hallways, Common Areas	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, etc.), blinds, and baseboards	X		
	Sweep and mop floors	X		
	Clean and polish all drinking fountains	X		
	***Clean windows-interior and exterior w/squeegee only		X	
	Strip and wax floors			X
Arts and Crafts Room	Dust all furnishings (including fire extinguisher wall units, framed artwork), baseboards	X		
	Sweep and mop floors	X		
	Empty trash bins and replace bags; Maintain separate receptacles for recycling and trash, and dispose of each properly	X		
	***Clean all glass doors-interior and exterior w/squeegee only, pushbars	X		
	Clean (disinfect/sanitize) sinks and faucet fixtures	X		
	Clean (disinfect/sanitize) countertops and tables	X		
	Clean all entry and storage doors including handles and hardware	X		
	Vacuum area rugs	X		
	***Clean windows-interior and exterior w/squeegee only		X	
	Strip and wax floors			X

Room	Scope of Work	Daily	Weekly	Monthly
Fitness Room	Vacuum floors	X		
	Empty trash bins and replace bags; Maintain separate receptacles for recycling and trash, and dispose of each properly	X		
	***Clean all glass doors-interior and exterior w/squeegee only, pushbars	X		
	Clean mirrors	X		
	Clean and sanitize all phones	X		
	Dust all furnishings (including lockers (in/outside), fire extinguisher wall unit, tv, wipe dispensers), baseboards	X		
	Clean all entry doors including handles and hardware	X		
	Disinfect/sanitize equipment including weights (where people touch or sit)	X		
	***Clean windows-interior and exterior w/squeegee only		X	
	Disinfect/sanitize equipment (component, frames, bases)		X	
Computer Room	Vacuum	X		
	Dust all furnishings (including fire extinguisher wall unit, projector mount, tv)- <b><u>DO NOT CLEAN OR TOUCH THE SMART BOARD</u></b>	X		
	Wipe down tables	X		
	***Clean all glass doors-interior and exterior w/squeegee only, pushbars	X		
	Clean all entry doors, cabinets, drawer faces, including handles and hardware	X		
	Empty trash bins and replace bags; Maintain separate receptacles for recycling and trash, and dispose of each properly	X		
	***Clean windows, window frames-interior and exterior w/squeegee only, window sills		X	
	Shampoo carpet			X
Stairwells	Sweep and mop floors	X		
	Clean all entry doors including handles and hardware	X		
	Clean (disinfect/sanitize) handrails and walls	X		
	Check for and remove graffiti	X		
	Dust display boards		X	

<b>General</b>	Ensure that all doors to all rooms are securely closed and lights are off at the completion of each room
	Set alarm before you leave
	If no City personnel is present, notify City contact list immediately if there is an issue w/the alarm
	Manually lock the front doors in the event that the alarm cannot be set
	Lock gates as you exit
<b>Key</b>	***"w/ squeegee only" is used to note that there should not be any streaks left on glass





**Attachment C  
SCHEDULE OF VALUES**

<u>FACILITIES</u>	<u>MONTHLY COST</u>		<u>ANNUAL COST</u>
<b>1. Government Center</b> (Approx. 54,000 Sq. Ft.)	\$ _____	X 12 =	\$ _____
<b>2. Pelican Community Park</b> Community Center and Gymnasium (Approx. 25,600 Sq. Ft.)	\$ _____	X 12 =	\$ _____
<b>3. Public Works Modular</b> (Approx. 1,000 Sq. Ft.)	\$ _____	X 12 =	\$ _____
Total of Items 1 through 3: \$ _____			A \$ _____ Annual Cost

<u>SUPPLIES</u>	<u>PROPOSED SOLUTION</u>	<u>MONTHLY COST</u>
<b>4. Paper Towels Refills for Bathroom</b>	_____	\$ _____
<b>5. Toilet Paper Refills for Bathrooms</b>	_____	\$ _____
<b>6. Toilet Paper Refills for 4th Floor</b>	_____	\$ _____
<b>7. Trash Bag Refills for Bathroom</b>	_____	\$ _____
Total of Supplies Items 4 through 7: \$ _____		C

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Total Cost of Contract (2) Two Years (E X 2) \$ \_\_\_\_\_

As such the Contractor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide complete Custodial Services

<u>PROPOSED CHEMICALS</u>	<u>PROPOSED SOLUTION</u>	<u>Cost per Unit</u>
Carpet Stain Removal Kit	_____	\$ _____
Floor Finish Stripper	_____	\$ _____
Concentrated Synthetic Neutral Detergent	_____	\$ _____
Quaternary Ammonium Germicidal Detergent	_____	\$ _____
Stainless Steel Cleaner	_____	\$ _____
Lotion-type Cleanser	_____	\$ _____
Glass Cleaner	_____	\$ _____
Bowl Cleaner	_____	\$ _____
Water-Emulsion Type Concrete and Terrazzo Sealer	_____	\$ _____
Graffiti Remover	_____	\$ _____
Carpet Shampoo Concentrate	_____	\$ _____
Metal-Link Polymer Floor Finish	_____	\$ _____
<b><u>OPTIONAL SERVICES</u></b>		
Shampooing:	\$ _____	per Sq. Ft.
Strip/Wax/Buff Tile Flooring:	\$ _____	per Sq. Ft.
Porter or Janitor, Regular Rate	\$ _____	per Hour
Nights/Holidays Rate	\$ _____	per Hour
Exterior Window Cleaning: Government Center	\$ _____	per cleaning

Notes: The Bidder, by signing this Bid Form and Contract, fully acknowledges that he/she will receive no additional compensation (no overhead, no anticipated profits, etc.) other than the bid unit price of the items times the number of items authorized, ordered, placed, and accepted by the City. The funding for this and all projects is based on the availability of funds at the time of awarding the contract.

**Attachment A****Government Center - 18070 Collins Avenue**

4th Floor					NOTES
Room	Scope of Work	Daily	Weekly	Monthly	
Lobby	Sweep and mop floors	X			
	Wax floor			X	
	Shampoo carpets/rugs			X	
	Vacuum carpets/rugs	X			
	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards		X		
	Clean and disinfect seats	X			
	Clean and disinfect all phones	X			
	Clean, sanitize and polish all drinking fountains	X			
	***Wash the windows/glass (interior) and window frames ***w/ squeegee only	X			
	Spot clean doors/walls	X			
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
Clean all entry doors including handles and hardware		X			
		Daily	Weekly	Monthly	
Lobby Restrooms	Sweep and mop floors (disinfect/sanitize with disinfectant solution)	X			
	Wax floors			X	
	Clean and disinfect sinks, counters, faucet fixtures and hand towel dispensers	X			
	Clean / sanitize all restroom facilities including toilet bowls, toilet seats, urinals, fixtures	X			
	Clean and disinfect all restroom partitions/dividers/walls	X			
	Fill foam dispensers , toilet paper, toilet seat cover dispensers and hand towels dispensers	X			
	Clean mirrors	X			
	Dust and polish all furnishings	X			
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
			Daily	Weekly	Monthly
Breakroom	Sweep and mop floors	X			
	Wax floor			X	
	Clean and disinfect/sanitize table	X			
	Stock hand towels	X			
	Wipe down/sanitize coffee machine		X		
	Clean and disinfect sink and faucet fixtures	X			
	Clean and disinfect all phones	X			
	Wipe down/sanitize countertop	X			
	Clean out/sanitize interior and exterior refrigerator (specific date provided by City)				X
	Clean and disinfect/sanitize appliances including microwave, refrigerator (exterior only), coffee machine, toaster oven		X		
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
		Daily	Weekly	Monthly	
All offices/ Hallway	Vacuum carpets/rugs	X			
	Shampoo carpets/rugs			X	
	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards	X			
	Clean and disinfect all phones	X			
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
	Sweep landings to stairwells	X			
		Daily	Weekly	Monthly	
Conference Rooms	Wipe down and clean under and on top of the glass table	X			
	Wipe down and clean counters	X			
	Clean and disinfect all phones	X			
	***Clean glass wall (inside & out) ***w/ squeegee only	X			
	Shampoo carpets/rug			X	
	Vacuum carpets/rug	X			
	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards	X			
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	

Room	Scope of Work	Daily	Weekly	Monthly	
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
Employee Restroom	Sweep and mop floors (disinfect/sanitize with disinfectant solution)	X			
	Wax floors			X	
	Clean/sanitize all restroom facilities including toilet bowls, toilet seats, urinals, fixtures and shower	X			
	Fill foam dispensers, toilet paper, hand towel and toilet seat cover dispensers	X			
	Clean mirrors	X			
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
	Fully stock cabinet (toilet paper, seat covers, paper towels)	X			
	Clean and disinfect all restroom walls	X			
	Dust and polish all furnishings	X			
	Spot clean walls/doors	X			
	Deep clean walls/doors			X	
<b>3rd Floor</b>					
Lobby	Sweep and mop floor	X			
	Wax floor			X	
	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards	X			
	Clean and disinfect all phones	X			
	Clean and disinfect seats and bench near restroom	X			
	Clean, sanitize and polish all drinking fountains	X			
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
	***Wash the windows/glass (interior) and window frames ***w/ squeegee only	X			
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
Lobby Restrooms	Sweep and mop floors (disinfect/sanitize with disinfectant solution)	X			
	Wax floor			X	
	Clean/sanitize all restroom facilities including toilet bowls, toilet seats, urinals, fixtures	X			
	Wipe and disinfect hand towel dispensers	X			
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
	Clean and disinfect all restroom partitions/dividers/wall	X			
	Fill foam dispensers, toilet paper, hand towel and toilet seat cover dispensers	X			
	Clean mirrors	X			
	Empty trash and wax bags; replace with new liners and wax bags	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
Breakroom	Wax Floor			X	
	Sweep and mop floor	X			
	Stock hand towels	X			
	Clean and sanitize sink / faucet fixtures / countertops / tables	X			
	Clean and disinfect all phones	X			
	Clean and sanitize appliances including microwave, refrigerator (exterior), coffee machine		X		
	Clean out/sanitize refrigerator interior and exterior (specific date to be provided by City)			X	
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
All offices/ hallway	Vacuum carpet/rugs	X			
	Shampoo carpet/rugs			X	
	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards	X			
	Clean and disinfect all phones	X			
	Sweep landings to stairwells		X		
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
Conference Room	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards	X			

Room	Scope of Work	Daily	Weekly	Monthly	
	Wipe down and clean tables and counters	X			
	Clean and disinfect all phones	X			
	***Clean glass wall (inside & out) ***w/squeegee only	X			
	Shampoo carpet/rugs			X	
	Vacuum carpet/rugs	X			
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
<b>3rd Floor - Police Department Detective Bureau</b>					
		Daily	Weekly	Monthly	
Detective Bureau	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards. DO NOT ENTER LOCKED OFFICES UNLESS ESCORTED BY DETECTIVE BUREAU EMPLOYEE.	X			
	Clean and disinfect all phones	X			
	Wipe down and disinfect tables and chairs (interrogation rooms)	X			
	Sweep and mop floors (disinfect/sanitize with disinfectant solution)	X			
	Vacuum carpet/rugs	X			
	Shampoo carpet/rugs			X	
	***Wash the windows/glass (interior) and window frames ***w/squeegee only	X			
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
	Clean and sanitize appliances including water cooler, refrigerator (exterior), coffee machine		X		

Room	Scope of Work	Daily	Weekly	Monthly	
<b>2nd Floor - Police Department</b>					
Lobby	Sweep and mop floors (disinfect/sanitize with disinfectant solution)	X			
	Wax floor			X	
	Wipe down & dust lobby desk, countertops, pass thru	X			
	Clean and disinfect all phones	X			
	Clean, sanitize and polish all drinking fountains	X			
	Dust photos on wall			X	
	Spot clean walls/doors	X			
	Deep clean walls/doors			X	
	***Wash the windows/glass (interior) and window frames ***w/ squeegee only	X			
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
Lobby Restrooms	Sweep and mop floors (disinfect/sanitize with disinfectant solution)	X			
	Wax floor			X	
	Clean / sanitize all restroom facilities including toilet bowls, toilet seats, urinals, fixtures	X			
	Wipe and disinfect hand towel dispensers	X			
	Spot clean walls/doors	X			
	Deep clean wall/doors			X	
	Fill foam dispensers, toilet paper, hand towel and toilet seat cover dispensers	X			
	Clean mirrors	X			
	Empty trash and wax bags; replace with new liners and wax bags	X			
	Clean and disinfect all restroom partitions/dividers/walls	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
Breakroom	Wax floor			X	
	Sweep and mop floor	X			
	Stock hand towels	X			
	Clean and sanitize sink, faucet fixtures, countertops, tables, chairs	X			
	Clean and disinfect all phones	X			
	Clean and sanitize appliances including microwave, refrigerator (exterior), coffee machine, vending machine, toaster oven		X		
	Clean out / sanitize refrigerator interior and exterior (specific date to be provided by City)			X	
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
	***Wash the windows/glass (interior) and window frames ***w/ squeegee only	X			
	Spot clean doors/walls	X			
Deep clean doors/walls			X		
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
All offices (including dispatch and records)/ hallway	Vacuum carpet/rugs	X			
	Shampoo carpet/rugs			X	
	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards. LOCKED OFFICES CAN GENERALLY BE ACCESSED BETWEEN 1PM-4PM, AND SHOULD ONLY BE ACCESSED IF ESCORTED BY POLICE DEPARTMENT EMPLOYEE.	X			
	Clean and disinfect all phones	X			
	Sweep landings to stairwells		X		
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
	Wipe down any open space on the mailbox/storage desk	X			
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
	***Wash the windows/glass (interior) and window frames ***w/ squeegee only	X			
***Clean glass in hallway ***w/squeegee only	X				
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	



Room	Scope of Work	Daily	Weekly	Monthly	
Roll-Call Room	Clean and disinfect tables, countertops, seats, podium and phones, workstations, bookshelves, wall frames	X			
	***Clean glass wall (inside & out) ***w/squeegee only	X			
	***Wash the windows/glass (interior) and window frames ***w/squeegee only	X			
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
	Vacuum carpet/rugs	X			
	Shampoo carpet/rugs			X	
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
Holding Cell & Holding Cell Area	<b>*NEED PD ACCESS AND ESCORT* IF THE DOOR CLOSSES, YOU WILL NOT BE ABLE TO GET OUT*</b>				
	Sweep and mop floors (disinfect/sanitize with disinfectant solution)	X			
	Clean and disinfect/sanitize tables, countertops, seats/bench, workstation	X			
	Clean and disinfect all phones	X			
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
	***Wash the windows/glass (interior) and window frames ***w/squeegee only	X			
	Spot clean doors/walls - including glass wall	X			
	Deep clean doors/walls - including glass wall			X	
	Clean / sanitize restroom facility including toilet bowl, toilet seat, fixtures	X			
	Restock toilet tissue	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
Employee Restrooms & Locker Rooms	Sweep and mop floors (sanitize with disinfectant solution)	X			
	Wax floor			X	
	Clean / sanitize all restroom facilities including toilet bowls, toilet seats, urinals, sinks, fixtures, showers	X			
	Clean and disinfect all restroom partitions/dividers/walls/lockers (all exposed sides), and benches	X			
	Fill foam dispensers, toilet paper, hand towel and toilet seat cover dispensers	X			
	Spot clean walls/doors	X			
	Deep clean walls/doors			X	
	Clean mirrors	X			
	Empty trash and wax bags; replace with new liners and wax bags	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
<b>1st Floor</b>					
Lobby, Meeting Room & History Hall	Sweep and mop floor	X			
	Wax floor			X	
	Vacuum carpet/rugs	X			
	Dust all office and meeting room furnishings (including furniture, desks, tables, bookshelves, file cabinets, chairs, computers, tv, etc.) wall displays, floor displays, art, blinds, podium, and baseboards	X			
	Clean and disinfect all phones	X			
	Shampoo rug (History Hall & Meeting Room)			X	
	Clean, sanitize and polish all drinking fountains	X			
	Spot clean walls/doors	X			
	Deep clean walls/doors			X	
	***Wash windows/glass and window frames (interior & exterior) ***w/squeegee only	X			
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
Lobby Restrooms	Sweep and mop floors (disinfect/sanitize with disinfectant solution)	X			
	Wax floor			X	
	Clean / sanitize all restroom facilities including toilet bowls, toilet seats, urinals, fixtures	X			
	Clean and disinfect all restroom partitions/dividers/wall	X			
	Wipe and disinfect soap dispensers and hand dryers	X			
	Fill foam dispensers, toilet paper and toilet seat cover dispensers	X			
	Clean mirrors	X			
	Spot Clean doors/ walls	X			
	Deep clean doors/walls			X	
	Empty trash and wax bags; replace with new liners and wax bags	X			
<b>1st Floor - Visitors Center</b>					
Visitors Center	Sweep and mop floor	X			
	Wax floor			X	
	Vacuum carpet/rugs	X			

Room	Scope of Work	Daily	Weekly	Monthly	
	Dust all office furnishings (including furniture, desks, chairs, bookshelves, file cabinets, computers, workstations, etc.) wall displays, blinds, and baseboards	X			
	Clean and disinfect all phones	X			
	***Wash windows/glass and window frames (interior & exterior) ***w/squeegee only	X			
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
<b>1st Floor - Library</b>					
Library	Sweep and mop floor	X			
	Wax floor			X	
	Vacuum carpet/rugs	X			
	Spot clean doors / walls	X			
	Deep clean doors / walls			X	
	Dust all office furnishings (including furniture, desks, chairs, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards	X			
	Clean and disinfect all phones	X			
	***Wash windows/glass and window frames (interior & exterior) ***w/squeegee only	X			
	Deep clean seating area			X	
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
<b>1st Floor - Public Works &amp; Lifeguard Office</b>					
Office / Breakroom	Sweep and mop floor	X			
	Wax floor			X	
	Vacuum carpet/rugs	X			
	Dust all office furnishings (including furniture, desks, chairs, bookshelves, file cabinets, computers, tv, etc.), wall displays, and baseboards	X			
	Clean and disinfect all phones	X			
	Clean and wipe down lockers (exterior)				
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
	Clean and sanitize fixtures, countertops, tables, chairs and appliances including microwave and refrigerator (exterior-use stainless steel product), and water cooler	X			
	Clean out / sanitize inside of refrigerator (specific date to be provided by City)			X	
	Stock hand towels	X			
	Wipe down and sanitize coffee machine		X		
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	
Employee Restroom	Sweep and mop floors (disinfect/sanitize with disinfectant solution)	X			
	Wax floor			X	
	Clean and sanitize/disinfect sink, faucet fixtures, soap dispenser, hand towel dispenser, handrails	X			
	Clean / sanitize all restroom facilities including toilet bowl, toilet seats, fixtures, shower	X			
	Clean and disinfect all restroom walls	X			
	Fill soap dispensers, toilet paper and toilet seat cover dispensers	X			
	Clean mirrors	X			
	Empty trash and wax bags; replace with new liners and wax bags	X			
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>
<b>1st Floor - Commission Chambers</b>			<b>Weekly on Wednesday nights</b>		
Chambers	Shampoo carpet/Rugs			X	
	Vacuum carpet/rugs		X		
	Wipe down and clean dais/podium, tables, counters		X		
	Clean and disinfect all phones		X		
	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards, window ledges		X		
	***Wash windows/glass and window frames (interior & exterior) ***w/squeegee only		X		
	Spot clean doors/walls/chairs		X		
	Deep clean doors/walls/chairs			X	
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly		X		
		<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>

Room	Scope of Work	Daily	Weekly	Monthly	
Breakroom & Chambers Restroom	Sweep and mop floors (disinfect/sanitize with disinfectant solution)		X		
	Wax floor				X
	Clean and sanitize sinks, faucet fixtures, countertops, tables, and appliances including refrigerator (exterior-use stainless steel products)		X		
	Clean and disinfect all phones		X		
	Clean / sanitize all restroom facilities including toilet bowls, toilet seats, urinals, fixtures		X		
	Fill foam dispensers, toilet paper and toilet seat cover dispensers		X		
	Clean mirrors		X		
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly		X		
		Daily	Weekly	Monthly	
<b>1st Floor - Post Office (must be there before or at 4PM)</b>					
Post Office-Must be there before or at 4PM	Sweep and mop floors	X			
	Wax floors				2x/year
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards	X			
	***Wash windows/glass and window frames (interior & exterior) ***w/squeegee only	X			
		Daily	Weekly	Monthly	
<b>All Elevators at Government Center</b>					
All Elevators at Government Center	Sweep and mop floors	X			
	Disinfect handrails	X			
	Clean and disinfect inside and outside of elevator walls and doors with stainless steel product	X			
	Check for and remove all graffiti	X			
	Deep scrubbing/clean of terrazzo floors including grout			X	
		Daily	Weekly	Monthly	Notes
<b>All vents at Government Center and Public Works Trailer</b>					
All A/C Vents	Dust clean all A/C vents				4x/year
		Daily	Weekly	Monthly	
<b>Public Works - 19160 Collins Ave</b>					
Trailer	Sweep and mop floor	X			
	Wax floor			X	
	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards	X			
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
	Clean and disinfect all phones	X			
	Sweep door mats	X			
	Spot clean walls / doors	X			
	Deep clean walls / doors			X	
		Daily	Weekly	Monthly	
Restrooms	Sweep and mop floors (disinfect/sanitize with disinfectant solution)	X			
	Wax floor			X	
	Clean / sanitize all restroom facilities including toilet bowls, toilet seats, urinals, fixtures	X			
	Wipe and disinfect soap dispensers and hand dryers	X			
	Fill foam dispensers, toilet paper and toilet seat cover dispensers	X			
	Clean mirrors	X			
	Empty trash and wax bags; replace with new liners and wax bags	X			
	Clean and disinfect all restroom doors/wall	X			
		Daily	Weekly	Monthly	
Kitchen	Sweep and mop floor	X			
	Wax floor			X	
	Stock hand towels	X			
	Clean out / sanitize inside of refrigerator (specific date to be provided by City)			X	
	Wipe down and sanitize Coffee Machine	X			
	Clean and sanitize sinks, faucet fixtures, countertops, tables, and appliances including microwave and refrigerator (exterior-use stainless steel product)	X			
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			
		Daily	Weekly	Monthly	

Room	Scope of Work	Daily	Weekly	Monthly	
Meeting Room	Clean and wipe down table	X			
	Clean / sanitize Inside of Microwave		X		
	Spot clean doors/walls	X			
	Deep clean doors/walls			X	
	Wax floor			X	
	Sweep and mop floor	X			
	Empty trash bins and replace bags; maintain separate receptacles for recycling and trash; and dispose of each properly	X			

<b>Key</b>	***"w/squeegee only" is used to note that there should not be any streaks left on the glass
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**Attachment B**

**Bid Specs:** Janitorial Maintenance Services  
**Location:** Pelican Community Park (aka PCP)

1st Floor				
Room	Scope of Work	Daily	Weekly	Monthly
Offices, Cubicles, Work Stations	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.), blinds, and baseboards	X		
	Vacuum carpeted floors	X		
	Sweep and mop floors	X		
	Empty trash bins and replace bags; Maintain separate receptacles for recycling and trash, and dispose of each properly	X		
	Clean and disinfect/sanitize all phones	X		
	***Clean windows-interior and exterior w/squeegee only		X	
	Clean all entry doors including handles and hardware		X	
	Clean glass blocks and white borders		X	
	Strip and wax floors			X
	Shampoo carpets			X
Breakroom	Dust all furnishings (including tv), top of cabinets, and baseboards	X		
	Sweep and mop floors	X		
	Empty trash bins and replace bags; Maintain separate receptacles for recycling and trash, and dispose of each properly	X		
	Clean and disinfect/sanitize sinks, faucet fixtures, countertops, tables, refrigerator, coffee machine (exterior-use stainless steel product), roll down window, fire extinguisher wall unit	X		
	Place any dishwasher safe dishes left in the sink in dishwasher and start it	X		
	Wash any non dishwasher safe dishes	X		
	Refill paper towels	X		
	Clean and disinfect/sanitize microwave		X	
	Clean all entry & storage doors, cabinets and drawer faces including handles and hardware		X	
	Clean out inside of refrigerator (specific date provided by City)			X
Hallways, Common Areas	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, etc.), blinds, and baseboards	X		
	Sweep and mop floors	X		
	Clean and polish all drinking fountains	X		
	***Clean windows-interior and exterior w/squeegee only		X	
	Strip and wax floors			X



Room	Scope of Work	Daily	Weekly	Monthly	
Foyer, Reception Areas	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, framed artwork, display racks, tables, fire extinguisher wall unit, AED wall unit, tv, trophy stand (gym), display case (gym), etc.), blinds, and baseboards	X			
	Vacuum carpeted floors and area rugs after removing large debris (that can damage vacuum)	X			
	Sweep and mop floors	X			
	Empty trash bins and replace bags; Maintain separate receptacles for recycling and trash, and dispose of each properly	X			
	***Clean all glass doors-interior and exterior w/squeegee only, pushbars	X			
	Dust frames	X			
	***Clean windows-interior and exterior w/squeegee only			X	
Restrooms, Staff Restroom	Dust and polish all furnishings	X			
	Sweep and mop (disinfect/sanitize w/ disinfectant solution)	X			
	Clean mirrors	X			
	Wipe and disinfect/sanitize faucet fixtures, hand dryers	X			
	Disinfect/sanitize restroom facilities (toilets, toilet seats, urinals, fixtures)	X			
	Refill toilet paper, paper towels, seat covers, and soap dispensers	X			
	Clean (disinfect/sanitize) all restroom partitions/dividers/wall	X			
	Check for and remove all graffiti	X			
	Clean (disinfect/sanitize) baby changing stations	X			
	Empty trash and wax bags, and replace with new liners and wax bags	X			
	Clean all entry doors including handles and hardware	X			
	Deep scrubbing/clean of tile floors, walls, and ceiling (including grout)				X
	Replace urinal screen and deodorant blocks			as needed	
Elevator, Elevator Hallway	Sweep and mop floors	X			
	Disinfect/sanitize handrails	X			
	Clean and disinfect/sanitize inside and outside of elevator walls and doors with stainless steel product	X			
	Check for and remove all graffiti	X			
	Deep scrubbing/clean of tile floors including grout				X
Multipurpose Room	Dust all furnishings (including fire extinguisher wall units), baseboards	X			
	Sweep and mop floors	X			
	Empty trash bins and replace bags; Maintain separate receptacles for recycling and trash, and dispose of each properly	X			
	***Clean all glass doors-interior and exterior w/squeegee only, pushbars	X			
	Clean all entry and storage doors including handles and hardware	X			
	***Clean windows, window frames-interior and exterior w/squeegee only, window sills			X	
	Strip and wax floors				X

Room	Scope of Work	Daily	Weekly	Monthly
Basketball Gym	Dust all furnishings (including countertops, baseboards)	X		
	Sweep and mop floors	X		
	Clean glass on trophy case in lobby		X	
	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards	X		
	Empty trash bins and replace bags; Maintain separate receptacles for recycling and trash, and dispose of each properly	X		
	***Clean all glass doors-interior and exterior w/squeegee only, pushbars	X		
	Clean all entry and storage doors including handles and hardware	X		
	Dry mop court floor	X		
	Vacuum area rugs	X		
	Sweep and disinfect/sanitize bleachers-w/solution (see product sheet)- <b>IF SOLUTION OR WATER GETS ON THE COURT, WIPE UP IMMEDIATELY</b>	X		
	***Clean windows w/ squeegee only		X	
	Disinfect/sanitize wall pads			X
	Mop with damp mop (damp mop should be with water only). This is specific to the basketball court.			X
Strip and wax terazzo floor in lobby			X	
Basketball Gym Concession	Dust all furnishings (including countertops, baseboards)	X		
	Sweep and mop floors	X		
	Empty trash bins and replace bags; Maintain separate receptacles for recycling and trash, and dispose of each properly	X		
	Clean and disinfect/sanitize sinks, faucet fixtures, countertops, tables, refrigerator (exterior-use stainless steel product), soda machine-exterior, ice machine (exterior-use stainless steel product)	X		
	Clean all entry doors including handles and hardware	X		
	Clean and disinfect/sanitize microwave		X	
	***Clean windows-interior and exterior w/squeegee only		X	
	Deep scrubbing/clean of tile floors including grout			X
Basketball Gym Side Office	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, tv, etc.) wall displays, blinds, and baseboards	X		
	Sweep and mop floor	X		
All vents at PCP	Dust clean all A/C vents	Quarterly		

Room	Scope of Work	Daily	Weekly	Monthly
<b>2nd Floor</b>				
Restrooms	Dust and polish all furnishings	X		
	Sweep and mop (disinfect/sanitize w/ disinfectant solution)	X		
	Clean mirrors	X		
	Wipe and disinfect/sanitize faucet fixtures, hand dryers	X		
	Disinfect/sanitize restroom facilities (toilets, toilet seats, urinals, fixtures)	X		
	Refill toilet paper and soap dispensers	X		
	Clean (disinfect/sanitize) all restroom partitions/dividers/wall	X		
	Check for and remove all graffiti	X		
	Clean (disinfect/sanitize) baby changing stations	X		
	Empty trash and wax bags, and replace with new liners and wax bags	X		
	Clean all entry doors including handles and hardware	X		
	Deep scrubbing/clean of tile floors, walls, and ceiling, including grout			X
	Replace urinal screen and deodorant blocks	as needed		
Elevator, Elevator Hallway	Sweep and mop floors	X		
	Disinfect/sanitize handrails	X		
	Clean and disinfect/sanitize inside and outside of elevator walls and doors with stainless steel product	X		
	Check for and remove all graffiti	X		
	Deep scrubbing/clean of tile floors including grout			X
All vents at PCP	Dust clean all A/C vents	Quarterly		
Hallways, Common Areas	Dust all office furnishings (including furniture, desks, bookshelves, file cabinets, computers, etc.), blinds, and baseboards	X		
	Sweep and mop floors	X		
	Clean and polish all drinking fountains	X		
	***Clean windows-interior and exterior w/squeegee only		X	
	Strip and wax floors			X
Arts and Crafts Room	Dust all furnishings (including fire extinguisher wall units, framed artwork), baseboards	X		
	Sweep and mop floors	X		
	Empty trash bins and replace bags; Maintain separate receptacles for recycling and trash, and dispose of each properly	X		
	***Clean all glass doors-interior and exterior w/squeegee only, pushbars	X		
	Clean (disinfect/sanitize) sinks and faucet fixtures	X		
	Clean (disinfect/sanitize) countertops and tables	X		
	Clean all entry and storage doors including handles and hardware	X		
	Vacuum area rugs	X		
	***Clean windows-interior and exterior w/squeegee only		X	
	Strip and wax floors			X

Room	Scope of Work	Daily	Weekly	Monthly
Fitness Room	Vacuum floors	X		
	Empty trash bins and replace bags; Maintain separate receptacles for recycling and trash, and dispose of each properly	X		
	***Clean all glass doors-interior and exterior w/squeegee only, pushbars	X		
	Clean mirrors	X		
	Clean and sanitize all phones	X		
	Dust all furnishings (including lockers (in/outside), fire extinguisher wall unit, tv, wipe dispensers), baseboards	X		
	Clean all entry doors including handles and hardware	X		
	Disinfect/sanitize equipment including weights (where people touch or sit)	X		
	***Clean windows-interior and exterior w/squeegee only		X	
	Disinfect/sanitize equipment (component, frames, bases)		X	
Computer Room	Vacuum	X		
	Dust all furnishings (including fire extinguisher wall unit, projector mount, tv)- <b><u>DO NOT CLEAN OR TOUCH THE SMART BOARD</u></b>	X		
	Wipe down tables	X		
	***Clean all glass doors-interior and exterior w/squeegee only, pushbars	X		
	Clean all entry doors, cabinets, drawer faces, including handles and hardware	X		
	Empty trash bins and replace bags; Maintain separate receptacles for recycling and trash, and dispose of each properly	X		
	***Clean windows, window frames-interior and exterior w/squeegee only, window sills		X	
	Shampoo carpet			X
Stairwells	Sweep and mop floors	X		
	Clean all entry doors including handles and hardware	X		
	Clean (disinfect/sanitize) handrails and walls	X		
	Check for and remove graffiti	X		
	Dust display boards		X	

<b>General</b>	Ensure that all doors to all rooms are securely closed and lights are off at the completion of each room
	Set alarm before you leave
	If no City personnel is present, notify City contact list immediately if there is an issue w/the alarm
	Manually lock the front doors in the event that the alarm cannot be set
	Lock gates as you exit
<b>Key</b>	***"w/ squeegee only" is used to note that there should not be any streaks left on glass



**Attachment C  
SCHEDULE OF VALUES**

<u>FACILITIES</u>	<u>MONTHLY COST</u>		<u>ANNUAL COST</u>
<b>1. Government Center</b> (Approx. 54,000 Sq. Ft.)	\$ _____	X 12 =	\$ _____
<b>2. Pelican Community Park</b> Community Center and Gymnasium (Approx. 25,600 Sq. Ft.)	\$ _____	X 12 =	\$ _____
<b>3. Public Works Modular</b> (Approx. 1,000 Sq. Ft.)	\$ _____	X 12 =	\$ _____

**A**  
 Total of Items 1 through 3: \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 Annual Cost

<u>SUPPLIES</u>	<u>PROPOSED SOLUTION</u>	<u>MONTHLY COST</u>
<b>4. Paper Towels Refills for Bathroom</b>	_____	\$ _____
<b>5. Toilet Paper Refills for Bathrooms</b>	_____	\$ _____
<b>6. Toilet Paper Refills for 4th Floor</b>	_____	\$ _____
<b>7. Trash Bag Refills for Bathroom</b>	_____	\$ _____

**C**  
 Total of Supplies Items 4 through 7: \$ \_\_\_\_\_

$$\begin{array}{r}
 \text{C} \\
 \$ \text{_____} \times 12 = \$ \text{_____} \\
 \text{Annual Cost}
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 \text{Total Cost per Year A + D}
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 =
 \begin{array}{r}
 \text{E} \\
 \$ \text{_____} \\
 \text{Total Cost per Year A + D}
 \end{array}$$

**E**  
 Total Cost of Contract (2) Two Years (E X 2) \$ \_\_\_\_\_

As such the Contractor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide complete Custodial Services

<u>PROPOSED CHEMICALS</u>	<u>PROPOSED SOLUTION</u>	<u>Cost per Unit</u>
Carpet Stain Removal Kit	_____	\$ _____
Floor Finish Stripper	_____	\$ _____
Concentrated Synthetic Neutral Detergent	_____	\$ _____
Quaternary Ammonium Germicidal Detergent	_____	\$ _____
Stainless Steel Cleaner	_____	\$ _____
Lotion-type Cleanser	_____	\$ _____
Glass Cleaner	_____	\$ _____
Bowl Cleaner	_____	\$ _____
Water-Emulsion Type Concrete and Terrazzo Sealer	_____	\$ _____
Graffiti Remover	_____	\$ _____
Carpet Shampoo Concentrate	_____	\$ _____
Metal-Link Polymer Floor Finish	_____	\$ _____

<u>OPTIONAL SERVICES</u>		
Shampooing:	\$ _____	per Sq. Ft.
Strip/Wax/Buff Tile Flooring:	\$ _____	per Sq. Ft.
Porter or Janitor, Regular Rate	\$ _____	per Hour
Nights/Holidays Rate	\$ _____	per Hour
Exterior Window Cleaning: Government Center	\$ _____	per cleaning

Notes: The Bidder, by signing this Bid Form and Contract, fully acknowledges that he/she will receive no additional compensation (no overhead, no anticipated profits, etc.) other than the bid unit price of the items times the number of items authorized, ordered, placed, and accepted by the City. The funding for this and all projects is based on the availability of funds at the time of awarding the contract.





## AFFIDAVITS







# PUBLIC ENTITY CRIMES

City of Sunny Isles Beach  
18070 Collins Avenue  
Sunny Isles Beach, FL 33160  
Telephone: (305) 947-0606 Fax: (305) 949-3113

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

### **PUBLIC ENTITY CRIMES**

Pursuant to the provisions of paragraph (2) (a) of Section 287.133, Florida State Statutes - "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Bid on a Contract to provide any goods or services to a public entity, may not submit a Bid on a Contract with a public entity for the construction or repair of a public building or public Work, may not submit Bids on leases of real property to a public entity, may not be awarded to perform Work as a Contractor, supplier, Sub-Contractor, or Consultant under a Contract with any public entity, and may not transact business with any public entity in excess of the threshold amount Category Two of Sec. 287.017, FS for thirty six months from the date of being placed on the convicted vendor list".

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

11.1. This sworn statement is submitted to City of Sunny Isles Beach

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 had no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)

11.2. 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 with 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 of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

11.3. I understand that "convicted" or "conviction" as defined in Para. 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 a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

11.4. I understand that an "affiliate" as defined in Para. 287.133(1)(a), Florida Statutes, means:

- a.) predecessor or successor of a person convicted of a public entity crime; or
- b.) Any entity under the control of 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, executors, 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 prime 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.

**11.5.** I understand that a "person" as defined in Para. 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 a 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 "persons" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of any entity.

**11.6.** 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 it's 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 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 11.1 (ONE) 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.

By:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_  
(AFFIX NOTARY STAMP HERE)

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

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_



EQUAL OPPORTUNITY /  
AFFIRMATIVE ACTION

City of Sunny Isles Beach  
18070 Collins Avenue  
Sunny Isles Beach, FL 33160  
Telephone: (305) 947-0606 Fax: (305) 949-3113

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT**

The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

Signed: \_\_\_\_\_

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

Firm: \_\_\_\_\_

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

\_\_\_\_\_





# CONFLICT OF INTEREST

City of Sunny Isles Beach  
18070 Collins Avenue  
Sunny Isles Beach, FL 33160  
Telephone: (305) 947-0606 Fax: (305) 949-3113

## CONFLICT OF INTEREST STATEMENT

The award of any contract hereunder is subject to the provisions of Chapter 112, Florida State Statutes. Proposers must disclose with their Bids, the name of any officer, director, partner, associate or agent who is also an officer or employee of the City of Sunny Isles Beach or its agencies.

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, personally appeared \_\_\_\_\_, who was duly sworn, deposes, and states:

**18.1.** I am the \_\_\_\_\_ of \_\_\_\_\_ with a local office in \_\_\_\_\_ and principal office in \_\_\_\_\_.

**18.2.** The above named entity is submitting a Bid for the City of Sunny Isles Beach, Bid No. \_\_\_\_\_ described as: Landscape Maintenance Services. The Affiant has made diligent inquiry and provides the information contained in this Affidavit based upon his own knowledge.

**18.3** The Affiant states that only one submittal for the above Bid is being submitted and that the above named entity has no financial interest in other entities submitting Bids for the same project.

**18.4** Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above Bid. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

**18.5** Neither the entity nor its affiliates, nor any one associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

**18.6** Neither the entity, nor its affiliates, nor any one associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

**18.7** I certify that no member of the entity's ownership or management is presently applying for any employee position or actively seeking an elected position with the City of Sunny Isles Beach.

**18.8** I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Sunny Isles Beach.

**18.9** In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Sunny Isles Beach.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
AFFIANT

\_\_\_\_\_  
Print or Type Name and Title

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Personally Known \_\_\_\_\_ OR  
 Produced Identification \_\_\_\_\_; Type of Identification \_\_\_\_\_

**NOTARY PUBLIC STATE OF FLORIDA**



## DISPUTE DISCLOSURE

City of Sunny Isles Beach  
18070 Collins Avenue  
Sunny Isles Beach, FL 33160  
Telephone: (305) 947-0606 Fax: (305) 949-3113

### **DISPUTE DISCLOSURE FORM**

**Answer the following questions by placing a "X" after "Yes" or "No". If you answer "Yes", please explain in the space provided, or on a separate sheet attached to this form.**

**19.1.** Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional associations within the last five (5) years?

YES \_\_\_\_\_ NO \_\_\_\_\_

**19.2.** Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES \_\_\_\_\_ NO \_\_\_\_\_

**19.3.** Has your firm had against it or filed any requests for equitable adjustment, contract claims, Bid protests, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts of extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this Bid for the City of Sunny Isles Beach.

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print or Type Name and Title



# ANTI-KICKBACK

City of Sunny Isles Beach  
18070 Collins Avenue  
Sunny Isles Beach, FL 33160  
Telephone: (305) 947-0606 Fax: (305) 949-3113

## **ANTI-KICKBACK AFFIDAVIT**

STATE OF FLORIDA        )  
  )  
COUNTY OF \_\_\_\_\_ )

I, the undersigned, hereby duly sworn and deposed say that no portion of this sum herein Bid will be paid to any employees of the City of Sunny Isles Beach or its elected officials as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

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

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

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ [name of person], as \_\_\_\_\_ [type of authority], for \_\_\_\_\_ [name of party on behalf of whom instrument was executed].

AFFIX NOTARY STAMP HERE:

\_\_\_\_\_  
**Notary Public – State of Florida**

\_\_\_\_\_  
Print or Type Commissioned Name

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_



# CONTRACTOR ANTI-BOYCOTT CERTIFICATION

[PURSUANT TO FLORIDA STATUTE § 215.4725]

I, \_\_\_\_\_, on behalf of \_\_\_\_\_,  
Print Name Company Name

certifies that \_\_\_\_\_ does not:  
Company Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel list; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Cuba or Syria.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## PERFORMANCE BOND

City of Sunny Isles Beach  
18070 Collins Avenue  
Sunny Isles Beach, FL 33160  
Telephone: (305) 947-0606 Fax: (305) 949-3113

### **FORM OF PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS:

That, pursuant to the requirements of Florida Statute 255.05, we, \_\_\_\_\_, as Principal, hereinafter called Contractor, and \_\_\_\_\_, as Surety, are bound to the City of Sunny Isles Beach, Florida, as Obligee, hereinafter called City, in the amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, Contractor has by written agreement entered into a Contract, Bid/Contract No, awarded the day of \_\_\_\_\_, 20\_\_\_\_, with \_\_\_\_\_ in accordance with contract documents prepared by the City of Sunny Isles Beach, which Contract is by reference made a part hereof, and is hereafter referred to as the Contract;

THE CONDITION OF THIS BOND is that if the Contractor:

1. Fully performs the Contract between the Contractor and the City for services described within (Bid No. \_\_\_\_\_) within \_\_\_\_\_ calendar days after the date of Contract commencement as specified in the Notice to Proceed and in the manner prescribed in the Contract; and
2. Indemnifies and pays City all losses, damages (specifically including, but not limited to, damages for delay and other consequential damages caused by or arising out of the acts, omissions or negligence of Contractor), expenses, costs and attorney's fees including attorney's fees incurred in appellate proceedings, that City sustains because of default by Contractor under the Contract; and
3. Upon notification by the City corrects any and all defective or faulty Work or materials which appear within one and one half (1 1/2) years, and:
4. Performs the guarantee of all Work and materials furnished under the Contract for the time specified in the Contract, then this Bond is void, otherwise it remains in full force. Whenever Contractor shall be, and declared by City to be, in default under the Contract, the City having performed City's obligations there under, the Surety may promptly remedy the default, or shall promptly:
  - 4.1. Complete the Contract in accordance with its terms and conditions; or
  - 4.2. Obtain a Bid or Bids for completing the Contract in accordance with its terms and conditions, and upon determination by Surety of the best, lowest, qualified, responsible and responsive Proposers, or, if the City elects, upon determination by the City, and Surety jointly of the best, lowest, qualified, responsible and responsive Proposers, arrange for a Contract between such Proposers and City, and make available as Work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term "balance of the Contract Price." as used in this paragraph, shall mean the total amount payable by City to Contractor under the Contract and any amendments thereto, less the amount properly paid by City to Contractor.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the City named herein.



The Surety hereby waives notice of and agrees that any changes in or under the Contract Documents and compliance or noncompliance with any formalities connected with the Contract or the changes do not affect Surety's obligation under this Bond.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**WITNESS:**

\_\_\_\_\_  
**Secretary**

**(CORPORATE SEAL)**

**BY:**

\_\_\_\_\_  
**(Name of Corporation)**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Type Name and Title Signed Above)**

**IN THE PRESENCE OF; INSURANCE COMPANY:**

**BY:**

\_\_\_\_\_  
**\*Agent and Attorney-in-Fact**

\* (Power of Attorney must be attached)

\_\_\_\_\_  
**(Address)**

\_\_\_\_\_  
**(City/State/Zip Code)**

\_\_\_\_\_  
**(Telephone)**

**STATE OF FLORIDA**

**COUNTY OF \_\_\_\_\_**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ [name of person], as \_\_\_\_\_ [type of authority], for \_\_\_\_\_ [name of party on behalf of whom instrument was executed].

**AFFIX NOTARY STAMP HERE:**

\_\_\_\_\_  
**Signature: Notary Public – State of Florida**

\_\_\_\_\_  
**Print or Type Commissioned Name**

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_



# BID BOND

City of Sunny Isles Beach

18070 Collins Avenue

Sunny Isles Beach, FL 33160

Telephone: (305) 947-0606 Fax: (305) 949-3113

STATE OF FLORIDA )  
 )  
COUNTY OF \_\_\_\_\_)

KNOW ALL MEN BY THESE PRESENTS, that we, \_\_\_\_\_ as Principal, and \_\_\_\_\_ as Surety, are held and firmly bound unto the City of Sunny Isles Beach, a municipal corporation of the State of Florida in the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has submitted the accompanying Bid dated, \_\_\_\_\_ 2010 for:  
\_\_\_\_\_.

WHEREAS, it was a condition precedent to the submission of said Bid that a cashier's check or Bid Bond in the amount of five percent (5%) of the Base Bid be submitted with said Bid as a guarantee that the Proposers would, if awarded the Contract, enter into a written Contract with the City for the performance of said Contract, within ten (10) consecutive calendar days after written notice having been given of the Award of the Contract.

NOW, THEREFORE, the conditions of this obligation are such that if the Principal within ten (10) consecutive calendar days after written notice of such acceptance, enters into a written Contract with the City of Sunny Isles Beach and furnishes the Performance Bond, satisfactory to the City, each in an amount equal to one hundred percent (100%) of the Contract Price, and provides all required Certificates of Insurance, then this obligation shall be void; otherwise the sum herein stated shall be due and payable to the City of Sunny Isles Beach and the Surety herein agrees to pay said sum immediately, upon demand of the City, in good and lawful money of the United States of America, as liquidated damages for failure thereof of said Principal.

IN WITNESS WHEREOF, the above bonded parties have executed this instrument under their several seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the name and the corporate seal of each corporate party being hereto affixed and these presents being duly signed by its undersigned representative.

DOCUMENT CONTINUES ON NEXT PAGE

IN PRESENCE OF:

\_\_\_\_\_  
Individual or Partnership Principal

\_\_\_\_\_  
Affix Corporate Seal

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
Business Telephone

\_\_\_\_\_  
Business Facsimile

ATTEST:

\_\_\_\_\_  
(Corporate Surety)\*

\_\_\_\_\_  
Secretary

\*Impress Corporate Seal

By:

IMPORTANT

Surety companies executing bonds must appear on the Treasury Department's most current list (circular 570 as amended) and be authorized to transact business in the State of Florida.