

## **ADDENDUM (11-27-06)**

### **SOLICITATION FOR CONTINUING SERVICES CS #07-010 INDUSTRIAL CHORE CLEANING**

#### **SCOPE OF WORK**

**Chore Services:** The County will pay **\$16.83 per hour**. This is all-inclusive of cleaning crew, cleaning supplies, transportation, supervision, tools, and equipment necessary for accomplishment of industrial chore cleaning. Work may include, but is not limited to, yard work, cleaning ceiling fans, dusting, laundry, washing windows, washing drapes, vacuuming, carpet cleaning, lifting and moving furniture, cleaning bathrooms, kitchens. The average home is approximately 1600 square feet.

**Enhanced Chore Services:** The County will pay **\$25.00 per hour** for enhanced chore services. This is all-inclusive of cleaning crew, cleaning supplies, transportation, supervision, tools, and equipment necessary for accomplishment of enhanced chore cleaning. This service is beyond the scope of chore due to the level of service needed. This service includes a more intensified, thorough cleaning to address more demanding circumstances.

The Elderly Services Division will determine whether chore or enhanced chore services are required when work is authorized and will pay accordingly.

**SOLICITATION FOR CONTINUING SERVICES  
CS #07-010  
INDUSTRIAL CHORE CLEANING**

**INTRODUCTION**

Polk County, a political subdivision of the State of Florida, seeks the submittal of information from vendors interested in providing cleaning services. The Elderly Services Division has a number of clients who desire industrial chore cleaning service.

**SCOPE OF WORK**

The County will pay **\$16.83 per hour**. This is all-inclusive of cleaning crew, cleaning supplies, transportation, supervision, tools, and equipment necessary for accomplishment of industrial chore cleaning. Work may include, but is not limited to, yard work, cleaning ceiling fans, dusting, laundry, washing windows, washing drapes, vacuuming, carpet cleaning, lifting and moving furniture, cleaning bathrooms, kitchens. The average home is approximately 1600 square feet.

**TERM**

The cleaning service will be required until the end of June 2008.

**SUBMITTAL**

State the number of years in the cleaning business. Minimum of two (2) years required.

Provide three (3) letters of reference where the vendor currently holds or has held **cleaning contracts**. (Name and telephone number)

Copy of firm's occupational license

Insurance Certificate

Honest Blanket Bond

If the vendor is subcontracting any portion of the chore services, provide of list of names and what portion of the work the subcontractor will be providing.

Furnish background police check on all employees.

**AFTER A REVIEW OF THE SUBMITALS, A REPRESENTATIVE OF THE ELDERLY SERVICES DIVISION WILL CONTACT THOSE VENDORS ACCEPTED FOR CHORE CLEANING SERVICES.**

## INSURANCE REQUIREMENTS

Workers' Compensation Insurance providing statutory benefits, including those that may be required by any applicable federal statute. Non-construction industry sole proprietors and partners are automatically exempt by Florida Law from the provisions of Chapter 440, Florida Statutes (Workers' Compensation). The successful vendor must provide a letter stating the exemption status and number of employees.

Admitted in Florida	Yes
Employer's Liability	\$100,000
All States Endorsement	Statutory
Voluntary Compensation	Statutory

Honest Blanket bond coverage of \$10,000.

Commercial General Liability Insurance, including County and Contractor Protective, Contractual, Products and Completed Operations Liability coverage on an occurrence policy form in limits not less than those listed and deductible amount not to exceed \$25,000.

Each Occurrence	\$300,000
Broad Form CGL	\$300,000
Completed Operation	\$300,000
XCU Property Damage Excel	\$300,000

The Certificate Holder must be stated as:

**Polk County a political subdivision of the State of Florida  
2470 Clower Lane  
Bartow, Florida 33830  
Attn: Audry Aroney Reeves**

**The County must be named as additional insured in regards to General Liability. Waiver of Subrogation is required for Workers Compensation and General Liability.**

The wording required in the description field is:

"Polk County, a political subdivision of the State of Florida, is named as an additional insured with respect to General liability arising from the work performed as described in CS #07-010, Industrial Chore Cleaning.

The County requires **30 days notice of cancellation** and **15 days notice of non-payment**. This must be on the certificate of insurance

**The acceptable form of the certificate of insurance shall be the industry standard ACORD certificate**

**Certificate of insurance must be submitted with response.**

## **GENERAL CONDITIONS**

### **INDEMNIFICATION**

The firm shall, in addition to any other obligation to indemnify the County and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the County, their agents, elected officials and employees from and against all claims, actions, liabilities, losses, costs arising out of any actual or alleged bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting therefrom, or any other damage or loss arising out of or resulting from or claims to have resulted in whole or in part from any actual or alleged act or omission of the consultant, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable in the performance of the work; or violation of law, statute, ordinance, governmental administration order, rule, regulation or infringement of patent rights by the firm in the performance of the work; or liens, claims or actions made by the firm or any subcontractor or other party performing the work.

### **PUBLIC ENTITY CRIMES STATEMENT**

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/proposal 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 or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submitting the required information, the vendor hereby certifies that they have complied with said statute.

### **SUBMITTAL OF RESPONSES**

Interested parties are invited to submit their responses to the Purchasing Division. The requested information may be mailed or delivered to:

**Polk County Purchasing Division  
2470 Clower Lane  
Bartow, Florida 33830  
(863) 534-5610  
Attn: Audry Aroney Reeves**

**CS 07-010  
INDUSTRIAL CHORE CLEANING**

**SUBMITTAL SHEET**

**Vendor must submit the following:**

- **Certificate of insurance**
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- **Honest Blanket Bond**
- **Copy of occupational license**
- **Statement as to the number of years in cleaning business**
- **Provide list of subcontractors, if applicable**
- **Background police check on all employees**
- **References from previous or current cleaning contracts**

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

CONTACT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

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

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

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_