

Bid Notice

Polk County, a political subdivision of the State of Florida, requests the submittal of bids from vendors that are interested in providing all labor, supervision, transportation, equipment, cleaning materials, paper goods, hand soap, toilet covers and any/all other supplies to provide custodial services for County facilities, as described herein. Sealed bids must be received in the Procurement Division, prior to the due date and time listed below.

Bid Number and Title: Bid 24-610, Janitorial Services – Group A, B & C

Description: Provide all labor, supervision, transportation, equipment, cleaning materials, paper goods, hand soap, toilet covers and any/all other supplies to provide custodial services for County facilities.

Receiving Period: Wednesday, September 11, 2024, prior to 2:00 p.m.

Bid Opening: Wednesday, September 11, 2024, 2:00 p.m.

SPECIAL INSTRUCTIONS: A **MANDATORY** pre-bid will be held Wednesday, August 28, 2024, 9:00 a.m. in the Procurement Division conference room, located at 330 W. Church St, Room 150, Bartow, FL 33830. A **MANDATORY** site visit will immediately follow Wednesday, August 28, 2024 Pre-Bid Meeting and will continue Thursday, August 29, 2024 at 9:00 a.m. at the Lakeland Branch Courthouse & Government Center, located at 930 Easy Parker Street, Lakeland, FL 338801. An authorized representative or agent of the Bidder must be present at pre-bid meeting and site-visits in person, as evidenced by their signature on the meeting's sign-in sheet, or the Bidder's submittal will be considered non-responsive.

To receive a copy of the bid documents please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevendor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder "**Bid 24-610, Bid Attachments**", select "Open" or "Save As" to download the bid documents. If you need assistance accessing this website due to ADA or any other reason, please email Tabatha Shirah at tabathashirah@polk-county.net.

Attached are important instructions and specifications regarding responses to this Bid. Failure to follow these instructions could result in Bid disqualification.

QUESTIONS regarding this bid should be in writing and should reference the above Bid. Submit all questions to Tabatha Shirah, Procurement Analyst, via email at tabathashirah@polk-county.net or via fax at (863) 534-6789 by 4:00 p.m.; September 4, 2024.

Bid Registration

You must register using this form to receive notice of any addenda to these documents. Please email or fax the completed form to the Procurement Division as soon as possible. It is the vendor's responsibility to verify if addenda have been issued.

Bid Number: **24-610**

Bid Title: **Janitorial Services – Group A, B & C**

This form is for bid registration only. Please scroll down for additional information.

Carefully complete this form and return it to the Procurement Division via e-mail to procurement@polk-county.net or fax (863) 534-6789. You must submit one form for each bid that you are registering for.

Company Name: _____

Contact Name: _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

Phone Number: _____

Email: _____

BID SUBMITTAL INSTRUCTIONS

Respondents must submit one (1) original copy of the bid submittal prior to 2:00 p.m. on the bid receiving date. Bids must be submitted in a “sealed” parcel or electronically through Polk County’s secure website, Kiteworks. Bids will be publicly opened at 2:00 p.m. on receiving date.

Sealed Parcel Submittal:

If you are submitting a sealed parcel bid, please cut along the outer border and affix this label to your sealed bid envelope to identify it as a “Sealed Bid”. Be sure to include the name of the company submitting the bid where requested.

Sealed Bid. DO NOT OPEN	
Sealed Bid Number	24-610
Bid Title	Janitorial Services – Group A, B & C
Due Date/Time:	September 11, 2024, prior to 2:00 pm
Submitted by:	
Deliver To:	Polk County Procurement Division 330 West Church Street, Room 150, Bartow, Florida 33830

Sealed parcel bids may be mailed, express mailed or hand delivered. It is the Bidders responsibility to ensure their package is delivered to the Procurement Division prior to 2:00 p.m. on the Receiving date and time referenced above. Bids delivered at 2:00 p.m. or later will not be accepted.

Electronic Bid Submittal:

If you are interested in submitting your bid electronically bidders may do so via the County’s secure electronic submittal website, Kiteworks. Bidders must email tabathashirah@polk-county.net at least 48 hours prior to bid opening to receive a link to upload their submittal. Please only upload your documents as a PDF or Excel file for bid sheets. Please use the naming conventions for your files as follows:

For PDF documents “Bid 24-610 – Title of Document”

For Excel Bid Sheets “Bid 24-610 – Bid Sheet”

For more instructions, a video tutorial has been produced to further explain the electronic solicitation submittal process. It can be found by clicking here for Bid Submittals: https://youtu.be/vkn_7AHgioE. If you need assistance accessing this website due to ADA or any other reason, please email Tabatha Shirah at tabathashirah@polk-county.net.

Procurement recommends that bidders submitting electronically double check the documents submitted into Kiteworks to ensure all requested information and bid sheet have been uploaded. Failure to upload the completed bid sheet will result in the bid submittal being deemed nonresponsive.

Statement of No Bid

Bid # 24-610, Janitorial Services – Group A, B & C

If you do not intend to submit a bid, please complete the information below and return to the Procurement Division via fax or e-mail. If returning by mail, please be sure the bid number and title are clearly marked on the front of the envelope.

- Insufficient time to respond.
- Do not offer this product.
- Specifications unclear.
- Specifications too restrictive
- Unable to meet specifications.
- Unable to meet bond/insurance requirements.
- Schedule would not permit us to perform.
- Other (please specify): _____

Company Name: _____

Telephone Number: _____

Date: _____

Signature: _____

Contents

Bid Notice	1
Bid Registration	2
BID SUBMITTAL INSTRUCTIONS	3
Statement of No Bid.....	5
Bidder Instructions and General Information	7
Bidder Instructions:	7
General Information	11
Signature Acknowledgement	22
Bidders Incorporation Information.....	23
Drug-Free Workplace Form	24
Non-Collusion Affidavit of Prime Bidder.....	25
Insurance Requirements.....	26
Insurance.....	27
Safety Requirements/Regulations	28
Safety Requirements/Regulations Form	30
Affidavit Certification Immigration Laws	31
Special Conditions	33
Qualifications	36
Scope of Work	38
HEALTH DEPARTMENT	61
SPECIFICATIONS.....	63
Bid Sheet.....	77

Bidder Instructions and General Information

Bidder Instructions:

To ensure acceptance of the bid, follow these instructions:

Bid Documents Must Be Delivered to The Procurement Division Prior to 2:00 p.m. On The Date Specified. There Will Be No Exceptions.

1. **Execution of Bid:** Bid must contain an original signature of an authorized representative in the space provided on the signature page. Bid must be typed or printed in ink. Erasable ink is not permitted. Corrections made by bidder to any bid entry must be initialed by the person who signs the bid.
2. **No Bid:** Bidders not interested in submitting a bid should return a “no bid,” with an indication of the reason for no bid and the interest in future bid solicitations.
3. **Bid Opening:** It is the responsibility of the bidder to assure that their bid is delivered or submitted electronically at the proper time and place prior to the bid opening. All bid openings shall be public, at 2:00 p.m., on the date specified in the Notice to Bidders. If multiple bids are submitted by the same vendor, Procurement will only open the most recently dated submittal. Bids, which for any reason are not so delivered, will not be considered. **Bid Submittal Forms Using Facsimile or Email Will Not Be Accepted.**

Note: In accordance with Florida Statute 119.071, a listing of vendors that provide a bid submittal shall be posted to the County’s website at <https://www.polk-county.net/business/procurement/>. The sealed bids shall remain exempt from disclosure, including bid amounts, until recommendation of award or 30 days after bid opening, whichever event occurs first.

Should the Procurement Director reject all bids, before the recommendation of award or 30 days after bid opening, and concurrently provide notice of the County’s intent to reissue the bid, the rejected bids will remain exempt from Florida Statute 119.07 until such time as the County provides notice of recommendation of award of the reissued bid or until the County withdraws the reissued bid. The bid is not exempt for longer than 12 months after the notice of rejection of all bids.

4. **County as Gatekeeper of Documents:** This document is issued by Polk County and as such shall be the sole distributor of all addendums and/or changes to these documents. It is the responsibility of the bidder to determine issuance of documents directly with the Procurement Division. The County is not responsible for any solicitations issued through subscriber, publications, or other sources not connected with the County and the bidder should not rely on such sources for information regarding the solicitation.
5. **Taxes:** Bidders are responsible for the payment of any applicable taxes that are connected to the purchase of any materials or subcontractors used in the execution of the bid.
6. **Discounts:** Bidders may offer a cash discount for prompt payment; however, such discounts shall not be considered in determining the lowest net cost for bid

evaluation purposes. Bidders are encouraged to reflect cash discounts in the unit prices quoted.

7. **Mistakes:** Bidders are required to examine the specifications, delivery schedule, bid prices and all instructions pertaining to the requirements of this bid. Failure to do so will be at bidder's risk. In case of a mistake in extension of a unit price, the unit price will govern. Corrections made by bidder to any bid entry must be initialed by the person who signs the bid.
8. **Invoicing and Payment:** The successful bidder shall submit an invoice to the County at the prices bid. **An original invoice shall be submitted to the appropriate User Division.** The bidder shall include the bid number and/or the purchase order number on all invoices. By submitting an invoice, Bidder's Project Manager or any authorized officer is attesting to the correctness and accuracy of all charges. Invoices will be processed for payment when approved by the appropriate Division's Project Manager or designee. The County's payment of an invoice shall not constitute evidence of the County's acceptance of the Bidders performance of the Service or the County's acceptance of any work.
9. **Conflict of Interest:** All bidders must disclose, with their bid, the name of any officer, director or agent who is also an employee of the County or any of their agencies. Furthermore, all bidders must disclose the name of any County employee who owns, directly or indirectly, any interest of any amount in the bidder's firms or any of their branches. Award of this bid shall be subject to the provisions of Chapter 112, Florida Statutes.
10. **Warranty:** Unless otherwise specified, the bidder agrees that the goods furnished under this bid shall be covered by the most favorable commercial warranty the bidder gives to any customer for comparable goods, and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the County by any other provision of this bid.
11. **Addendum:** Any changes in the bid shall be made in the form of a written addendum by the Procurement Director or his representative. No other person shall be authorized to make changes verbally or in writing. If an addendum is issued, the addendum sheet should be signed and submitted with your bid submittal.
12. **Liability:** The vendor shall hold and save the County, its officers, agents and employees harmless from liability of any kind in the performance of this bid and against claims by third parties resulting from the supplier's breach of contract or the supplier's negligence.
13. **Patents and Royalties:** The bidder, without exception, shall indemnify and save harmless the County and its employees from liability of any nature or kind, including cost and expenses for, or on account of, any copyrighted, patented or non-patented invention, process or article manufactured or used in the performance of the bid, including its use by the County. If the bidder uses any design, device or material covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device or material in any way involved in the work.

14. **Cone of Silence:** Bidders and any prospective bidders shall not contact, communicate with or discuss any matter relating in any way to this Bid with any member of the Polk County Board of County Commissioners or any employee of Polk County other than the County Procurement Director or the individual designated in the Procurement Division. This prohibition begins with the issuance of the Bid and ends upon award or execution of the final contract. Any such communication initiated by a bidder or prospective bidder shall be grounds for disqualifying the offender from consideration for an award pursuant to this bid and for bids or contracts to be awarded pursuant to RFPs, or Requests for Bid that the County may issue in the future.
15. **Bid Protest:** Any bidder desiring to file a bid protest, with respect to a recommended award of any bid, shall do so by filing a written protest. The written protest must be in the possession of the Procurement Division within three (3) working days of the Notice of Recommended Award mailing date. All bidders who bid will be sent a Notice of Recommended Award, unless only one bid was received.

A copy of the bid protest procedures may be obtained from the Polk County Procurement Division or can be downloaded from the County's website at <https://www.polk-county.net/business/procurement/protest-procedures/>.

“Failure to Follow Bid Protest Procedure Requirements Within the Time Frames Prescribed Herein as Established by Polk County, Florida, Shall Constitute a Waiver of Your Protest and Any Resulting Claim.”

16. **Indemnification:** Vendor, to the extent permitted by law, shall indemnify, defend (by counsel reasonably acceptable to County), protect and hold the County, and its officers, employees and agents, harmless from and against any and all, claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses, and expenses whatsoever (including, without limitation, attorneys' fees, costs, and expenses incurred during negotiation, through litigation and all appeals therefrom) including, without limitation, those pertaining to the death of or injury to any person, or damage to any property, arising out of or resulting from (i) the failure of Vendor to comply with applicable laws, rules or regulations, (ii) the breach by Vendor of its obligations under any Agreement with the County entered into pursuant to this solicitation, (iii) any claim for trademark, patent, or copyright infringement arising out of the scope of Vendor's performance or nonperformance of the Agreement, or (iv) the negligent acts, errors or omissions, or intentional or willful misconduct, of Vendor, its professional associates, subcontractors, agents, and employees; provided, however, that Vendor shall not be obligated to defend or indemnify the County with respect to any such claims or damages arising out of the County's sole negligence. The obligations imposed by this Section shall survive the expiration or earlier termination of the Agreement.
17. **Public Entity Crimes:** The Contractor declares and warrants that neither the Contractor nor any of the Contractor's affiliates, as that term is defined in Section 287.133, Florida Statutes, are subject to the restrictions in Section 287.133, Florida Statutes, regarding the commission of a public entity crime. If during the term of

this Agreement, the Contractor or any affiliate is convicted of a public entity crime or is otherwise prohibited from performing work for or transacting business with the County pursuant to Section 287.133, Florida Statutes, then the Contractor shall be in material default of this Agreement, and in such case, the County shall have the rights and remedies as provided herein.

18. **Preference for Drug Free Workplace:** Whenever two or more bids, which are equal with respect to price, quality and service, are received, preference shall be given to a bid received from a business that certifies that it has implemented a drug free workplace program in accordance with Section 287.087, Florida Statutes. In order to receive preference, a signed certification of compliance must be submitted with the bid response.
19. **Sealed Bids:** All bid submittals must be completed and submitted either in a sealed parcel or submitted electronically. **(If Submitting a Sealed Parcel Bid, Please Do Not Include More Than One Bid Submittal Per Envelope.)** The original bid submittal(s) shall be submitted on the forms provided by Polk County. All bids are subject to the conditions herein; failure to comply will subject bid to rejection.
20. **Prices, Terms and Payment:** Firm prices shall be bid and include all packing, handling, shipping charges and delivery to any point within Polk County. Discount time will be computed from the date of satisfactory delivery at place of acceptance. Prices bid shall be firm for forty-five (45) days.
21. **Safety Standards:** Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act (OSHA) and carry evidence of Underwriters Laboratories' Listings (UL).
22. **Packaging:** All containers shall be suitable for storage or shipment, and all prices should include standard commercial packaging.
23. **Meets Specifications:** It is understood and agreed that any item offered or shipped as a result of this bid shall be new (current model at the time of this bid) unless otherwise specified in the specifications. The bidder represents that all equipment offered under this specification shall meet or exceed the minimum requirements specified. Bidder shall strictly adhere to delivery specifications.
24. **Silence of Specifications:** The apparent silence of this specification and any supplemental specifications to any details or the omission from same of any detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of these specifications shall be made upon the basis of this statement.
25. **Governmental Restrictions:** In the event that 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 delivery, it shall be the responsibility of the supplier to notify the Procurement Division at once. Their letter shall indicate the specific regulation, which required an alteration. The

County reserves the right to accept any such alteration, including any price adjustments, or to cancel the contract at no expense to the County.

26. **Toxic Substances: Notice of successful vendor(s) to provide to Polk County toxic substances (As listed in Chapter 442, Appendix “G” of the FS) if applicable.**
- a. Chapter 442 of the FS states that manufacturers, importers or distributors of any toxic substance shall prepare and provide each direct purchaser of such toxic substance with Material Safety Data Sheet(s), herein referred to as MSDS, which to the best of the manufacturer’s, importer’s or distributor’s knowledge, is current, accurate and complete based on information then reasonably available to the manufacturer, importer or distributor. Upon notification of a new or revised MSDS the manufacturer, importer or distributor, on a timely basis not to exceed three (3) months after notification, shall provide the County with the revised information as it becomes available to the manufacturer, importer or distributor.
 - b. Failure to provide the MSDS, when applicable, shall be cause for rejection of bid.
27. **Inspection, Acceptance and Title:** Inspection and acceptance will be at the designated facility unless otherwise indicated. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the County, unless loss or damage results from negligence by the County.
28. **Samples:** Samples of items, when called for, must be furnished free of expense and may, upon request, be returned at the bidder’s expense. Each individual sample must be labeled with bidder’s name, manufacturer’s brand name and number, bid number and item reference. Samples of successful bidder’s items may remain on file with Procurement for the term of the contract. Request for return of samples shall be accompanied by instructions, which include shipping authorization and name of carrier, and must be received within ninety (90) days after bid opening date. If instructions are not received within this time, the Procurement Division shall dispose of the samples.
29. **Code of Ethics:** If any bidder violates or is a party to a violation of the code of ethics of Polk County or the State of Florida, with respect to this bid, such bidder may be disqualified from performing the work described in this bid or from furnishing the goods or services for which the bid is submitted and shall be further disqualified from bidding on any future bids for work, goods, or services for the County.

General Information

1. Definitions:

- The term “County” means the Polk County, a political subdivision of the State of Florida, and its authorized designees, agents or employees.
- The term “Contract” means this bid document, any and all Addenda issued, and the Contractors bid submittal.

Bid 24-610, Janitorial Services – Group A, B & C

- The term “Vendor”, “Contractor” means the successful bidder(s) who executes a contract with the County.
2. **Award(s):** As the best interest of the County may require, the right is reserved to make award(s) by individual item, group of items or as indicated in the Special Conditions; to reject all bids or waive any minor irregularities or technicalities in bids received. In determining the lowest responsive and responsible bidder, in addition to price, the following may be considered:
 - Vendor’s evaluation – quality of performance on previous projects.
 - The ability, capacity, equipment and skill of the bidder to fulfill the contract.
 - Whether or not the bidder can fulfill the contract within the time specified, without delay or interference.
 - The character, integrity, reputation, judgment, experience and efficiency of the bidder.
 - The previous and existing compliance by the bidder with laws and ordinances relating to the contract.
 - The sufficiency of the financial resources to fulfill the contract to provide the goods and/or services.
 - The quality, availability and adaptability of the suppliers or contractual services to the particular use required.
 - The ability of the bidder to provide future maintenance and service, as required or needed.
 - The number and scope of conditions attached to the bid.
 3. **Effective Date:** The date of issuance of a Notice to Commence by the County Procurement Division.
 4. **Prohibition Against Considering Vendor Interests:** In accordance with Section 287.05701, Florida Statutes, the County may not (i) request documentation of or consider a Vendor’s social, political, or ideological interests when determining if the Vendor is a responsible vendor; or (ii) give preference to a Vendor based on the Vendor’s social, political, or ideological interests.
 5. **Local Preference:** It is the policy of the Board of County Commissioners to afford local preference to Polk County entities in the award of bids. Preference shall be administered in accordance with the following:

When bids are received that do not exceed \$3,000,000.00, and the lowest price is offered by an entity located outside of Polk County, and the next lowest price is offered by an entity located in Polk County, and is within 2% of the lowest price offered, then the Polk County entity shall be given the opportunity to match the lowest price offered, and if agreement to match the lowest price is reached, the Polk County entity will be awarded the bid if the Polk County entity is otherwise fully qualified and meets all county requirements.

When bids are received that are greater than \$3,000,000.00 but do not exceed \$5,000,000.00, and the lowest price is offered by an entity located outside of Polk County, and the next lowest price is offered by an entity located in Polk County, and is within 1% of the lowest price offered, then the Polk County entity shall be given the opportunity to match the lowest price offered, and if agreement to match the lowest-price is reached, the Polk County entity will be awarded the bid if the Polk County entity is otherwise fully qualified and meets all county requirements.

When bids are received that are greater than \$5,000,000.00, and the lowest price is offered by an entity located outside of Polk County, and the next lowest price is offered by an entity located in Polk County, and is within .5% of the lowest price offered, then the Polk County entity shall be given the opportunity to match the lowest price offered, and if agreement to match the lowest price is reached, the Polk County entity will be awarded the bid if the Polk County entity is otherwise fully qualified and meets all county requirements.

For purposes of this provision the term "Polk County entity" means any business having a physical location within the boundaries of Polk County, Florida, at which employees are located and business activity is managed and controlled on a day-to-day basis. Additionally, the business must have been located within the boundaries of Polk County for a minimum of 12 months prior to the date the applicable solicitation is issued. This requirement may be evidenced through a recorded deed, an executed lease agreement, or other form of written documentation acceptable to the County. The County shall have the right, but not the obligation, to verify the foregoing requirements.

If a contract is being funded in whole or in part by assistance of any federal, state or local agency which disallows local preference, the County will adhere to those requirements by not applying this section.

This policy does not apply if this bid qualifies as a Sheltered Market bid.

6. **Vendor Preference:** It is the policy of the Board of County Commissioners to afford vendor preference to women or minority owned entities in the award of bids. Preference shall be administered in accordance with the following:

When sealed bids are received that do not exceed \$3,000,000.00, and the lowest price is offered by a non-women or minority owned entity located outside of Polk County, and a price is offered by a women or minority owned entity that is within 2% of the lowest price offered, then the women or minority owned entity shall be given the opportunity to match the lowest price offered, and if agreement to match the lowest price is reached, the women or minority owned entity will be awarded the bid if the women or minority owned entity is otherwise fully qualified and meets all County requirements.

When sealed bids are received that are greater than \$3,000,000.00 but do not exceed \$5,000,000.00, and the lowest price is offered by a non-women or minority owned entity located outside of Polk County, and a price is offered by a women or minority owned entity that is within 1% of the lowest price offered, then the women or minority owned entity shall be given the opportunity to match the lowest price

offered, and if agreement to match lowest price is reached, the women or minority owned entity will be awarded the bid if the women or minority owned entity is otherwise fully qualified and meets all County requirements.

When sealed bids are received that are greater than \$5,000,000.00, and the lowest price is offered by a non-women or minority owned entity located outside of Polk County, and a price is offered by a women or minority owned entity that is within .5% of the lowest price offered, then the women or minority owned entity shall be given the opportunity to match the lowest price offered, and if agreement to match lowest price is reached, the women or minority owned entity will be awarded the bid if the women or minority owned entity is otherwise fully qualified and meets all County requirements.

The term “Women or Minority Owned Entity” means any business having at least 51% ownership by women or minority group members who independently control the management and day-to-day operations of the firm. Group members are Females, African Americans, Hispanic Americans, Asian-Pacific Americans, Native Americans, and Asian-Indian Americans.

If a contract is being funded in whole or in part by assistance of any federal, state or local agency which disallows this form of preference, the County will adhere to those requirements by not applying this section.

This policy in no way supersedes the Local Preference Policy.

This policy does not apply if this bid qualifies as a Sheltered Market bid.

7. **Non-Conformance to Bid Conditions:** Services not delivered as per delivery date in bid and purchase order may result in bidder being found in default, in which event any and all re-procurement costs may be charged against the defaulting vendor. This non-conformance to bid conditions may result in immediate cancellation of the purchase order.
8. **Assignment:** Any purchase order issued pursuant to this bid and the monies which may become due herein are not assignable except with the prior written approval of the Procurement Director.
9. **Disputes:** In the event of any doubt or difference of opinion as to the methods provided herein, or the level of performance rendered, the decision of the user department/division director shall be final and binding on both parties.
10. **Facilities:** The County reserves the right to inspect the bidder’s facilities at any time, with prior notice.
11. **Placing of Orders:** The award of this bid does not constitute an order. Before any services can be performed, the successful bidder must receive written or oral notification in accordance with the practices of the User Division.
12. **Precedence:** Any requirement set forth in any section of the bid documents shall be binding as if called for by all sections. If there is a difference in the terms anywhere in this document, the most restrictive shall prevail.

13. **Additions/Revisions/Deletions:** Additions, revisions or deletions to the general conditions, specifications or bid price sheets that change the intent of the bid will cause the bid to be non-responsive and the bid will not be considered. The Procurement Director shall be the sole judge as to whether or not any addition, revision or deletion changes the intent of the bid.
14. **Termination/Suspension:** The County may terminate the Contract resulting from this Bid at any time, in whole or in part, in accordance with and subject to the following:
 - a. The County may terminate the Contract for the County's convenience by delivering 30 days' prior written notice of termination to the Contractor.
 - b. The County may terminate the Contract immediately if the User Division determines that the Contractor is in material default of its Contract obligations, has notified the Contractor of such default by delivering a Vendor Complaint Form to the Contractor specifically describing the basis of the complaint and the conditions of the Contractor's default, and ten (10) days have passed since the Contractor's receipt of the Vendor Complaint Form without all defaults as described therein having been fully corrected. Notwithstanding anything to the contrary contained herein, the County may terminate the Contract immediately, without notice or any opportunity to cure, if the services rendered for the Contract cause or threaten endangerment to public health, safety or welfare.
 - c. Upon receipt of any termination notice as described above, the Contractor shall:
 - Immediately discontinue all work unless the County's notice directs otherwise, and
 - Deliver to the County any and all data, reports, summaries, and all other information and materials of any type or nature whatsoever, whether completed or in process, the Contractor may have accumulated or generated in the course of performing the work of the Contract.
 - d. In the event this Bid and/or the resulting Contract is terminated due to the Contractor's material default which is not cured within the allotted time period as described above, the Procurement Director may also suspend or debar the Contractor in accordance with the Suspension and Debarment Section of the County Procurement Procedures Manual. The rights and remedies of the County provided for in this Section are in addition and supplemental to any and all other rights and remedies provided by law or under the Bid and/or the resulting Contract.
15. **Cancellation:** All annual bid obligations shall prevail for at least one hundred eighty (180) days after effective date of the bid, unless bid conditions are breached as specified herein. After that period, for the protection of both parties, either party may cancel this bid in whole or part by giving thirty (30) days prior notice in writing to the other party. The County reserves the right to cancel any bid after reasonable written notice to the successful bidder should the service not be in the best interest of the County. Should the service rendered for any bid cause or threaten endangerment to public safety or welfare, the Procurement Director may cancel the bid immediately.

16. **Price Adjustments:** Any price decrease executed during the Contract period, either by reason of market change or on the part of the contractor to other customers, shall be passed on to the County.
17. **Manufacturer's Names and Approved Equivalents:** Any manufacturer's names, trade names or brand names are for information only and are not intended to limit competition. The bidder may offer any brand for which they are an authorized representative that meets or exceeds the specification for any item(s). If bids/proposals are based on equivalent products, indication should be made on the bid/proposal form of the manufacturer's name and number. Bidders shall submit with their bid/proposal, cuts, sketches, descriptive literature and/or complete specifications. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specification(s) and not be considered an exception thereto. Bids/proposals lacking any written indication of intent to bid an alternate brand will be received and considered in complete compliance with the specifications as listed on the bid form. The Procurement Division shall be notified of any proposed changes in the following:
- (i) materials used;
 - (ii) manufacturing process; and
 - (iii) construction.

Changes shall not be binding upon the County unless evidenced by a Change Notice issued and signed by the Procurement Director.

17. **Plans and Specifications:** The specifications and other bid documents upon which the prices in the vendor's bid proposal are based on, are hereby made a part of the purchase order by reference hereto.
18. **Performance and Payment Bond:** If a bond is required, it will be called out in the Special Conditions section of the bid. The vendor shall furnish a performance and payment bond, in an amount equal to the amount awarded, as security for the faithful performance and payment of all the vendor's obligations under the bid documents. The bond shall remain in effect at least until one year after the date when final payment becomes due, except as provided otherwise by Laws or Regulations or by the bid documents. All bonds shall be in the form prescribed by the bid document except as provided otherwise by Laws or Regulations, and shall be executed by such sureties as are named in the current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (amended) by Audit Staff, Bureau of Government Financial Operations, U.S. Treasury Department and A.M. Best rated A VIII or better.
19. **Annual Appropriations:** The vendor acknowledges that the County, during any fiscal year, shall not expend money, incur any liability, or enter into any agreement which, by its terms, involves the expenditure of money in excess of the amounts budgeted or the reduction of revenues for those budgeted agreements that may be available for expenditure during such fiscal year. Any agreement, verbal or written,

made in violation of this subsection is null and void, and no money may be paid on such agreement. Nothing herein contained shall prevent the making of agreements for a period exceeding one year, but any agreement so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, the County's performance and obligation to pay under this agreement is contingent upon annual appropriation.

20. **Price Increase:** The Procurement Director reserves the right to increase/decrease price after the bid has been in place for a minimum of 12-months, when it is in the best interest of the County. Increases/decreases will be determined by the Consumer Price Index (CPI-U) unless otherwise stated in the Special Conditions.
21. **Uncontrollable Forces (Force Majeure):** Either party hereunder may be temporarily excused from performance if an Event of Force Majeure directly or indirectly causes its nonperformance. An "Event of Force Majeure" is defined as any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions. Neither party shall be excused from performance if non-performance is due to forces which are reasonably preventable, removable, or remediable and which the non-performing party could have, with the exercise of reasonable diligence, prevented, removed, or remedied prior to, during, or immediately after their occurrence. Within five (5) days after the occurrence of an Event of Force Majeure, the non-performing party shall deliver written notice to the other party describing the event in reasonably sufficient detail, along with proof of how the event has precluded the non-performing party from performing its obligations hereunder, and a good faith estimate as to the anticipated duration of the delay and the means and methods for correcting the delay. The non-performing party's obligations, so far as those obligations are affected by the Event of Force Majeure, shall be temporarily suspended during, but no longer than, the continuance of the Event of Force Majeure and for a reasonable time thereafter as may be required for the non-performing party to return to normal business operations. If excused from performing any obligations under this Agreement due to the occurrence of an Event of Force Majeure, the non-performing party shall promptly, diligently, and in good faith take all reasonable action required for it to be able to commence or resume performance of its obligations under this Agreement. During any such time period, the non-performing party shall keep the other party duly notified of all such actions required for it to be able to commence or resume performance of its obligations under this Agreement.

In the event of default by the successful Bidder, the County reserves the right to utilize the next lowest Bidder as the new Awardee when the default occurs within the first term of the bid. Should this occur, the next lowest Bidder will be required to provide the bid items at the prices as noted on their bid submittal.

22. **Unauthorized Alien(s):** The vendor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a

violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, the successful vendor will complete and submit the attached form "Affidavit Certification Immigration Laws."

23. Employment Eligibility Verification (E-Verify)

A. Unless otherwise defined herein, terms used in this Section which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

B. Pursuant to Section 448.095(5), Florida Statutes, the contractor hereto, and any subcontractor thereof, must register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. The contractor acknowledges and agrees that (i) the County and the contractor may not enter into this Agreement, and the contractor may not enter into any subcontracts hereunder, unless each party to this Agreement, and each party to any subcontracts hereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of this Agreement, and the County may treat a failure to comply as a material breach of this Agreement.

C. By entering into this Agreement, the contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Fla. Stat., by the contractor, the contractor may not be awarded a public contract for a period of 1 year after the date of termination. The contractor shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this Section shall be construed to allow intentional discrimination of any class protected by law.

- 24. Attorney's Fees and Costs:** Each party shall be responsible for its own legal and attorney's fees, costs and expenses incurred in connection with any dispute or any litigation arising out of, or relating to this Agreement, including attorney's fees, costs and expenses incurred for any appellate or bankruptcy proceedings.

25. Public Records Law.

(a) The Vendor acknowledges the County's obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Agreement. The Vendor further acknowledges that the constitutional and statutory provisions control over the terms of this Agreement. In association with its performance pursuant to this Agreement, the Vendor shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.

(b) Without in any manner limiting the generality of the foregoing, to the extent applicable, the Vendor acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

(i) keep and maintain public records required by the County to perform the services required under this Agreement;

(ii) upon request from the County's Custodian of Public Records or his/her designee, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(iii) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement if the Vendor does not transfer the records to the County; and

(iv) upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Vendor or keep and maintain public records required by the County to perform the service. If the Vendor transfers all public records to the County upon completion of this Agreement, the Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Vendor keeps and maintains public records upon completion of this Agreement, the Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's Custodian of Public Records, in a format that is compatible with the information technology systems of the County.

(c) IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT:

**RECORDS MANAGEMENT LIAISON OFFICER
POLK COUNTY**

330 WEST CHURCH ST.

BARTOW, FL 33830

TELEPHONE: (863) 534-7527

EMAIL: RML@POLK-COUNTY.NET

26. Scrutinized Companies and Business Operations Certification; Termination.

A. Certification(s).

- (i) By its execution of this Agreement, the Vendor hereby certifies to the County that the Vendor is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, nor is the Vendor engaged in a boycott of Israel, nor was the Vendor on such List or engaged in such a boycott at the time it submitted its bid, proposal, quote, or other form of offer, as applicable, to the County with respect to this Agreement.
- (ii) Additionally, if the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000), then the Vendor further certifies to the County as follows:
 - (a) the Vendor is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and
 - (b) the Vendor is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; and
 - (c) the Vendor is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and
 - (d) the Vendor was not on any of the Lists referenced in this subsection A(ii), nor engaged in business operations in Cuba or Syria when it submitted its proposal to the County concerning the subject of this Agreement.
- (iii) The Vendor hereby acknowledges that it is fully aware of the penalties that may be imposed upon the Vendor for submitting a false certification to the County regarding the foregoing matters.

B. Termination. In addition to any other termination rights stated herein, the County may immediately terminate this Agreement upon the occurrence of any of the following events:

- (i) The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(i) above, or the Vendor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

- (ii) The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(ii) above, or the Vendor is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, and the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000).

27. **No Construction Against Drafter:** The Parties acknowledge that this Agreement and all the terms and conditions contained herein have been fully reviewed and negotiated by the Parties. Accordingly, any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.

Signature Acknowledgement

(Submittal Page)

To Polk County, a Political Subdivision of the State of Florida

Date: _____

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same construction, service or material and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I have read and understand the bidding documents. I have completed and submitted all bid submittal forms, and I am authorized to sign this bid for the bidder. In submitting a bid to the County, the bidder offers and agrees that if the bid is accepted, the bidder will convey, sell, assign or transfer to the County all rights, titles and interests in and to all causes of action it may now or hereafter acquire under the Anti-Trust Laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the County. At the County's discretion, such assignment shall be made and become effective at the time the County tender's final payment to the bidder.

Vendor Name: _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

(Area Code) Telephone Number: _____

Toll Free Number: _____

Email Address: _____

Authorized Signature: _____

Name: _____

Title: _____

This bid may be used by any other Government Agency. YES NO N/A

Bidders Incorporation Information

(Submittal Page)

The following section should be completed by all bidders and submitted with their bid submittal:

Company Name: _____

DBA/Fictitious Name (if applicable): _____

TIN #: _____

Address: _____

City: _____

State: _____

Zip Code: _____

County: _____

Note: Company name must match legal name assigned to the TIN number. A current W9 should be submitted with your bid submittal.

Contact Person: _____

Phone Number: _____

Cell Phone Number: _____

Email Address: _____

Type of Organization (select one type)

- Sole Proprietorship
- Partnership
- Non-Profit
- Sub Chapter
- Joint Venture
- Corporation
- LLC
- LLP
- Publicly Traded
- Employee Owned

State of Incorporation: _____

The Successful vendor must complete and submit this form prior to award. The Successful vendor must invoice using the company name listed above.

Drug-Free Workplace Form

(Submittal Page)

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that, (Name of the Business): _____ does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation programs, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Vendor Signature: _____

Date: _____

Non-Collusion Affidavit of Prime Bidder

(Submittal Page)

State of _____

County of _____

_____ being first duly sworn, deposes and says that:

- 1. He - She is _____ of _____, the Bidder that has submitted the attached Bid;
- 2. He - She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstance respecting such Bid;
- 3. Such Bid is genuine and is not a collusive or sham Bid;
- 4. Neither the said Bidders nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion of communication or conference with any other Bidder, firm or person to fix the price or prices in the attached bid of any other Bidder, or to fix any overhead, profit or cost element of the Bid Price or the Bid Price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the County or any person interested in the proposed Contract; and
- 5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed: _____

State of: _____

County of: _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 20__, by _____ (name) as _____ (title of officer) of _____ (entity name), on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public Signature: _____

Printed Name of Notary Public: _____

Notary Commission Number and Expiration: _____ (AFFIX NOTARY SEAL)

Insurance Requirements

The successful vendor shall purchase and maintain in force during the contract period the insurance as specified with an insurer licensed to do business in the State of Florida; rated “A” or better by A.M. Best Rating Company for Class VIII financial size category. Polk County, a political subdivision of the State of Florida, must be named as an additional insured with respect to liability arising from all work performed for Polk County, for Automobile and General Liability policies of insurance. The certificate holder must be Polk County, a political subdivision of the State of Florida, 330 W. Church St., Bartow, Florida 33830. Workers’ Compensation Insurance providing statutory benefits, including those that may be required by any applicable federal statute. Any sole proprietor or partner actively engaged in the construction industry, and any corporate officer of a construction or non-construction industry corporation who elects to be exempt from the provisions of the workers’ compensation law must provide either a workers’ compensation exemption certificate (construction industry) or a letter stating the exemption status and number of employees (non-construction industry). Commercial General Liability Insurance \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including the following coverages: Completed Operations, Broad Form CG. Comprehensive Automobile Liability Insurance \$1,000,000; combined single limit of liability for bodily injuries, death and property damage resulting from any one occurrence, including all owned, hired and non-owned vehicles. The general liability and workers’ compensation policies shall contain a waiver of subrogation in favor of Polk County. An original certificate of insurance must be on file in the Procurement Division before a purchase order will be issued.

Each Certificate of Insurance must list the Certificate Holder as:

Polk County, a political subdivision of the State of Florida

330 W Church St, Room 150

Bartow, FL 33830

Certificates of Insurance for policies requiring additional insured status and/or the waiver of subrogation must include notations that these requirements apply. In addition, the Vendor shall supply to the County copies of the endorsements to verify these requirements.

The Vendor must provide, or cause to be provided, the County with 30 days’ prior written notice regarding the cancellation, suspension, or non-renewal of or material change to any policy.

All Certificates of Insurance must be submitted on ACORD 25 forms.

The Vendor must submit updated Certificates of Insurance to the County upon the expiration of or material change to any policy.

Insurance

(Submittal Page)

By signing below, the Bidder is stating that they fully understand the insurance requirements for the project and if awarded the bid will provide all insurance coverage as required in this Bid.

The requirements are as follows:

- Bidder is insured with a company licensed to do business in the State of Florida
- The insurance company is rated A VIII or better by A.M. Best Rating Company (General policy)
- Polk County will be named as an additional insured for automobile liability and general liability
- The General Liability and Workers Compensation policy will contain waiver of subrogation in favor of Polk County

Company Name: _____

Bidder Signature: _____

Safety Requirements/Regulations

1.0 All Bidders are required to submit, with their Bid Proposal, the Safety Requirements/Regulations form. Any questions regarding compliance with the safety requirements/regulations provision shall be directed to the County Safety Officer, Risk Management, at (863) 534-5267.

1.1 The Vendor is responsible for observing all OSHA regulations and shall self-inspect to ensure this is accomplished. The Vendor shall ensure that all personnel are properly trained and shall be able to provide documentation for their personnel that have attended training courses. Examples of such training courses are: Hazard Communications, Traffic Work Zone Safety, Personal Protective Equipment, First Aid/CPR, Permit Required Confined Space, Lock out/Tag Out of Hazardous Energy. All Vendors are required to comply with OSHA Standards regardless of the number of employees they may have.

1.2 A County representative may periodically monitor work site safety. Should there be safety and/or health violations, classified as Serious, Willful or Criminal/Willful Violations, the County's representative may have the authority, but not the duty, to require the Vendor to correct the violation in an expeditious manner. Inspections shall be based on requirements contained in law. The definitions of serious, willful and criminal/willful violations are as follows:

Serious Violation: A serious violation shall be deemed to exist in a place of employment if there is a substantial probability that death or serious physical harm could result from a condition which exists, or from one or more practices, means, methods, operations, or processes which have been adopted or are in use, in such place of employment unless the employer did not, and could not, with the exercise of reasonable diligence, know of the presence of the violation.

Willful Violation: May exist where evidence shows that the employer committed an intentional and knowing violation of the Act.

Criminal/Willful Violation: A repeat violation of a previously cited willful violation.

Violation of Serious, Willful or Criminal violation may have the following consequences:

Bid 24-610, Janitorial Services – Group A, B & C

First violation: correction may be a verbal warning and the correction shall be done the same day. Written documentation may be maintained by the County.

Second violation: may result in work stoppage until the violation is corrected. The work stoppage shall not entitle the Vendor to additional contract time or compensation.

Liquidated damages provision will remain in full force and effect.

Third violation: this may constitute a breach of contract for safety violations and may result in termination of the contract at the sole discretion of the County.

Note: The County Safety Officer may stop any job to ensure the safety of all concerned.

1.3 Should the work site be in a hazardous area, the County shall furnish the Vendor with information concerning hazards such as types or identification of known toxic material, machine hazards, Material Safety Data Sheets, or any other information that would assist the Vendor in the planning of a safe work site.

1.4 The Vendor shall be aware that while working for the County, representatives from agencies such as the United States Department of Labor, Occupational Safety and Health Administration (OSHA), and the Division of Safety, State of Florida, are invitees and need not have warrants or permission to enter the work site. These agencies, as well as the County Safety Officer, enter at the pleasure of the County.

1.5 The Vendor shall designate a competent person of its organization whose duty shall be the prevention of accidents at the site. This person shall be the Vendor's superintendent unless otherwise designated in writing by the Vendor to the County. All communications to the superintendent shall be as binding as if given to the Vendor.

Safety Requirements/Regulations Form

Bidder must sign and have notarized:

The undersigned bidder hereby certifies that they fully understand the safety requirements/regulation provisions and will comply.

Dated this _____ day of _____, 20____

Name of Firm _____

By _____

Title of Person Signing: _____

(SEAL)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 20__, by _____ (*name*) as _____ (*title of officer*) of _____ (*entity name*), on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public Signature: _____

Printed Name of Notary Public: _____

Notary Commission Number and Expiration: _____

(AFFIX NOTARY SEAL)

Affidavit Certification Immigration Laws

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 A(E) {SECTION 274A(E) OF THE IMMIGRATION AND NATIONALITY ACT (“INA”)}

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(E) OF THE INA. **SUCH VIOLATION OF THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN 274A(E) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.**

BIDDER ATTEST THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature: _____

Title: _____

Date: _____

State of: _____

County of: _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 20__, by _____ (*name*) as _____ (*title of officer*) of _____ (*entity name*), on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public Signature: _____

Printed Name of Notary Public: _____

Notary Commission Number and Expiration: _____

(AFFIX NOTARY SEAL)

EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION

(Florida Statutes, Section 448.095)

PROJECT NAME: _____

The undersigned, as an authorized officer of the contractor identified below (the "**Contractor**"), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the "**County**"), by and on behalf of the Contractor in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Contractor and the County on or about the date hereof, whereby the Contractor will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the "**Contract**"), as follows:

1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Contractor, and any subcontractor under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Contractor or subcontractor. The Contractor acknowledges and agrees that (i) the County and the Contractor may not enter into the Contract, and the Contractor may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.

3. By entering into the Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this _____ day of _____, 2024.

ATTEST:

CONTRACTOR:

By: _____
PRINTED NAME: _____
Its: _____

By: _____
PRINTED NAME: _____
Its: _____

Special Conditions

1. Award will be made to the low bid per group A, B, and C, meeting qualifications. No single vendor will be awarded more than one (1) group. In the event a single Vendor has the “low bid” for more than one group, that Vendor will have priority for selecting the group of their choosing. Bidders must bid on all items to be considered responsive. All bid items should be bid at a fair and reasonable price; failure to do so may cause the bid to be non-responsive. The Procurement Director shall be the sole judge of what is fair and reasonable. The Procurement Director reserves the right to reject any or all bids and/or waive any minor irregularities in the bids received, whichever would be in the best interest of the County.

If at any time, any of the awarded Vendor fail to perform the services as described in this bid resulting in cancellation or termination and suspension of the award to their respective group, the Procurement Director reserves the right to:

- a. Award said group to the next lowest qualified Vendor (s) for said group at the prices submitted at the time the bid was due, if Vendor is willing and able to accept the award at their prices bid and can provide a Certificate of Insurance as required by the bid documents.
 - b. It is permitted at this time for an awarded Vendor to be awarded more than one (1) group.
 - c. If the second lowest qualified Vendor for said group is not willing and able to accept the award of said group, the Procurement Director or designee may then move the third lowest qualified Vendor for said group and so on.
 - d. Solicit a new bid for said group, whichever would be in the best interest the County.
2. The period of performance for this bid is from October 1, 2024, through September 30, 2025 (“termination Date”). This bid will automatically renew, extending the Termination Date, for four (4) one (1) year periods, unless otherwise terminated in accordance with General Information Items #14 and #15. Bids may be extended by the Procurement Director at the end of any given term in order that the service or

provision for goods be continued for a period of no greater than 120 (one hundred and twenty) days.

3. **Performance of Work:** The majority of the work required under this bid shall be performed by the entity submitting. Any subcontractor needs of this bid must be approved by Facilities Management Representative. The vendor shall be fully responsible for all acts and omissions of their subcontractors and of persons directly or indirectly employed by them and of persons for those acts any of them may be liable to the same extent as if they were employed by the vendor. Any work performed by the successful vendor or sub-contracted out must meet all regulated deadlines.
4. All prices bid shall remain unchanged during the period of performance, as specified herein, and as may be adjusted in accordance with General Information, Item #20.
5. If it becomes necessary to revise or amend any part of this bid, an addendum will be issued and will be posted on the County's website at <https://www.polk-county.net/business/procurement/>. It is the sole responsibility of the bidders to check the website to ensure that all available information has been received prior to submitting a bid.
6. The Successful Bidder must register in our Vendor Database if you have not already done so prior to the award of this bid. A purchase order cannot be issued to a vendor until they are registered. You may register at the following link: <https://www.polk-county.net/business/procurement/vendor-information/>.
7. Any additions, deletions, or modification similar in cost or material after bid award will need to be signed off by both the user division and the successful vendor. Price for any additions, deletions, or modifications to the bid will be negotiated and agreed upon by both parties. All agreed upon additions, deletions, or modifications will also require the Procurement Director's (or designee) approval. If the addition, deletion or modification is accepted an amendment to the Bid award will be issued to the successful Bidder.

Bid 24-610, Janitorial Services – Group A, B & C

8. The County may employ other vendors to perform the work or self-perform the work described. Bidder has not been employed as the exclusive vendor to perform any such services.
9. Bidders may attend the Bid Opening via conference call or in person. The conference bridge phone number to call in is (646) 558-8656 and enter Meeting ID: 327 647 2818. A listing of all bidders will be posted to Procurement's website as soon as possible after bid opening.

Qualifications

All documentation and information requested in the Qualifications section should be included with the vendor's submittal or must be provided within three (3) business days upon request and prior to award.

1. Vendor must have been in business under the same FEIN number for past five (5) years. Evidence should be submitted with the bid submittal.
2. Vendors must possess a Polk County Local Business Tax Receipt (f/k/a Business License) in order to do business with the County. A copy of such license or a paid receipt must be provided to the Procurement Division before award is made to the successful vendor.
3. Vendor must provide five (5) references from clients in which the bidder has performed commercial cleaning of similar size and scope services as the prime vendor, within the past five (5) years. Each reference should include:
 - a. Name of the client
 - b. Address of the client
 - c. Contact person to include:
 - i. Phone number.
 - ii. Email address.
 - d. Period of Performance (start and end date of the services)
 - e. Brief description of the services provided.
 - i. To include (minimum of 500,000 square feet of office spaces)
4. Vendor must provide three (3) references from clients in which the bidder has performed commercial grade carpet cleaning of 50,000 square feet surface as prime vendor or if a subcontractor will be performing these services bidder must provide same references for the subcontractor within the past five (5) years. Each reference should include:
 - a. Name of the client
 - b. Address of the client
 - c. Contact person to include:
 - i. Phone number.
 - ii. Email address.
 - d. Period of Performance (start and end date of the services)
 - e. Brief description of the services provided.
 - i. To include (minimum of 50,000 square feet)
5. Vendor must provide five (3) references from clients in which the bidder has performed marble floor refinishing or maintenance 10,000 square feet surface as

Bid 24-610, Janitorial Services – Group A, B & C

prime vendor or if a subcontractor will be performing these services bidder must provide same references for the subcontractor within the past five (5) years.

Each reference should include:

- a. Name of the client
 - b. Address of the client
 - c. Contact person to include:
 - i. Phone number.
 - ii. Email address.
 - d. Period of Performance (start and end date of the services)
 - e. Brief description of the services provided.
 - i. To include (minimum of 10,000 square feet)
6. Provide a primary and secondary Vendor point of contact for this solicitation to include:
- Contact Name
 - Phone Number
 - Email Address

The Contact persons provided will be the primary and secondary contact for the County to call/communicate with any requests for service or levels of service provided during the term of the solicitation. If at any time this information changes it will be the vendors sole responsibility to update Facilities Management Division staff as soon as possible.

Scope of Work

1. The Vendor shall furnish all labor, supervision, transportation, equipment, cleaning materials, paper goods, hand soap, toilet covers and any/all other supplies to provide custodial services for the contracted facilities. Supplies and equipment include, but are not limited to, such items as dust mops, buckets and wringers, vacuum cleaners, maid carts, and walk-off mats. All paper goods must be approved by the County Representative.
2. The Vendor shall make every effort to include the proper number of female custodians per crew to ensure proper coverage of female restrooms.
3. All equipment will be properly maintained to provide safe operation and minimize breakdowns and malfunctions. Facilities Management reserves the right to require replacement of equipment that is unsafe or malfunctioning.
4. Facilities shall be staffed to maintain optimum conditions of cleanliness. If the level of cleaning is considered unsatisfactory to the County, Vendor shall be required to increase staff and take measures required to achieve County satisfaction.
5. The County reserves the right to revise/restrict cleaning hours at any time. This may include switching from nighttime to daytime cleaning. Vendor shall make changes without additional costs to the County with a two-week notification.
6. Floor care work on weekends is preferred. This is due to the drying time and the odor of the chemical. Small areas can be performed on the weekdays, (after hours) but large areas **MUST** be done on the weekends.
7. All floor work must be scheduled prior to work being performed. No floor care work shall be performed on holidays, when the County has no force on duty available for the inspection of the work, unless prior approval of the County Representative or the designated representative has been obtained, or the services are called for in the contract.
8. **FLOOR CLEANING:**
 - a) Floor Cleaning Definition: Floor cleaning definitions for specific project types are listed below with definitions and identifiable deficiencies. The identifiable deficiencies will determine if services meet or do not meet the quality cleaning requirements and standards. Deficiencies Deduction List can be found on the FTP Site attachment labeled “**Bid 24-610, Deficiencies Deduction List.**”

Bid 24-610, Janitorial Services – Group A, B & C

- b) All cleaning and floor care procedures shall begin with ensuring the usage of the proper Personal Protective Equipment(PPE).
- c) All chemicals shall meet manufacturer's maintenance recommendations and Safety Data Sheet(SDS) submitted to Facilities Management Representative for review.
- d) Baseboards shall be cleaned monthly with the appropriate cleaning solution.
- e) The slurry from the stripping of the floors and the stone care shall be safely removed from the property, it shall not be disposed of or placed in any County restroom or janitorial closet drain. It also, shall not be disposed of in the sewer drains, grass or in the street. Damage to any County building drain, equipment, and/or any environmental spills will be the responsibility of the Vendor.
- f) Walk off mats shall be vacuumed, and spot cleaned daily.
- g) Carpets shall be vacuumed daily, spot cleaned daily, and extraction cleaned quarterly.
- h) Furniture shall be moved to clean carpets. Occupants shall be notified by Vendor and County Representative three (3) days in advance before carpet cleaning.
- i) In inclement weather, floors shall be monitored for safety and dryness. (Wet floor sign must be used)
- j) Rubber flooring shall be cleaned to the manufacturer's recommendations.
- k) Floors in restrooms, medical facilities, eating, and food preparation areas shall be dusted, and damp mopped daily and buffed weekly with a floor buffer. Wash and sanitize with a germicidal disinfectant after cleaning. After mopping and scrubbing, grout joints and baseboards shall be cleaned to remove dirt, spots, and streaks.
- l) Polished concrete floors shall be dust mopped daily, damp mopped or auto-scrubbed daily and polished quarterly. Spot clean as needed.
- m) Polished marble flooring shall be dust mopped daily, damp mopped or auto-scrubbed daily.

- n) Wood floors shall be dust mopped daily with a dust treatment specified by the floor manufacturer. Do not use water to clean wood floors, only use approved wood cleaners products.
- o) All restroom tile floors will be scrubbed monthly. Baseboards in restrooms will also be scrubbed to remove dirt and/or stains.
- p) Gum will be picked up from all types of flooring daily.
- q) All chemicals shall meet manufacturer's maintenance recommendations and SDS's submitted to County Representative for review.
- r) Must have and use two (2) mops and buckets, one (1) red mop for restrooms and one (1) blue or green for common areas.
- s) All mops shall be clean and maintain in optimum and sanitary condition.
- t) Mops shall be discarded and replaced when necessary.
- u) Floors shall be mopped with fresh clean water.

9. VINYL COMPOSITE TILE (VCT):

a. Daily:

- i. All VCT flooring shall be swept and/or dust mopped daily. Hair, trash, dirt, dust, debris, scuffs, and minor stains shall be removed daily.
- ii. Dust mops and brooms shall be used based on the extent of the areas, building structures, and design.
- iii. Small areas (i.e. offices, small closets, offices, etc.) shall be swept with the proper size brooms and/or with 8" inch to 12" inch dust mops.
- iv. Large open areas (i.e. lobbies, long open hallways, etc.) shall be swept with 48" inch to 72" inch dust mops.
- v. ALWAYS PLACE WET FLOOR SIGNS on floor prior to starting any mopping process or method.

- vi. VCT flooring shall be damp mopped daily with a neutral chemical/cleaner specified by the floor manufacturer. DO NOT FLOOD THE FLOOR.
- vii. An auto scrubber with a red pad or comparable shall be used for large open locations/areas with 7,500 sq. ft. or more. DO NOT FLOOD THE FLOOR.
- viii. Maintain wet floor signs throughout the area until floors are fully dry.
- ix. Using a high speed burnisher, polish floor as necessary.

b. Monthly/Periodic:

- i. Fully sweep and/or dust mop floors.
- ii. VCT flooring shall be damp mopped daily with a neutral chemical/cleaner specified by the floor manufacturer.
- iii. Prepare a cleaning solution with the proper pH. The dilution ratio is based on light to heavy soil conditions of the floor. Follow manufacturer's labels instructions.
- iv. For higher traffic and high soil areas allow the cleaning solution set on the floor for the dwell time recommended by the manufacturer's label instructions. DO NOT ALLOW SOLUTION TO DRY.
- v. Scrub the floors using a single disc rotary machine (175-350 RPM) equipped with a red pad or comparable.
- vi. With a wet vacuum or regular mop remove the cleaning solution.
- vii. Fully rinse the floors and remove cleaning solution with neutral floor cleaner or clean fresh water.
- viii. Allow floors to fully dry.
- ix. Sometimes it may be necessary to repeat the process and procedure, due to the condition of the floor.

c. Quarterly:

- i. Scrubbing and recoating with two (2) to three (3) coats of high shine durable finish quarterly.
- ii. Baseboards and walls shall be cleaned of any residue.

d. Annual:

- i. VCT flooring shall be stripped and waxed completely to include corners and edges annually.
- ii. VCT flooring shall be fully prepared prior to starting any restoration process, this is to ensure the floors are properly done. All baseboards and doors shall be taped off, to avoid splashes. The bottom part of doors shall also be taped off to ensure solution doesn't go into other non VCT areas. All floor mats and small objects shall be removed from the area. A carpeted mat shall be placed outside the area that is being worked on. This will assist in the collection of excess liquid or soil from staff's shoes. A scraper shall be used to remove any substances from the floor like gum, old wax, tape, glue, etc. All scuffs on floor shall be removed. Wet floor and door signs shall be placed outside of the entry areas to signal occupants, visitors, staff, or other workers that there is a cleaning process that could be a safety hazard if they enter the area. All proper tools and janitorial equipment shall be used when performing floor care.
- iii. Recoat shall be four (4) to five (5) coats of high shine durable finish.
- iv. No sealer shall be used.
- v. Walls and baseboards shall be cleaned of any residue.

10. LUXURY VINYL TILE (LVT): Luxury Vinyl Tile (LVT) and Planks: For Tarkett

Maintenance instructions care videos please go to:

<http://commercial.tarkett.com/resource-center/maintenance>

a. Daily:

- i. Thoroughly sweep or vacuum the flooring to remove all loose dirt and grit.

- ii. Prepare a cleaning solution using one of the recommended pH neutral cleaners identified on the reference chart on the attached Link: [MD_20230706_EN_ID-TILT-HIT.pdf \(tarkettexchange.com\)](#)
- iii. The dilution ratio depends on light to heavy soil conditions. Follow the manufactures label instructions.
- iv. Mop the floor with the cleaning solution on the floor with a nylon or rayon damp mop. Be sure to wring the mop between each application. Or use an auto scrubber with a red or equivalent pad. **DO NOT FLOOD THE FLOOR.**
- v. Allow the flooring to dry completely.
- vi. Remove minor stains and scuffs in conjunction with the damp mopping. Use a white or red pad if required.

b. Periodic/Deep Cleaning:

- i. Thoroughly sweep or vacuum the flooring to remove all loose dirt and grit.
- ii. Prepare a cleaning solution using one of the manufacturers recommended pH neutral cleaners on the attached Link: [MD_20230706_EN_ID-TILT-HIT.pdf \(tarkettexchange.com\)](#)
- iii. The dilution ratio depends on light to heavy soil conditions. Follow the manufacturer's label instructions.
- iv. Apply the cleaning solution with a nylon or rayon mop, or pump type sprayer. **DO NOT FLOOD THE FLOOR.**
- v. Let the cleaning solution dwell for 5 to 15 minutes (dwell time is based on soil conditions of the floor). **DO NOT ALLOW THE SOLUTION TO DRY.**
- vi. Scrub the flooring using a single disc rotary machine (175 – 350 RPM), or a red pad or equivalent. In small areas, use a deck brush attached to a handle. **DO NOT USE BROWN OR BLACK PADS.**
- vii. Remove the cleaning solution using a wet vacuum or a mop.
- viii. Rinse the floor thoroughly with clean water.

- ix. Allow the flooring to dry completely. **NOTE:** The cleaning process may need to be repeated on heavily soiled floors.

11. CARPET CLEANING: Carpets shall be vacuumed daily, spot cleaned daily, and extraction cleaned quarterly. Furniture shall be moved to clean carpets. Occupants shall be notified three (3) days in advance before carpet cleaning. Walk-off mats shall be vacuumed, and spot cleaned daily.

a. Daily:

All carpets will be vacuumed daily using HEPA filtered vacuums only.

- i. Vacuum bags will be emptied and refilled outside only.
- ii. Carpet stains will be spot cleaned daily.
- iii. Gum will be picked up and/or removed daily.
- iv. Stained areas will be cleaned using a water extraction or dry carpet (encapsulation) method (no chemicals will be used).

b. Monthly:

All carpeted areas in hallways and common areas will be cleaned, using water extraction or dry carpet (encapsulation) method only (no chemicals will be used).

No detergents or shampoos may be used unless prior approval is given by the Facilities Management Representative.

c. Quarterly:

All carpeted areas not covered in items A or B above will be cleaned using water extraction or dry carpet (encapsulation) method only. This is an interim clean. (Encapsulation is an interim cleaning maintenance process that takes place between vacuuming and deep cleaning. It acts as a stop gap between these two types of maintenance processes, to restore carpet's appearance by removing dirt that damages the carpet's fibers. It also refreshes carpet's texture by making the carpet fibers stand upright).

d. Annual:

Restorative carpet cleaning. Restorative carpet cleaning refers to professional deep cleaning with the intent to return the carpet back to its brand-new condition. This type of carpet cleaning should be performed before the soil in the carpet becomes visible.

e. **Other:**

Only the minimum amount of water to perform the cleaning shall be used. The Vendor shall ensure that all carpet areas are dry within six (6) hours of cleaning.

f. **Equipment and Chemicals Requirements:**

Hot water extractor shall have a minimum 400 PSI injection pressure and be able to contain a minimum 135 inches water lift from vacuum. All chemicals for pre-spotting must be approved by the County before beginning any work on carpets.

12. CERAMIC FLOORING CLEANING:

a. **Daily:**

- i. Remove all loose dirt by sweeping or vacuuming.
- ii. Remove any gum or sticky residue using a putty knife.
- iii. Place wet floor signs at all entrances.
- iv. Mop ceramic floors using a mop.
- v. Remove any detergent residue by mopping ceramic floors using plain hot water.

b. **Monthly:**

- i. Remove all loose dirt by sweeping or vacuuming.
- ii. Remove any gum or sticky residue using a putty knife.
- iii. Place wet floor signs.
- iv. Using an orbital scrubber and a ceramic brush, scrub all floors and grout lines to include all ceramic baseboards.
- v. Using a wet vacuum clean up all excess water.
- vi. Mop any wet areas on the ceramic floors using mop to help dry areas.

13. MARBLE FLOORS:

a. **Refinishing:**

Bid 24-610, Janitorial Services – Group A, B & C

- i. Restoration: this work shall be unit priced and performed on an as needed basis. All work which shall be performed on marble shall equal reflective value and appearance to that of the “test area” method.
- ii. The vendor shall restore a ten (10) square foot “test area” prior to commencement of work. Testing should determine grit size to be used for desired results. The vendor shall submit notification of findings to the County Representative identifying conditions encountered and performance of specified products. Upon approval of system, method, and result, the approved test shall become the standard of quality for the remaining work.
- iii. Before any restoration begins, the vendor shall clean the marble floors using approved chemicals. Acidic and/or solvent based chemicals will not be used. SDS must be submitted with the proposal and approved by the Facilities Management Representative prior to commencement of any work.
- iv. All marble flooring shall be honed using a standard floor machine, planetary head machine, or automatic scrubber. Abrasives used shall be metal and resin bond diamond abrasives specifically designed for marble floor restoration.
- v. At a minimum, honing and subsequent polishing shall be performed as follows:
 - a) The entire floor shall be honed starting with a 120-grit diamond abrasive. Care should be taken to avoid overlap and swirl patterns on adjacent surfaces.
 - b) Once the floor has been thoroughly honed with the 120-grit abrasive, the vendor should next hone with a 400-grit abrasive. If the vendor desires, higher successive grits may be used. This is not necessary for travertine flooring.
 - c) The vendor will polish the floor using a standard marble polishing powder.
 - d) The vendor will not use vitrification or crystallization to obtain polish. The initial polish must be applied using the standard powder method.

- e) Once the floor is brought to the desired polish, the vendor can then apply a thin application of vitrification/crystallization.
- f) If, during the honing process, deep scratches or gouges are discovered, the vendor will attempt to remove them with 60-grit diamond. If this is necessary, the vendor will take care not to grind too deeply creating a dish or bowl in the floor. If the gouge is too deep, then it shall be left alone and polished over.
- g) All edges will be feathered in to blend with the entire floor so that the final finish is equal in appearance.
- h) Prior to honing with the 120-grit, all holes will be filled using an approved Portland fill, color matched to existing marble. All filling shall be overfilled so that the repair is flush with the marble surface. All cracks will be filled in the same manner as the holes.
- i) The vendor shall obtain slip resistance readings in accordance with ASTM C-1024. The finished floor shall have a Coefficient of Friction of at least 0.5.
- j) The vendor shall protect all adjacent areas with plastic during any refinishing/restoration work.
- k) The vendor shall clean all work areas after each work shift.

b. Products:

- i. Any standard marble polishing powder shall be used, as long as the powder does not contain any fluosilicate compounds.
- ii. Any product substitutions shall be tested per the testing requirements outlined above.
- iii. Any brand of marble floor cleaner may be used except for the following:
 - 1. Acidic based cleaners
 - 2. Solvent based cleaners.

14. INSPECTION:

- All restored surfaces shall be inspected for compliance under this contract prior to removal of pedestrian barriers.
- Marble floor maintenance specifications:
 - a) The marble flooring shall be maintained using approved M.I.A. (Marble Institute of America) materials and methods. These materials shall be of a quality to conform to industry standards and cause no damage to property. The vendor is expected to keep the marble flooring in a like-new condition. If the floor is polished, the vendor will keep the floor with an 80-plus shine as measured on a gloss meter.
 - b) The vendor will monitor slip resistance and provide a walking surface that meets a Coefficient of Friction of 0.5 or greater.

2) The currently approved method of maintaining the floors is as follows:

a. Daily Maintenance:

- i. All marble shall be dust mopped several times daily using a non-treated commercial dust mop.
- ii. Walk-off mats at all entrances shall be removed and vacuumed daily.
- iii. Wet mop floor daily using cold water and neutral floor cleaner. If desired, an automatic scrubber equipped with a white polishing pad may be used.
- iv. Any traffic areas which become dull shall be polished using a standard marble polishing compound. After the dull area is polished, a light application of vitrification/crystallization shall be applied.

b. Weekly maintenance:

- i. Follow all daily maintenance procedures as outlined above.
- ii. Inspect all marble floor surfaces. Dust-mop the entire floor prior to mopping; consolidate all debris and dispose of same properly.
- iii. Protect all carpet, fixtures, and any adjacent surfaces that may encounter any water or chemicals.

- iv. Use a neutral cleaner to scrub the floor. A slow speed buffer or an automatic scrubber may be used. For an area of this size, an automatic scrubber is highly recommended. Scrub the floor surface thoroughly. The intent is to remove all soiling from the stone surface. Be sure to pick up all excess water. If necessary, rinse the floor with clean water. Allow the floor to dry thoroughly before proceeding to the next step.
- v. Using a standard slow rpm buffer, vitrify all floor surfaces beginning with the high traffic areas. Areas that receive little to no traffic should be vitrified once per month. It is important not to over use the vitrification process to avoid excessive build-up. Never vitrify a wet or dirty floor.
- vi. After the floor has been vitrified, sweep all steel wool residues, and dispose of or pick up with a magnetic broom.
- vii. The vendor shall carefully monitor the floor. Areas that appear dull shall be polished or lightly honed to return to desired finish.
- viii. The vendor may find it necessary to alter the frequencies of this specification as traffic patterns change.

c. Spot Honing:

- i. As the floor wears, it may become necessary to re-hone selected sections of the floor. The vendor is expected to hone areas as necessary to maintain a like-new finish. This is not the same as a refinish per Item a.1 of this section. This spot honing requirement should be bid as part of normal maintenance. The vendor shall use approved materials and methods. These supplies and materials shall conform with applicable industry standards and not cause damage to property.

15.POLISHED CONCRETE:

1. Daily:

- a. Clean up spills as fast as possible. Less time on floor means less chance of stains.
- b. Pick up all large debris by hand.

Bid 24-610, Janitorial Services – Group A, B & C

- c. Remove all loose dirt by sweeping or vacuuming.
- d. Remove any gum or sticky residue using a putty knife.
- e. Place Wet floor signs at all entrances.
- f. Using an auto scrubber or a mop clean floor.
- g. Remove any detergent residue by mopping floors using plain hot water.

2. Monthly:

- a. Remove all loose dirt by sweeping or vacuuming.
- b. Remove any gum or sticky residue using a putty knife.
- c. Place wet floor signs.
- d. Using a auto scrubber and a mop, scrub all floors to include all corners and edges.
- e. Mop any wet areas on the ceramic floors using mop to help dry areas.
- f. Use a high speed burnisher to polish floor.

16. EXTERIOR BUILDING ENTRANCES AND WALK-WAYS:

Exterior building entrances, walk-ways, and carports shall be swept or blown daily, and all cobwebs removed (floor to ceiling) to include light fixtures.

- Exterior walk off mats will be vacuumed daily.

17. INTERIOR CEILING:

Remove dust and cobwebs from ceilings, light fixtures, and HVAC diffusers weekly.

18.WALL AND PARTITION CLEANING:

- Dust and spot clean daily.
- This includes walls, doors, windows, frames, sills, ledges, moldings, hard modular partitions, grilles, and switches.
- Carpeted modular partitions shall be vacuumed weekly.
- Graffiti removal shall be done without damage to the underlying surface. Questionable removal shall be coordinated with the County Representative.

- All walls from top to bottom will be dusted and wiped down monthly.

19. WINDOW CLEANING:

- Both sides of building entrance way glass shall be cleaned daily.
- All interior glass exclusive of entrances and lobbies shall be cleaned weekly.
- Mirrors shall be spot cleaned as needed and fully cleaned weekly.
- Both sides of all glass and frames that function as exterior walls (not entranceways) shall be cleaned semi-annually.

20. EXTERIOR WINDOW CLEANING:

- All exterior and interior windows must be cleaned every six (6) months, except for these locations in which the windows are to be cleaned on a quarterly basis: Lake Alfred Government Center, Polk County Sports Tourism Complex, and the Sheriff Operation Center.
- Exterior screens must be removed and replaced by the vendor. Exterior sills must be cleaned at the same time.
- A monthly window cleaning schedule must be sent to the county representative. An email must be sent to county representative confirming whenever window cleaning projects are completed.
- Inoperable shutters and screen must be reported immediately.

21. RESTROOM, LOCKER ROOMS, AND SHOWER CLEANING:

- All toilets, toilet seats, urinals, urinal screens, and lavatories shall be cleaned daily using a germicidal cleaner. Stainless steel fixtures and attachments shall be polished weekly.
- Restroom walls, shower stalls, and all partitions shall be spot cleaned daily with a germicidal cleaner. These items shall be completely cleaned and disinfected weekly to remove dirt, mildew, and streaks. Plastic items shall be cleaned with a non-abrasive cleaner.

- Towel dispensers, toilet paper, sanitary napkin, toilet seat covers, and soap dispensers, urinal deodorizing screens, and urinal floor mats shall be restocked as needed. Vendor has the option of providing and installing dispensers to match their purchased materials. Broken dispensers will be noted and replaced either by the County or the vendor, as appropriate. Any revenues generated by sanitary napkin dispensers will be retained by the vendor.
- Plumbing fixtures shall be checked for operation daily. Problems will be immediately referred to the County Representative for corrective action.

22. CLEANING OF FURNITURE, EQUIPMENT, AND OTHER ITEMS:

- All table tops and chairs in eating areas shall be washed and spot cleaned daily, including pedestals and legs.
- The tops of horizontal surfaces, where clear of papers, books, or personal items shall be dusted daily, including pictures, frames, lamps, and computer monitors. Where papers, books, or personal items are present, dusting is the responsibility of the occupant. No papers, books, or personal items will be moved for cleaning.
- Furniture in corridors and other public areas shall be spot cleaned daily. This furniture shall be dusted, vacuumed, or damp cleaned, as appropriate, weekly.
- Conference tables shall be spot cleaned daily and polished weekly.
- Fabric covered chairs shall be vacuumed quarterly. Plastic, vinyl covered, and wooden chairs shall be spot cleaned daily, and damp cleaned monthly.
- Fire extinguishers shall be dusted weekly.
- Drinking fountains shall be cleaned daily with a disinfectant and then polished.
- Window treatments shall be adjusted daily so that all are evenly open at the half way point. Dust monthly and fully clean according to the manufacturer's recommendation semi-annually.

- Push/pull plates, door knobs, kick plates, and other hardware shall be cleaned and sanitized daily, and polished weekly.
- Elevator door tracks shall be cleaned and vacuumed daily. Elevator walls shall be cleaned weekly.
- In the stairwells, stairs, landings, handrails, and stringers shall be swept, and mopped three (3) times a week. Light fixtures and grilles shall be dusted weekly.
- Police of all interior public areas and outside grounds shall be performed daily. This includes emptying of all trash receptacles and cigarette receptacles.

23. TRASH REMOVAL:

- All trash and waste containers shall be emptied daily. Liners shall be replaced daily or as needed. Containers shall be cleaned to remove stains and odors.
- All trash picked up shall be placed in a container. At no time will a trash bag be put on the floor or carpet.
- Trash shall be collected in trash bags and placed in dumpsters.
- All exterior trash cans to include all parking lots shall be picked up three (3) times a week, and the receptacles shall be cleaned and sanitized to remove stains and odors.
- Janitorial tilt truck and any trash pickup equipment shall be cleaned daily.

24. SEMI-ANNUAL CLEANING -TWICE A YEAR:

- All facilities shall receive semi-annual deep cleaning. The semi-annual cleaning shall include a complete cleaning of the entire facility including all regular nightly duties, as well as the duties listed in this section.
- The intent of the semi-annual cleaning is to rejuvenate the facility and ensure a uniformly clean, hygienic, orderly, and attractive appearance.
- Vendor shall provide a yearly schedule for the semi-annual cleanings. The schedule shall include a breakdown of cleaning duties and dates for the work to be performed.
- The semi-annual cleanings shall be completed in a top to bottom approach. semi-annual cleanings shall be done on a Saturday and Sunday.

- Vendor is responsible to ensure adequate labor, supervision, materials, and equipment to perform the cleaning duties as specified within the listed time frame.

25. MISCELLANEOUS DUTIES INCLUDE, BUT NOT LIMITED TO:

- Situations requiring emergency cleaning.
- In the event of an emergency condition that affects a particular section of a building (such as a broken water pipe), the vendor shall divert a portion of his force as either scheduled or directed by the County Representative from their normal assigned duties to meet the condition. When these employees are no longer needed for the special work, they shall be directed by the vendor to return to their normal work. No additional cost shall be charged the County for the diversion and the vendor shall not be penalized because the normal work which otherwise would have been performed in the interval has been neglected.

26. EMAIL CONFIRMATION:

- Email confirmation must be sent to County Representative after completion of any periodic project for each location.
- Failure to send email constitute no compliance.

27. SUPPLIES NEEDED: Vendor shall always maintain an inventory of supplies to cover ninety-six (96) hours of cleaning services. Supplies needed are:

- a. Antibacterial Hand Soap
- b. Toilet Paper Two (2) ply- (*Mid-grade*)
- c. Hand Towels (Rolls and Multi-fold) (*Mid-grade*)
- d. Toilet Seat Covers
- e. Wax Sanitary Liners
- f. Trash Bags (Multiple Sizes-Clear/Minimum 1 mil.)
- g. Urinal Screens
- h. Urinal Floor Mats

28. SCOPE OF WORK-LEGEND & CHECKLIST AND FREQUENCY OF TASKS:

Review checklist's on the FTP Site attachment labeled “**Bid 24-610, Scope Of Work-Checklist And Frequency Of Tasks.**”

29. QUALITY CLEANING STANDARDS: Services performed under this contract shall be subject to inspection and approval by the County Representative. This section outlines the minimum acceptable standards.

30. FLOOR MAINTENANCE: (GENERAL)

- For all operations where furniture and equipment must be moved, no chairs, wastepaper baskets, or other similar items shall be stacked on desks, tables, or windowsills.
- Upon completion of work, all furniture must be returned to its original position.
- Baseboards, walls, stair risers, furniture, and equipment shall, in no way, be splashed, disfigured, or damaged during these operations.
- Proper precautions shall be taken to advise building occupants of wet and/or slippery floor conditions (this applies during cleaning operations). All tools and equipment shall be always maintained in clean condition and neatly stored each night in the assigned storage area.

31. FLOOR SCRUBBING:

- An auto scrubber will be required at all County Buildings with a square footage of over 25,000 feet of hard flooring. All hard flooring will be scrubbed daily.
- Northeast Government Center, Bartow Courthouse, Lake Alfred Courthouse, Polk County Administration Building, Indigent Health, Polk County History Center, Health Department Specialty Care, Supervisors of Election Winter Haven, Lakeland Courthouse, Sheriff's Operation Center, and Sheriff's Processing Center.

32. SWEEPING AND DAMP MOPPING:

- Sweeping includes brush or mop sweeping, using sweeping compound or mechanical brush vacuum sweeping, without damage or disfigurement of furniture, doors, or base trim. A properly swept floor is free of all dirt, dust, dust streaks, grit, lint, and debris in all areas,

including under furniture. All furniture shall be replaced to its original position upon completion.

- Damp mopping shall consist of cleaning of floor surfaces using cotton or sponge yarn or microfiber mops, appropriate stain removal agents, and unheated water. Detergent is required; use as small an amount of water as possible, and supplement by dry-cleaning as required for spot removal and removal of streaks from rubber heels and field shoes. A satisfactorily damp-mopped floor is without line and dust marks, film, streaks, debris, and standing water in all areas.
- After sweeping and damp mopping operations, all floors shall be clean and free of dirt streaks; no dirt shall be left in corners, under furniture, behind doors, stair landings, or treads. Likewise, sidewalk entrances and other assigned areas shall be swept clean of all dirt and trash. No dirt shall be left where sweepings were picked up. There shall be no dirt, trash or foreign matter under desks, tables, or chairs.
- Wet mopping and scrubbing. The floors shall be properly prepared by a thorough sweep to remove visible dirt and debris; remove wads of gum, tar, and similar substances from the floor surface. On completion of mopping and scrubbing, the floors shall be clean and free of dirt, water streaks, mop marks, strings, etc.; properly rinsed; and dry mopped to present an overall appearance of cleanliness. All surfaces shall be dry; corners and cracks shall be clean after the wet mopping or scrubbing. When scrubbing is designated, it shall be performed by machine or by hand with a brush.
- Damp mopping and buffing. At the stated frequencies, floors shall be damp mopped, and spray buffed. The floor shall be prepared by sweeping to remove all visible dirt and debris; and by damp mopping with a clean mop that has been dampened in clean cold rinse water. The floor area shall be machine buffed to a polished appearance.

33. MISCELLANEOUS:

- a. **Carpets:** after each thorough vacuuming, all carpets shall be clean, free from dust balls, dirt, and other debris; nap on carpets shall lie in one direction. Spots shall be removed from rugs or carpets as they appear.
- b. **Mats cleaning:** clean all dirt, remove mats at entrances and remove all dirt, dust, and other deposits from the nap. Recessed mats shall be cleaned using regular carpet cleaning method.

- c. **Elevator floors:** where floors have resilient type covering, all necessary cleaning operations shall be performed to provide a clean and polished appearance after each cleaning.
- d. **Toilets:** special attention shall be given to floors around urinals and commodes for elimination of odors and stains; and to provide a uniformly clean appearance throughout.

34. Dusting: (general)

- a. Dust shall not be moved from spot to spot, but removed directly from the area in which it lies, by the most effective means (appropriately treated dusting cloths, vacuum tools, etc.). When doing high clean, dust shall not be allowed to fall from high areas onto furniture and equipment below.
- b. The following conditions shall exist, after the completion of each dusting task:
 - i. There shall be no dust streaks.
 - ii. Corners, crevices, molding, and ledges shall be free of all dust.
 - iii. There shall be no oils, spots, or smudges on dusted surfaces caused by dusting tools.
 - iv. When inspected with a flashlight, there shall be few traces of dust on any surface.
- c. **Recommended methods:**
 - i. Dusting furniture and equipment. The horizontal surfaces of all furniture and equipment shall be dusted with a treated cloth or yarn duster, operated in continuous contact with them. The manipulation shall be such as to pick up dust and not to scatter it. Surfaces shall be free of dirt, dust, lint, oily film, and streaks. Supplies used shall not damage the finish.
 - ii. Dusting blinds. Dust blinds with treated dust cloths or yarn dusters. A properly dusted blind is free of dirt, dust, lint, and cobwebs.
 - iii. Dusting light fixtures. Dust light fixtures with treated (anti-static) cloths or yarn dusters. Fixtures are properly dusted when free of dirt, dust, lint, and cobwebs.

- iv. Low dusting. Removal of dust below normal high reach, 70” with treated dust cloths or yarn dusters, manipulated to pick up dust, dirt, lint, and cobwebs. Feather dusters and similar dust scattering devices shall not be used. A properly dusted surface is free from dust, cobwebs, dirt, lint, and streaks left from dusters.
- v. High dusting. Removal of dust from walls, ceilings, and other structural components, pipes, equipment, and fixtures above normal reach, 70” from the floor, with treated dust cloths or vacuum cleaner. Surfaces shall be free from dust, cobwebs, dirt, lint, and streaks left from dusters.

35. DAMP WIPING:

- a. General. This task consists of using a clean, damp cloth or sponge to remove all dirt, spots, streaks, and smudges from walls, glass, and other specified surfaces and then drying to provide a polished appearance. The wetting solution shall contain an appropriate cleaning agent. When damp wiping in toilet areas, a multi-purpose (disinfectant-deodorizer) cleaner shall be used.
- b. Light fixture cleaning. Damp wiping all accessible components of fixture; detergent may be used, if necessary. After damp wiping, all surfaces shall be dried with a clean dry cloth. All components removed must be replaced immediately. Light fixtures are clean when all components are without insects, dirt, lint, film, and streaks.

36. EMPTYING/CLEANING:

- a. Ashtrays/urns. The work includes emptying all ashtrays, wiping with cloth, as required to remove and prevent deposits, and all urns. Properly cleaned, ashtrays are free of deposits and butts. The waste from ashtrays and urns shall be emptied into containers and removed to outside collection facilities provided for this purpose. Containers shall be of fire protective type. The vendor shall exercise necessary precautions to avoid fires.
- b. Emptying waste receptacles. Empty all waste receptacles; remove trash and paper from building; and deposit in collection facilities provided for this purpose by the County. Receptacles shall be empty of trash and paper.

Bid 24-610, Janitorial Services – Group A, B & C

- c. Washing waste receptacles. Damp wipe receptacles inside and out. Receptacles shall be clean of all deposits, dirt streaks, and odors after damp wiping.
- d. Window blind cleaning. After each washing operation, all glass shall be clean and free of dirt, grime, streaks, and excessive moisture, and shall not be cloudy. Glassware moved during the operation shall be returned to its original position.
- e. Window sash, sills, woodwork. Window sash, sill, and woodwork about interior glass and other such surroundings shall be thoroughly wiped free of drippings and other watermarks.
- f. Use of protective pads. Cleaners shall use pads to protect windowsills when standing or placing cleaning materials on them; all such pads and/or cloths necessary to protect County property shall be furnished by the vendor.
- g. Glass requiring cleaning. Glass which requires cleaning on both sides will have the inside and outside cleaning performed on the same day. This includes glass in panels, doors, signs, and counters. Plain water or cleaning solutions prepared for this purpose shall be used. Scouring powders shall not be used. Adjacent trim shall be wiped clean with damp cloth and floors cleaned of any dripping. Glass is clean when all accessible glass surfaces are without streaks, fill, deposits, fingerprints, and stains; and has a uniformly bright appearance.
- h. Window washing. Window washing shall be so scheduled and performed as to provide the least inconvenience. Windows shall be washed on both sides. If occupants are seriously inconvenienced, the window washing activities shall be rescheduled at the discretion of the County Representative. Interior surfaces, frames, sills, and screens shall be cleaned. All work in a single room will be completed the same day the first window in that particular room is started. Windows will be free of dirt, dust, and film. Screens, frames, and sills will be free from dust, dirt, lint, and insects.
- i. Water coolers. Coolers will be cleaned using detergent, if required. Cabinets of water coolers shall be wiped clean with a damp cloth. Coolers are clean when free from stains, streaks, and film.
- j. Furniture cleaning and polishing. Wood and finished metal surfaces shall receive furniture polish with rubbing, as necessary for cleaning, followed

by polishing with a clean dry cloth or electric buffer. All plastic and imitation leather coverings shall be cleaned with a detergent solution and followed by wiping with cloth, dampened in plain, clean water. Leather coverings shall be thoroughly cleaned with a combination cleaner and polish, followed by polishing with a clean dry cloth. When cleaned or polished, all surfaces shall have a uniform appearance and be free of deposits, streaks, or film. No silicone base polish shall be used.

- k. Bright metal polishing. Bright metal polishing may be performed by damp wiping and drying with a suitable cloth if a polished appearance is attained. However, if a polished appearance cannot be produced, the County Representative shall be contacted for direction as to the use of an appropriate metal polish. Metal will be cleaned only with an approved type of cleaner. When cleaned, all surfaces are without deposits or tarnish and have a uniformly bright appearance. Cleaner will be removed from adjacent surfaces.
- l. Spot cleaning. Walls, partitions, doors, and trim will be cleaned with a damp cloth and detergent, if necessary, to remove spots. All walls, doors, door trim, baseboards, and other surfaces shall have dirt, stains, heel marks, hand prints, and other disfigurements removed. Areas cleaned by spot removal shall be left in similar condition as surrounding areas without causing unsightly discoloration. Walls and floors adjacent to fixtures shall be kept free of spots, drippings, and watermarks. Drinking fountains shall be kept free of trash, ink, coffee grounds, etc., and nozzles free from encrustation.
- m. Porcelain ware cleaning. Porcelain fixtures (drinking fountains, washbasins, urinals, toilets, etc.) shall be clean and bright; there shall be no dust, spots, stains, rust, green mold, encrustation, or excess moisture.
- n. Cleaning doors and trim. Cleaning doors and adjacent trim shall consist of scrubbing all surfaces with a detergent solution, followed by a clean water rinse. Doors and trim, when properly cleaned, are free from dirt, deposits, and film; and have a uniform appearance.
- o. Plumbing fixture and dispenser cleaning. This includes water closets, urinals, sinks, soap trays, soap dispensers, and paper dispensers. Scouring powder may be used on plumbing fixtures or ceramic tiles to remove stubborn stains or deposits. A toilet bowl cleaner may be used for water closets and urinals, if required, on approval by the County

Representative. Fixtures and dispensers are clean when free of deposits, stains, film, and odors. Dispensers shall be replenished.

- p. Cleaning tile, toilet stall partitions and doors. Cleaning all tile, toilet stall partitions, and doors will be accomplished with a detergent solution and sponge, followed by a plain water rinse, and drying with a clean cloth. Abrasive cleaners will not be used on painted or resilient surfaces. All spillage or marking of adjacent surfaces shall be wiped clean with a damp cloth.
- q. Policing. This includes performance of the following tasks at the stated frequencies:
- r. Picking up and removing from areas inside the building all paper, trash, empty bottles, and other discarded materials; maintaining wall-hung and floor-type ash receptacles in a neat and presentable condition; picking up and removing from areas inside the building wads of gum, spots of tar and other foreign substances; tidying up drinking fountains and glass surfaces; and mopping up wet areas caused by spillage, accidents, or inclement weather.

HEALTH DEPARTMENT

SPECIAL INSTRUCTIONS AND CONDITIONS. STANDARD OF CLEANING FOR THE HEALTH DEPARTMENT IS THAT OF A HOSPITAL.

For Health Department locations (i.e., Health Services, WIC, Dental, and other County clinic locations) the Vendor shall follow the Scope of Work specified in this contract, with the addition of the tasks, terms, and frequency of services specified below:

1. DAILY GENERAL CLEANING STANDARDS (EXAM ROOMS):

- a. Examination and laboratory areas (germ control).
- b. All furniture surfaces to be thoroughly cleaned daily with disinfectant solution.
- c. All counter tops to be thoroughly cleaned daily with disinfectant solution.
- d. All sinks will be thoroughly scoured daily. Exception: areas covered with papers, instruments, etc.
- e. Under no circumstances will instruments or red waste bags be touched.
- f. Floors will be wet mopped daily with disinfectant solution.
- g. Paper will be replaced in dispensers as stocked in supply room.
- h. Walls to be washed with disinfectant solution once a day.
- i. All restrooms will be cleaned daily with a disinfectant solution.
- j. Empty all exterior trash receptacles.
- k. If day porters or day cleaners assigned, must clean secure areas.

- I. High touch areas are to be disinfected daily.
- 2. RECEPTION AREAS-DAILY: (GERM CONTROL)**
 - a. Special care is to be given to the high traffic of reception and waiting areas.
 - b. Seats are to be cleaned with disinfectant solution daily.
 - c. Floors are to be mopped with disinfectant solution once a month.
- 3. VINYL FLOOR MAINTENANCE:**
 - a. Strip, seal, and wax all vinyl flooring annually. Four (4) to five (5) coats. Pay special attention to corners and edges to include baseboards, to ensure no residue or excess from wax or other cleaning chemical is left behind after floors are completed.
 - b. Scrub and re-coat all vinyl flooring quarterly. Two (2) to three (3) coats.
 - c. Scrub and re-coat all high traffic areas monthly.
 - d. All chemicals are to be of high quality to withstand high traffic use.
- 4. CARPET MAINTENANCE:**
 - a. Vacuum to remove all surface dirt and foreign objects daily.
 - b. Spot clean stains daily.
 - c. Shampoo quarterly.
- 5. WINDOW CLEANING:**
 - a. All exterior and interior glass doors (both sides) weekly.
 - b. All windows and other glass weekly.
 - c. Windowsills and trim to be cleaned in conjunction with the glass.
- 6. CERAMIC FLOORING:**
 - a. All ceramic floors will be scrubbed weekly.
- 7. DUST DUSTING:**
 - a. Dust exterior light covers/lenses weekly.
 - b. Notify the County of inoperative bulbs by location daily.
 - c. Dust all interior HVAC vents weekly.
 - d. Remove cobwebs from main entrance daily.
 - e. Vacuum all interior/exterior walk off mats daily.
- 8. BIOHAZARD SPILLS:**
 - a. Sprinkler the spill area with an absorbent powder or other materials like paper towels, and/or absorbent pads.
 - b. Allow the spill to solidify into a “gel” like substance.
 - c. Clean up with disposable squeegee, spill kit dust pan and broom after it solidifies.
 - d. Apply disinfectants, follow manufacturer's instructions, and dwell time.
 - e. Sanitize and clean the area.
 - f. Mop floor with disposable mop.
 - g. Dispose of all material and supplies used in red bag.

SPECIFICATIONS

1. **PRESTIGE CLEANING:** The Vendor shall provide a level of custodial services that is equal or better to the standard defined by the Building Service Contractor Association for prestige cleaning. Prestige: a cleaning standard that will provide unsolicited comments from employees and others and will make complaints a rarity. This level of cleaning shall be required for all areas.
2. **COUNTY REPRESENTATIVE:** The term “County Representative” as used herein shall mean anyone from Facilities Management. The County Representative, under whose direction the work will be performed, shall be consulted as to the manner of starting the work to cause a minimum of interference. The work shall be carried on in such a manner that there will be no interruption of, or interference with, the proper execution of County businesses. All persons employed in the work shall, while on premises, comply with all building regulations.
3. **MEETINGS:** Facilities Management Division reserves the right to request weekly, monthly, quarterly, and/or impromptu meetings with the Vendor. Meetings may be requested more often if deemed necessary by the County.
4. **OUT OF SCOPE SERVICES:** Out of Scope work is defined as any type of janitorial and/or custodial service of outside or beyond the established Agreement. Out of Scope services are not considered an annual and/or reoccurring monthly requirement (i.e., one-time limited cleaning services, one-time floor cleaning or restoration work, holiday cleaning services, etc.). The County may require services outside the Agreement for buildings that are County owned or leased.
5. **OUT OF SCOPE PRICING/QUOTE:** During the term of this agreement, should occasion arise for the Vendor to perform services not defined as a reoccurring annual and/or monthly service in the agreement, the Vendor shall prepare and provide an “Out of Scope” quote. The quote must enumerate the services requested, the appropriate cost for services, and a work order number that will be provided by the Facilities Management County Representative. The quote shall be submitted to the County’s Representative for review and approval, prior to any services being performed. Should the quote be rejected by the Facilities Management Representative, the Vendor shall revise and re-submit the quote with all appropriate changes for review and approval. The Facilities Management Representative will issue a separate Purchase Order for “Out of Scope” services. Out of Scope pricing is defined as the price or fees for any Out-of-Scope service not included within the Scope of Services Agreement.

6. **PAYMENT:** Payments will be made monthly upon presentation of an invoice for certification and payment. Deduction notices for non-performance shall be provided to the Vendor monthly in writing and deducted from the current month's invoice. Payment shall be rendered only for service satisfactorily provided. The Vendor's monthly Quality Control and Work Deficiency Report must accompany each invoice and must also be email to the Facilities Representative. If unsatisfactory service has been brought to the attention of the Vendor and has not been rectified within 24 hours or a noted time approved, that area will be deducted from the month's invoice. **The Vendor shall include the bid number and/or the purchase order number on all invoices. Invoices will be processed for payment when approved by the appropriate Division's Project Manager or designee.**
7. If this contract becomes effective or terminates during the course of a month, the amount to be paid to the Vendor for the part of the month for work performed shall be determined by pro-rating the amount specified in the Bid for a full month on the basis of the number of days in the month involved.
8. **CLEANING INSPECTIONS:** Random inspections of the vendor's work will be made by the County Representative using prescribed forms to record vendor performance. The County Representative has the authority to point out incomplete, unsatisfactory, omitted, and/or defective work to the vendor but does not have the authority to alter the terms or conditions of this contract.
9. **WORKMANSHIP:** The County shall be the sole judge to all questions which may arise as to the quality, performance, and acceptability of materials used and work performed, as well as the manner of performance. Workmanship shall be of the highest quality. The Vendor shall, always, enforce strict discipline and good order among its employees. All work that does not meet the specifications must be corrected and evaluated by the County. The County has the right to deny monthly payment for work not completed for that period.
10. **BUILDING ROSTER:** The County will provide the Vendor a Building Roster spreadsheet with the following information:
 1. Building ID number and address
 2. Building approximate square footage
 3. Building Floors
 4. Services period (day or night cleaning shift), with frequency of cleaning.
 5. Number of employees and hours per location.

This Building Roster spreadsheet should be used only as a guide. The expectation is that all locations are cleaned to full scope of services daily. This includes following the floor cleaning schedule.

11. **CRIMINAL BACKGROUND CHECK:** Vendor will provide a criminal background check and it will be required of all employees and subcontractors performing any part of the scope of work outlined within this contract. No employee or subcontractor shall be allowed into any County facility that cannot pass this background check. Once your company submits the background checks a more comprehensive background check will be run by the Polk County Sheriff's Office, at no cost to the vendor, and Polk County reserves the right to deny access to County property to any of the Vendor's employees that it deems unacceptable. Vendor shall keep updated staffing records and shall track that CJIS (Criminal Justice Information System) certifications are up to date and renewed by each employee annually. An employee without or with an expired CJIS certification will not be allowed to work and may be asked to leave the property. Vendor shall also maintain an email address from employees to receive CJIS certification notifications. Sub contracted vendors are also required to complete a CJIS certification prior to commencement of any work at County facilities.
12. **WORK AND DAILY SUPERVISION OF EMPLOYEES AND OPERATIONS:** The Vendor shall always be responsible for the supervision and direction of the work performed by their employees.
 - a. The Vendor shall always make sure that there is a minimum of one active/present on duty supervisor/manager readily available and accessible during work/service hours; or provide crew leader(s) on the premises to carry out the responsibility.
 - b. The supervisor/manager or crew leader(s) shall have the authority to act as agent for the Vendor in his/her absence and shall be fully qualified to implement the contract specifications.
 - c. The Vendor shall be responsible for instructing their employees in all safety measures.
 - d. All equipment used by the Vendor shall always be maintained in a safe operating condition, free from defects, which in any way may constitute a hazard to any person or persons on County property.
 - e. All electrical equipment shall be properly grounded. All employees must wear proper PPE (personal protective equipment) while working on County premises.

13. **DAY PORTER DUTIES:** Day porters are responsible and specifically assigned to complete the daily completion of the scope of work of a building. Day porters are assigned to specific buildings that required consistent cleaning services throughout the day time. Day porters are also solely responsible for completing the scope of work or periodic cleaning projects in areas designated by the County as secure areas. Day porters are responsible and accountable for cleaning offices, public and private restrooms, secure areas, and public areas. Day porters maintain and ensure the building exterior areas are presentable, clean, and neat to the public. They also follow up and take care of any unexpected cleaning request from building occupants as listed below:

- a. **Immediate Response-** Spill cleanup on carpets and hard surface flooring.
- b. **Interior Cleaning** - Maintain interiors of buildings in common areas to include cleaning and disinfection of restrooms, restroom fixtures, drinking fountains, public-use telephones, counters, floors, chairs, tables, other furniture, and walls.
- c. **Restroom Supplies** -Restock and maintain restroom and break area paper supplies and soap dispensers, dust and sweep lobby, break areas, and other high-touch, high-visibility areas, light mopping as needed, empty and re-line trash receptacles.
- d. **Exterior Cleaning** -Police the assigned exterior perimeter of the buildings, from building to curb, to remove cigarette butts, papers, litter, debris, and emptied trash receptacles. Exterior perimeter is inclusive of but is not limited to, entranceways, break areas, walkways, breezeways, parking lots, landscaped areas, and planted areas adjacent to building entrances and all boundaries of the parking lot.

Additional duties shall include:

- Empty and re-line trash cans and cigarette receptacles and urns.
- Mopping of water from exterior employee break areas.
- Sweep standing water and ensure that the area is in a neat and orderly condition.
- Clean trash cans and receptacles.

14. **SAFETY:** The Vendor shall be responsible for ensuring that any work performed in connection with the Agreement conforms to the guidelines set forth by the Occupational Safety and Health Act (OSHA). The Vendor shall submit to the County

Representative their monthly Safety program. This program shall include the specific training subjects the Vendor trained their employees. The training subjects shall include:

- a. Safe work habits
- b. Blood borne pathogens and cleaning procedures.
- c. Safe use of cleaning chemicals
- d. Safe use of cleaning equipment
- e. The proper use of equipment, signs, barriers, or other devices, to protect building occupants, public, and equipment found in the office.
- f. Recognizing hazardous or other materials that are not permitted for use.
- g. Proper use and wear of personal Protective Equipment (PPE) (i.e. gloves, safety glasses, masks, non-slip shoes, etc.)
- h. Vendor shall maintain a training program and method of verifying employee competency.
- i. The use of staff not adequately trained may be grounds for termination of the contract.

15. SECURITY:

- a. Vendor shall keep all suite and exterior doors closed and unblocked during performance of work.
- b. Vendor staff shall not open desk drawers or cabinets, or to use office equipment, televisions, radios, or telephones for any purpose other than a local emergency call.
- c. Vendors are only allowed to use door stoppers to hold doors open. The use of any other type of objects to hold doors open is not allowed. Any damages to doors or equipment will be charged back to the vendors.
- d. Vendor shall not allow anyone (including County employees) into buildings or offices. Violation may result in a complaint to Vendor and/or termination of the contract.
- e. Vendor shall turn off all lights, secure all windows and doors, and all security systems activated once work is completed.

Bid 24-610, Janitorial Services – Group A, B & C

- f. Vendor shall be responsible for all nuisance false alarm fees caused by the Vendor staff.
- g. If the Vendor finds a door unsecure, staff must notify their supervisor and the Vendor must immediately report it to the Facilities Representative by call, text, or email.
- h. Breaches include but not limited to doors or windows being left unlocked, security alarms not being set, and other security measures not enforced.

16. LOST/STOLEN/DAMAGED IDENTIFICATION BADGES/ KEYS: If an identification badge, proximity card or key is lost, stolen or damaged, the Vendor shall immediately email the County Representative.

- The Vendor shall be assessed a fee for each lost, stolen, or damaged card to reimburse costs incurred by Polk County. All fees due shall be deducted from the Vendor's next invoice.
- It is the Vendor's responsibility to recover and return any keys or badges of terminated employees.
- Vendors must immediately return these badges and/or keys to the County Representative.
- Polk County will issue all janitorial keys and/or badges to the Vendor. The Vendor shall sign for all keys and badges received for their assigned buildings.
- As a result of any loss of keys/badges a fee may be assessed to the Vendor for the replacement of any keys and/or for the cost of changing of locks. The sole decision, regarding changing the locks and assessed fees, rests with the County.

17. COUNTY SERVICES: Normally, heating and air conditioning is curtailed upon the vacating of the space by the building occupants. Vendor is not allowed to touch and/or change any of the building's thermostats. Electrical power will be furnished by the County, at existing power outlets, for the Vendor's use to operate such equipment as is necessary in the performance of the work. Vendor is authorized to use the water utility services at each building location.

18. VENDOR EMPLOYEE UNIFORMS: Vendors shall supply and pay for distinctive, clean, and neat uniforms for their employees and require them to be worn while working on County premises. The uniforms for custodial staff shall consist of smocks and/or vests with the Vendor's logo on the right or left side of the chest, back side and/or sleeves of the item. The uniforms for the Vendor's Management team shall

consist of a polo or button-down shirt with the Vendor's logo on the right or left side of the chest. All uniforms must be clean and free of any stains. Examples of **inappropriate** workplace attire are as follows:

1. Shorts
2. Sleeveless Shirts/Blouses
3. Spandex, leggings, or any clothing that is excessively form fitting.
4. Sheer, transparent or otherwise revealing clothing.
5. Torn or stained shirts or pants
6. Open toed or slides shoes.
7. Offensive designs and/or slogans on shirts, hats, or pants
8. Sunglasses (indoors)

Vendor shall provide each employee a photo identification badge. Each employee shall always wear an identification badge while on County property. Photo identification badge shall include the company name, company logo, and name of employee. Photo identification badges are to be properly displayed to ensure they are easily read and have high visibility. Photo identification badges are to be in good condition and shall be updated if any changes arise. The Vendor shall require all employees to wear distinctive uniform clothing for ready identification, and assure every employee is in uniform no later than ten (10) days from the date an employee first enters on duty. **Employees may be sent home if not in uniform at the discretion of the County Representative.**

19. **SAFETY DATA SHEETS/STORAGE:** SDS information sheets shall be made available to the County's Representative upon request. The Vendor shall immediately report to the County's representative any venting, spillage or dumping of material on County property. The Vendor shall also be responsible for the cleanup and any costs associated with such incidents. When possible, the County may provide areas for storage of the Vendor's supplies and equipment. At all times, the storage areas shall be maintained by the Vendor in a clean, orderly, and safe condition. Vendor must always maintain an adequate number of equipment and supplies at each county location. All storage closets must have an updated SDS binder and updated First Aid kit.
20. **CLEANING PRODUCTS:** Vendor shall provide the County Representative a list with ALL cleaning products prior to the start of this Agreement. All cleaning products and supplies used shall be odorless unless approved otherwise by the County representative. All cleaning products must be approved by County representative prior to implementation.
21. **COLOR-CODED PROGRAM:** Vendor shall have a color-coded cleaning program in place. The color-coded program is an essential safety practice to ensure the proper cleaning supplies are used throughout the facilities. The color-coded program is an

effective cleaning method that helps prevent cross-contamination, germs spreading, and ensures that only the correct and specific products are used at designated areas. The color-coded program consists of assigning specific colors to specific supplies and/or tasks.

- a. The use of color-coded microfiber cloths, mops, dust pans, brushes, brooms, and mops and mop buckets are examples of supplies needed for the color program. Vendor shall provide and stock each janitor’s closet with the color-coded cleaning supplies. A color-coded cleaning program template shall be posted in a visible area inside the janitor’s closet.

Color	Area
Red	Bathrooms
Green	Kitchens/Break Rooms
Yellow	Dusting, Offices, Common Areas
Blue	Glass, Mirrors, Windows

22. **GREEN CLEAN:** Green cleaning products are required for use under this bid. Green cleaning products are defined in accordance with U.S. Green Building Council Standards. Please provide a list of products to be used by your company to clean under this bid. The list should be submitted with your bid documents but must be submitted within five business days after request and before award.

23. **MONTHLY/PERIODIC CLEANING CALENDAR/SCHEDULE:** The County will provide the Vendor an annual window and carpet cleaning calendar/schedule with the specific frequency and/or period in which these projects shall take place. Any changes to the calendar/schedule must be submitted in writing. In addition, the Vendor must also submit a monthly calendar/schedule with all the other additional scheduled periodic cleaning projects, prior to starting with this contract. This calendar/schedule is to be submitted the 1st day of every month to the County Representative and to the onsite building representative. The Vendor will be responsible for completing, maintaining, updating, and tracking of all monthly periodic cleaning projects.

24. **COMMUNICATION, LOCAL OFFICE, AND REPORTING:** To facilitate communication between the Vendor and the County, the Vendor must provide emergency phone numbers, email addresses, and/or any other form of

communication of the leadership on-site (i.e. supervisors, leads) to the County Representative. During emergency situations, it may be necessary to contact the Vendor leadership team after County operational working hours. The Vendor shall be required to answer calls 24 hours per day. Vendor must also provide the County with emergency contact phone numbers from their leadership team. Vendor must respond to emails within one (1) hour of receipt. The County may designate a contact person per facility. The Vendor's leadership team will routinely be dealing with County personnel. The Vendor shall ensure the leadership team is fluent in English.

25. **QUALITY CONTROL PLAN (QCP):** The County shall provide a Quality Control Plan (QCP) template to the vendor. The QCP is to be completed by the vendor and should include the following information:

- a) Method of inspection
- b) Frequency of inspection
- c) Error correction times, methods, and photographs.
- d) Rationale regarding why complaint occurred.
- e) Means and methods for preventing future occurrences.
- f) Provide QCP report monthly via e-mail to Facilities Representative. Invoices for service rendered for each month will be rejected should QCP report does not accompany the invoice.

26. **CONTRACT COMPLIANCE:** The COUNTY seeks to work with professional custodial services companies dedicated to delivering consistently exceptional service. To ensure the County receives the highest quality services during this Agreement, a quality control program will be utilized to ensure full execution of the Scope of Work.

PERFORMANCE OF WORK SCHEDULED FOR DAILY, WEEKLY OR MONTHLY

If any work scheduled for performance daily, weekly, or monthly is omitted or unsatisfactorily performed, (determined by the County Representative) it will be called to the attention of the Vendor or their designated representative by using a county inspection report along with pictures. A deduction will be made from any invoice due or to become due the vendor if the remedy is not made within 24-hours of notification or approved timeline Deduction per area/per day will be assessed by the County for non-performance or deficiencies, based and in accordance with the Deficiencies Deductions List. If deficiency occurs again within the next 48-hour period in the same location, the deduction will be taken whether the deficiency has been rectified or not. In the event the vendor, for any reason whatsoever, consistently fails to perform work to the quality required in this contract, the County reserves the right to:

- Make deduction in accordance with the Deficiencies Deductions List found on the FTP Site.
- Contract an outside Contractor to perform periodic cleaning projects, this at Vendors expense.
- Cancel the contract on as short a notice in writing as may be consistent with securing a replacement vendor to take over the work specified in the canceled contract.

1. CLEANING INSPECTION REPORT: The Cleaning Inspection Report is used by the County to rate and keep track of cleaning services. The Cleaning Inspection Report consists of a list of cleaning tasks that are to be performed and completed by the Vendor. A final rating will determine the results of the inspection. The following are the definitions of the results:

- **Meets Expectations:** An Inspection Report with a “Meets Expectations” result is defined as a report in where the tasks were performed in accordance with the Scope of Work defined in this contract. Consistent and proper execution of cleaning tasks throughout the facility. Meets standards.
- **Needs Improvement:** An Inspection Report with a “Needs Improvement” result is defined as a report in where the tasks are performed by the vendor, however there might be some noticeable improvements and corrections needed. Inconsistent execution of the Scope of Work throughout the facility. Correction of deficiencies needed.

- **Unsatisfactory-** An inspection report with an “Unsatisfactory” result is defined as a report in where the Scope of Work is unsuccessfully followed. Unacceptable cleaning results in which standards are not met. Poor execution of cleaning standards. Major cleaning corrections needed.

Reports with unsatisfactory results will be defined by the County as an unacceptable cleaning inspection report, therefor it will be accompanied by a Complaint to Vendor and a Letter with deductions (after second failed report). The deductions for nonperformance or deficiencies will be determined by the County Representative, in accordance with the Deficiencies Deduction List. The County Representative will submit the Cleaning Inspection Report with photos and details of the inspection to the Vendor. The expectation is that all deficiencies recorded on the inspection report, are corrected. This is to include the entire facility not just what is reported on the inspection report or pictures. Random facilities inspections and frequency of the inspections will be conducted at the County’s discretion. To resolve poor performance and deficiencies, the COUNTY will utilize the Complaint to Vendor Form that may result in Notice to Cure, reassignment of the location to another Vendor and if unresolved, possible contract termination.

2. **CLEANING DEFICIENCIES:** Cleaning deficiencies are defined as any unsatisfactory, unacceptable, deficient services- provided or not provided at all- by the Vendor. Cleaning deficiencies when performing any of the tasks listed on the Scope of Work are to be corrected by the Vendor immediately after notification.
3. **CLEANING, SAFETY, AND OPERATIONAL DEFICIENCIES DEDUCTIONS:** The County will automatically deduct dollar amounts and percentages for specific performance deficiencies found and for failure to complete tasks and/or not follow the agreement. These deductions are specific per task and/or occurrence, and the amounts shall be credited against the Vendor’s invoice.
4. **COMPLAINT TO VENDOR FORM:** Refer to General Information section, item number 14(b) of Bid Package.
5. **DAYTIME AND EVENING CLEANING HOURS:** Daytime cleaning is defined as any work perform during County operational hours (Monday through Friday 7:00 AM- 5:30 PM). Some areas (departments, offices, sections, etc.) are considered of high or strict security, therefor cleaning must happen during the daytime. Example of these locations are the judge’s chambers, clinics, official records, sheriff departments, etc. Any daytime cleaning must be performed in an orderly, efficient, and safely manner, this to minimize disruptions to the occupants. No cleaning work

will be allowed in those areas/buildings after County operational hours. Evening cleaning is defined as any work performed after County operational hours (Monday through Sunday 5:30 PM and 11:59 PM). When working evening hours, the Vendor shall ensure that the building is secure, and alarm systems are properly set up.

- 6. EMERGENCY CLEANING SERVICES:** Emergency cleaning services are defined as any service requested after County operational hours and holidays. The Vendor shall provide a twenty-four (24) hour point of contact Manager or Supervisor. The Vendor shall be required to answer service calls 24 hours a day. Vendor must reply to emails within one (1) hour of receipt. Vendor shall respond and arrive to the emergency location to provide services within one (1) hour from the time of the first notification.
- 7. AFTER HOUR PROJECTS AND WEEKEND PROJECTS:** After hours projects and weekend projects are coordinated and scheduled with the County representative and building occupants, prior to work being performed. Any after hour project work required, will be closely and consistently supervised by the Vendor supervisor and/or manager.
- 8. ESSENTIAL STAFFING:** The Vendor shall provide and include the following staff positions to ensure proper communication, operation, and execution of the scope of work.
 - A. Area Manager/Supervisor:** The Vendor shall provide an Area Manager/Supervisor who will be the main point of contact with the County Representative may consult about agreement performance, service requests, inspection results, staffing needs, projects status, emergencies, and other agreement matters throughout the entire contract term.
 - B. Non-working Night Supervisor:** The Vendor shall provide a non-working night Supervisor responsible for inspecting, training, and supervising working employees through accounts in accordance with the vendor's group list. The non-working Night Supervisor shall be available during non-standard business hours defined as Monday through Friday between 5:30 PM and 11:59 PM
 - C. Floor Technician:** Vendor must have floor technicians to accommodate all floor schedules. Floor technicians must be skilled and have at least two (2) years of experience of floor care experience. Vendor must provide floor techs to follow County floor schedule guidelines. Marble, stone care, and polished cement floor techs must have at least five (5) years' experience.
 - D. Day Porter:** Day porters are responsible for the daily cleaning tasks of secure offices, public and private restrooms, and any common/public areas. Day

Porters are also accountable for the up keep of the building exterior areas. They also full fill any unforeseen cleaning requests from building occupants.

9. STAFFING ROSTER SCHEDULE: Vendor shall provide a “Staffing Roster Schedule” (SRS) indicating the number of persons assigned to specific building locations, floors, or spaces and the minimum required man hours to accomplish daily tasks, as outlined within the scope of services and the bid sheet. Any changes to the roster must be pre-approved by the County Representative. The Vendor must keep this roster current throughout the duration of the contract. The employee roster must be submitted to the County Representative via email. The employee roster is due the 1st calendar day of each month and/or anytime there is a staff change (i.e. new hires, terminations, reassignments, etc.) The Employee Roster must include the following:

- a) Employee last and first name
- b) Employee shift
- c) Employee position/title
- d) Badge ID number
- e) Employees hire date.
- f) CJIS (Criminal Justice Information Services) completion date.
- g) Work assignment assignments.
- h) Building ID number
- i) Building service period
- j) Termination date

10. STAFFING: Vendor shall provide suitable, trained, and skilled employees for the appropriate safe janitorial methods and techniques, to maintain the facilities properly and satisfactorily during the scheduled times. Vendor shall be fully staffed on the first day of work. Staff shall receive close and continuing front-line supervision. At all times, Vendors must have assigned buildings fully staffed, in accordance with the building roster provided by the County. Non-working supervisors, crew leaders, and custodians shall be of an adequate number to maintain the contract specifications and scope of services. The County reserves the right to require additional staffing at any of the contracted locations where the Scope of Work specifications is not being met, at no additional cost to the County.

11. EMPLOYEE LOGS: All Vendor’s employees (including Management team) shall maintain a County provided sign in/out logbook, at all buildings that are considered a secure site. All Vendor’s staff, including supervisors, shall be required to sign in upon arrival to designated location and sign-out at the end of each shift. These logs shall be available for review by the County staff at any time. Handwritten logs shall be kept clean, neat, and legible.

12. RELOCATION OF EMPLOYEES: The relocation of Vendor employees specifically assigned to a building shall not be allowed unless in an emergency and approved by the County. Vendor's staff that is specifically assigned to a building shall not be moved to another location to replace other employees due to Vendor's staff shortages, vacation coverage, leave, etc.

13. TRANSPORTATION: A non-personal motorized method of transportation (golf-cart) shall be used at specific locations because of the complexity of the area. The Vendor shall provide a non-personal motorized method of transportation (golf cart) for these locations: Sheriff Operations Center, Natural Resources, and the Central Landfill compound. Vendor shall ensure supplies, and heavy equipment are transported in a safe and orderly manner without interrupting service schedules or shifts.

14. COUNTY BADGES AND BUILDING KEYS: The county will provide Vendor with building, gate, dispensers, and/or badges to allow access to county locations. The Vendor shall sign for keys/badges and shall be responsible for returning these keys back to the County Representative after conclusion of the Agreement. All county badges and keys from terminated employees are to be returned directly to the Facilities County Representative and not to building occupants.

Bid Sheet

The Bid Sheets for this bid are available on the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevendor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder “**Bid 24-610, Bid Attachments**”, select “Open” or “Save As” to download. If you need assistance accessing this website due to ADA or any other reason, please email Tabatha Shirah at tabathashirah@polk-county.net.