

AMENDMENT NO. 6

TERM CONTRACT NO. Y18-163H
FOR
LOT F - COUNTYWIDE JANITORIAL SERVICES – EAST DISTRICT BUILDINGS

EFFECTIVE DATE: SEPTEMBER 1, 2021

The above contract is changed as follows:

This amendment is to confirm that, by mutual consent, the subject contract is hereby renewed for the period of September 1, 2021 through August 31, 2022.

All other prices, terms and conditions of the original contract remain the same.

IN WITNESS WHEREOF, the parties have executed this amendment on the dates below:

Owens, Renz & Lee Co., dba
Owens Realty Services



Signature

William Lee Raig

Printed/Typed Name

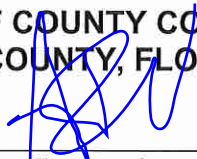
Senior Vice President

Title

7/14/21

Date

BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA



Ana Villalona, Contracting Agent

Date: *7/15/21*

AMENDMENT NO. 5

TERM CONTRACT NO. Y18-163H
FOR
LOT F – COUNTYWIDE JANITORIAL SERVICES –
EAST DISTRICT BUILDINGS

EFFECTIVE DATE: JULY 1, 2021

The above contract is changed as follows:

The contract total increased \$35,100.12 from \$536,325.98 to \$571,426.10.


All other prices, terms and conditions of the original contract remain the same.

**Owens, Renz & Lee Co., dba
Owens Realty Services**

**BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA**



Signature

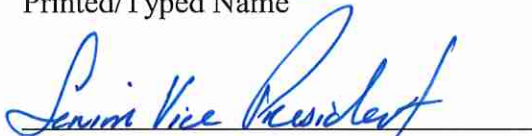


Signature



Printed/Typed Name

Zulay Millan, CPPO, CPPB, FCCM
Assistant Manager, Procurement Division



Title

Date: July 14, 2021

7/9/21

Date

AMENDMENT NO. 4

TERM CONTRACT NO. Y18-163H
FOR
LOT F – COUNTYWIDE JANITORIAL SERVICES –
EAST DISTRICT BUILDINGS

EFFECTIVE DATE: NOVEMBER 21, 2020

The above contract is changed as follows:

A. DELETE – Clerk of Courts – East Side, 1,238 Cleaning sq ft.

BUILDING NAME	ADDRESS	QUANTITY	MEASURE	UNIT PRICE
Clerk of Courts – East Side	672 S. Goldenrod Rd.	12	Months	\$136.18

The total estimated amount of the contract decreased from \$537,960.14 to \$536,325.98 an annual decrease of \$1,634.16.

All other prices, terms and conditions of the original contract remain the same.

IN WITNESS WHEREOF, the parties have executed this amendment on the dates below:

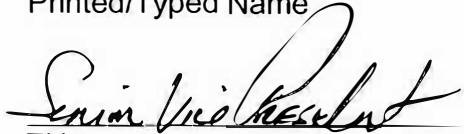
**OWENS, RENZ & LEE CO., dba
OWENS REALTY SERVICES**



Signature

William Lee Pisci

Printed/Typed Name



Title

11/23/2020

Date

**BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA**

Perry Davis

Signature

Perry Davis, C.P.M.
Contracts Supervisor, Procurement
Division

11/24/2020

Date

AMENDMENT NO. 3

TERM CONTRACT NO. Y18-163H
FOR
LOT F - COUNTYWIDE JANITORIAL SERVICES – EAST DISTRICT BUILDINGS

EFFECTIVE DATE: July 20, 2020

The above contract is changed as follows:

Add to Scope of Services, section 3. JANITORIAL SERVICES-TASK DESCRIPTION as follows:

P. Staff Training on Guidelines issued by the Centers for Disease Control (CDC)

The Contractor shall follow and provide training to all staff currently assigned to work in Orange County buildings on guidelines issued by the Centers for Disease Control and Prevention (CDC) and Orange County mandates to prevent the spread of SARS-CoV-2, Coronavirus (COVID-19). The Contractor shall stay abreast with updated information on COVID-19 from the CDC and Orange County, and shall notify the County in writing of what steps the Contractor is taking to ensure compliance. The Contractor shall not assign staff to work in County buildings who are not trained on the updated guidelines. Training shall include, but not limited to, Personal Protective Equipment (PPE), disinfecting chemicals, social distancing, and temperature checks. The Contractor shall provide their updated training program to the County on a quarterly basis and immediately upon request by the County. The information provided to the County shall include a list of staff who were trained or is scheduled for training and the date training occurred or will occur. The Contractor shall provide updates by the 1st day of the following months, October, January, April, and July.

All other prices, terms and conditions of the original contract remain the same.

IN WITNESS WHEREOF, the parties have executed this amendment on the dates below:

**Owens, Renz & Lee Co., dba
Owens Realty Services**

Signature

Alfonso Crisancho

Printed/Typed Name

Regional Manager

Title

July, 21 - 2020

Date

**BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA**

Signature

July 23, 2020

Zulay Millan, CPPO, CPPB, FCCM
Assistant Manager, Procurement Division

AMENDMENT NO. 2

TERM CONTRACT NO. Y18-163H
FOR
LOT F - COUNTYWIDE JANITORIAL SERVICES – EAST DISTRICT BUILDINGS

EFFECTIVE DATE: SEPTEMBER 1, 2020

The above contract is changed as follows:

This amendment is to confirm that, by mutual consent, the subject contract is hereby renewed for the period of September 1, 2020 through August 31, 2021.

All other prices, terms and conditions of the original contract remain the same.

IN WITNESS WHEREOF, the parties have executed this amendment on the dates below:

**Owens, Renz & Lee Co., dba
Owens Realty Services**

Signature

Alfonso Cristancho

Printed/Typed Name

Regional Manager

Title

04-27-2020

Date

**BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA**

Ana Villalona

Ana Villalona, Contracting Agent

Date: *4/27/2020*

AMENDMENT NO. 1 ✓

TERM CONTRACT NO. Y18-163H
FOR
LOT F - COUNTYWIDE JANITORIAL SERVICES – EAST DISTRICT BUILDINGS

EFFECTIVE DATE: SEPTEMBER 1, 2019

The above contract is changed as follows:

A. UNIT PRICES ARE MODIFIED AS FOLLOWS: ✓

ROUTINE SERVICES					
#	Building Name	Months	Cleaning SF	Price per SF	Unit Price per Month
1	Bithlo Community Action Office and Restroom	12	427.00	\$0.23	\$98.21
2	Bithlo Community Center - Head Start	12	3,092.00	\$0.26	\$803.92
3	Bithlo/Christmas Neighborhood Center for Families (NCF)	12	1,889.00	\$0.23	\$434.47
4	Clerk of Court Warehouse	12	1,970.00	\$0.23	\$453.10
5	Clerk of Courts - East Side	12	1,238.00	\$0.23	\$284.74
6	Comptroller's Record Warehouse	12	4,372.00	\$0.26	\$1,136.72
7	East Orange Community Center - Building B	12	4,899.00	\$0.26	\$1,273.74
8	East Orange Community Center - Building C	12	1,750.00	\$0.23	\$402.50
9	East Orange Community Center - Building D	12	3,091.00	\$0.26	\$803.66
10	East Orange Community Center - Building E	12	768.00	\$0.23	\$176.64
11	East Orange Community Center - Head Start Building F	12	768.00	\$0.23	\$176.64
12	East Orange Community Center - Head Start Building G	12	768.00	\$0.23	\$176.64
13	East Orange Community Center - Head Start Building H	12	768.00	\$0.23	\$176.64
14	East Orange Community Center - Head Start Building I	12	768.00	\$0.23	\$176.64
15	East Orange Community Center - Head Start Building J	12	768.00	\$0.23	\$176.64
16	East Orange Community Center - Head Start Building K	12	768.00	\$0.23	\$176.64
17	Facilities Management East Offices and Wellworks	12	5,341.00	\$0.26	\$1,388.66
18	Hanging Moss	12	513.00	\$0.23	\$117.99

19	History Center Warehouse	12	974.00	\$0.23	\$224.02
20	Road & Drainage Highway Maintenance - Blithlo Office	12	1,573.00	\$0.23	\$361.79
21	Road & Drainage Highway Maintenance - Goldenrod Office & Break Area	12	2,428.00	\$0.23	\$558.44
22	Road & Drainage Highway Maintenance - Taft Office	12	1,502.00	\$0.23	\$345.46
23	Road & Drainage Highway Maintenance - Three Points Office	12	1,592.00	\$0.23	\$366.16
24	Sheriff's Gun Range - Admin Building	12	9,664.00	\$0.26	\$2,512.64
25	Sheriff's Gun Range - Pistol Range Restroom	12	568.00	\$0.26	\$147.68
26	Sheriff's Gun Range - Storage/Restroom	12	172.00	\$0.26	\$44.72
27	Sheriff's Sector II	12	19,707.00	\$0.26	\$5,123.82
28	Sheriff Sector V	12	3,237.00	\$0.26	\$841.62
29	Sphaler Park Activity Center	12	3,346.00	\$0.26	\$869.96
30	Taft Community Center	12	6,620.00	\$0.26	\$1,721.20
31	Taft Head Start	12	9,514.00	\$0.26	\$2,473.64
32	Taft Service Center	12	2,810.00	\$0.26	\$730.60
33	Union Park Neighborhood Center for Families	12	2,180.00	\$0.23	\$501.40
DAY PORTERS AND DOCK MASTERS					
	Building Name		Hours/Days of Service		Unit Price Per Hour
34	East Orange Community Center B-K		1,040.00		\$15.35
35	Sphaler Park Activity Center, Taft Service Center, Taft Community Center, Taft Head Start		1,040.00		\$15.35
FIRE RESCUE DEPARTMENT - ROUTINE SERVICES					
36	Fire Rescue Headquarters	12	47,437.00	\$0.22	\$10,436.14
37	Fire Rescue Training Center (Main Building and Warehouse)	12	5,745.00	\$0.22	\$1,263.90
FIRE RESCUE - DAY PORTERS					
38	Fire Rescue Headquarters		2,190.00		\$15.35

PROJECT FLOOR WORK				
	Service Description		Estimated SF Annually	Unit Price Per SF
39	Floor Spray Buffing		200,000.00	\$0.20
40	Machine Scrub Non-Resilient Hard Surface Floors		100,000.00	\$0.23
41	Reconditioning of Finished Floors		200,000.00	\$0.35
42	Stripping and Waxing		100,000.00	\$0.40
43	Carpet cleaning, extraction/shampoo		200,000.00	\$0.18
44	Carpet cleaning, dry method		100,000.00	\$0.23
45	Truck mount high pressure carpet cleaning		100,000.00	\$0.20
	ADDITIONAL CUSTODIAL SERVICES			
	Service Description		Estimated Annual Hours	Unit Price Per Hour
46	Event Services / Additional Cleaning		150.00	\$15.35
47	Emergency Clean-up Services		150.00	\$15.35
48	Upholstered Furniture and Wall Systems Cleaning/Shampoo		500.00	\$15.35
49	Non-Routine Custodial Services		100.00	\$15.35
50	Exterior Pressure Washing		100.00	\$15.35
51	Exterior Window Cleaning - 1st Floor		100.00	\$15.35
52	Disaster Related Extended Janitorial Services		100.00	\$15.35

B. The contract Scope of Services is revised as follows:

3. JANITORIAL SERVICES – TASK DESCRIPTION

2) **Recycling** - The Contractor shall be responsible for recycling centrally located recycling receptacles in all buildings, meaning any recycling receptacles located in common areas such as copy centers, breakrooms, lobbies, etc. The Contractor shall empty centralized recycling receptacles when half full or more into recycling dumpsters then return to their original location. Recyclable materials shall be removed and placed in recycling dumpsters. Contractor shall break down and flatten cardboard boxes that are left for disposal and place them into recycling dumpsters. Contractor shall at all times keep trash and recyclables separated.

Shredded paper is not a recyclable material and shall be disposed of as trash. If shredded paper is loosely strewn in the centralized recycling receptacles with other recyclable material, the receptacle shall be deemed contaminated and disposed of as trash.

Plastic bags/liners are contaminants to recycling. Plastic bags/liners shall not be placed in the centralized recycling receptacles or the County's outside recycling dumpsters designated for the County's commercial recycling Contractor. Failure to adhere to this requirement may result in a performance deficiency deduction of Commingling Trash and Recycle as outlined in the Scope of Services, Section 13, Performance Deficiencies and Non-Compliance.

5) **Liners** - The Contractor shall replace all trash and recycling receptacle liners with a new receptacle liner of the proper size when visibly soiled with food or other waste. The Contractor shall replace the liner, secure/tie the liner and spread the liner out on the side of the receptacle in such a manner as to present a neat uniform appearance and replace the receptacle in its original location. Liners shall not be used in recycling receptacles.

The total estimated amount of the contract remains \$537,960.14.

All other prices, terms and conditions of the original contract remain the same.

Owens, Renz & Lee Co., dba
Owens Realty Services

Robert Johannsmeyer
Signature

ROBERT JOHANNSMAYER
Printed/Typed Name

SVP- COO
Title

9-5-19
Date

BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA

Zulay Millan 9/5/19
Signature

Zulay Millan, CPPO, CPPB, FCCM
Assistant Manager, Procurement Division



PROCUREMENT DIVISION

CARRIE MATHES, MPA, CFCM, CPPO, C.P.M., APP, Manager

400 E South Street 2nd Floor * Reply To: Post Office Box 1393, Orlando, FL 32802-1393

PH: 407-836-5635 FAX: 407-836-5899

**TERM CONTRACT NO. Y18-163H
LOT F - COUNTYWIDE JANITORIAL SERVICES –
EAST DISTRICT BUILDINGS**

TO: Owens, Renz & Lee Co., Inc. dba
Owens Realty Services
2 Summit Place
Branford, CT 06405

This is to inform you that the Orange County Board of County Commissioners hereby enters into a term contract subject to the following:

TERMS AND CONDITIONS

1. Acceptance:

This contract is our acceptance of your offer in response to our **Invitation for Bids No. Y18-163, Lot F - Countywide Janitorial Services- East District Buildings - Term Contract**, and is subject to all terms and conditions therein.

2. Term of Contract:

- A. This is a term contract for the time period specified in the referenced Invitation for Bids, for the products/services covered by this contract. The County is not obligated to purchase any minimum amount of products or services, unless otherwise stipulated in the Invitation for Bids.
- B. This contract is effective **SEPTEMBER 1, 2019**, and shall remain in effect through **AUGUST 31, 2020**. The estimated contract award for this period is **\$537,960.14**.
- C. This contract may be renewed upon mutual agreement as provided in the Invitation for Bids. Any amendments to this contract must be in writing and signed by both parties. Such amendment(s) must be signed by the representative of the Orange County Procurement Division to be valid, binding, and enforceable.
- D. This contract may be cancelled or terminated as provided for in the Invitation for Bids.

3. Ordering against Contract:
- A. Unless otherwise specified in the Invitation for Bids, the County will place orders by issuance of a numbered Delivery Order against this contract. Each Delivery Order will specify the quantity, description and location for delivery.
 - B. The obligations of Orange County under this contract are subject to need and availability of funds lawfully appropriated for its purpose by the Board of County Commissioners.

4. Taxes:

The County has the following tax exemption certificates assigned.

- A. Certificate of Registry No. 59-70-004K for tax free transactions under Chapter 32, Internal Revenue Code;
- B. Florida Sales and Use Tax Exemption Certificate No. 85-8012622266C-0.

5. Invoicing:

- A. Invoices must be submitted, in duplicate, referencing this contract number and the Delivery Order to:

Orange County Administrative Services
Fiscal and Operational Support
IOC2 – 400 E. South Str. 5th FL
Orlando, FL 32801
Phone (407) 836-0052

- B. Invoices against this contract are authorized only at the prices stated in your bid response, unless otherwise provided in the Invitation for Bids.

6. All requirements contained in any addenda to the solicitation for this procurement are part of and hereby incorporated into this contract.

**BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA**

BY:



Zulay Millan, CPPO, CPPB, FCCM
Procurement Division

DATE:

8/20/19

**IFB ##Y18-163-DG
BID RESPONSE FORM**

The Contractor shall provide all labor and other resources necessary to provide the services in strict accordance with the scope of services defined in this solicitation for the amounts specified in this Bid Response Form, inclusive of overhead, profit and any other costs. **Unit Cost per SF x Cleaning SF = Cost per Month, Cost per Month x Annual Qty = Annual Cost**

LOT F – EAST DISTRICT BUILDINGS

ROUTINE SERVICES							
#	Building Name	Address	Unit Cost Per SF	Cleani ng SF	Cost per Month	Annual Qty	Annual Cost
1	Bithlo Community Action Office and Restroom	18501 E Washington St, Orlando, FL 32820	\$ 0.11	427	\$ 46.97	x 12 =	\$ 563.64
2	Bithlo Community Center - Head Start	18501 E. Washington St.	\$ 0.11	3,092	\$ 340.12	x 12 =	\$ 4,081.44
3	Bithlo/Christmas Neighborhood Center for Families (NCF)	18510 Madison Ave.	\$ 0.11	1,889	\$ 207.79	x 12 =	\$ 2,493.48
4	Clerk of Court Warehouse	1800 Cypress Lake Dr.	\$ 0.11	1,970	\$ 216.70	x 12 =	\$ 2,600.40
5	Clerk of Courts - East Side	672 S. Goldenrod Rd.	\$ 0.11	1,238	\$ 136.18	x 12 =	\$ 1,634.16
6	Comptroller's Record Warehouse	1800 Cypress Lake Dr.	\$ 0.11	4,372	\$ 480.92	x 12 =	\$ 5,771.04
7	East Orange Community Center - Building B	12050 E. Colonial Dr	\$ 0.11	4,899	\$ 538.89	x 12 =	\$ 6,466.68
8	East Orange Community Center - Building C	12050 E. Colonial Dr	\$ 0.11	1,750	\$ 192.50	x 12 =	\$ 2,310.00
9	East Orange Community Center - Building D	12050 E. Colonial Dr	\$ 0.11	3,091	\$ 340.01	x 12 =	\$ 4,080.12

Owens, Renz & Lee Co., Inc dba Owens Realty Services
Company Name

ROUTINE SERVICES continues

#	Building Name	Address	Unit Cost Per SF	Cleani ng SF	Cost per Month	Annual Qty	Annual Cost
10	East Orange Community Center - Building E	12050 E. Colonial Dr	\$ 0.11	768	\$ 84.48	x 12 =	\$ 1,013.76
11	East Orange Community Center - Head Start Building F	12050 E. Colonial Dr	\$ 0.11	768	\$ 84.48	x 12 =	\$ 1,013.76
12	East Orange Community Center - Head Start Building G	12050 E. Colonial Dr	\$ 0.11	768	\$ 84.48	x 12 =	\$ 1,013.76
13	East Orange Community Center - Head Start Building H	12050 E. Colonial Dr	\$ 0.11	768	\$ 84.48	x 12 =	\$ 1,013.76
14	East Orange Community Center - Head Start Building I	12050 E. Colonial Dr	\$ 0.11	768	\$ 84.48	x 12 =	\$ 1,013.76
15	East Orange Community Center - Head Start Building J	12050 E. Colonial Dr	\$ 0.11	768	\$ 84.48	x 12 =	\$ 1,013.76
16	East Orange Community Center - Head Start Building K	12050 E. Colonial Dr	\$ 0.11	768	\$ 84.48	x 12 =	\$ 1,013.76
17	Facilities Management East Offices and Wellworks	6600 Amory Court	\$ 0.11	5,341	\$ 587.51	x 12 =	\$ 7,050.12
18	Hanging Moss	6136 Hanging Moss Road	\$ 0.11	513	\$ 56.43	x 12 =	\$ 677.16
19	History Center Warehouse	1800 Cypress Lake Dr.	\$ 0.11	974	\$ 107.14	x 12 =	\$ 1,285.68

Owens, Renz & Lee Co., Inc dba Owens Realty Services

Company Name

ROUTINE SERVICES continues							
#	Building Name	Address	Unit Cost Per SF	Cleani ng SF	Cost per Month	Annual Qty	Annual Cost
20	Road & Drainage Highway Maintenance - Bithlo Office	18841 Old Cheney Highway	\$ 0.11	1,573	\$ 173.03	x 12 =	\$ 2,076.36
21	Road & Drainage Highway Maintenance - Goldenrod Office & Break Area	2530 N. Forsyth Road	\$ 0.11	2,428	\$ 267.08	x 12 =	\$ 3,204.96
22	Road & Drainage Highway Maintenance -Taft Office	11442 Intermodal Way	\$ 0.11	1,502	\$ 165.22	x 12 =	\$ 1,982.64
23	Road & Drainage Highway Maintenance - Three Points Office	4651 Young Pine Road	\$ 0.11	1,592	\$ 175.12	x 12 =	\$ 2,101.44
24	Sheriff's Gun Range - Admin Building	12455 Wewahotee Rd.	\$ 0.11	9,664	\$ 1,063.04	x 12 =	\$ 12,756.48
25	Sheriff's Gun Range - Pistol Range Restroom	12455 Wewahotee Rd.	\$ 0.11	568	\$ 62.48	x 12 =	\$ 749.76
26	Sheriff's Gun Range - Storage/Restroom	12455 Wewahotee Rd.	\$ 0.11	172	\$ 18.92	x 12 =	\$ 227.04
27	Sheriff's Sector II	11146 Lake Underhill Rd.	\$ 0.11	19,707	\$ 2,167.77	x 12 =	\$ 26,013.24
28	Sheriff Sector V	6817 Westwood Blvd.	\$ 0.11	3,237	\$ 356.07	x 12 =	\$ 4,272.84
29	Sphaler Park Activity Center	1001 4th St.	\$ 0.11	3,346	\$ 368.06	x 12 =	\$ 4,416.72
30	Taft Community Center	9450 S. Orange Ave.	\$ 0.11	6,620	\$ 728.20	x 12 =	\$ 8,738.40
31	Taft Head Start	9504 S. Orange Ave.	\$ 0.11	9,514	\$ 1,046.54	x 12 =	\$ 12,558.48

Owens, Renz & Lee Co., Inc dba Owens Realty Services

Company Name

ROUTINE SERVICES continues							
#	Building Name	Address	Unit Cost Per SF	Cleani ng SF	Cost per Month	Annual Qty	Annual Cost
32	Taft Service Center	9500 S. Orange Ave.	\$ 0.11	2,810	\$ 309.10	x 12 =	\$ 3,709.20
33	Union Park Neighborhood Center for Families	9839 E Colonial Dr. Orlando, FL 32817	\$ 0.11	2,180	\$ 239.80	x 12 =	\$ 2,877.60
ROUTINE SERVICES - SUBTOTAL							\$ 133,758.24
DAY PORTER SERVICES							
	Building Name	Service	Qty	Hours of Service	Unit Cost Per Hour	Est. Annual Hours	Estimated Annual Total Cost
34	East Orange Community Center B-K	Day Porter	1	4 Hours Daily, Mon-Fri	\$ 15.35	1,040	\$ 15,964.00
35	Sphaler Park Activity Center,	Day Porter	1	4 Hours Daily, Mon-Fri	\$ 15.35	1,040	\$ 15,964.00
	Taft Service Center Taft Community Center, Taft Head Start	Day Porter					
DAY PORTERS - SUBTOTAL							\$ 31,928.00

131,795%

Owens, Renz & Lee Co., Inc dba Owens Realty Services

Company Name

FIRE RESCUE DEPARTMENT - ROUTINE SERVICES

36	Fire Rescue Headquarters	6590 Amory Court	\$ 0.11	47,437	\$ 5,218.07	x 12 =	\$ 62,616.84
37	Fire Rescue Training Center (Main Building and Warehouse)	2976 N. Forsyth Rd.	\$ 0.11	5,745	\$ 631.95	x 12 =	\$ 7,583.40

FIRE RESCUE DEPARTMENT - DAY PORTER

	Building Name	Service	Qty	Hours of Service	Unit Cost Per Hour	Est. Annual Hours	Estimated Annual Total Cost
38	Fire Rescue Headquarters	Day Porter	1	6 Hours Daily, Mon-Sun	\$ 15.35	2,190	\$ 33,616.50

FIRE RESCUE DEPT. - SUBTOTAL \$ 103,816.74

PROJECT FLOOR WORK

	Service Description	Unit Cost Per SF		Estimated SF Annually		Estimated Annual Total Cost
39	Floor Spray Buffing	\$ 0.20	x	200,000	=	\$ 40,000.00
40	Machine Scrub Non-Resilient Hard Surface Floors	\$ 0.23	x	100,000	=	\$ 23,000.00
41	Reconditioning of Finished Floors	\$ 0.35	x	200,000	=	\$ 70,000.00
42	Stripping and Waxing	\$ 0.40	x	100,000	=	\$ 40,000.00

Owens, Renz & Lee Co., Inc dba Owens Realty Services

Company Name

PROJECT FLOOR WORK continues						
	Service Description	Unit Cost Per SF		Estimated SF Annually		Estimated Annual Total Cost
43	Carpet cleaning, extraction/shampoo	\$ 0.18	x	200,000	=	\$ 36,000.00
44	Carpet cleaning, dry method	\$ 0.23	x	100,000	=	\$ 23,000.00
45	Truck mount high pressure carpet cleaning	\$ 0.20	x	100,000	=	\$ 20,000.00
PROJECT FLOOR WORK - SUBTOTAL						\$ 252,000.00
ADDITIONAL CUSTODIAL SERVICES						
	Service Description	Unit Cost Per Hour	x	Estimated Annual Hours		Estimated Annual Total Cost
46	Event Services / Additional Cleaning	\$ 15.35	x	150	=	\$ 2,302.50
47	Emergency Clean-up Services	\$ 15.35	x	150	=	\$ 2,302.50
48	Upholstered Furniture and Wall Systems Cleaning/Shampoo	\$ 15.35	x	500	=	\$ 7,675.00

Owens, Renz & Lee Co., Inc dba Owens Realty Services

Company Name

ADDITIONAL CUSTODIAL SERVICES continues						
	Service Description	Unit Cost Per Hour	x	Estimated Annual Hours	=	Estimated Annual Total Cost
49	Non-Routine Custodial Services	\$ 15.35	x	100	=	\$ 1,535.00
50	Exterior Pressure Washing	\$ 15.35	x	100	=	\$ 1,535.00
51	Exterior Window Cleaning - 1st Floor	\$ 15.35	x	100	=	\$ 1,535.00
52	Disaster Related Extended Janitorial Services	\$ 15.35	x	100	=	\$ 1,535.00
ADDITIONAL CUSTODIAL SERVICES - SUBTOTAL						\$ 18,420.00
TOTAL JANITORIAL SERVICES - LOT F (ALL ITEMS)						\$ 539,922.98

537,960.14

Owens, Renz & Lee Co., Inc dba Owens Realty Services

Company Name

THE FOLLOWING SECTION MUST BE COMPLETED BY ALL BIDDERS:

Company Name: Owens, Renz & Lee Co., Inc. dba Owens Realty Services

NOTE: COMPANY NAME MUST MATCH LEGAL NAME ASSIGNED TO TIN NUMBER. CURRENT W9 MUST BE SUBMITTED WITH BID.

TIN#: 06-1300465 D-U-N-S® # 62-068-2773

<u>2</u>	<u>Summit Place</u>	<u>Branford</u>
(Street No. or P.O. Box Number)	(Street Name)	(City)
<u>New Haven</u>	<u>Connecticut</u>	<u>06405</u>
(County)	(State)	(Zip Code)

Contact Person: Michael Clary

Phone Number: 407-466-5408 Fax Number: 407-644-0400

Email Address: mclary@owens-services.com

EMERGENCY CONTACT

Emergency Contact Person: Jose Balado

Telephone Number: 407-453-9059 Cell Phone Number: 407-453-9059

Residence Telephone Number: N/A Email: jbalado@owens-services.com

ACKNOWLEDGEMENT OF ADDENDA

The Bidder shall acknowledge receipt of any addenda issued to this solicitation by completing the blocks below or by completion of the applicable information on the addendum and returning it not later than the date and time for receipt of the bid. Failure to acknowledge an addendum that has a material impact on this solicitation may negatively impact the responsiveness of your bid. Material impacts include but are not limited to changes to scope of work/services, delivery time, performance period, quantities, bonds, letters of credit, insurance, or qualifications.

Addendum No. 1, Date 7/2/18 Addendum No. 3, Date 7/12/18

Addendum No. 2, Date 7/11/18 Addendum No. 4, Date 7/16/18

July 2, 2018

**BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA**

**IFB #Y18-163-AV
COUNTYWIDE JANITORIAL SERVICES
TERM CONTRACT**

ADDENDUM NO.1

This addendum is hereby incorporated into the bid documents of the IFB referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Underlining indicates additions, deletions are indicated by ~~strikethrough~~.

I. The opening Bid date and time has changed as follows:

Sealed bid offers in an **original** and **four (4) copies** for furnishing the above will be accepted up to **2:00 PM (local time), Tuesday, July 3, 2018, Thursday, July 19, 2018** in the Procurement Division, Internal Operations Centre II, 400 E. South Street, 2nd Floor, Orlando, FL 32801.

All other specifications, terms and conditions remain the same.

ACKNOWLEDGEMENT OF ADDENDA

a. The bidder shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned no later than the date and time for receipt of the bid.

b. Receipt acknowledged by:



Authorized Signer

7/2/18

Date Signed

Corporate Regional Manager

Title


Owens. Renz & Lee Co., Inc. dba Owens Realty Services

Name of Bidder

ACKNOWLEDGEMENT OF ADDENDA

- a. The bidder/proposer shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of the bid or proposal.

b. Receipt acknowledged by:



7/11/19

Authorized Signer

Date Signed


Corporate Regional Manager

Title

Owens, Renz & Lee Co., Inc. dba Owens Realty Services

Name of Bidder/Proposer

b. Receipt acknowledged by:



Authorized Signer

7/12/18

Date Signed

Corporate Regional Coordinator

Title

Owens, Renz & Lee Co., Inc. dba Owens Realty Services

Name of Bidder

July 16, 2018

BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA

IFB #Y18-163-AV
COUNTYWIDE JANITORIAL SERVICES
TERM CONTRACT

ADDENDUM NO.4

This addendum is hereby incorporated into the bid documents of the IFB referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Underlining indicates additions, deletions are indicated by ~~strikethrough~~.

To all bidders:

- I. Opening date remains unchanged, Thursday, July 19, 2018 at 2:00 PM.
- II. The above is changed as follows:

Page 36A, **BID RESPONSE FORM, Bid Response Documents - The following documents constitute your bid:**

A. Bid Response Form, Authorized Signatories/Negotiators, Drug-Free Workplace, Schedule of Sub-contracting, Conflict/Non-Conflict of Interest Form, E-Verification Certification, and current W9, Relationship Disclosure Form and Orange County Specific Project Expenditure Report. **Please make sure forms are fully executed where required.**

~~B. Qualifications of Bidders information, per Special Terms and Conditions.~~

All other specifications, terms and conditions remain the same.

ACKNOWLEDGEMENT OF ADDENDA

a. The bidder shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned no later than the date and time for receipt of the bid.

b. Receipt acknowledged by:



Authorized Signer

7/16/18

Date Signed

Corporate Regional Manager

Title

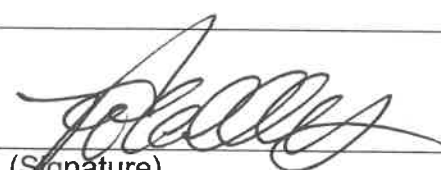
Owens, Renz & Lee Co., Inc dba Owens Realty Services

Name of Bidder
RFP #Y18-163-AV
Addendum No. 4
Page 1 of 1

AUTHORIZED SIGNATORIES/NEGOTIATORS

The Bidder represents that the following **principals** are authorized to sign bids, negotiate and/or sign contracts and related documents to which the bidder will be duly bound. Principal is defined as an employee, officer or other technical or professional in a position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

<u>Name</u>	<u>Title</u>	<u>Telephone Number/Email</u>
Michael Clary	Executive Vice President	mclary@owens-services.com


(Signature) 6-29-18
(Date)

President / CEO
(Title)
Owens, Renz & Lee Co., Inc. dba Owens Realty Services
(Name of Business)

The Bidder shall complete and submit the following information with the bid:

Type of Organization

Sole Proprietorship Partnership Non-Profit
 Joint Venture Corporation

State of Incorporation: Connecticut

Principal Place of Business (Florida Statute Chapter 607): Orlando, Orange, Florida
City/County/State

THE PRINCIPAL PLACE OF BUSINESS SHALL BE THE ADDRESS OF THE BIDDER'S PRINCIPAL OFFICE AS IDENTIFIED BY THE FLORIDA DIVISION OF CORPORATIONS.

Federal I.D. number is 06-1300465

July 16, 2018

BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA

IFB #Y18-163-AV
COUNTYWIDE JANITORIAL SERVICES
TERM CONTRACT

ADDENDUM NO.4

This addendum is hereby incorporated into the bid documents of the IFB referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Underlining indicates additions, deletions are indicated by ~~strikethrough~~.

To all bidders:

- I. Opening date remains unchanged, Thursday, July 19, 2018 at 2:00 PM.
- II. The above is changed as follows:

Page 36A, **BID RESPONSE FORM, Bid Response Documents - The following documents constitute your bid:**

A. Bid Response Form, Authorized Signatories/Negotiators, Drug-Free Workplace, Schedule of Sub-contracting, Conflict/Non-Conflict of Interest Form, E-Verification Certification, and current W9, Relationship Disclosure Form and Orange County Specific Project Expenditure Report. **Please make sure forms are fully executed where required.**

~~B. Qualifications of Bidders information, per Special Terms and Conditions.~~

All other specifications, terms and conditions remain the same.

ACKNOWLEDGEMENT OF ADDENDA

- a. The bidder shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned no later than the date and time for receipt of the bid.
- b. Receipt acknowledged by:

Authorized Signer

Date Signed

Title

Name of Bidder
RFP #Y18-163-AV
Addendum No. 4
Page 1 of 1

July 12, 2018

**BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA**

**IFB #Y18-163-AV
COUNTYWIDE JANITORIAL SERVICES
TERM CONTRACT**

ADDENDUM NO.3

This addendum is hereby incorporated into the bid documents of the IFB referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Underlining indicates additions, deletions are indicated by ~~strikethrough~~.

- I. Opening date remains unchanged, Thursday, July 19, 2018 at 2:00 PM.
- II. The following attachment(s) are located at the following link, and made a part of this Invitation for Bids:

B. FLOOR PLANS

- a) Lot A – Courthouse Complex – Floor Plans
- b) Lot B – Downtown District – Floor Plans
- c) Lot C – 33rd Street District – Floor Plans
- d) Lot D – Central District – Floor Plans
- e) Lot E – West District – Floor Plans
- f) Lot F – East District – Floor Plans
- g) Lot G – Utilities Department – Floor Plans

All documents are located at the following link:

<ftp://ftp.ocfl.net/divisions/purchasing/pub/Current%20Bids%20and%20RFPs%20-%20Large%20Files/RFP%20Y18-163-AV/>

All other specifications, terms and conditions remain the same.

ACKNOWLEDGEMENT OF ADDENDA

- a. The bidder shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned no later than the date and time for receipt of the bid.

b. Receipt acknowledged by:

Authorized Signer

Date Signed

Title

Name of Bidder

July 11, 2018

**BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA**

ADDENDUM NO. 2

IFB Y18-163-AV

**COUNTYWIDE JANITORIAL SERVICES
TERM CONTRACT**

This addendum is hereby incorporated into the bid documents of the IFB referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Underlining indicates additions, deletions are indicated by ~~strikethrough~~.

I. Scope of Services is hereby amended according to the following terms:

Add to: Page 27, SCOPE OF SERVICES, 2. STAFFING REQUIREMENTS

4) Non-Working Supervisor Requirement per Lot:

- Lot A – Orange County Courthouse Complex - Six (6) non-working supervisors
- Lot B – Downtown District Buildings - Three (3) non-working supervisors.
- Lot C – 33rd Street District Buildings - Two (2) non-working supervisors.
- Lot D – Central District Buildings - Four (4) non-working supervisors.
- Lot E – West District Buildings - Three (3) non-working supervisors.
- Lot F – East District Buildings - Three (3) non-working supervisors.
- Lot G – Utilities Department Buildings - Two (2) non-working supervisors.

Minimum personnel requirements set in this contract are not intended to limit the number of staff the contractor can provide nor the Contractor's responsibility to perform services required in this contract. All costs for non-working supervisors and other personnel (with the exception of hourly services) shall be included in the cost for services for each corresponding bid line item on the bid response form.

Add to: Page 33, SCOPE OF SERVICES, 3. JANITORIAL SERVICES – TASK DESCRIPTION, C. Trash and Recycling

5. Liners - The Contractor shall replace all trash and recycling receptacle liners with a new receptacle liner of the proper size when visibly soiled with food or other waste. The Contractor shall replace the liner, secure/tie the liner and spread the

liner out on the side of the receptacle in such a manner as to present a neat uniform appearance and replace the receptacle in its original location. No plastic bags including liners shall be placed in the County's outside recycling containers designated for the recycling Contractor pick-up. If the facility's recycling container is lined with a plastic liner or plastic bag, the Contractor shall empty the contents of the bagged recyclables into the designated larger/outside recycling container and place the plastic bags into the trash/waste containers.

Revised: Page 40, SCOPE OF SERVICES,

4. PORTER AND DOCK SERVICES

A. Day Porters

The Contractor shall furnish day porter personnel, in addition to the night cleaning crew, as required by specific facility sites. These sites are noted on the facility task frequency list, with the number of hours and hours of service for each site. **The Contractor is to provide cost for day porter service as a separate item, as detailed on the Bid Proposal Form.** Frequencies for specific tasks will be established as requirements.

Day porter service includes, but is not limited to, the following:

- 1) **Immediate Response:** Spill cleanup on carpet and hard surface flooring. Day porters shall have broom, dust pan, squeegee, and mop readily available to clean-up spills. Other duties as required by the Contract Administrator or Contract Inspector.
- 2) **Interior Cleaning** - Maintain interiors of buildings in common areas ~~to include the following:~~
and other spaces as-needed to include, but not limited to, the following:
 - Spot clean general interior building surfaces and furniture, restroom fixtures, drinking fountains, public-use telephones, counters, floors and walls
 - Restock and maintain restroom and break area paper supplies and soap dispensers
 - Dust and sweep lobby and break areas, light mopping as needed
 - Empty and re-line trash receptacles
- 3) **Exterior Cleaning** - Maintain exteriors of parking lot(s), exterior walkways, breezeways, entryways, planted areas and grounds within a minimum of twenty (20) feet of the building perimeter to include the following:
 - Empty and re-line trash cans ~~and cigarette urns~~, pick up trash and recyclables around dumpster/container and place in appropriate dumpster/container. No plastic liners and bags shall be placed into the County's outside recycling containers designated for the recycling Contractor pick-up.

- Empty cigarette urns
- Pick up debris and litter, including cigarette butts around building perimeter
- Mopping of water from breezeways
- Clean break areas (including those beyond the twenty (20) feet perimeter)

Revised: Page 25, SPECIAL TERMS AND CONDITIONS, 20. ATTACHMENTS

The following attachment(s) are located at the following link, and made a part of this Invitation for Bids:

<ftp://ftp.ocfl.net/divisions/purchasing/pub/Current%20Bids%20and%20RFPs%20-%20Large%20Files/RFP%20Y18-163-AV/>

A. BUILDING LIST AND TASK FREQUENCIES

- Lot A – Courthouse Complex – Building List and Task Frequencies
- Lot B – Downtown District – Building List and Task Frequencies
- Lot C – 33rd Street District – Building List and Task Frequencies
- Lot D – Central District – Building List and Task Frequencies
- Lot E – West District – Building List and Task Frequencies
- Lot F – East District – Building List and Task Frequencies
- Lot G – Utilities Department – Building List and Task Frequencies

Tasks outlined on the building list and task frequencies for each lot indicate the minimum required frequencies the task is required to be performed at each site. These frequencies are not intended to limit the work the Contractor shall perform or the responsibilities of the Contractor.

- **Daily ()** – Work shall be performed daily. The number in parentheses denotes the minimum number of days per week that the work shall be performed. For example, if the building is open for five days, and work is to be performed for five days, this will be express as Daily (5), Daily (4) is equal to four days per week and so on.
- **Weekly** – Work shall be performed at least one time per week.
- **Monthly** – Work shall be performed at least one time per month.
- **N/A (n/a)** – Work is not expected to be performed in these areas at a minimum frequency, however, work is to be performed at no extra cost if needed. This does not apply to project work/as-requested services and work outside of the scope of work.
- **Routine Services (line items 1-106, 118)**– Includes all services listed on Building List and Task Frequencies for Lots A - G that are not classified as day porter/dock master, and project work / additional work - request as-needed.

- **Project Work / Additional Work - Request as-needed (line items 119 – 129)** – These items are not included in the routine work and should not be included in the monthly cost of services unless otherwise specified with a given frequency. All services labeled as “requested as-needed” will be requested when the County deems them necessary. The County will request a quote for these services and a separate delivery order will be issued. The Contractor shall not begin these services unless a delivery order is issued.
- **Spot clean (building and interior surfaces and floors)** – Contractor shall remove all visible/noticeable signs or dirt, soil, smudges, fingerprints, etc., from surfaces where applicable. The Contractor shall check these areas to ensure cleaning is not needed beyond the frequencies indicated. If cleaning is needed, the work shall be performed.

B. FLOOR PLANS

- a) ~~Lot A – Courthouse Complex – Floor Plans~~
- b) ~~Lot B – Downtown District – Floor Plans~~
- c) ~~Lot C – 33rd Street District – Floor Plans~~
- d) ~~Lot D – Central District – Floor Plans~~
- e) ~~Lot E – West District – Floor Plans~~
- f) ~~Lot F – East District – Floor Plans~~
- g) ~~Lot G – Utilities Department – Floor Plans~~

Flooring type on the provided floor plan is subject to change throughout this contract. Any change to cleaning scope of work requirements including cleaning square feet will be via contract amendment. Increases and decreases to cleaning square feet shall be at the square feet price on the bid response form unless there are changes to the required scope of work. Floor plans are subject to change at any time, including but not limited to, type of flooring and cleaning square feet.

C. BUILDING INFORMATION

- a) Lot A – Courthouse Complex – Building Information
- b) Lot B – Downtown District – Building Information
- c) Lot C – 33rd Street District – Building Information
- d) Lot D – Central District – Building Information
- e) Lot E – West District – Building Information
- f) Lot F – East District – Building Information
- g) Lot G – Utilities Department – Building Information

Customer/Employee Daily Volume reflected on Building Information attachments are estimated numbers. Actual Customer/ Employee Daily Volume fluctuates depending on various factors including but not limited to time of year and events. Service days are subject to change depending various factors including but not limited to time year and events. No additional compensation shall be provided

for changes to the provided building information unless there are changes to the scope of work and/or cleaning square feet.

II. QUESTIONS FROM BIDDERS:

1. **Question:** I have a question regarding the courthouse Lot A.... For the Doctor Master position the pricing sheets say 10.5hrs daily but the Building List and Task Frequencies Sheets as for 11HR's.... Not sure which one to go by.

Answer: Please see the revised Bid Response Form. The correct number is 11 hours daily.

2. **Question:** And also currently we have an additional 5hr Day Porter to Day Clean Sheriffs locations in the Courthouse, but it's not in the New bid. This was an addendum with our current contract we just want to make sure we don't miss this.

Answer: Please see the revised bid form. The Day Porter is now included on the bid response form.

3. **Question:** On Lot A Courthouse, I remember Mr. Scott asking for a certain number on Non-working supervisors and also he mentioned he will be adding an additional project supervisor, but I do not see this on the RFP or Building Task and Frequencies List.

Answer: This was corrected in this addendum (see above). The correct number of non-working supervisor for Lot A is six (6).

4. **Question:** Can you please provide us with the number of days per week that service is required at each location?

Answer: This has been addressed on the Building List and Tasking Frequencies for each lot.

5. **Question:** Have the addendums went out yet? I notice the medical examiner morgue shows square footage but not flooring type.

Answer: Please see the floor plans for Lot D, the plan for District 9 Medical Examiner Morgue building is included.

III. Revised: BID RESPONSE FORM

See the attached Revised: Bid Response Form

All other specifications, terms and conditions remain the same.

ACKNOWLEDGEMENT OF ADDENDA

- a. The bidder/proposer shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of the bid or proposal.
- b. Receipt acknowledged by:

Authorized Signer

Date Signed

Title

Name of Bidder/Proposer

**BID RESPONSE FORM
IFB #Y18-163-AV**

The Contractor shall provide all labor and other resources necessary to provide the services in strict accordance with the scope of work/services defined in this solicitation for the amounts specified in this Bid Response Form, inclusive of overhead, profit and any other costs. **Unit Cost per SF x Cleaning SF = Cost per Month, Cost per Month x Annual Qty = Annual Cost**

LOT A – ORANGE COUNTY COURTHOUSE COMPLEX

ROUTINE SERVICES							
#	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
1	Courthouse - Building A	435 N. Orange Ave.	\$ _____	80,594	\$ _____	x 12 =	\$ _____
2	Courthouse - Building B	415 N. Orange Ave.	\$ _____	78,507	\$ _____	x 12 =	\$ _____
3	Courthouse - Building C (Lower Lever - Corrections)	425 N. Orange Ave.	\$ _____	9,299	\$ _____	x 12 =	\$ _____
4	Courthouse - Building C	425 N. Orange Ave.	\$ _____	414,745	\$ _____	x 12 =	\$ _____
5	Courthouse - CEP	425 N. Orange Ave.	\$ _____	2,773	\$ _____	x 12 =	\$ _____
ROUTINE SERVICES - SUBTOTAL							\$ _____

Company Name

DAY PORTERS AND DOCK MASTERS

	Building Name	Service	Qty	Hours/Days of Service	Unit Cost Per Hour	Estimated Annual Hours	Estimated Total Cost
6	Courthouse - Building A	Day Porter	1	8 Hours Daily, Mon-Fri	\$_____	2,080	\$_____
7	Courthouse - Building B	Day Porter	1	8 Hours Daily, Mon-Fri	\$_____	2,080	\$_____
8	Courthouse - Building C	Day Porter	1	5 Hours Daily, Mon-Fri	\$_____	1,300	\$_____
9	Courthouse - Building C	Day Porter	3	8 Hours Daily, Mon-Fri	\$_____	6,240	\$_____
10	Courthouse - Building C	Dock Master	1	11 Hours Daily, Mon-Fri	\$_____	2,860	\$_____
DAY PORTERS AND DOCK MASTERS - SUBTOTAL							\$_____

PROJECT FLOOR WORK

	Service Description	Unit Cost Per SF		Estimated SF Annually		Estimated Annual Total Cost
11	Floor Spray Buffing	\$_____	x	200,000	=	\$_____
12	Machine Scrub Non-Resilient Hard Surface Floors	\$_____	x	100,000	=	\$_____

Company Name

PROJECT FLOOR WORK continues						
	Service Description	Unit Cost Per SF		Estimated SF Annually		Estimated Annual Total Cost
13	Reconditioning of Finished Floors	\$ _____	x	200,000	=	\$ _____
14	Stripping and Waxing	\$ _____	x	100,000	=	\$ _____
15	Carpet cleaning, extraction/shampoo	\$ _____	x	200,000	=	\$ _____
16	Carpet cleaning, dry method	\$ _____	x	100,000	=	\$ _____
17	Truck mount high pressure carpet cleaning	\$ _____	x	100,000	=	\$ _____
PROJECT FLOOR WORK - SUBTOTAL						\$ _____
ADDITIONAL CUSTODIAL SERVICES						
	Service Description	Unit Cost Per Hour	x	Estimated Annual Hours		Estimated Annual Total Cost
18	Event Services / Additional Cleaning	\$ _____	x	150	=	\$ _____
19	Emergency Clean-up Services	\$ _____	x	150	=	\$ _____
20	Upholstered Furniture and Wall Systems Cleaning/Shampoo	\$ _____	x	500	=	\$ _____
21	Non-Routine Custodial Services	\$ _____	x	100	=	\$ _____
22	Exterior Pressure Washing	\$ _____	x	100	=	\$ _____

Company Name

ADDITIONAL CUSTODIAL SERVICES continues						
	Service Description	Unit Cost Per Hour	x	Estimated Annual Hours	=	Estimated Annual Total Cost
23	Exterior Window Cleaning - 1st Floor	\$ _____	x	100	=	\$ _____
24	Disaster Related Extended Janitorial Services	\$ _____	x	100	=	\$ _____
ADDITIONAL CUSTODIAL SERVICES – SUBTOTAL \$ _____						
TOTAL JANITORIAL SERVICES BID - LOT A (ALL ITEMS) \$ _____						

Company Name

**BID RESPONSE FORM
IFB ##Y18-163-AV**

The Contractor shall provide all labor and other resources necessary to provide the services in strict accordance with the scope of services defined in this solicitation for the amounts specified in this Bid Response Form, inclusive of overhead, profit and any other costs. **Unit Cost per SF x Cleaning SF = Cost per Month, Cost per Month x Annual Qty = Annual Cost**

LOT B – DOWNTOWN DISTRICT BUILDINGS

ROUTINE SERVICES							
#	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
1	Administration Building	201 S. Rosalind Ave	\$ _____	111,974	\$ _____	x 12 =	\$ _____
2	Housing and Community Development	525 E. South St	\$ _____	5,911	\$ _____	x 12 =	\$ _____
3	Internal Operations Centre I	450 E. South St	\$ _____	31,555	\$ _____	x 12 =	\$ _____
4	Internal Operations Centre II	400 E. South St	\$ _____	56,137	\$ _____	x 12 =	\$ _____
5	Regional History Center	65 E. Central Blvd	\$ _____	41,617	\$ _____	x 12 =	\$ _____
ROUTINE SERVICES - SUBTOTAL							\$ _____

Company Name

DAY PORTER SERVICES							
	Building Name	Service	Qty	Hours of Service	Unit Cost Per Hour	Estimated Annual Hours	Estimated Annual Total Cost
6	Administration Building	Day Porter	2	8 Hours Daily, Mon-Fri	\$ _____	4,160	\$ _____
7	Internal Operations Centre I	Day Porter	1	8 Hours Daily, Mon-Fri	\$ _____	2,080	\$ _____
8	Internal Operations Centre II	Day Porter	1	8 Hours Daily, Mon-Fri	\$ _____	2,080	\$ _____
9	Regional History Center	Day Porter	1	4 Hours Daily, Sun-Sat	\$ _____	1,460	\$ _____
DAY PORTERS - SUBTOTAL						\$ _____	
PROJECT FLOOR WORK							
	Service Description		Unit Cost Per SF		Estimated SF Annually		Estimated Annual Total Cost
10	Floor Spray Buffing		\$ _____	x	200,000	=	\$ _____
11	Machine Scrub Non-Resilient Hard Surface Floors		\$ _____	x	100,000	=	\$ _____
12	Reconditioning of Finished Floors		\$ _____	x	200,000	=	\$ _____
13	Stripping and Waxing		\$ _____	x	100,000	=	\$ _____
14	Carpet cleaning, extraction/shampoo		\$ _____	x	200,000	=	\$ _____

Company Name

PROJECT FLOOR WORK continues						
	Service Description	Unit Cost Per SF		Estimated SF Annually		Estimated Annual Total Cost
15	Carpet cleaning, dry method	\$ _____	x	100,000	=	\$ _____
16	Truck mount high pressure carpet cleaning	\$ _____	x	100,000	=	\$ _____
PROJECT FLOOR WORK - SUBTOTAL						\$ _____
ADDITIONAL CUSTODIAL SERVICES						
	Service Description	Unit Cost Per Hour	x	Estimated Annual Hours		Estimated Annual Total Cost
17	Event Services / Additional Cleaning	\$ _____	x	100	=	\$ _____
18	Emergency Clean-up Services	\$ _____	x	75	=	\$ _____
19	Upholstered Furniture and Wall Systems Cleaning/Shampoo	\$ _____	x	100	=	\$ _____
20	Non-Routine Custodial Services	\$ _____	x	100	=	\$ _____
21	Exterior Pressure Washing	\$ _____	x	50	=	\$ _____
22	Exterior Window Cleaning - 1st Floor	\$ _____	x	50	=	\$ _____
23	Disaster Related Extended Janitorial Services	\$ _____	x	50	=	\$ _____

Company Name

	ADDITIONAL CUSTODIAL SERVICES - SUBTOTAL \$ _____
	TOTAL JANITORIAL SERVICES BID - LOT B (ALL ITEMS) \$ _____

Company Name

**BID RESPONSE FORM
IFB ##Y18-163-AV**

The Contractor shall provide all labor and other resources necessary to provide the services in strict accordance with the scope of services defined in this solicitation for the amounts specified in this Bid Response Form, inclusive of overhead, profit and any other costs. **Unit Cost per SF x Cleaning SF = Cost per Month, Cost per Month x Annual Qty = Annual Cost**

LOT C – 33RD STREET DISTRICT BUILDINGS

ROUTINE SERVICES							
#	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
1	Booking and Release Center	3803 Vision Blvd	\$ _____	33,637	\$ _____	x 12 =	\$ _____
2	Cassady Building	2450 W. 33rd Street	\$ _____	23,616	\$ _____	x 12 =	\$ _____
3	Corrections Support	3723 Vision Blvd	\$ _____	49,978	\$ _____	x 12 =	\$ _____
4	Facilities Management Maint.Office	3723 B Vision Blvd	\$ _____	4,658	\$ _____	x 12 =	\$ _____
5	Mail Processing Trailer	4017 S. John Young Pkwy	\$ _____	1,857	\$ _____	x 12 =	\$ _____
6	Sheriff Sector IV	2400 W. 33rd Street	\$ _____	20,389	\$ _____	x 12 =	\$ _____
7	Uniform Supply North	4017 S. John Young Pkwy	\$ _____	1,321	\$ _____	x 12 =	\$ _____
8	Uniform Supply South	4017 S. John Young Pkwy	\$ _____	1,145	\$ _____	x 12 =	\$ _____
9	Video Visitation	3000 39th Street	\$ _____	10,552	\$ _____	x 12 =	\$ _____
ROUTINE SERVICES - SUBTOTAL							\$ _____

Company Name

DAY PORTER SERVICES							
	Building Name	Service	Qty	Hours of Service	Unit Cost Per Hour	Estimated Annual Hours	Estimated Annual Total Cost
10	Booking and Release	Day Porter	1	2 Hours Sunday Only	\$_____	104	\$_____
11	Sheriff Sector IV & Cassidy Building	Day Porter	1	8 Hours Daily, Mon-Fri & 4 Hours Sunday	\$_____	2,288	\$_____
12	Video Visitation	Day Porter	1	2 Hours -Mon-Fri 4 Hours - Sun	\$_____	728	\$_____
DAY PORTERS - SUBTOTAL							\$_____

PROJECT FLOOR WORK						
	Service Description	Unit Cost Per SF		Estimated SF Annually		Estimated Annual Total Cost
13	Floor Spray Buffing	\$_____	x	200,000	=	\$_____
14	Machine Scrub Non-Resilient Hard Surface Floors	\$_____	x	100,000	=	\$_____
15	Reconditioning of Finished Floors	\$_____	x	200,000	=	\$_____
16	Stripping and Waxing	\$_____	x	100,000	=	\$_____
17	Carpet cleaning, extraction/shampoo	\$_____	x	200,000	=	\$_____

_____ Company Name

PROJECT FLOOR WORK continues						
	Service Description	Unit Cost Per SF		Estimated SF Annually		Estimated Annual Total Cost
18	Carpet cleaning, dry method	\$ _____	x	100,000	=	\$ _____
19	Truck mount high pressure carpet cleaning	\$ _____	x	100,000	=	\$ _____
PROJECT FLOOR WORK - SUBTOTAL						\$ _____
ADDITIONAL CUSTODIAL SERVICES						
	Service Description	Unit Cost Per Hour	x	Estimated Annual Hours		Estimated Annual Total Cost
20	Event Services / Additional Cleaning	\$ _____	x	50	=	\$ _____
21	Emergency Clean-up Services	\$ _____	x	50	=	\$ _____
22	Upholstered Furniture and Wall Systems Cleaning/Shampoo	\$ _____	x	100	=	\$ _____
23	Non-Routine Custodial Services	\$ _____	x	100	=	\$ _____
24	Exterior Pressure Washing	\$ _____	x	100	=	\$ _____
25	Exterior Window Cleaning - 1st Floor	\$ _____	x	50	=	\$ _____
26	Disaster Related Extended Janitorial Services	\$ _____	x	50	=	\$ _____
ADDITIONAL CUSTODIAL SERVICES - SUBTOTAL						\$ _____
TOTAL JANITORIAL SERVICES - LOT C (ALL ITEMS)						\$ _____

Company Name

**BID RESPONSE FORM
IFB ##Y18-163-AV**

The Contractor shall provide all labor and other resources necessary to provide the services in strict accordance with the scope of services defined in this solicitation for the amounts specified in this Bid Response Form, inclusive of overhead, profit and any other costs. **Unit Cost per SF x Cleaning SF = Cost per Month, Cost per Month x Annual Qty = Annual Cost**

LOT D – CENTRAL DISTRICT BUILDINGS

ROUTINE SERVICES							
#	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
1	Animal Services	2769 Conroy Road	\$ _____	8,227	\$ _____	x 12 =	\$ _____
2	Cooperative Extension - Admin Building	6021 S. Conway Rd.	\$ _____	7,106	\$ _____	x 12 =	\$ _____
3	Cooperative Extension - Auditorium	6021 S. Conway Rd.	\$ _____	2,716	\$ _____	x 12 =	\$ _____
4	Cooperative Extension - Classroom Building	6021 S. Conway Rd.	\$ _____	5,477	\$ _____	x 12 =	\$ _____
5	Cooperative Extension - Exhibit Hall	6021 S. Conway Rd.	\$ _____	3,082	\$ _____	x 12 =	\$ _____
6	District 9 Medical Examiner's Admin. Bldg.	2350 E. Michigan St.	\$ _____	10,745	\$ _____	x 12 =	\$ _____
7	District 9 Medical Examiner's Morgue Building	2350 E. Michigan St.	\$ _____	5,764	\$ _____	x 12 =	\$ _____
8	Facilities Management Admin Offices and Training Room	2010 E. Michigan St.	\$ _____	6,463	\$ _____	x 12 =	\$ _____
9	Facilities Management Central District Office	1926 E. Michigan St.	\$ _____	3,029	\$ _____	x 12 =	\$ _____

Company Name

ROUTINE SERVICES continues

#	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
10	Facilities Management - Main Store/Warehouse	1952 E. Michigan St.	\$ _____	358	\$ _____	x 12 =	\$ _____
11	Facilities Management Special Services Office	1944 E Michigan St.,	\$ _____	4,094	\$ _____	x 12 =	\$ _____
12	Family Services/Community Action Support Building	2320 E. Michigan St.	\$ _____	1,154	\$ _____	x 12 =	\$ _____
13	Graphics Reproduction	3970 Forrestal Ave.	\$ _____	1,136	\$ _____	x 12 =	\$ _____
14	Great Oaks Village - Administration Center	1718 E. Michigan St.	\$ _____	6,818	\$ _____	x 12 =	\$ _____
15	Great Oaks Village Evans Dining Hall	1768 E. Michigan St.	\$ _____	4,033	\$ _____	x 12 =	\$ _____
16	Great Oaks Village Hagood House	1758 E. Michigan St.	\$ _____	3,770	\$ _____	x 12 =	\$ _____
17	Great Oaks Village Learning Center	1828 E. Michigan St.	\$ _____	4,443	\$ _____	x 12 =	\$ _____
18	Great Oaks Village - Oak Tree Cottage Office	1728 E. Michigan St.	\$ _____	4,595	\$ _____	x 12 =	\$ _____
19	Great Oaks Village - Day Cottage Restrooms	1780 Michigan St., Orlando,	\$ _____	463	\$ _____	x 4 =	\$ _____
20	Great Oaks Village - Highsmith Cottage Restrooms	1772 E Michigan St., Orlando,	\$ _____	463	\$ _____	x 4 =	\$ _____
21	Great Oaks Village - Myers Cottage Restrooms	1738 E Michigan St., Orlando,	\$ _____	459	\$ _____	x 4 =	\$ _____
22	Great Oaks Village - Owls Cottage Restrooms	1776 Michigan St., Orlando,	\$ _____	463	\$ _____	x 4 =	\$ _____

Company Name

ROUTINE SERVICES continues							
#	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
23	Great Oaks Village - Soistman Cottage Restrooms	1748 E Michigan St.,	\$ _____	459	\$ _____	x 4 =	\$ _____
24	Great Oaks Village - Youth Shelter Restrooms	1800 E Michigan St., Orlando,	\$ _____	640	\$ _____	x 4 =	\$ _____
25	Great Oaks Village - Wittenstein Cottage Restrooms	1784 E. Michigan St.	\$ _____	400	\$ _____	x 4 =	\$ _____
26	Head Start Teacher's Resource Room	1916 E. Michigan St.	\$ _____	354	\$ _____	x 12 =	\$ _____
27	Head Start at YMCA - Oakridge	814 W. Oakridge Ave.	\$ _____	3,604	\$ _____	x 12 =	\$ _____
28	Health Services Administration Office (EMS)	2002- E. Michigan St. (A&B)	\$ _____	9,768	\$ _____	x 12 =	\$ _____
29	Health and Family Services (Mable Butler)	2100 E. Michigan St.	\$ _____	27,419	\$ _____	x 12 =	\$ _____
30	Holden Heights Community Center	1201 20th Street	\$ _____	8,538	\$ _____	x 12 =	\$ _____
31	Human Resource Service Center	2012 E. Michigan St.	\$ _____	1,267	\$ _____	x 12 =	\$ _____
32	Juvenile Assessment Center (JAC) excludes ARF	823 W. Central Avenue	\$ _____	16,824	\$ _____	x 12 =	\$ _____
33	Juvenile Justice Center (JJC),	2000 E. Michigan St.	\$ _____	48,730	\$ _____	x 12 =	\$ _____
34	Medical Clinic	101 S. Westmoreland Ave.	\$ _____	10,900	\$ _____	x 12 =	\$ _____

Company Name

ROUTINE SERVICES continues							
#	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
35	Mosquito Control – Administration Building and Restroom	2715 Conroy Road	\$ _____	2,537	\$ _____	x 12 =	\$ _____
36	Orlando United Assistance Center	507 E. Michigan St.	\$ _____	4,210	\$ _____	x 12 =	\$ _____
37	Public Defender's Office	2002 E. Michigan St.	\$ _____	3,790	\$ _____	x 12 =	\$ _____
38	Public Defender's Trailer	2006 E. Michigan Street	\$ _____	2,487	\$ _____	x 12 =	\$ _____
39	Public Works #1, 2, 3, 5, 7S and 7N	4300 S. John Young Pkwy	\$ _____	82,043	\$ _____	x 12 =	\$ _____
40	Regional Computer Center	4400 S. John Young Pkwy	\$ _____	5,281	\$ _____	x 12 =	\$ _____
41	Sheriff's Central Complex	2500 W Colonial Dr.	\$ _____	151,179	\$ _____	x 12 =	\$ _____
42	Sheriff's Fleet	2200 W. Colonial Dr.	\$ _____	4,162	\$ _____	x 12 =	\$ _____
43	Sheriff's Operations Hanger	3534 E Amelia St.	\$ _____	5,003	\$ _____	x 12 =	\$ _____
44	Supervisor Of Elections	119 W. Kaley Ave.	\$ _____	23,215	\$ _____	x 12 =	\$ _____
45	Supervisor of Elections - Warehouse	119 W. Kaley Ave.	\$ _____	1,689	\$ _____	x 12 =	\$ _____
46	Wellworks –Central District	1850 E. Michigan St.	\$ _____	4,264	\$ _____	x 12 =	\$ _____
ROUTINE SERVICES - SUBTOTAL							\$ _____

Company Name

DAY PORTER SERVICES							
	Building Name	Service	Qty	Hours of Service	Unit Cost Per Hour	Estimated Annual Hours	Estimated Annual Total Cost
47	Animal Services	Day Porter	1	4 Hours Saturday Only	\$_____	208	\$_____
48	Holden Heights Community Center	Day Porter	1	4 Hours Daily, Mon-Fri	\$_____	1,040	\$_____
49	Juvenile Justice Center	Day Porter	1	6 Hours Daily, Mon-Fri	\$_____	1,560	\$_____
50	Medical Clinic	Day Porter	1	6 Hours Daily, Mon-Fri	\$_____	1,560	\$_____
51	Michigan Street Complex - Various Buildings	Day Porter	1	4 Hours Daily, Mon-Fri	\$_____	1,040	\$_____
52	Public Works Bldgs 1 thru 5, 7S and 7N	Day Porter	1	4 Hours Daily, Mon-Fri	\$_____	1,040	\$_____
53	Sheriff's Central Complex	Day Porter	1	6 Hours Daily, Mon-Fri	\$_____	1,560	\$_____
DAY PORTERS - SUBTOTAL							\$_____
PROJECT FLOOR WORK							
	Service Description	Unit Cost Per SF		Estimated SF Annually		Estimated Annual Total Cost	
54	Floor Spray Buffing	\$_____	x	200,000	=	\$_____	
55	Machine Scrub Non-Resilient Hard Surface Floors	\$_____	x	100,000	=	\$_____	

Company Name

PROJECT FLOOR WORK continues						
	Service Description	Unit Cost Per SF		Estimated SF Annually		Estimated Annual Total Cost
56	Reconditioning of Finished Floors	\$ _____	x	200,000	=	\$ _____
57	Stripping and Waxing	\$ _____	x	100,000	=	\$ _____
58	Carpet cleaning, extraction/shampoo	\$ _____	x	200,000	=	\$ _____
59	Carpet cleaning, dry method	\$ _____	x	100,000	=	\$ _____
60	Truck mount high pressure carpet cleaning	\$ _____	x	100,000	=	\$ _____
PROJECT FLOOR WORK - SUBTOTAL						\$ _____
ADDITIONAL CUSTODIAL SERVICES						
	Service Description	Unit Cost Per Hour		Estimated Annual Hours		Estimated Annual Total Cost
61	Event Services / Additional Cleaning	\$ _____	x	150	=	\$ _____
62	Emergency Clean-up Services	\$ _____	x	150	=	\$ _____
63	Upholstered Furniture and Wall Systems Cleaning/Shampoo	\$ _____	x	500	=	\$ _____
64	Non-Routine Custodial Services	\$ _____	x	100	=	\$ _____
65	Exterior Pressure Washing	\$ _____	x	100	=	\$ _____

Company Name

ADDITIONAL CUSTODIAL SERVICES continues						
	Service Description	Unit Cost Per Hour	x	Estimated Annual Hours		Estimated Annual Total Cost
66	Exterior Window Cleaning - 1st Floor	\$ _____	x	250	=	\$ _____
67	Disaster Related Extended Janitorial Services	\$ _____	x	100	=	\$ _____
ADDITIONAL CUSTODIAL SERVICES - SUBTOTAL						\$ _____
TOTAL JANITORIAL SERVICES - LOT D (ALL ITEMS) \$ _____						

Company Name

**IFB ##Y18-163-DG
BID RESPONSE FORM**

The Contractor shall provide all labor and other resources necessary to provide the services in strict accordance with the scope of services defined in this solicitation for the amounts specified in this Bid Response Form, inclusive of overhead, profit and any other costs. **Unit Cost per SF x Cleaning SF = Cost per Month, Cost per Month x Annual Qty = Annual Cost**

LOT E – WEST DISTRICT BUILDINGS

ROUTINE SERVICES							
#	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
1	Apopka Service Center	1111 N. Rock Springs Rd.	\$ _____	22,775	\$ _____	x 12 =	\$ _____
2	Barnet Park Administration Office	4801 W. Colonial Dr.	\$ _____	33,165	\$ _____	x 12 =	\$ _____
3	Corrections Warehouse	4677 L. B. McLeod Rd.	\$ _____	1,260	\$ _____	x 12 =	\$ _____
4	Emergency Medical Services (EMS)	650 N. Pine Hills Rd.	\$ _____	1,770	\$ _____	x 12 =	\$ _____
5	Facilities Management West District Office	3521 Parkway Center Ct.	\$ _____	4,185	\$ _____	x 12 =	\$ _____
6	Fleet Management	4400 S. Vineland Rd.	\$ _____	9,955	\$ _____	x 12 =	\$ _____
7	Fredrick Douglass Community Center	3688 Day Care Ctr Dr.	\$ _____	4,911	\$ _____	x 12 =	\$ _____
8	Hal Marsten Community Center	3933 Country Club Dr.	\$ _____	11,045	\$ _____	x 12 =	\$ _____
9	911 and Radio Repair	3511 Parkway Ctr Ct.	\$ _____	6,965	\$ _____	x 12 =	\$ _____

Company Name

ROUTINE SERVICES continues

#	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
10	ISS Warehouse	3517 Parkway Ctr Ct.	\$ _____	1,218	\$ _____	x 12 =	\$ _____
11	ISS Network Office	4790 North Orange Blossom Trail	\$ _____	2,856	\$ _____	x 12 =	\$ _____
12	John Bridges Community Center - Building A	445 W. 15th St.	\$ _____	6,526	\$ _____	x 12 =	\$ _____
13	John Bridges Community Center - Building B (Boys & Girls Club)	445 W. 15th St.	\$ _____	3,210	\$ _____	x 12 =	\$ _____
14	John Bridges Community Center - Building C	445 W. 15th St.	\$ _____	4,946	\$ _____	x 12 =	\$ _____
15	John Bridges Community Center - Building D	445 W. 15th St.	\$ _____	3,806	\$ _____	x 12 =	\$ _____
16	John Bridges Community Center - Building E	445 W. 15th St.	\$ _____	1,388	\$ _____	x 12 =	\$ _____
17	John Bridges Community Center - Building F (Head Start)	445 W. 15th St.	\$ _____	6,543	\$ _____	x 12 =	\$ _____
18	Lila Mitchell Community Center	5151 Raleigh St.	\$ _____	20,003	\$ _____	x 12 =	\$ _____
19	Maxey Community Center	830 Klondike St.	\$ _____	5,143	\$ _____	x 12 =	\$ _____
20	Mildred Dixon Community Center	303 N. West Crowne Point Rd.	\$ _____	3,440	\$ _____	x 12 =	\$ _____
21	Ocoee Service Center	475 W. Story Road	\$ _____	22,890	\$ _____	x 12 =	\$ _____

Company Name

ROUTINE SERVICES continues							
#	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
22	Pine Hills Community Center	6400 Jennings Dr.	\$ _____	3,415	\$ _____	x 12 =	\$ _____
23	Pine Hills Head Start	6400 Jennings Dr.	\$ _____	10,782	\$ _____	x 12 =	\$ _____
24	Pine Hills Media Center	6400 Jennings Dr.	\$ _____	3,299	\$ _____	x 12 =	\$ _____
25	Road & Drainage Highway Maint - Apopka Office	3258 Clarcona Road	\$ _____	1,567	\$ _____	x 12 =	\$ _____
26	Road & Drainage Highway Maint – W. Orange Office	644 Beulah Road	\$ _____	1,480	\$ _____	x 12 =	\$ _____
27	Road & Drainage Highway Maint - Zellwood Office	3400 Golden Gem Rd	\$ _____	1,021	\$ _____	x 12 =	\$ _____
28	Sheriff's Evidence	4546 W. 35th St.	\$ _____	2,406	\$ _____	x 12 =	\$ _____
29	Sheriff's LEVO	6350 Wadsworth Rd.	\$ _____	3,141	\$ _____	x 12 =	\$ _____
30	Sheriff's LEVO Maintenance Shop	6350 Wadsworth Rd.	\$ _____	128	\$ _____	x 12 =	\$ _____
31	Sheriff's Special Investigation	4504 Park Breeze Ct.	\$ _____	30,562	\$ _____	x 12 =	\$ _____
32	Southwood Community Center	6201 Brookgreen Ave.	\$ _____	1,207	\$ _____	x 12 =	\$ _____
33	Southwood Head Start	6201 Brookgreen Ave.	\$ _____	8,507	\$ _____	x 12 =	\$ _____
34	Willow Street Community Center	6555 Willow St.	\$ _____	3,707	\$ _____	x 12 =	\$ _____
ROUTINE SERVICES - SUBTOTAL							\$ _____

Company Name

DAY PORTER SERVICES							
	Building Name	Service	Qty	Hours of Service	Unit Cost Per Hour	Est. Annual Hours	Estimated Annual Total Cost
35	Apopka Service Center	Day Porter	1	4 Hours Daily, Mon-Fri	\$_____	1,040	\$_____
36	Hal Marsden Community Center	Day Porter	1	4 Hours Daily, Mon-Fri	\$_____	1,040	\$_____
37	John Bridges Community Center A-F	Day Porter	1	8 Hours Daily, Mon-Fri	\$_____	2,080	\$_____
38	Lila Mitchell Community Center	Day Porter	1	4 Hours Daily, Mon-Fri	\$_____	1,040	\$_____
39	Ocoee Service Center	Day Porter	1	4 Hours Daily, Mon-Fri	\$_____	1,040	\$_____
40	Pine Hills Community Center	Day Porter	1	4 Hours Daily, Mon-Fri	\$_____	1,040	\$_____
DAY PORTERS - SUBTOTAL							\$_____
PROJECT FLOOR WORK							
	Service Description	Unit Cost Per SF		Estimated SF Annually		Estimated Annual Total Cost	
41	Floor Spray Buff	\$_____	x	200,000	=	\$_____	
42	Machine Scrub Non-Resilient Hard Surface Floors	\$_____	x	100,000	=	\$_____	
43	Reconditioning of Finished Floors	\$_____	x	200,000	=	\$_____	

Company Name

PROJECT FLOOR WORK continues						
	Service Description	Unit Cost Per SF		Estimated SF Annually		Estimated Annual Total Cost
44	Stripping and Waxing	\$ _____	x	100,000	=	\$ _____
45	Carpet cleaning, extraction/shampoo	\$ _____	x	200,000	=	\$ _____
46	Carpet cleaning, dry method	\$ _____	x	100,000	=	\$ _____
47	Truck mount high pressure carpet cleaning	\$ _____	x	100,000	=	\$ _____
PROJECT FLOOR WORK - SUBTOTAL						\$ _____
ADDITIONAL CUSTODIAL SERVICES						
	Service Description	Unit Cost Per Hour	x	Estimated Annual Hours		Estimated Annual Total Cost
48	Event Services / Additional Cleaning	\$ _____	x	100	=	\$ _____
49	Emergency Clean-up Services	\$ _____	x	50	=	\$ _____
50	Upholstered Furniture and Wall Systems Cleaning/Shampoo	\$ _____	x	250	=	\$ _____
51	Non-Routine Custodial Services	\$ _____	x	100	=	\$ _____
52	Exterior Pressure Washing	\$ _____	x	50	=	\$ _____
53	Exterior Window Cleaning - 1st Floor	\$ _____	x	50	=	\$ _____

Company Name

ADDITIONAL CUSTODIAL SERVICES continues

	Service Description	Unit Cost Per Hour	x	Estimated Annual Hours		Estimated Annual Total Cost
54	Disaster Related Extended Janitorial Services	\$ _____	x	50	=	\$ _____
ADDITIONAL CUSTODIAL SERVICES - SUBTOTAL						\$ _____
TOTAL JANITORIAL SERVICES - LOT E (ALL ITEMS)						\$ _____

Company Name

**IFB ##Y18-163-DG
BID RESPONSE FORM**

The Contractor shall provide all labor and other resources necessary to provide the services in strict accordance with the scope of services defined in this solicitation for the amounts specified in this Bid Response Form, inclusive of overhead, profit and any other costs. **Unit Cost per SF x Cleaning SF = Cost per Month, Cost per Month x Annual Qty = Annual Cost**

LOT F – EAST DISTRICT BUILDINGS

ROUTINE SERVICES							
#	Building Name	Address	Unit Cost Per SF	Cleani ng SF	Cost per Month	Annual Qty	Annual Cost
1	Bithlo Community Action Office and Restroom	18501 E Washington St, Orlando, FL 32820	\$ _____	427	\$ _____	x 12 =	\$ _____
2	Bithlo Community Center - Head Start	18501 E. Washington St.	\$ _____	3,092	\$ _____	x 12 =	\$ _____
3	Bithlo/Christmas Neighborhood Center for Families (NCF)	18510 Madison Ave.	\$ _____	1,889	\$ _____	x 12 =	\$ _____
4	Clerk of Court Warehouse	1800 Cypress Lake Dr.	\$ _____	1,970	\$ _____	x 12 =	\$ _____
5	Clerk of Courts - East Side	672 S. Goldenrod Rd.	\$ _____	1,238	\$ _____	x 12 =	\$ _____
6	Comptroller's Record Warehouse	1800 Cypress Lake Dr.	\$ _____	4,372	\$ _____	x 12 =	\$ _____
7	East Orange Community Center - Building B	12050 E. Colonial Dr	\$ _____	4,899	\$ _____	x 12 =	\$ _____
8	East Orange Community Center - Building C	12050 E. Colonial Dr	\$ _____	1,750	\$ _____	x 12 =	\$ _____
9	East Orange Community Center - Building D	12050 E. Colonial Dr	\$ _____	3,091	\$ _____	x 12 =	\$ _____

Company Name

ROUTINE SERVICES continues

#	Building Name	Address	Unit Cost Per SF	Cleani ng SF	Cost per Month	Annual Qty	Annual Cost
10	East Orange Community Center - Building E	12050 E. Colonial Dr	\$ _____	768	\$ _____	x 12 =	\$ _____
11	East Orange Community Center - Head Start Building F	12050 E. Colonial Dr	\$ _____	768	\$ _____	x 12 =	\$ _____
12	East Orange Community Center - Head Start Building G	12050 E. Colonial Dr	\$ _____	768	\$ _____	x 12 =	\$ _____
13	East Orange Community Center - Head Start Building H	12050 E. Colonial Dr	\$ _____	768	\$ _____	x 12 =	\$ _____
14	East Orange Community Center - Head Start Building I	12050 E. Colonial Dr	\$ _____	768	\$ _____	x 12 =	\$ _____
15	East Orange Community Center - Head Start Building J	12050 E. Colonial Dr	\$ _____	768	\$ _____	x 12 =	\$ _____
16	East Orange Community Center - Head Start Building K	12050 E. Colonial Dr	\$ _____	768	\$ _____	x 12 =	\$ _____
17	Facilities Management East Offices and Wellworks	6600 Amory Court	\$ _____	5,341	\$ _____	x 12 =	\$ _____
18	Hanging Moss	6136 Hanging Moss Road	\$ _____	513	\$ _____	x 12 =	\$ _____
19	History Center Warehouse	1800 Cypress Lake Dr.	\$ _____	974	\$ _____	x 12 =	\$ _____

Company Name

ROUTINE SERVICES continues							
#	Building Name	Address	Unit Cost Per SF	Cleani ng SF	Cost per Month	Annual Qty	Annual Cost
20	Road & Drainage Highway Maintenance - Bithlo Office	18841 Old Cheney Highway	\$ _____	1,573	\$ _____	x 12 =	\$ _____
21	Road & Drainage Highway Maintenance - Goldenrod Office & Break Area	2530 N. Forsyth Road	\$ _____	2,428	\$ _____	x 12 =	\$ _____
22	Road & Drainage Highway Maintenance -Taft Office	11442 Intermodal Way	\$ _____	1,502	\$ _____	x 12 =	\$ _____
23	Road & Drainage Highway Maintenance - Three Points Office	4651 Young Pine Road	\$ _____	1,592	\$ _____	x 12 =	\$ _____
24	Sheriff's Gun Range - Admin Building	12455 Wewahotee Rd.	\$ _____	9,664	\$ _____	x 12 =	\$ _____
25	Sheriff's Gun Range - Pistol Range Restroom	12455 Wewahotee Rd.	\$ _____	568	\$ _____	x 12 =	\$ _____
26	Sheriff's Gun Range - Storage/Restroom	12455 Wewahotee Rd.	\$ _____	172	\$ _____	x 12 =	\$ _____
27	Sheriff's Sector II	11146 Lake Underhill Rd.	\$ _____	19,707	\$ _____	x 12 =	\$ _____
28	Sheriff Sector V	6817 Westwood Blvd.	\$ _____	3,237	\$ _____	x 12 =	\$ _____
29	Sphaler Park Activity Center	1001 4th St.	\$ _____	3,346	\$ _____	x 12 =	\$ _____
30	Taft Community Center	9450 S. Orange Ave.	\$ _____	6,620	\$ _____	x 12 =	\$ _____
31	Taft Head Start	9504 S. Orange Ave.	\$ _____	9,514	\$ _____	x 12 =	\$ _____

Company Name

ROUTINE SERVICES continues							
#	Building Name	Address	Unit Cost Per SF	Cleani ng SF	Cost per Month	Annual Qty	Annual Cost
32	Taft Service Center	9500 S. Orange Ave.	\$_____	2,810	\$_____	x 12 =	\$_____
33	Union Park Neighborhood Center for Families	9839 E Colonial Dr. Orlando, FL 32817	\$_____	2,180	\$_____	x 12 =	\$_____
ROUTINE SERVICES - SUBTOTAL							\$_____
DAY PORTER SERVICES							
	Building Name	Service	Qty	Hours of Service	Unit Cost Per Hour	Est. Annual Hours	Estimated Annual Total Cost
34	East Orange Community Center B-K	Day Porter	1	4 Hours Daily, Mon-Fri	\$_____	1,040	\$_____
35	Sphaler Park Activity Center,	Day Porter	1	4 Hours Daily, Mon-Fri	\$_____	1,040	\$_____
	Taft Service Center Taft Community Center, Taft Head Start	Day Porter					
DAY PORTERS - SUBTOTAL							\$_____

Company Name

FIRE RESCUE DEPARTMENT - ROUTINE SERVICES

36	Fire Rescue Headquarters	6590 Amory Court	\$ _____	47,437	\$ _____	x 12 =	\$ _____
37	Fire Rescue Training Center (Main Building and Warehouse)	2976 N. Forsyth Rd.	\$ _____	5,745	\$ _____	x 12 =	\$ _____

FIRE RESCUE DEPARTMENT - DAY PORTER

	Building Name	Service	Qty	Hours of Service	Unit Cost Per Hour	Est. Annual Hours	Estimated Annual Total Cost
38	Fire Rescue Headquarters	Day Porter	1	6 Hours Daily, Mon-Sun	\$ _____	2,190	\$ _____

FIRE RESCUE DEPT. - SUBTOTAL \$ _____

PROJECT FLOOR WORK

	Service Description	Unit Cost Per SF		Estimated SF Annually		Estimated Annual Total Cost
39	Floor Spray Buffing	\$ _____	x	200,000	=	\$ _____
40	Machine Scrub Non-Resilient Hard Surface Floors	\$ _____	x	100,000	=	\$ _____
41	Reconditioning of Finished Floors	\$ _____	x	200,000	=	\$ _____
42	Stripping and Waxing	\$ _____	x	100,000	=	\$ _____

Company Name

PROJECT FLOOR WORK continues						
	Service Description	Unit Cost Per SF		Estimated SF Annually		Estimated Annual Total Cost
43	Carpet cleaning, extraction/shampoo	\$ _____	x	200,000	=	\$ _____
44	Carpet cleaning, dry method	\$ _____	x	100,000	=	\$ _____
45	Truck mount high pressure carpet cleaning	\$ _____	x	100,000	=	\$ _____
PROJECT FLOOR WORK - SUBTOTAL						\$ _____
ADDITIONAL CUSTODIAL SERVICES						
	Service Description	Unit Cost Per Hour	x	Estimated Annual Hours		Estimated Annual Total Cost
46	Event Services / Additional Cleaning	\$ _____	x	150	=	\$ _____
47	Emergency Clean-up Services	\$ _____	x	150	=	\$ _____
48	Upholstered Furniture and Wall Systems Cleaning/Shampoo	\$ _____	x	500	=	\$ _____

Company Name

ADDITIONAL CUSTODIAL SERVICES continues						
	Service Description	Unit Cost Per Hour	x	Estimated Annual Hours	=	Estimated Annual Total Cost
49	Non-Routine Custodial Services	\$ _____	x	100	=	\$ _____
50	Exterior Pressure Washing	\$ _____	x	100	=	\$ _____
51	Exterior Window Cleaning - 1st Floor	\$ _____	x	100	=	\$ _____
52	Disaster Related Extended Janitorial Services	\$ _____	x	100	=	\$ _____
ADDITIONAL CUSTODIAL SERVICES - SUBTOTAL						\$ _____
TOTAL JANITORIAL SERVICES - LOT F (ALL ITEMS) \$ _____						

Company Name

**BID RESPONSE FORM
IFB ##Y18-163-AV**

The Contractor shall provide all labor and other resources necessary to provide the services in strict accordance with the scope of services defined in this solicitation for the amounts specified in this Bid Response Form, inclusive of overhead, profit and any other costs. **Unit Cost per SF x Cleaning SF = Cost per Month, Cost per Month x Annual Qty = Annual Cost**

LOT G – UTILITIES DEPT. BUILDINGS

ROUTINE SERVICES							
	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
1	Solid Waste Landfill - Admin Building	5901 Young Pine Road	\$ _____	16,394	\$ _____	x 12 =	\$ _____
2	Solid Waste Landfill - Operation bldg. Foreman's Office	5901 Young Pine Road	\$ _____	3,000	\$ _____	x 12 =	\$ _____
3	Solid Waste Landfill - Old Scale House	5901 Young Pine Road	\$ _____	400	\$ _____	x 12 =	\$ _____
4	Solid Waste Landfill - New Scale House	5901 Young Pine Road	\$ _____	1,048	\$ _____	x 12 =	\$ _____
5	Solid Waste - LB Mc Leod Road Transfer Station	5000 LB Mc Leod Road	\$ _____	867	\$ _____	x 12 =	\$ _____
6	Solid Waste - Porter Transfer Station	Good Homes Road at White Road	\$ _____	2,113	\$ _____	x 12 =	\$ _____
7	Utilities Central Administration	9150 Curry Ford Rd.	\$ _____	79,154	\$ _____	x 12 =	\$ _____
8	Utilities Central Operations	8100 Presidents Dr	\$ _____	35,749	\$ _____	x 12 =	\$ _____

Company Name

ROUTINE SERVICES continues							
	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
9	South Water Reclamation Admin Building	4760 W. Sand Lake Rd	\$ _____	8,648	\$ _____	x 12 =	\$ _____
10	South Water Reclamation Maintenance Building	4760 W. Sand Lake Rd	\$ _____	9,035	\$ _____	x 12 =	\$ _____
11	Northwest Water Reclamation Admin/Maint. Building	701 W. Mc Cormick Rd	\$ _____	8,425	\$ _____	x 12 =	\$ _____
12	Northwest Water Reclamation Biosolids Building	701 W. Mc Cormick Rd	\$ _____	606	\$ _____	x 12 =	\$ _____
13	Western Regional Water Supply	2552 Lakeville Road	\$ _____	6,046	\$ _____	x 12 =	\$ _____
14	Eastern Water Reclamation Admin Building	1621 S. Alafaya Tr	\$ _____	8,899	\$ _____	x 12 =	\$ _____
15	Eastern Water Reclamation Maintenance Building	1621 S. Alafaya Tr	\$ _____	4,067	\$ _____	x 12 =	\$ _____
16	Econ Well Facility	9665 Lake Underhill Rd	\$ _____	3,656	\$ _____	x 12 =	\$ _____
17	EWSF- Eastern Water Supply Facility	9100 Curry Ford RD	\$ _____	17,062	\$ _____	x 12 =	\$ _____
18	Southern Regional Water Supply	13000 S. Orange Avenue	\$ _____	5,625	\$ _____	x 12 =	\$ _____
ROUTINE SERVICES - SUBTOTAL							\$ _____

Company Name

DAY PORTER SERVICES							
	Building Name	Service	Qty	Hours of Service	Unit Cost Per Hour	Estimated Annual Hours	Estimated Annual Total Cost
19	Utilities Central Administration	Day Porter	1	8 Hours Daily, Mon-Fri	\$_____	2,080	\$_____
20	Utilities Central Operations	Day Porter	1	4 Hours Daily, Mon-Fri	\$_____	1,040	\$_____
DAY PORTERS - SUBTOTAL							\$_____
PROJECT FLOOR WORK							
	Service Description	Unit Cost Per SF		Estimated SF Annually		Estimated Annual Total Cost	
21	Floor Spray Buffing	\$_____	x	200,000	=	\$_____	
22	Machine Scrub Non-Resilient Hard Surface Floors	\$_____	x	100,000	=	\$_____	
23	Reconditioning of Finished Floors	\$_____	x	215,000	=	\$_____	
24	Stripping and Waxing	\$_____	x	115,000	=	\$_____	
25	Carpet cleaning, extraction/shampoo	\$_____	x	215,000	=	\$_____	

Company Name

PROJECT FLOOR WORK continues						
	Service Description	Unit Cost Per SF		Estimated SF Annually		Estimated Annual Total Cost
26	Carpet cleaning, dry method	\$ _____	x	100,000	=	\$ _____
27	Truck mount high pressure carpet cleaning	\$ _____	x	115,000	=	\$ _____
PROJECT FLOOR WORK - SUBTOTAL						\$ _____
ADDITIONAL CUSTODIAL SERVICES						
	Service Description	Unit Cost Per Hour	x	Estimated Annual Hours		Estimated Annual Total Cost
28	Event Services / Additional Cleaning	\$ _____	x	150	=	\$ _____
29	Emergency Clean-up Services	\$ _____	x	150	=	\$ _____
30	Upholstered Furniture and Wall Systems Cleaning/Shampoo	\$ _____	x	500	=	\$ _____
31	Non-Routine Custodial Services	\$ _____	x	100	=	\$ _____
32	Exterior Pressure Washing	\$ _____	x	100	=	\$ _____
33	Exterior Window Cleaning - 1st Floor	\$ _____	x	100	=	\$ _____
34	Disaster Related Extended Janitorial Services	\$ _____	x	100	=	\$ _____
ADDITIONAL CUSTODIAL SERVICES - SUBTOTAL						\$ _____
TOTAL JANITORIAL SERVICES - LOT G (ALL ITEMS) \$ _____						

Company Name

TOTAL ESTIMATED BID – LOT A \$ _____

TOTAL ESTIMATED BID – LOT B \$ _____

TOTAL ESTIMATED BID – LOT C \$ _____

TOTAL ESTIMATED BID – LOT D \$ _____

TOTAL ESTIMATED BID – LOT E \$ _____

TOTAL ESTIMATED BID – LOT F \$ _____

TOTAL ESTIMATED BID – LOT G \$ _____

TOTAL ESTIMATED BID – LOTS A- G \$ _____

IMPORTANT NOTE: When completing your bid, do not attach any forms which may contain terms and conditions that conflict with those listed in the County's bid documents(s). Inclusion of additional terms and conditions such as those which may be on your company's standard forms shall result in your bid being declared non-responsive as these changes will be considered a counteroffer to the County's bid.

Performance shall be not later than ten (10) calendar days After Receipt of Order (ARO) per Special Terms and Conditions.

Inquiries regarding this Invitation for Bids may be directed to Ana Villalona, Purchasing Agent, at Ana.Villalona@ocfl.net

Bid Response Documents - The following documents constitute your bid:

- A. Bid Response Form, Authorized Signatories/Negotiators, Drug-Free Workplace, Schedule of Sub-contracting, Conflict/Non-Conflict of Interest Form, E-Verification Certification, and current W9, Relationship Disclosure Form and Orange County Specific Project Expenditure Report. **Please make sure forms are fully executed where required.**
- B. Qualifications of Bidders information, per Special Terms and Conditions.

Company Name

July 2, 2018

BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA

IFB #Y18-163-AV
COUNTYWIDE JANITORIAL SERVICES
TERM CONTRACT

ADDENDUM NO.1

This addendum is hereby incorporated into the bid documents of the IFB referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Underlining indicates additions, deletions are indicated by ~~strikethrough~~.

I. The opening Bid date and time has changed as follows:

Sealed bid offers in an **original** and **four (4) copies** for furnishing the above will be accepted up to **2:00 PM (local time), ~~Tuesday, July 3, 2018~~, Thursday, July 19, 2018** in the Procurement Division, Internal Operations Centre II, 400 E. South Street, 2nd Floor, Orlando, FL 32801.

All other specifications, terms and conditions remain the same.

ACKNOWLEDGEMENT OF ADDENDA

- a. The bidder shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned no later than the date and time for receipt of the bid.
- b. Receipt acknowledged by:

Authorized Signer

Date Signed

Title

Name of Bidder

INVITATION FOR BIDS #Y18-163-AV

This solicitation is restricted to contractors who have been pre-qualified. Bids received from contractors who have not been pre-qualified shall be rejected.

NOTICE IS HEREBY GIVEN that the Board of County Commissioners of Orange County, Florida, henceforth referred to as the County is accepting sealed bids for:

COUNTY WIDE JANITORIAL SERVICES TERM CONTRACT

Sealed bid offers in an **original** and **four (4) copies** for furnishing the above will be accepted up to **2:00 PM (local time), Tuesday, July 3, 2018**, in the Procurement Division, Internal Operations Centre II, 400 E. South Street, 2nd Floor, Orlando, FL 32801.

Copies of the bid documents may be obtained from the Orange County Procurement Division at the above address. Copies may be requested by phoning (407) 836-5635.

A **Mandatory Pre-Bid Conference and site tours** will be held as indicated below. Interested bidders are invited to attend.

Mandatory Pre-bid Conference Location			Time and Date
Facilities Management Administration Building 2010 East Michigan Street, Orlando, FL 32806			Monday, June 18, 9:00 AM
Site Tour Required Meeting Point Location	Meeting Time	Lot(s)	Date & Duration
Facilities Management Administration Building, 2010 East Michigan Street, Orlando, FL	9:00AM	Lot D	Monday, June 18, 2018 9:00 AM meeting point through 5:00 PM
Orange County Courthouse 425 N. Orange Avenue Orlando, Florida	9:00AM	Lot(s) A & B	Tuesday, June 19, 2018 9:00 AM meeting point through 5:00 PM
Meeting Point: Loading Dock Seating Area			
Bithlo Community Center 18501 Washington Ave Orlando, FL	9:00AM	Lot(s) F & G	Wednesday, June 20, 2018 9:00 AM meeting point through 5:00 PM

Orange County Corrections 3723 B. Vision Blvd, Orlando, FL 32839 Meeting Point: North Perimeter Building	9:00AM	Lot(s) C & D	Thursday, June 21, 2018 9:00 AM meeting point through 5:00 PM
Apopka Service Center 1111 Rock Spring Rd Apopka, FL	9:00AM	Lot(s) D & E	Friday, June 22, 2018 9:00 AM meeting point through 5:00 PM

Bidders who fail to attend the full duration of the mandatory Pre-bid conference and all the site tours within the applicable lot shall be ineligible to compete for award of a contract under this solicitation. Bidders shall report to the Required Meeting Point Location at the specified meeting time to join the tour. Late admissions to the tour shall not be permitted once the tour group has departed the meeting point.

At this time, the County's representative will be available to answer questions relative to this Invitation for Bids. Any suggested modifications may be presented in writing to, or discussed with, the County's representative(s) at this meeting and may be considered by said representative(s) as possible amendments to the Invitation for Bids.

Carrie Mathes, MPA, CFCM, CPPO, C.P.M.
Manager, Procurement Division

NOTICE TO BIDDERS

To ensure that your bid is responsive, you are urged to request clarification or guidance on any issues involving this solicitation before submission of your response. Your point-of-contact for this solicitation is Ana Villalona, Purchasing Agent at Ana.Villalona@ocfl.net.

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GENERAL TERMS AND CONDITIONS

1. GENERAL INFORMATION

These specifications constitute the complete set of requirements and bid forms. The bid response page(s), and all forms listed on the bid response page(s) shall be completed, signed, and sealed in an envelope bearing the bid number on the outside and mailed or presented to the Procurement Division on or before the specified time and date. **Failure to comply with the preceding requirements shall result in the rejection of the bid.**

Bids submitted by e-mail, telephone or fax shall not be accepted. An e-mailed or a faxed bid shall be rejected as non-responsive regardless of where it is received.

It is the sole responsibility of the Bidder to ensure that their bid reaches the Procurement Division. All bids, unless otherwise specified, must be delivered to the following address no later than the time and date specified in the solicitation:

Procurement Division
Internal Operations Centre II
400 E. South Street, 2nd Floor
Orlando, FL 32801

Bidders are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your bid is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address.

The County shall not be responsible for delays caused by any occurrence. The time/date stamp clock located in the Procurement Division shall serve as the official authority to determine lateness of any bid. The bid time shall be scrupulously observed. Under no circumstances shall bids delivered after the time specified be considered. Late bids will be returned to the Bidder unopened. The decision to refuse to consider a bid that was received beyond the date/time established in the solicitation shall not be the basis for a protest pursuant to the Orange County Code (Procurement Ordinance).

All bids must be typewritten or filled in with pen and ink, and must be signed in ink by an officer or employee having authority to bind the company or firm. Errors, corrections, or changes on any document must be initialed by the signatory of the bid.

Bidders shall not be allowed to modify their bids after the opening time and date. Bid files may be examined during normal working hours, thirty (30) days after bid opening or upon recommendation for award, whichever occurs first. Bidders desiring to view these documents are urged to schedule an appointment.

For information concerning this bid, please contact the Procurement Division at the address listed above or by calling 407-836-5635. Please specify the bid number for which you are inquiring.

2. QUESTIONS REGARDING THIS SOLICITATION

All questions or concerns regarding this Invitation for Bids shall be submitted by email to Ana.Villalona@ocfl.net, no later than 5:00 PM Tuesday, June 26, 2018 to the attention of Ana Villalona, Procurement Division, referencing the IFB number. When required the Procurement Division shall issue an addendum to the Invitation for Bids. The addendum shall be available on the Internet for access by potential Bidders. Bidders are instructed not to contact the initiating division directly. No oral interpretation of this Invitation for Bids shall be considered binding. The County shall be bound by information and statements only when such statements are written and executed under the authority of the Manager, Procurement Division.

This provision exists solely for the convenience and administrative efficiency of Orange County. No Bidder or other third party gains any rights by virtue of this provision or the application thereof, nor shall any Bidder or third party have any standing to sue or cause of action arising there from.

3. FEDERAL AND STATE TAX

The County is exempt from Federal and State Sales and Use Taxes for tangible personal property (Certificate of Registry for tax transactions under Chapter 32, Internal Revenue Code and Florida Sales/Use Tax Exemption Certificate). The Manager, Procurement Division will sign an exemption certificate submitted by the Contractor.

Contractors doing business with the County shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the County, nor shall any Contractor be authorized to use the County's Tax Exemption Number in securing such materials.

4. ACCEPTANCE/REJECTION/CANCELLATION

The County reserves the right to accept or to reject any or all bids and to make the award to that bidder who, in the opinion of the County, will be in the best interest of and/or the most advantageous to the County. The County also reserves the right to reject the bid of any bidder who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who, in the County's opinion, is not in a position to perform properly under this award. The County reserves the right to inspect all facilities of bidders in order to make a determination as to the foregoing. The County reserves the right to waive any irregularities and technicalities and may, at its discretion, request a re-bid. Award will be made to the lowest responsive and responsible bidder as determined by the County.

The County reserves the right, and the Manager, Procurement Division has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the Board of County Commissioners when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the Orange County Code.

5. **NO BID**

Where more than one item is listed, any items not bid upon shall be indicated as "NO BID".

6. **CONFLICT OF INTEREST**

The award is subject to provisions of applicable State Statutes and County Ordinances. All bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of Orange County. Further, all bidders must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent (10%) or more in the Bidder's firm or any of its branches. Should the Contractor permanently or temporarily hire any County employee who is, or has been, directly involved with the Contractor prior to or during performance of the resulting contract, the contract shall be subject to immediate termination by the County.

7. **LEGAL REQUIREMENTS**

All applicable Federal and State laws and County ordinances that in any manner affect the items covered herein apply. Lack of knowledge by the Bidder shall in no way be a cause for relief from responsibility.

A. Contractors doing business with the County are prohibited from discriminating against any employees, applicant, or client because of race, religion, color, disability, national origin, gender, or age with regard to but not limited to the following: employment practices, rates of pay or other compensation methods, and training selection.

B. Businesses wishing to participate in the County procurement process as an Orange County Certified M/WBE firm are required to complete a certification application to attain recognition as such. You may contact the Procurement Division or the Business Development Division for information and assistance.

8. **MISTAKES**

In the event of extension error(s), the unit price will prevail and the Bidder's total offer will be corrected accordingly. In the event of addition errors, the extended totals will prevail and the Bidder's total will be corrected accordingly.

Bidders must check their bid where applicable. Failure to do so will be at the Bidder's risk. Bids having erasures or corrections must be initialed in ink by the Bidder.

9. AVAILABILITY OF FUNDS

The obligations of the County under this award are subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and the Orange County Board of County Commissioners, or other specified funding source for this procurement.

10. EEO STATEMENT

It is hereby declared that equal opportunity and nondiscrimination shall be the County's policy intended to assure equal opportunities to every person, regardless of race, religion, sex, sexual orientation and gender expression/identity, color, age, disability or national origin, in securing or holding employment in a field of work or labor for which the person is qualified, as provided by Section 17-314 of the Orange County Code and the County Administrative Regulations.

Further, the Contractor shall abide by the following provisions:

- A. The Contractor shall represent that the Contractor has adopted and maintains a policy of nondiscrimination as defined by applicable County ordinance throughout the term of this contract.
- B. The Contractor shall allow reasonable access to all business and employment records for the purpose of ascertaining compliance with the non-discrimination provision of the contract.

The provisions of the prime contract shall be incorporate by the Contractor into the contracts of any applicable subcontractors.

11. BID TABULATION AND RESULTS

Bid tabulations shall be available thirty (30) days after opening on the Orange County website at: <http://apps.ocfl.net/orangebids/bidresults/results.asp>, or upon notice of intended action, whichever is sooner.

12. BID FORMS

All bids must be submitted on the County's standard Bid Response Form. Bids on Bidder's quotation forms shall not be accepted.

13. RECIPROCAL PREFERENCE

In the event the lowest responsive and responsible bid submitted in response to any Invitation for Bids is by a bidder whose principal place of business is in a county other than Orange County, and such county grants a bid preference for purchases to a bidder whose principal place of business is in such county, then Orange County may award a preference to the (next) lowest responsive and responsible bidder having a principal place of business within Orange County, Florida. Such preference will be equal to the preference granted by the county in which the lowest responsive and responsible bidder has its principal place of business **except as provided below.**

1. Effective July 1, 2015 the reciprocal local preference will not apply to construction services in which 50 percent or more of the cost will be paid from state-appropriated funds which have been appropriated at the time of the competitive solicitation.
2. If the solicitation involves a federally funded project where the funding source requirements prohibit the use of state and/or local preferences, the reciprocal local preference will not be applied.

14. POSTING OF RECOMMENDED AWARD AND PROTESTS

The recommended award will be posted for review by interested parties at the Procurement Division and at:

<http://apps.ocfl.net/OrangeBids/AwardsRec/default.asp> prior to submission through the appropriate approval process and will remain posted for a period of five (5) full business days.

- **Orange County Lobbyist Regulations General Information**
<http://www.orangecountyfl.net/OpenGovernment/LobbingAtOrangeCounty.aspx>

A lobbying blackout period shall commence upon issuance of the solicitation until the Board selects the Contractor. For procurements that do not require Board approval, the blackout period commences upon solicitation issuance and concludes upon contract award.

The Board of County Commissioners may void any contract where the County Mayor, one or more County Commissioners, or a County staff person has been lobbied in violation of the black-out period restrictions of Ordinance No. 2002-15.

- **Orange County Protest Procedures**
<http://www.orangecountyfl.net/VendorServices/VendorProtestProcedures.aspx>

Failure to file a protest with the Manager, Procurement Division by 5:00 PM on the fifth full business day after posting, shall constitute a waiver of bid protest proceedings.

15. BID AND RELATED COSTS

By submission of a bid, the Bidder agrees that any and all costs associated with the preparation of the bid will be the sole responsibility of the Bidder. The Bidder also agrees that the County shall bear no responsibility for any costs associated with the preparation of the bid including but not limited to any administrative or judicial proceedings resulting from the solicitation process.

16. CONTRACTUAL AGREEMENT

This Invitation for Bids shall be included and incorporated in the final contract or purchase order. The order of contract precedence will be the contract (purchase order), bid document, and response. Any and all legal actions associated with

this Invitation for Bids and/or the resultant contract (purchase order) shall be governed by the laws of the State of Florida. Venue for any litigation involving this contract shall be the Ninth Circuit Court in and for Orange County, Florida.

17. PUBLIC ENTITY CRIME

Section 287.133(3)(d), Florida Statutes, provides that the Florida Department of Management Services shall maintain a list of the names and addresses of those who have been disqualified from participating in the public contracting process under this section.

http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists/convicted_vendor_list

A person or affiliate who has been placed on The Convicted Vendor list following a conviction for a public entity crime shall not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, shall not submit bids on leases of real property to a public entity, shall not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and shall not transact business with any public entity in excess of the threshold amount provided in Florida Statute Section 287.017, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on The Convicted Vendor List.

18. DRUG-FREE WORKPLACE FORM

The Drug-Free Workplace Form is attached and shall be completed and submitted with your bid.

19. SUBCONTRACTING

Bidders subcontracting any portion of the work shall state name and address of subcontractor and the name of the person to be contacted on the attached "Schedule of Subcontractors Form".

20. CONFLICT OF INTEREST FORM

Bidder shall complete the Conflict of Interest Form attached hereto and submit it with their bid.

21. ETHICS COMPLIANCE

The following forms are included in this solicitation and shall be completed and submitted as indicated below:

- A. **Orange County Specific Project Expenditure Report** -The purpose of this form is to document any expenses incurred by a lobbyist for the purposes described in **Section 2-351, Orange County Code**. This form shall be completed and submitted with all bid responses to an Orange County solicitation. Any questions concerning this form shall be addressed to the purchasing agent identified in the applicable solicitation.

- B. **Relationship Disclosure Form** – The purpose of this form is to document any relationships between a bidder to an Orange County solicitation and the Mayor or any other member of the Orange County Board of County Commissioners. This form shall be completed and submitted with the applicable bid to an Orange County solicitation.

No contract award shall be made unless these forms have been completed and submitted with the bid. Any questions concerning these forms shall be addressed to the purchasing agent identified in this solicitation. Also, a listing of the most frequently asked questions concerning these forms is attached to each for your information.

22. SUBMISSION OF BID

The bid must be mailed or hand delivered in a sealed envelope to:

ORANGE COUNTY PROCUREMENT DIVISION

Internal Operations Centre II
400 E. South Street, 2nd Floor
Orlando, Florida 32801

Bidders must indicate on the sealed envelope the following:

- A. **Invitation for Bids Number**
- B. **Hour and Date of Opening**
- C. **Name of Bidder**

Bids received after the time, date, and/or at the location specified, due to failure to identify the envelope with the above information shall be rejected.

23. COPIES

Copies of documents, records, materials, and/or reproductions requests will be charged in accordance with Orange County's fee schedule. Copyrighted materials may be inspected, but cannot be copied or reproduced per Federal law.

24. PROPRIETARY/RESTRICTIVE SCOPE OF WORK/SERVICES

If a prospective bidder considers the scope of work/services contained herein to be proprietary or restrictive in nature, thus potentially resulting in reduced competition, they are urged to contact the Procurement Division prior to bid opening. Specifications which are unrelated to performance will be considered for deletion via addendum to this Invitation for Bids.

25. DEVELOPMENT OR ASSISTANCE IN DEVELOPMENT OF SPECIFICATIONS/ REQUIREMENTS/ STATEMENTS OF WORK

Firms and/or individuals that assisted in the development or drafting of the specifications, requirements, statements of work, or solicitation documents contained herein are excluded from competing for this solicitation.

This shall not be applicable to firms and/or individuals providing responses to a publicly posted Request for Information (RFI) associated with a solicitation.

26. PAYMENT TERMS/DISCOUNTS

The County's payment terms are in accordance with Florida Statute 218, Local Government Prompt Payment Act. Cash discounts for prompt payment shall not be considered in determining the lowest net cost for bid evaluation purposes.

27. PATENTS AND ROYALTIES

Unless otherwise provided, the Contractor shall be solely responsible for obtaining the right to use any patented or copyrighted materials in the performance of the contract resulting from this Invitation for Bids.

The Contractor, 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 unpatented invention, process, or article manufactured or supplied by the Contractor. In the event of any claim against the County of copyright or patent infringement, the County shall promptly provide written notification to the Contractor. If such a claim is made, the Contractor shall use its best efforts to promptly purchase for the County any infringing products or services or procure a license, at no cost to the County, which will allow continued use of the service or product.

If none of the alternatives are reasonably available, the County agrees to return the article on request to the Contractor and receive reimbursement, if any, as may be determined by a court of competent jurisdiction.

28. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall defend, indemnify, and hold harmless the County, its officials, agents, and employees from and against any and all claims, suits, judgments, demands, liabilities, damages, cost and expenses including attorney's fees of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission of the Contractor or its subcontractors, anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable; excepting those acts or omissions arising out of the sole negligence of the County.

29. CLARIFICATIONS

It is the Bidder's responsibility to become familiar with and fully informed regarding the terms, conditions and specifications of this Invitation for Bids. Lack of understanding and/or misinterpretation of any portions of this Invitation for Bids shall not be cause for withdrawal of your bid after opening or for subsequent protest of award. Bidder's must contact the Procurement Division, at the phone number on the bid cover sheet **prior** to bid opening, should clarification be required.

Modification or alteration of the documents contained in the solicitation or contract shall only be valid if mutually agreed to in writing by the Bidder and the County.

30. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

By submission of this bid, the Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this procurement:

- A. The prices in this bid have been arrived at independently, without consultation, collusion, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
- B. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly to any other Bidder or to any competitor; and,
- C. No attempt has been made or shall be made by the Bidder to induce any other person or bidder to submit or not to submit a bid for the purpose of restricting competition.

31. SUCCESSORS AND ASSIGNS

The County and the Contractor each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Contract and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the County nor the Contractor shall assign, sublet, convey or transfer its interest in this Contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and the Contractor.

32. PRICING/AUDIT

The Contractor shall establish and maintain a reasonable accounting system, which enables ready identification of Contractor's cost of goods and use of funds. Such accounting system shall also include adequate records and documents to justify all prices for all items invoiced as well as all charges, expenses and costs incurred in providing the services for at least five (5) years after completion of this contract. The County or its designee shall have access to such books, records, subcontract(s), financial operations, and documents of the Contractor or its subcontractors, as required to comply with this section for the purpose of inspection or audit anytime during normal business hours at the Contractor's place of business. This right to audit shall include the Contractor's subcontractors used to procure services under the contract with the County. Contractor shall ensure the County has these same rights with subcontractors and suppliers.

33. EMPLOYEES OF THE CONTRACTOR

All work under this contract shall be performed in a professional and skillful manner. The County may require, in writing, that the Contractor, remove from this contract any employee the County deems incompetent, careless, or otherwise objectionable.

34. TOBACCO FREE CAMPUS

All Orange County operations under the Board of County Commissioners shall be tobacco free. This policy shall apply to parking lots, parks, break areas and worksites. It is also applicable to Contractors and their personnel during contract performance on County owned property. Tobacco is defined as tobacco products including, but not limited to, cigars, cigarettes, e-cigarettes, pipes, chewing tobacco and snuff. Failure to abide by this policy may result in civil penalties levied under Chapter 386, Florida Statutes and/or contract enforcement remedies.

36. CONTRACT CLAIMS

“Claim” as used in this provision means a written demand or written assertion by one of the contracting parties seeking as a matter of right, the payment of a certain sum of money, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract.

Claims made by a Contractor against the County, relating to a particular contract shall be submitted to the Manager, Procurement Division in writing clearly labeled “Contract Claim” requesting a final decision. The Contractor also shall provide with the claim a certification as follows: “I certify that the claim is made in good faith; that the supporting data are accurate and complete to the best of my knowledge and belief; that the amount requested accurately reflects the contract adjustment for which the Contractor believes the County is liable; and that I am duly authorized to certify the claim on behalf of the Contractor.”

Failure to document a claim in this manner shall render the claim null and void. No claim shall be accepted after final payment of the contract.

The decision of the Manager, Procurement Division shall be issued in writing and furnished to the Contractor. The decision shall state the reasons for the decision reached. The Manager, Procurement Division shall render the final decision within sixty (60) days after receipt of Contractor’s written request for a final decision. The Manager, Procurement Division decision shall be final and conclusive.

The Contractor shall proceed diligently with performance of this contract pending final resolution of any request for relief, claim, appeal or action arising under the contract and shall comply with any final decision rendered by the Manager, Procurement Division.

35. VERIFICATION OF EMPLOYMENT STATUS

Prior to the employment of any person under this contract, the Contractor shall utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the contract term, and an express requirement that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. For more information on this process, please refer to United States Citizenship and Immigration Service site at:
<http://www.uscis.gov/portal/site/uscis>.

Only those employees determined eligible to work within the United States shall be employed under this contract.

By submission of a bid in response to this solicitation, the Contractor affirms that all employees in the above categories shall undergo e-verification before placement on this contract. The Contractor shall commit to comply with this requirement by completing the E-Verification certification, attached to this solicitation.

38. CONFIDENTIAL INFORMATION

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State or Federal Law, all proposers should be aware that Invitation for Bids and the responses thereto are in the public domain. Bidders must identify specifically any information contained in their response which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, **citing specifically the applicable exempting law**. If a Bidder fails to cite the applicable exempting law, we will treat the information as public.

39. FEDERAL REQUIREMENTS

In the event this Contract is paid in whole or in part from any federal government agency or source, the specific terms, regulations and requirements governing the disbursement of these funds shall be specified herein and become a part of this clause.

All Contracts in excess of one hundred thousand dollars (\$100,000) shall comply with all the requirements of Section 114 of the Clean Air Act (42 USC 7401 et seq.) as amended and Section 308 of the Federal Water Pollution Control Act (33 USC 1251 et seq.) as amended.

40. PUBLIC RECORDS COMPLIANCE

Orange County is a public agency subject to Chapter 119, Florida Statutes. The Contractor agrees to comply with Florida's Public Records Law. Specifically, the Contractor shall:

1. Keep and maintain public records required by Orange County to perform the service.
2. Upon request from Orange County's custodian of public records, provide Orange 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 this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from the public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to Orange County.

4. Upon completion of the contract, Contractor agrees to transfer at no cost to Orange County all public records in possession of the Contractor or keep and maintain public records required by Orange County to perform the service. If the Contractor transfers all public record to Orange County upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Orange County, upon request from Orange County's custodian of public records, in a format that is compatible with the information technology systems of Orange County.
5. A Contractor who fails to provide the public records to Orange County within a reasonable time may be subject to penalties under section 119.10, Florida Statutes.

6. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT :

**Procurement Public Records Liaison
400 E. South Street, 2nd Floor, Orlando, FL 32801
ProcurementRecords@ocfl.net, 407-836-5897**

SPECIAL TERMS AND CONDITIONS

1. MANDATORY PRE-BID CONFERENCE

All interested parties are invited to attend a **Mandatory Pre-Bid Conference and Site Tours** as indicated below:

Mandatory Pre-bid Conference Location	Time and Date
Facilities Management Administration Building, 2010 East Michigan Street, Orlando, FL 32806	Monday, June 18, 9:00 AM

Site Tour Required Meeting Point Location	Meeting Time	Lot(s)	Date & Duration	Sites Toured
Facilities Management Administration Building, 2010 East Michigan Street, Orlando, FL	9:00AM	Lot D	Monday, June 18, 2018 9:00 AM meeting point through 5:00 PM	<ul style="list-style-type: none"> • Facilities Management Admin Offices & Training Room • Facilities Management Central District Offices • Great Oaks Village Admin • Great Oaks Village Evans Dining Room • Great Oaks Village Learning Center • Wellworks • Juvenile Justice • Health and Family Services • Medical Examiner
Orange County Courthouse 425 N. Orange Avenue Orlando, Florida Meeting Point: Loading Dock Seating Area	9:00AM	Lot(s) A & B	Tuesday, June 19, 2018 9:00 AM meeting point through 5:00 PM	<ul style="list-style-type: none"> • Courthouse • Regional History Center • Administration Center • IOC I and II
Bithlo Community Center 18501 Washington Ave Orlando, FL	9:00AM	Lot(s) F & G	Wednesday, June 20, 2018 9:00 AM meeting point through 5:00 PM	<ul style="list-style-type: none"> • Bithlo Community Center Action Office and Restroom • East Orange Community Center • Fire Rescue Headquarters • Econ Well Facility • Eastern Regional Water Supply • Utilities Administration • Solid Waste Landfill • Taft Area (Sphaler Taft Community Center, Taft NCF & Taft Headstart)

Site Tour Required Meeting Point Location	Meeting Time	Lot(s)	Date & Duration	Sites Toured
Orange County Corrections 3723 B. Vision Blvd, Orlando, FL 32839 Meeting Point: North Perimeter Building	9:00AM	Lot(s) C & D	Thursday, June 21, 2018 9:00 AM meeting point through 5:00 PM	<ul style="list-style-type: none"> • Facilities Management • Maintenance Offices • Corrections Support • Video Visitation • Cassady Building • Sheriff Sector IV • Booking Release Center • Animal Services • Public Works Buildings #1, 2, 3, 5, 7S & 7N (includes Wellworks)
Apopka Service Center 1111 Rock Spring Rd Apopka, FL	9:00AM	Lot(s) D & E	Friday, June 22, 2018 9:00 AM meeting point through 5:00 PM	<ul style="list-style-type: none"> • Apopka Service Center • John Bridges Community Center • Apopka Roads and Drainage • ISS Warehouse • 911 and Radio Repair • Sheriff Operations • Juvenile Assesment Center • Medical Clinic • Lila Mitchell Community Center • Supervisor Of Elections

Bidders who fail to attend the full duration of the mandatory Pre-bid conference and all the site tours within the applicable lot shall be ineligible to compete for award of a contract under this solicitation. Bidders shall report to the Required Meeting Point Location at the specified meeting time to join the tour. Late admissions to the tour shall not be permitted once the tour group has departed the meeting point.

At this time, the County's representative will be available to answer questions relative to this Invitation for Bids. Any suggested modifications may be presented in writing to, or discussed with, the County's representative(s) at this meeting and may be considered by said representative(s) as possible amendments to the Invitation for Bids.

2. INSPECTION OF FACILITIES/AREAS

It is the Bidder's responsibility to become fully informed as to the nature and extent of the work required, local site conditions and any other factors that may impact performance of the contract. The responsibility to inspect the worksite is the sole responsibility of the Bidder. Failure to visually inspect the facilities may be cause for disqualification of your bid. After contract award, no additional compensation shall be made as a result of differences between actual labor and materials required to complete the project and the contract amount.

The Mandatory pre-bid conference shall be the only opportunity for inspection of facilities and areas as it relates to this solicitation, requests outside of the mandatory pre-bid shall not be accommodated.

3. BID ACCEPTANCE PERIOD

A bid shall constitute an irrevocable offer for a period of ninety (90) days from the bid opening date or until the date of award. In the event that an award is not made by the County within ninety (90) days from the bid opening date, the Bidder may withdraw their bid or provide a written extension of their bid.

4. AWARD

Award shall be made on an all-or-none total estimated bid per lot basis to the lowest responsive and responsible Bidder.

Bids for each lot shall be evaluated separately. Award of multiple lots shall be at the County's sole discretion, noting the following:

- No bidder shall be awarded more than two (2) lots.
- The Contractor awarded Lot A shall not be eligible for award of any other lots.

5. POST AWARD MEETING

Within **ten (10)** days after receipt of notification of award of bid, Contractor shall meet with the County's representative(s) to discuss job procedures and scheduling.

6. PERFORMANCE

Timely performance is of the essence in the award of this Invitation for Bids. Performance shall be no later than **ten (10)** calendar days from receipt of delivery order. Bids which fail to meet this requirement shall be rejected.

It is hereby understood and mutually agreed to by and between parties hereto that the time of performance is an essential condition of this contract.

Should the Contractor neglect, fail or refuse to provide the services within the time herein specified, then said Contractor does hereby agree as part of the consideration for the awarding of this contract, to pay Orange County the sum extended by the County to contract for like services approved by the Procurement Division for the period from the required scheduled commencement date until performance of services covered in the Invitation for Bids is completed.

The Contractor shall, within **two (2)** calendar days from the beginning of such delay, notify the Manager, Procurement Division in writing of the cause(s) of the delay.

7. TERMINATION

A. Termination for Default:

The County may, by written notice to the Contractor terminate this contract for default in whole or in part (delivery orders, if applicable) if the Contractor fails to:

1. Provide goods or services that comply with the specifications herein or fails to meet the County's performance standards
2. Deliver the goods or to perform the services within the time specified in this contract or any extension.
3. Make progress so as to endanger performance of this contract
4. Perform any of the other provisions of this contract.

Prior to termination for default, the County shall provide adequate written notice to the Contractor through the Manager, Procurement Division, affording the opportunity to cure the deficiencies or to submit a specific plan to resolve the deficiencies within ten (10) calendar days (or the period specified in the notice) after receipt of the notice. Failure to adequately cure the deficiency shall result in termination action. Such termination may also result in suspension or debarment of the Contractor in accordance with the County's Procurement Ordinance. The Contractor and its sureties (if any) shall be liable for any damage to the County resulting from the Contractor's default of the contract. This liability includes any increased costs incurred by the County in completing contract performance.

In the event of termination by the County for any cause, the Contractor shall have, in no event, any claim against the County for lost profits or compensation for lost opportunities. After a receipt of a Termination Notice and except as otherwise directed by the County the Contractor shall:

1. Stop work on the date and to the extent specified.
2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work
3. Transfer all work in process, completed work, and other materials related to the terminated work as directed by the County.
4. Continue and complete all parts of that work that have not been terminated.

If the Contractor's failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Contractor the contract shall not be terminated for default. Examples of such causes include (1) acts of God or the public enemy, (2) acts of a government in its sovereign capacity, (3) fires, (4) floods, (5) epidemics, (6) strikes and (7) unusually severe weather.

B. Termination for Convenience:

The County, by written notice, may terminate this contract, in whole or in part, when it is in the County's interest. If this contract is terminated, the County shall be liable only for goods or services delivered and accepted. The County Notice of Termination shall provide the Contractor thirty (30) calendar days prior notice before it becomes effective. **A termination for convenience may apply to individual delivery orders, purchase orders or to the contract in its entirety.**

8. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH

Any good delivered and chemicals for use under a contract resulting from this bid shall be accompanied by a Safety Data Sheet (SDS). The SDS shall include the following information:

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

9. SAFETY REGULATIONS

Equipment shall meet all State and Federal safety regulations.

10. CODES AND REGULATIONS

The Contractor shall strictly comply with all Federal, State and local codes and regulations.

11. PAYMENT

Partial billing shall be accepted only for services rendered within the specified delivery period. Payments for services rendered after this specified delivery period shall be made after the entire order is completed and accepted by Orange County. Payment shall be made in accordance with Florida Statute 218, Local Government Prompt Payment Act. Payment for accepted services shall be accomplished by submission of an invoice, in duplicate, to:

Orange County Administrative Services
Fiscal and Operational Support
IOC2 – 400 E. South Str. 5th FL
Orlando, FL 32801
Phone (407) 836-0052

In the event additional County Departments/Divisions or other public entities utilize this contract, invoices are to be sent directly to the Department or entity placing the order.

All invoices along with all necessary documents for payment shall be mailed or delivered to the appropriate location above. Unless authorized by the County Department in writing, no invoices shall be sent via e-mail. Invoices sent via e-mail without the expressed authorization of the County Department shall be discarded.

Detailed invoice and statement requirements are further outlined in the Scope of Services.

12. DEBRIS

Contractor shall be responsible for the prompt removal of all debris which is a result of this contractual service.

13. SAFETY AND PROTECTION OF PROPERTY

The Contractor shall at all times:

- A. Initiate, maintain and supervise all safety precautions and programs in connection with its services or performance of its operations under this contract.
- B. Take all reasonable precautions to prevent injury to employees, including County employees and all other persons affected by their operations.
- C. Take all reasonable precautions to prevent damage or loss to property of Orange County, or of other Contractors, consultants or agencies and shall be held responsible for replacing or repairing any such loss or damage.
- D. Comply with all ordinances, rules, regulations, standards and lawful orders from authority bearing on the safety of persons or property or their protection from damage, injury or loss. This includes but is not limited to:
 - o Occupational Safety and Health Act (OSHA)
 - o National Institute for Occupational Safety & Health (NIOSH)

- National Fire Protection Association (NFPA)
 - American Society of Heating, Refrigeration & Air-Conditioning Engineers (ASHRAE)
- E. The Contractor shall also comply with the guidelines set forth in the Orange County Safety & Health Manual. The manual can be accessed online at the address listed below:

<http://www.orangecountyfl.net/VendorServices/OrangeCountySafetyandHealthManual.aspx>

14. INSURANCE REQUIREMENTS

Vendor/Contractor agrees to maintain on a primary basis and at its sole expense, at all times throughout the duration of this contract the following types of insurance coverage with limits and on forms (including endorsements) as described herein. These requirements, as well as the County's review or acceptance of insurance maintained by Vendor/Contractor is not intended to and shall not in any manner limit or qualify the liabilities assumed by Vendor/Contractor under this contract. Vendor/Contractor is required to maintain any coverage required by federal and state workers' compensation or financial responsibility laws including but not limited to Chapter 324 and 440, Florida Statutes, as may be amended from time to time.

The Vendor/Contractor shall require and ensure that each of its sub-Vendors/sub-Contractors providing services hereunder (if any) procures and maintains until the completion of their respective services, insurance of the types and to the limits specified herein.

Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of A- Class VIII or better.

(Note: State licenses can be checked via www.floir.com/companysearch/ and A.M. Best Ratings are available at www.ambest.com)

Required Coverage:

- Commercial General Liability - The Vendor/Contractor shall maintain coverage issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with a limit of liability of not less than **\$1,000,000 per occurrence**. Vendor/Contractor further agrees coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Contractual Liability, or Separation of Insureds. The General Aggregate limit shall either apply separately to this contract or shall be at least twice the required occurrence limit.

Required Endorsements:

- Additional Insured- CG 20 26 or CG 20 10/CG 20 37 or their equivalents.
Note: CG 20 10 must be accompanied by CG 20 37 to include products/completed operations

- Waiver of Transfer of Rights of Recovery- CG 24 04 or its equivalent.

Note: If blanket endorsements are being submitted please include the entire endorsement and the applicable policy number.

- Business Automobile Liability - The Vendor/Contractor shall maintain coverage for all owned; non-owned and hired vehicles issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with limits of not less than **\$1,000,000 (one million dollars)** per accident. In the event the Vendor/Contractor does not own automobiles the Vendor/Contractor shall maintain coverage for hired and non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Required Endorsements:

- Workers' Compensation - The Vendor/Contractor shall maintain coverage for its employees with statutory workers' compensation limits, and no less than \$100,000 each incident of bodily injury or disease for Employers' Liability. Elective exemptions as defined in Florida Statute 440 will be considered on a case-by-case basis. Any Vendor/Contractor using an employee leasing company shall complete the Leased Employee Affidavit. Required Endorsements:

- Waiver of Subrogation- WC 00 03 13 or its equivalent

- Fidelity/Employee Dishonesty- with a limit greater than or equal to the contract amount

When a self-insured retention or deductible exceeds \$100,000 the COUNTY reserves the right to request a copy of Vendor/Contractor most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis the Vendor/Contractor agrees to maintain a retroactive date prior to or equal to the effective date of this contract. In the event the policy is canceled, non-renewed, switched to occurrence form, or any other event which triggers the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this contract the Vendor/Contractor agrees to purchase the SERP with a minimum reporting period of not less than two years. Purchase of the SERP shall not relieve the Vendor/Contractor of the obligation to provide replacement coverage.

By entering into this contract Vendor/Contractor agrees to provide a waiver of subrogation or a waiver of transfer of rights of recovery, in favor of the County for the workers' compensation and general liability policies as required herein. When required by the insurer or should a policy condition not permit the Vendor/Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Vendor/Contractor agrees to notify the insurer and request the policy be endorsed with a Waiver of Subrogation or a Waiver of Transfer of Rights of Recovery Against Others endorsement.

Prior to execution and commencement of any operations/services provided under this contract the Vendor/Contractor shall provide the COUNTY with current certificates of insurance evidencing all required coverage. In addition to the certificate(s) of insurance the Vendor/Contractor shall also provide endorsements for each policy as specified above. All specific policy endorsements shall be in the name of the Orange County Board of County Commissioners.

For continuing service contracts renewal certificates shall be submitted immediately upon request by either the COUNTY or the COUNTY's contracted certificate compliance management firm. The certificates shall clearly indicate that the Vendor/Contractor has obtained insurance of the type, amount and classification as required for strict compliance with this insurance section. Vendor/Contractor shall notify the COUNTY not less than thirty (30) business days (ten business days for non-payment of premium) of any material change in or cancellation/non-renewal of insurance coverage. The Vendor/Contractor shall provide evidence of replacement coverage to maintain compliance with the aforementioned insurance requirements to the COUNTY or its certificate management representative five (5) business days prior to the effective date of the replacement policy (ies).

The certificate holder shall read:

Orange County Board of County Commissioners
c/o Procurement Division
400 E. South Street, 2nd Floor
Orlando, Florida 32801

15. CONTRACT TERM/RENEWAL

- A. The contract resulting from this Invitation for Bids shall commence effective upon issuance of a term contract by the County and extend for a period of one (1) year. The contract may be renewed for two (2) additional one (1) year periods, upon mutual agreement of both parties. If any such renewal results in changes in the terms and conditions, such changes shall be reduced to writing as an amendment to this contract and such amendment shall be executed by both parties.
- B. The initiating County department(s) shall issue delivery/purchase orders against the term contract on an "as needed" basis.
- C. If the quantity of a unit priced item in this contract is an estimated quantity and the actual quantities ordered are more than 50% above the estimated quantity, the County shall enter into negotiations with the Contractor for a lower unit price which shall be incorporated into the contract. Failure of the Contractor to agree to a reduced unit price may result in the termination of the contract and re-solicitation of the requirement.
- D. Any order issued during the effective period of this contract, but not completed within that period, shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's

and the County's rights and obligations with respect to that order to the extent as if the order were completed during the contract performance period.

16. PRICE ESCALATION/DE-ESCALATION (CPI)

The County may allow a price escalation provision within this award.

The original contract prices shall be firm for the entirety of the initial (1 year) contract period. A price escalation/de-escalation will be considered at the time of contract renewal and at 1-year intervals thereafter, provided the Contractor notifies the County, in writing, of the pending price escalation/de-escalation a minimum of sixty (60) days prior to the contract renewal date. Price adjustments shall be based on the latest version of the Consumers Price Index (CPI-U) for All Urban Consumers, All Items, U.S. City Average, non-seasonal, as published by the U.S. Department of Labor, Bureau of Labor Statistics. This information is available at www.bls.gov.

Price adjustment shall be calculated by applying the simple percentage model to the CPI data. This method is defined as subtracting the base period index value (at the time of initial award) from the index value at time of calculation (latest version of the CPI published as of the date of request for price adjustment), divided by the base period index value to identify percentage of change, then multiplying the percentage of change by 100 to identify the percentage change. Formula is as follows:

$$\text{Current Index} - \text{Base Index} / \text{Base Index} = \% \text{ of Change}$$

$$\% \text{ of Change} \times 100 = \text{Percentage Change}$$

CPI-U Calculation Example:

CPI for current period	232.945
Less CPI for base period	229.815
Equals index point change	3.130
Divided by base period CPI	229.815
Equals	0.0136
Result multiplied by 100	0.0136 x 100
Equals percent change	1.4%

A price increase may be requested only at each time interval specified above, using the methodology outlined in this section. To request a price increase, Contractor shall submit a letter stating the percentage amount of the requested increase and adjusted price to the Orange County Procurement Division. The letter shall include the complete calculation utilizing the formula above, and a copy of the CPI-U index table used in the calculation. The maximum allowable increase shall not exceed 4%, unless authorized by the Manager, Procurement Division. If approved, the price adjustment shall become effective on the contract

renewal date. All price adjustments must be accepted by the Manager, Procurement Division and shall be memorialized by written amendment to this contract. No retroactive contract price adjustments will be allowed.

Should the CPI-U for All Urban Consumers, All Items, U.S City Average, as published by the U.S. Department of Labor, Bureau of Labor Statistics decrease during the term of the contract, or any renewals, the Contractor shall notify the Orange County Procurement Division of price decreases in the method outlined above. If approved, the price adjustment shall become effective on the contract renewal date. If the Contractor fails to pass the decrease on to the County, the County reserves the right to place the Contractor in default, cancel the award, and remove the Contractor from the County Vendor List for a period of time deemed suitable by the County. In the event of this occurrence, the County further reserves the right to utilize any options as stated herein.

17. BID PREFERENCE

In accordance with the Minority Women Owned Business Enterprise (MWBE) Ordinance, award of a contract resulting from this Invitation for Bids may be made to the lowest responsive and responsible Orange County certified MWBE bidder provided that the bid does not exceed the overall lowest responsive and responsible bidder by the following percentages for the bid amounts listed:

- A. 8% - Bids Up To \$100,000**
- B. 7% - Bids Greater Than \$100,000 to \$500,000**
- C. 6% - Bids Greater Than \$500,000 to \$750,000**
- D. 5% - Bids Greater Than \$750,000 to \$2,000,000**
- E. 4% - Bids Greater Than \$2,000,000 to \$5,000,000**
- F. 3% - Bids Greater Than \$5,000,000**

In accordance with the Registered Service Disabled Veteran Business Ordinance, award of a contract resulting from this Invitation for Bids may be made to the lowest responsive and responsible registered prime Service Disabled Veteran bidder provided that the bid does not exceed the overall lowest responsive and responsible bidder by the following percentages for the bid amounts listed:

- A. 8% - Bids Up To \$100,000**
- B. 7% - Bids Greater Than \$100,000 to \$500,000**
- C. 6% - Bids Greater Than \$500,000 to \$750,000**
- D. 5% - Bids Greater Than \$750,000 to \$2,000,000**
- E. 4% - Bids Greater Than \$2,000,000 to \$5,000,000**
- F. 3% - Bids Greater Than \$5,000,000**

In the event of a tie between an M/WBE and a registered prime SDV with all else being equal, the award shall be made to the firm with the lowest business net worth.

18. METHOD OF ORDERING

The County shall issue Delivery Orders against the contract on an as needed basis for the goods or services listed on the Bid Response Form. No work shall begin without a County issued delivery order unless declared by the County to be an emergency.

19. CHANGES - SERVICE CONTRACTS

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

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

If additional work or other changes are required in the areas described above, a price proposal shall be required from the Contractor. Upon negotiation of the proposal, execution and receipt of the change order, the Contractor shall commence performance of the work as specified.

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

20. ATTACHMENTS

The following attachment(s) are located at the following link, and made a part of this Invitation for Bids:

<ftp://ftp.ocfl.net/divisions/purchasing/pub/Current%20Bids%20and%20RFPs%20-%20Large%20Files/RFP%20Y18-163-AV/>

A. BUILDING LIST AND TASK FREQUENCIES

- a) Lot A – Courthouse Complex – Building List and Task Frequencies
- b) Lot B – Downtown District – Building List and Task Frequencies
- c) Lot C – 33rd Street District – Building List and Task Frequencies
- d) Lot D – Central District – Building List and Task Frequencies
- e) Lot E – West District – Building List and Task Frequencies
- f) Lot F – East District – Building List and Task Frequencies
- g) Lot G – Utilities Department – Building List and Task Frequencies

B. FLOOR PLANS

- a) Lot A – Courthouse Complex – Floor Plans
- b) Lot B – Downtown District – Floor Plans
- c) Lot C – 33rd Street District – Floor Plans
- d) Lot D – Central District – Floor Plans
- e) Lot E – West District – Floor Plans
- f) Lot F – East District – Floor Plans
- g) Lot G – Utilities Department – Floor Plans

21. CONDITIONS FOR EMERGENCY/HURRICANE OR DISASTER - TERM CONTRACTS

It is hereby made a part of this Invitation for Bids that before, during and after a public emergency, disaster, hurricane, flood, or other acts of God that Orange County shall require a "first priority" basis for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation which threatens public health and safety, as determined by the County. Contractor agrees to rent/sell/lease all goods and services to the County or other governmental entities as opposed to a private citizen, on a first priority basis. The County expects to pay contractual prices for all goods or services required during an emergency situation. Contractor shall furnish a twenty-four (24) hour phone number in the event of such an emergency.

22. REQUIREMENTS CONTRACT

This is a Requirements Contract and the County's intent is to order from the Contractor all of the goods or services specified in the contract's price schedule that are required to be purchased by the County. If the County urgently requires delivery of goods or services before the earliest date that delivery may be required under this contract, and if the contractor will not accept an order providing for accelerated delivery, the County may acquire the goods or services from another source.

The County's requirements in this contract are estimated and there is no commitment by the County to order any specified amount. If the estimated quantities are not achieved, this shall not be the basis for an equitable adjustment.

If the Manager, Procurement Division determines that the Contractor's performance is less than satisfactory, the County may order the goods or services from other sources until the deficient performance has been cured or the contract terminated.

SCOPE OF SERVICES

1. GENERAL REQUIREMENTS

The Contractor shall provide janitorial services for Orange County locations under this contract. The work includes furnishing all labor, supervision, transportation, tools, equipment and materials necessary for accomplishment of janitorial services in accordance with these specifications, and subject to the terms of this contract. The Contractors shall ensure the County buildings and furnishings are free of dust, dirt, debris, litter, mildew, smudges, stains, and odors at all times. Service at specified locations shall include, but is not limited to, cleaning of offices, conference rooms, and common areas, including: lobbies, hallways, waiting areas, janitorial closets, elevators (passenger and freight, if applicable), stairwells and landings (if applicable), restrooms and restroom lobby areas.

The Contractor shall perform services at days and times specified for each location. Standard and non-standard business hours are dependent upon each location. Non-standard business hours for service locations are generally Monday through Friday between the hours of 5:00 PM and 5:00 AM except where noted. Janitorial work schedules are typically during non-standard business hours. In special cases, day cleaning or cleaning during the County's standard business hours may be required at specific locations such as suites, judge's chambers, and high security areas. Day cleaning shall require precise schedules. Locations requiring day cleaning services during County's standard business hours are specified in Attachment A, Building List and Task Frequencies.

2. STAFFING REQUIREMENTS

A. Terminology

- 1) **Supervisors** – Shall be responsible for the direct supervision of all cleaning staff. All supervisors herein shall be non-working supervisors, meaning supervisors shall not perform any daily or project routines other than for training or demonstration purposes only. Supervisors assigned under this contract shall not engage in supervision or performance of services for any other customer of the Contractor while on duty as a non-working supervisor as required herein. The Contractor shall not assign supervisors to more than one lot simultaneously. All supervisors shall have a minimum of five (5) years of supervisory experience and shall be capable of verbal and written communication in the English language.
- 2) **Crew Leaders** – Shall be responsible for the oversight of work performed by the cleaning crewmembers. Crew Leaders shall check on crewmembers to ensure work performed is in accordance with contract specifications. Crew Leaders shall lock doors, turn out lights, and check alarms where necessary before leaving. Crew leaders under this contract shall have a minimum of two (2) years cleaning experience and shall be capable of verbal and written communication in the English language.

- 3) **Contract Inspector/Support Specialist** –Contract Inspector and Support Specialist titles may be used interchangeably throughout this contract. This is representative of the County’s personnel designated to monitor and inspect performance and progress of services provided under this contract. The Contract Inspector/Support Specialist will report the result of inspections to the Contract Administrator.

B. Code of Conduct

- 1) The Contractor shall establish, implement and maintain procedures and controls to ensure each employee of the Contractor complies with all applicable provisions of the contract.
- 2) The Contractor shall be responsible for any damages caused by an employee of the Contractor to County property whether caused by negligence or improper training.
- 3) The Contractor shall promptly notify the Contract Inspector/Support Specialist, in writing, of repairs or damages to soap, toilet paper, paper towel, and other restroom dispensers including malfunctioning fixtures, and building components such as paint, grout, baseboards, counter tops, doors, and finished surfaces which are observed during the performance of services.
- 4) There shall be no smoking. The use of controlled substances, illegal substances, and alcohol is prohibited while working on County property at any time. The contract inspector will request that anyone suspected of smoking and/or working under the influence of alcohol or controlled substances be removed from the workplace.
- 5) The Contractor shall remove from service any employee, in the opinion of the Contract Administrator, is not performing the services in a professional manner.
- 6) The Contractor shall not use employees of any temporary employment agency to supplement his work force in County buildings for any reason. Only Contractor employees shall be used to perform the required services of this contract unless otherwise approved, in writing, by the County’s Representative.
- 7) The Contractor shall ensure that lost articles found by Contractor employees are turned in immediately to the Contractor Inspector/Support Specialist.
- 8) The Contractor shall prevent their employees from opening, tampering with, using or moving equipment, such as calculators, computers, telephones, fax machines, storage containers, desks, etc., or entering into areas that are prohibited. County staff’s personal items and electronic equipment shall not be disturbed by Contractor’s employees.

- 9) Use of County telephones is prohibited. The Contractor shall be responsible for any charges incurred by a Contractor employee making calls on County telephones.
- 10) Doors shall not be propped open in any manner at any time. Doors shall not be pushed open with carts or wheeled buckets.
- 11) The Contractor shall designate a County-approved emergency assembly area for their staff in each building.
- 12) In the event that a Contractor's employee, while performing custodial services, observes an individual attempting to enter a locked Orange County facility after normal working hours, they shall immediately notify the appropriate building security personnel or the designated Contract Inspector.
- 13) No employee of the Contractor shall bring family members or children to County buildings while performing services under this contract.
- 14) No employee of the Contractor shall solicit or accept any gratuities from anyone on County premises.
- 15) The Contractor shall develop, implement, and maintain adequate procedures to ensure that no employee(s) of the Contractor scavenge any items from any County buildings or properties.

C. Dress Code

- 1) During the performance of services, the Contractor shall ensure that all of its employees are clean, neat and appropriately attired with uniforms and appropriate shoes. No open-toed shoes shall be allowed.
- 2) Uniforms shall consist of a collared shirt or blouse, long pants, smock or apron. The shirt or blouse shall have the Contractor's name or logo above the left or right breast pocket. No advertising and/or slogans may be printed on uniforms. Pant length shall cover ankles. No leggings are allowed.
- 3) The Contractor shall provide each employee with an identification badge that displays the Contractor's name, the employee's name and employee picture.
- 4) The Contractor shall ensure all employees prominently wear the ID badge on the front of his or her uniform at all times while on the premises of the County.
- 5) The County's Contract Administrator shall allow modifications to the uniform specifications at their discretion.

D. Security Clearance

- 1) Background checks for all Contractor's staff shall be approved by the County prior to working in any County facility. All costs for background investigations shall be Contractor's responsibility. The County reserves the right to conduct its own investigation and request any additional investigative background information of any personnel assigned to perform the services. The Contractor shall furnish, in writing, such information to the extent allowed by law, prior to commencement of services.
- 2) Contractor shall comply with the different security requirements for each County facility.
- 3) Background checks and additional security requirements are addressed in detailed herein, see Scope of Services, Supplemental Information.
- 4) The Contractor shall be required to submit an updated list of all employees assigned to service this contract on a monthly basis to the Support Specialist and Contractor Administrator. Employee listing shall identify new employees and employees terminated within the last thirty (30) days. Badge number shall be provided for each employee identified on the list. The Contractor is responsible for the collection of badges from terminated employees. Badges collected shall be turned in to the Support Specialist or Contract Administrator within twenty-four (24) hours of the final work shift.

3. JANITORIAL SERVICES – TASK DESCRIPTION

Task outline herein represent the minimum cleaning requirements.

A. General Interior Cleaning

- 1) **Building surfaces and furniture** - The Contractor shall use clean damp cloths, sponges, scrub pads, spray bottles of detergent solution, glass cleaner, cream cleanser, or wall and ceiling cleaning equipment to clean and remove all visible soil, stains, smudges, fingerprints, marks, streaks, tape, etc., from building surfaces and furniture. Including but not limited to:
 - cleared desk surfaces and tables
 - telephones and receivers
 - furniture and surfaces which are not considered equipment (computers, calculators, etc.) below the ceiling surface,
 - surfaces of ledges, window sills, windows in entrance doorways
 - walls, doors, door frames, partitions, rails, and chairs
 - break room sinks and counters, exteriors of appliances and other types of fixtures

Buildings shall at all times represent a neat and orderly appearance.

- 2) **Interior glass** - Glass and adjacent areas shall be kept clean at all times. This includes but is not limited to, the first floor level of applicable buildings, partition glass, and atrium glass.
- 3) **Drinking Fountains** - The Contractor shall use a germicidal detergent solution, sponges, clean cloths, scrub pads and cream cleanser to remove all soil, streaks, smudges, etc. from drinking fountains and cabinets; then, disinfect all porcelain and polished metal surfaces including crevices and drain. Use a dry cloth afterwards to ensure the surface is left dry to the touch.
- 4) **Metal Polishing (Stainless Steel, Chrome, and Brass)** - The Contractor shall polish stainless steel, chrome and brass surfaces with appropriate polishes and a soft cloth. The Contractor shall use clean cloths, glass cleaner, detergent and degreaser to remove smudges, fingerprints, marks, streaks, tape, etc., that polish cannot remove. The Contractor shall use a separate dry cloth to dry and buff surfaces. The Contractor shall polish all decorative bronze doors using appropriate products.

B. Restroom Cleaning

- 1) **Surfaces and Fixtures** - The Contractor shall apply germicidal detergent solution to all fixtures and surfaces including but not limited to sinks/washbasins, toilets, urinals, door handles, partitions and adjacent surfaces. The Contractor shall use color coded clean cloths and/or sponges to remove soil from all surfaces and fixtures, including but not limited to showers, partitions, walls, mirrors and adjacent surfaces except inside toilets bowls and urinal. The Contractor shall use cream cleansers and nonabrasive scrub pads to remove soil, mineral deposits and surface rust not removed by the germicidal detergent solution.

The Contractor shall use a separate dry cloth to dry sinks, lavatories and surrounding countertop surfaces and metal surfaces of faucets, handles, valves, etc., and leave dry to the touch.

- 2) **Toilet Bowls and Urinals** - Bowl brushes shall be use for the inside of toilet bowls and urinals. Stainless steel toilet bowls and urinals require Stainless Steel Cleaner/Polish, no harsh or abrasive polishing cleanser (Comet, Ajax etc.) and no harsh chemicals (strong acidic or alkaline materials such as hydrochloric acid, sodium hydroxide etc.) shall be used on stainless steel toilet bowls or urinals.

After toilets are cleaned and sanitized, seats shall be placed in a raised position. No chemical shall be left in toilets or urinals. The Contractor shall maintain and replace the urinal blocks as required, colored coded blocks recommended.

The Contractor shall use a plumbing plunger to unstop clogged toilets and drains as needed. Each building shall have a plunger stored in the janitorial closet.

- 3) **Floor Cleaning** - The Contractor shall sweep and wet mop restrooms with a germicidal solution. Floors shall be free of litter, debris, and present and neat and orderly appearance at all times. The Contractor shall use color coded mops heads to prevent cross contaminated from restroom to other building surfaces.
- 4) **Restroom Floor Drains** - The Contractor shall clean restroom floor drains with a floor drain brush and cream cleanser and scrub pads to remove corrosion and tarnish. The Contractor shall pour a solution of germicidal detergent with a minimum of one (1) quart of water, down the floor drain to fill the drain trap to help prevent the escape of sewer gas and drain flies.
- 5) **Restroom De-scaling** - The Contractor shall remove scale, scum, mineral deposits, rust stains, etc., from the insides and outsides of toilet bowls and urinals. The Contractor shall use appropriate bowl cleaners, and nylon bowl mops.

C. Trash and Recycling

- 1) **Trash Disposal** - The Contractor shall empty all trash receptacles and return to their appropriate location. The Contractor shall remove and dispose of all items labeled "TRASH". If not clearly marked "TRASH" it shall not be removed. The Contractor shall dispose of all collected trash into dumpsters, containers, or compactors dependent upon the type of container at that site. Trash around dumpsters shall be picked-up and placed inside of the dumpster, leaving the area clean. If necessary, the Contractor Administrator or designee shall designate a site within a building to store trash. In the event of an overflowing or full dumpster, container or compactor, the Contractor shall take trash to the nearest County facility with sufficient space in the dumpster, container or compactor. Trash shall not be placed on the ground next to a full dumpster.
- 2) **Recycling** - The Contractor shall be responsible for recycling centrally located recycling receptacles in all buildings. The Contractor shall empty centralized recycling receptacles when half full or more into recycling dumpsters then return to their original location. Recyclable materials shall be removed and placed in recycling dumpsters. Contractor shall break down and flatten cardboard boxes that are left for disposal and place them into recycling dumpsters. Contractor shall at all times keep trash and recyclables separated.
- 3) **Biohazard Waste/Blood Borne Pathogens** - The Contractor shall not handle red bags in Medical/Health facilities as a part of their routine cleaning. The Contractor shall be called in as-needed to provide clean-up services for bio-hazard clean-up services including blood borne pathogens.

- 4) **Cleaning of Receptacles** - The Contractor shall use damp cloths, sponges and a detergent solution or cream cleanser and scrub pads to remove non-permanent stains and soil from the interior and exterior of trash receptacles and recycle receptacles, including tops/lids.
- 5) **Linens** - The Contractor shall replace all trash and recycling receptacle liners with a new receptacle liner of the proper size when visibly soiled with food or other waste. The Contractor shall replace the liner, secure/tie the liner and spread the liner out on the side of the receptacle in such a manner as to present a neat uniform appearance and replace the receptacle in its original location.

D. Dispenser Refills

The Contractor shall check and refill each toilet paper dispenser, hand soap dispenser, paper towel dispenser, paper cup dispenser, etc., in accordance with the directions of the supplier and dispenser manufacturer. The Contractor shall wipe surfaces adjacent to hand soap dispensers as well as the dispenser to remove spillage and leakage. No alterations will be permitted to dispensers. Replacement soap cartridges shall be of the type designed for the dispenser.

Paper towel dispensers shall be maintained 3/4 full. On single roll toilet paper dispensers, the roll shall be replaced when it is 3/4 used. Multi-roll dispensers shall not have less than 1.5 rolls combined.

Waxed paper liners shall be used in all sanitary napkin disposal receptacles, if applicable.

E. Dusting and Overhead Cleaning

- 1) **Low Dusting** – The Contractor shall use HEPA certified vacuum dusting tools, treated dust cloths or HEPA vacuum cleaners with crevice tools, brushes and wall attachments to remove dust, lint, litter, dry soil, etc., from building surfaces and furniture. Including but not limited to:

- chairs, lamps, tables, counters, cabinets, shelves, etc
- artwork and ornamental flower arrangements in common areas shall be dusted unless specified otherwise by the County representative. The Contractor shall use untreated lamb's wool dusting tools on pictures that have been pre-approved by the County for cleaning.
- vacuum fabric furniture and partitions (including partition glass)
- window sills and ledges
- other fixtures and surfaces below the ceiling surface.

County staff's personal items and electronic equipment shall not be disturbed by Contractor's employees.

- 2) **Compact/Movable Storage Shelving** - The Contractor shall use treated dust mops to dust mop under all rows of movable shelving. The Contractor shall use HEPA certified vacuum dusting tools to remove all dust, lint, litter, dry soil etc., from compact shelving tracks. Electronic equipment shall not be disturbed.
- 3) **High Dusting** - The Contractor shall remove all dust, cobwebs, bugs, litter, etc., from all fixtures and surfaces from the floor up to and including the ceiling, not to exceed fifteen (15) feet from the floor. This includes but is not limited to cabinet and shelving tops, exposed surfaces of lights, grilles, light fixtures, pipes, cables, ledges, walls, ceilings, ceiling mounted fans, vents, and adjacent areas.
- 4) **Overhead Cleaning** - The Contractor shall use damp sponges, arm extenders, appropriate equipment and tools to remove visible soil, stains, graffiti, and cobwebs from all fixtures and surfaces from the floor up to and including the ceiling, not to exceed fifteen (15) feet from the floor. This includes exposed surfaces of lights, grills, light fixtures, pipes, cables, ledges, vents, walls, ceilings and adjacent areas.

F. Hard Floor Cleaning

- 1) **Damp/Dust Mopping, Sweeping** - The Contractor shall use a broom and dustpan to remove accumulated soil and litter. The Contractor shall use treated dust mops on resilient tile, terrazzo and other smooth finished floor surfaces.
- 2) **Wet Mopping** - The Contractor shall dust mop floors that are coated with floor finish prior to mopping. The Contractor shall wet mop all non-carpeted floors to remove spots, spills, and obvious soils which cannot be removed by sweeping or dust mopping. The Contractor shall use a neutral pH detergent solution, mops, buckets with wringers, deck brushes, corner brushes, swivel pad holders, abrasive pads and putty knives to ensure floors are clean. The Contractor shall remove all spots, spills, soil, dirt, gum, tar and other sticky substances from the floor. After the floor has been mopped, it shall have a uniform appearance free of soils, stains, streaks, swirl marks, detergent film or any observable soil. Contractor shall utilize divided/split or double bucking mopping systems to clean water separate from dirty rinse water.

The Contractor shall move floor mats, trash receptacles and chairs in order to mop the entire floor. The Contractor shall return all items moved for cleaning to their original locations upon completion of task.

- 3) **Computer Rooms** - Computer Room floors shall be vacuumed, using a HEPA vacuum cleaner. Note: Computer room floors shall NOT be wet mopped.
- 4) **Stairwell Cleaning** - The Contractor shall inspect and sweep stairwells to keep them free of dirt, dust, cobwebs, trash and litter. If spills are evident, stairwells shall be damp mopped as needed. Carpeted stairwells are to vacuums and spot clean as-needed.

- 5) **Floor Spray Buffing** - The Contractor shall spray buff finished resilient and terrazzo floors to restore a uniform gloss finish. The Contractor shall first dust or damp mop in preparation for spray buffing. The Contractor shall use single-disc floor machines, buffing pads and spray bottles with spray buffing solution. The Contractor shall remove all over-sprayed buffing solution from baseboards, furniture, trash receptacles, or other locations other than the floor.
- 6) **Machine Scrub Non-Resilient Hard Surface Floors** - The Contractor shall use electrically powered floor machines with scrubbing brushes with detergent or degreaser solution to remove soil and stains from floor surfaces and grout such as concrete, brick or pavers, grouted tile and other such uneven or rough floors and from baseboards, furniture and partition bases and legs. The Contractor shall use wet/dry vacuums to pick up the scrubbing solutions or wet mops, buckets and wringers in areas inaccessible to a tank vacuum. The Contractor shall rinse the floor with clean water after picking up the scrubbing solution. The Contractor shall ensure no chemical residue remains on the floor by performing a neutral pH test. The Contractor shall remove all splash marks on walls, baseboards, furniture and other surfaces.
- 7) **Reconditioning of Finished Floors** - The Contractor shall remove soil, scratches and scuff marks from the floor finish of non-carpeted floors and all finish and soil from baseboards, furniture and partition legs and bases, as well as the top layer of floor finish. After the top layer of floor finish has been removed, the Contractor shall apply at least two (2) coats of floor finish within one (1) inch of baseboards and furniture sitting directly on the floor. After the finish has dried, the reflection shall be uniform and no streaks, swirls or scratches shall be visible and no soil, sand, hairs, bugs, or other debris shall be embedded.

All lightweight furniture (up to 50 lbs.) shall be moved and replaced after the finish has dried.

- 8) **Stripping and Waxing** – The Contractor shall use an approved single disc floor machine, scrubbing and/or stripping pads, putty knife, approved pads, mop, mop bucket and wringer, detergent solution and rust remover. The Contractor shall use wet/dry tank vacuums except in areas where its use is not practical or effective. The Contractor shall use manual scrubbing devices in areas inaccessible to the floor machine. The Contractor shall use a wet/dry tank vacuum to pick up detergent or stripping solutions except in areas where its use is not practical.

The Contractor shall rinse all floor surfaces at least twice with clean water when detergent solutions or floor finish remover has been applied. The Contractor shall insure no chemical residue remains on the floor by performing a neutral pH test. The Contractor shall not use excessive amounts of water on VCT floors, so as to damage or delaminate the flooring from the sub-floor. Walk off mats, entrance mats, or other interior floor mats shall not be placed on damp floors. The Contractor shall protect floor mounted electrical outlets, so as to prevent water or floor

finish infiltration or build up. The Contractor shall use a fine strand rayon mop to apply all floor finishes. The Contractor shall ensure that there is no excessive buildup of wax or floor finish on/or around floor drains.

SPECIAL NOTE: Floor stripping equipment shall not exceed 300 revolutions per minute (RPM). All floor chemicals shall be used in strict accordance with manufacturer's specifications. Area shall be clearly marked with safety signage during the work process and until the floor finish is completely dry.

G. Carpet Care

- 1) **Vacuum Cleaning** - The Contractor shall use a vacuum cleaner to remove soil and debris from all carpets, including entrance mats and other interior floor mats. The Contractor shall use a hose and brush or crevice attachments to vacuum areas inaccessible to the carpet vacuum. Staples and paperclips shall be removed.

All vacuuming shall be performed using approved HEPA certified vacuum equipment. All vacuums shall be multi-filtered with an effective rating of .3 microns or better and shall be approved by the Contract Administrator prior to use.

- 2) **Spot Cleaning** - The Contractor shall use carpet stain remover, dampened utility brush, clean cloths, aerosol gum remover, and wet/dry tank vacuums to remove stains and gummy soil from carpeted areas, including floor mats when present. The Contractor shall blot or vacuum and scrape as much of the stain from the carpet as practical before applying carpet stain remover to the carpet. The Contractor shall spray carpet stain remover into the stain and use a utility brush if required. After the stain has dissolved, the Contractor shall blot, vacuum, and rub the stain in such a manner as to prevent spreading of the stain. The Contractor shall remove visible soil and debris from the carpet surface.

The Contractor shall return all items moved for cleaning to their original locations upon completion of task.

- 3) **Carpet Cleaning, Extraction/Shampoo** - The Contractor shall remove stains, completely vacuum and shampoo using water extraction equipment and supplies. The Contractor shall shampoo areas, such as corners, which are inaccessible to the equipment with manual scrubbing devices. When extraction shampooing, the entire office/room/area shall be shampooed. All lightweight furniture shall be moved and replaced after the carpet has dried.

In areas where water extraction techniques cannot be used, due to carpet construction, installation or other performance issues, dry powder, dry foam or other comparable methods may be used, with the prior approval of the Contract Administrator.

- 4) **Carpet Cleaning, Dry Method** – The Contractor shall remove stains, completely vacuum, shampoo using dry method cleaning equipment and supplies, and completely re-vacuum all carpet in the specified area. The Contractor shall clean areas, such as corners, which are inaccessible to the equipment with manual scrubbing devices. Walk off mats, entrance mats, or other interior floor mats shall not be placed on damp floors. All lightweight furniture shall be moved and replaced after the carpet has dried. The Contractor shall maintain all carpet with a low moisture process. Note: **Wet Carpet shall be dry within forty-five (45) minutes of cleaning, without the use of air movers, at normal HVAC levels.**

The cleaning agents used shall consist of fluorochemical dispersion and anionic detergents with a pH no greater than 7.0. All cleaning chemicals shall be environmentally friendly, biodegradable, and phosphate free.

- 5) **Truck Mount High Pressure Carpet Cleaning** – The Contractor shall provide a square foot cost for Truck Mount High Pressure Carpet Cleaning to be performed as needed. The cost per square foot shall include all materials, labor, and equipment necessary to perform the work. If a sub-contractor is anticipated for this work, the cost per square foot shall include any supervision, overhead, or related costs incurred by the Contractor to provide this service.
- 6) **Extraction Carpet Cleaning** – The Contractor shall provide a square foot cost for Extraction Carpet Cleaning to be performed as needed. The cost per square foot shall include all materials, labor, and equipment necessary to perform the work. The Carpet Extractor shall be of a commercial type with high-pressure and heated cleaning solution.

H. Elevator and Escalator Cleaning

- 1) **Elevator Cleaning** – Elevator interiors shall be kept clean using a nonabrasive cleaner. Elevator walls, floors and doors shall be cleaned and free from debris, litter, cobwebs, and graffiti. The Contractor shall vacuum elevator floor(s) and door tracks and other areas such as corners and hard-to-reach areas. The Contractor shall clean and polish metal surfaces as stated herein.
- 2) **Escalator Cleaning** - Escalator steps shall be cleaned with escalator cleaning equipment to ensure that dirt, lint, and foreign articles such as gum and food products are not embedded in the step grooves. Handrails, glass, and metal sides shall also be cleaned to remove all visible smudges, handprints, dirt or debris. The Contractor shall clean and polish metal surfaces as stated herein.

I. Window Cleaning

- 1) **Interior Windows and Window Treatments** - The Contractor shall use glass cleaner, metal polish or cleanser, detergent, stepladders, soft cloths, squeegees, etc., to remove soil, tape, grease, smoke, spots and stains from interior windows and glass ledges, doors, and partitions. The

Contractor shall notify the Support Specialist immediately upon notice or occurrence of any broken glass. All window treatments, including drapes, vertical and horizontal blinds shall be cleaned by the appropriate means.

- 2) **Exterior Window Cleaning** - The Contractor shall provide a per hour rate as the basis for this work. The Contractor shall use appropriate window washing equipment and supplies to remove all soil, tape, grease, smoke, spots and stains from the exterior sides of glass and framework in exterior walls and doors for single story buildings. The Contractor shall wash exterior glass at times that do not interfere with pedestrian traffic. Exterior window cleaning applies only to windows located on the first floor of each building.

J. Exterior Cleaning

- 1) **General Exterior Cleaning** - The Contractor shall provide litter, cigarette butt and general debris pickup and removal in lighted areas on the exterior grounds, parking areas, walkways, seating areas, gardens and planted areas, and other areas extending out at minimum twenty (20) feet of the building perimeter. This requirement shall be based on the layout of the building. This work shall be performed only at those sites which do not have Day Porter services

All trash receptacles shall be emptied and trash removed from these areas and liners securely replaced. Cigarette receptacles shall be emptied. Dumpster areas shall be free of all litter and trash. The Contractor shall clean exterior entrance mats by hosing with water and/or vacuuming.

- 2) **Exterior Pressure Washing** – The Contractor shall use a high-pressure sprayer/washer and hot water, degreaser, anti-mildew agent, scrapers, brushes, etc., to remove soil, litter, grease, oil, gum, tar, mildew, mold, from entrance overhangs, soffits, sally ports, walkway overheads, entry overheads, ramps, adjacent walls, entryways, sidewalks and dumpster storage areas. The Contractor shall pressure wash exterior furniture, including chairs, benches, tables, etc. located at smoking pavilions, employee break pavilions, and patio areas.

K. Wellworks – Weight and Exercise Equipment Cleaning

The Contractor shall provide, as part of the contract price, cleaning and disinfection of the weight and exercise equipment located at Wellworks' facilities under the scope of this contract.

Wellworks' locations are:

1. Lot C – Public Works, Building #7, 4200 S. John Young Parkway
2. Lot C – Wellworks, 2104 W. Michigan Street
3. Lot E – Apopka Service Center, 1111 N. Rock Springs Road
4. Lot E – Ocoee Service Center, 475 W. Story Road
5. Lot E – Barnett Park Main Offices, 4801 W. Colonial Drive

L. Upholstered Furniture and Wall Systems Cleaning

Clean and shampoo upholstered furniture and fabric panel work stations. The Contractor shall use shampoo, stain remover and foaming type upholstery shampoo equipment to remove all soil and stains and then apply a soil retardant to the fabric portions of seats and work station fabrics. All brushing and vacuuming both before and after shampooing shall be repeated until there is no longer evidence of dry soil or shampoo residue in the fabric.

Chewing gum and other gummy soils shall be removed with gum remover, putty knife and stiff bristled utility brush. The Contractor shall pretest the compatibility of the shampoo with the fabric by applying a small amount to a detached swatch of the material, if available, or to a small, inconspicuous part of the fabric on the chair. Any area of the fabric that is inaccessible to the equipment shall be shampooed with foam from the machine and manual scrubbing devices. Non-fabric parts of the chair or furniture shall be wiped with neutral detergent and a clean cloth or sponge to remove shampoo residue and dry soil.

The Contractor shall provide a per hour rate for as-needed upholstered chair cleaning for standard office/lobby/meeting type chairs and wall systems, partitions, and any other upholstery furniture.

M. Event Support

The Contractor shall provide janitorial support for events sponsored by County or non-County individuals or groups that require after-event cleaning services beyond the scope of this contract. The Contractor shall provide an hourly rate as the basis for this work. Charges for these services must be paid to the Contractor through separate arrangements between the Contractor and the event client.

Pricing for such additional work or special assignments shall be obtained prior to commencement of the work at a price to be pre-agreed upon by both parties. The Contract Administrator shall approve all additional work or special assignments.

In situations deemed necessary by the Contract Administrator, the Contractor shall have their required personnel on site, equipped and ready to work within three (3) hours of initial notification seven (7) days a week. Meetings, night court (where appropriate), etc., that continue past the normal 5:00 AM ending work time, or circumstances that require additional services on weekends, holidays, or early morning hours (prior to 8:00 AM), the Contractor shall furnish employees, at the Contract Administrator's discretion, for clean-up requirements at an agreed upon additional charge to Orange County.

N. Emergency Clean-Up Services

Contractor shall respond to emergency service requests by arriving on site within one (1) of notification from County staff. Cost of emergency services applies only when janitorial staff/or day porter is not currently onsite or scheduled to be onsite for routine cleaning. Contractor shall ensure

responders to emergency service request are trained in the proper cleaning and handling of biohazard waste. Emergency service may be requested at any time.

O. Disaster Related Extended Janitorial Services

The Contractor shall have staff available to provide janitorial services to the County's Emergency Operation Centers (EOC), Points of Distribution (POD), and other disaster relief location upon the County's request. The County will provide a list of disaster relief locations to the Contractor that will need janitorial services in advance. Time frame for services may range from four (4) hours to twenty-four (24) hours of routine janitorial service daily. The Contractor shall mobilize staff to provide janitorial services to these sites upon activation of the site. The janitorial staff shall be prepared to provide services for an undetermined length of time. Services may range from four (4) hours to twenty-four (24) hours of routine janitorial services daily and encompass week days, week nights, weekends, and Holidays. Staff may be required to remain on site during the disaster and throughout the recovery phase, actual start and end time will be based on the County's needs. Janitorial staff change over shall be allowed where possible. The Contractor shall invoice the County at the established rate on the Bid Response Form.

4. PORTER AND DOCK SERVICES

The Contractor shall provide porter and dock master services at specified locations. Porters and dock masters shall be capable for speaking, understanding, and writing in the English language to ensure that there are no communication barrier between County Representative and the Contractor's staff.

Porters and dock masters shall have a cell phone furnished by the Contractor. The Contractor shall provide the assigned cell phone numbers to the Contract Administrator and designated Support Specialist. Porters and dock masters shall respond to all County's related calls within fifteen (15) minutes of receipt during working hours.

Day porter and dock master services will be reimbursed only for actual hours worked at the unit cost on the bid response form.

A. Day Porters

The Contractor shall furnish day porter personnel, in addition to the night cleaning crew, as required by specific facility sites. These sites are noted on the facility task frequency list, with the number of hours and hours of service for each site. **The Contractor shall provide cost for day porter service as a separate item, as detailed on the Bid Proposal Form.**

Day porter service includes, but is not limited to, the following:

- 1) **Immediate Response:** Spill cleanup on carpet and hard surface flooring. Day porters shall have broom, dust pan, squeegee, and mop readily available to clean-up spills. Other duties as required by the Contract Administrator or Contract Inspector.

- 2) **Interior Cleaning** - Maintain interiors of buildings in common areas to include the following:
 - Spot clean restroom fixtures, drinking fountains, public-use telephones, counters, floors and walls
 - Restock and maintain restroom and break area paper supplies and soap dispensers
 - Dust and sweep lobby and break areas, light mopping as needed
 - Empty and re-line trash receptacles
- 3) **Exterior Cleaning** - Maintain exteriors of parking lot(s), exterior walkways, breezeways, entryways, planted areas and grounds within twenty (20) feet of the building perimeter to include the following:
 - Empty and re-line trash cans and cigarette urns
 - Pick up debris, litter and cigarette butts
 - Mopping of water from breezeways
 - Clean break areas (including those beyond the twenty (20) feet perimeter)

B. Dock Masters

The Dock Master shall be responsible for the overall cleanliness of the dock's adjacent and surrounding areas.

- 1) The Dock Master shall maintain the dock, associated parking and vehicle handling areas in a neat, clean, and safe condition at all times. This includes bays, gates, hydraulic docking station, trash compactors, freight elevators, dumpsters, and all equipment associated with the loading dock.
- 2) The Dock Master shall maintain the basement area foyer adjacent to the freight elevator, clean and free of shipments, boxes, pallets and other debris.
- 3) Loading dock entrances, landing, steps, floors and other areas of the loading dock shall be clean and free of litter, debris, dirt, grease and grime. Oil spills, stains, and other vehicle fluids shall be neutralized and removed by using high pressure sprayer/washer and hot water, degreaser, scrapers, brushes, etc.
- 4) Sweep, wash down, or blow the loading dock bay area using the appropriate machine to clear any debris. Ensure debris (mulch, gravel, etc.) is blown free of all walkways, driveways, etc. in the vicinity of the dock and parking areas, including reserve parking lot.
- 5) Clean and wash down the area around the compactor. Inspect and refill as necessary the trash compactor deodorizing equipment for proper operation.
- 6) The Dock Master shall ensure the compactor, recycle dumpster and other garbage dumpsters are accessible for scheduled pickups by placing the appropriate barriers and signs in parking spaces immediately in front of and across from these areas.

- 7) The Dock Master shall ensure that the external recycling and garbage dumpsters are locked at all times and issue keys as necessary.

The Dock Master shall coordinate and maintain control of all vehicles entering and leaving the loading dock.

- 8) The Dock Master shall maintain a written log of shipments entering or leaving the dock. The Dock Master shall log driver and vehicle information in the OCSO Logbook. Log shall include company providing delivery and license plate number, what the item(s) are, and who is receiving the shipment. The Dock Master shall inspect incoming vehicles when necessary before allowing entry into the bay.
- 9) The Dock Master shall maintain a delivery schedule where possible and notify security of any shipments or dock activity expected when the dock is not staffed.

The Dock Master shall actively question and scrutinize unscheduled deliveries. The Dock Master shall not allow any drop offs of unscheduled items without verifying that the shipper's point of contact has confirmed the delivery.

- 10) The Dock Master shall coordinate the loading and unloading of all materials and supplies from vehicles delivering or removing these items via the loading dock and associated parking areas. The Dock Master shall notify building occupants of deliveries and expedite removal from the dock.
- 11) The Dock Master shall coordinate and supervise any vehicles using the loading dock bays to back into the bays, hook up to the elevated ramps, release from the elevated ramps and operation of the bay doors.
- 12) The Dock Master shall monitor and ensure the safe and correct operation of the freight elevator (if applicable) and instruct all users in its proper use.
- 13) The Dock Master shall keep all bay doors closed and secured when not in use.
- 14) The Dock Master may be required to control and maintain the inventory of County-owned load handling equipment in the dock area (hand trucks, pallet jacks, small carts, etc. and keep equipment locked up until issued. The Dock Master shall maintain an accountability log on these items.
- 15) The Dock Master shall monitor and control parking in the loading dock area and adjacent vendor parking areas (open and gated reserve).
- 16) The Dock Master shall post and maintain signage that requires vehicles to turn off engines when in the dock area.
- 17) The Dock Master shall monitor and inspect the reserved parking lot gates for proper operation.
- 18) The Dock Master shall monitor and coordinate with the assigned Orange County Sheriff's Office (OCSO) Deputy and with the County's contracted Security Guard(s) to enforce the security of the building.

19)The Dock Master shall assist the OCSO Deputy and contracted Security Guard(s) in expediting fire and emergency team response to building emergencies via the loading dock.

20)The Dock Master shall assist Security in the examination and scanning of parcels and packages entering the dock.

5. CLEANING CHEMICALS

A. The Contractor shall provide all cleaning chemical and supplies to perform the work detailed herein. All products used shall be “green” cleaning products meeting the Green Seal Environmental Standards and have the Green Seal of approval on the label or an approved alternate.

B. The approved list of chemicals shall be submitted to the Contract Administrator prior to the commencement of the contract. Any new products to be introduced during the contract shall be approved by the Contract Administrator prior to use.

Cleaning products to be used in this contract are as follows:

- All-purpose cleaner
- Glass cleaner
- Neutral disinfectant
- Carpet cleaner
- Industrial cleaner
- High dilution disinfectant

Bleach and ammonia shall not be used without the prior approval of the Contract Administrator.

C. All chemical containers shall be purchased, brought on-site in ready to use containers, and stocked in the janitorial closets with the original manufacturer's label that includes the name, address, phone number, instructions for use, warnings and safety instructions, and the Safety Data Sheet (SDS) as required by federal statute. All chemical containers shall have the manufacturer's quality control batch numbers included on cases or containers. All chemical solutions shall be stored in safe containers that are safe for handling for their intended use and labeled by the manufacturer or with a photocopy of the label from the chemical container.

D. Materials that require precautionary warnings shall have affixed to all containers such labels or markings as are prescribed by law, regulatory agencies or this Contract. Markings or labeling of materials containing hazardous or toxic substances or wastes shall be in accordance with all federal, state, and local laws, ordinances, rules and regulations.

E. The Contractor shall develop and implement procedures to ensure its employees use chemicals in accordance with the instructions of the chemical manufacturers.

- F. No hand mixing or dilution of chemicals will be allowed. Automated or specially designed and calibrated chemical mixing systems may be used, provided that Contractor's employees can exhibit adequate training on the system to ensure proper mixing and solution rates. Chemical mixing systems shall require prior approval from the Contract Administrator before installation. The County will not provide additional water hookups in janitorial closets if required.
- G. All cleaning chemicals shall be disposed of per manufacturer's specifications. At no time shall cleaning chemicals be disposed of in storm drains.
- H. The Contractor shall use a germicidal detergent that bears the Environmental Protection Agency Registration Number.
- I. Floor finishes, floor finish removers, floor sealants, spray buff solutions, detergents, and sealers shall be compatible and shall be of the same brand.
- J. The Contractor shall verify that all floor finishes, seals, spray buff solutions, and other such chemicals applied to non-carpeted floors provide adequate protection against slippery floors. Floor finishes must meet ANSI B101.3 test standard for DCOF between the 0.30-0.42 ranges. Floor finishes applied to ramps shall have a minimum DCOF of 0.46.

The Contractor shall immediately report any observed instances of slippery or slick floors to the Contract Administrator or Support Specialist.

6. SUPPLIES

- A. The Contractor shall furnish all supplies necessary for the work required under this Contract. Supplies shall include, but are not limited to:
 - Toilet Tissue
 - Toilet Seat Covers
 - Urinal Blocks
 - Paper Towels
 - Sanitary Napkins Disposal Bags
 - Trash and Garbage Can Liners
 - Hand Soap

- B. The Contractor shall provide only "Green Seal" hand soap as detailed herein.

The County's standard for hand soap dispensers shall be:

- 1) Gojo – Push Style Dispensers or County approved alternate.

- C. All paper products shall fit properly in, and otherwise be fully compatible with current Orange County dispensers. The County will provide Contractor specifications for paper-type for each dispenser.
- D. Dispensers furnished by the County shall remain in place. Contractor shall immediately notify the Support Specialist of damaged, broken or missing dispensers.

The Contractor shall only use recycled paper products. The County's standard for paper product dispensers shall be:

- 1) Automatic single-roll, paper towel dispensers for general building use. Wausau, OptiServ® 86800 or County approved alternate.

Paper quality shall be: Excel, Size - 8" wide by 800 feet per roll or of better quality. The Contractor shall not change the paper quality without prior approval from the County.

- 2) Triple or quad roll, plastic toilet paper dispensers shall be used where space is available in restroom stalls. Wausau, Model# T88400 or County approved alternate.

E. Orange County reserves the right to discontinue any product determined ineffective. Environmentally preferable paper products shall meet or exceed these minimum standards:

1. Bathroom Tissue – Minimum 100% Recycled materials and 20% Post- Consumer content.
2. Toilet Seat Covers – Minimum 100% Recycled materials and 40% Post- Consumer content.
3. Paper Towels and general purpose industrial wipes – Minimum 100% Recycled materials and 40% Post-Consumer content.
4. Plastic Trash Bags – Minimum of 25% Post-Consumer content.

DISCLAIMER: This information is provided solely for the convenience of the bidders and Orange County does not warrant its accuracy regarding the quantity of paper products and supplies that may be consumed. Prospective bidders shall rely on their experience and expertise to forecast projected usage for bidding purposes.

F. Wellworks Facilities Supplies

The Contractor shall provide, as part of the contract price, the following special supplies, for the Wellworks locations.

- 1) Roll dispenser paper towels
- 2) Spa Bath Soap. Product: GoJo Spa Bath, GoJo Industries, Akron, OH or county approved equivalent.
- 3) Alcohol free hand sanitizer –Product: Zogics Alcohol free hand sanitizer or county approved equivalent.
- 4) Air Freshener – Product: Clear Choice BEEP air freshener (Mulberry & Fresh Scent), 7 oz. cans or county approved equivalent.
- 5) ERC Endurance Wipes (or equivalent) Surface wipes for cleaning fitness equipment after use.

- G. The Contractor shall expect to supply as much as 100% over and above usage typically used in private commercial buildings due to the nature of business conducted in Orange County buildings, and the unpredictability of the volume of public traffic.

The Contractor shall maintain a seventy-two (72) hour supply inventory at all time.

- H. There shall be no price increases due to an underestimation of supply usage by the Contractor.
- I. The Contractor shall maintain adequate records to justify all charges, expenses and costs incurred in estimating and performing the work for at least three (3) years after completion of this contract. The County will have access to such books, records and documents as required in this section for the purpose of inspection or audit during normal business hours, at the Contractor's place of business.

7. EQUIPMENT AND TOOLS

The County Representative/Support Specialist may conduct periodic checks on equipment and supplies to ensure compliance.

- A. All necessary cleaning equipment, including power driven floor scrubbing machines, back pack vacuum cleaners, high dusting equipment, waxing and polishing machines, industrial floor and upholstery vacuum cleaners, and all necessary motor trucks, etc. needed to fulfill this Contract shall be furnished by the Contractor. Such equipment shall be of the size and type customarily used in work of this kind. Equipment and tools shall be of high quality, industrial and/or commercial type tools and equipped to properly perform the services defined in the contract.
- B. Electrical power, 110-120 volts, shall be furnished by the County at existing power outlets for the Contractor's use to operate such equipment. If an extension cord is necessary to power equipment, commercial extension cords in safe operating condition shall be used. The Contractor shall be responsible for any damage caused to the electrical outlets and/or covers caused by the improper connection or disconnection of equipment.
- C. Contractor shall utilize divided/split or double bucking mopping systems to clean water separate from dirty rinse water. Contractor shall utilized color coded head mops and rags/sponges for different sections of the building (restrooms, food areas, etc) to prevent cross contamination.
- D. If available, hot water may be used by Contractor for cleaning purposes.
- E. The Contractor shall provide a list of tools and equipment including make and model to the Contract Administrator prior to commencement of the contract. Any new tools and equipment to be introduced during the contract shall be approved by the Contract Administrator prior to use.

- F. No equipment shall be used that is harmful to the Facility or its contents. The County reserves the right to refuse the use of any tools and equipment, ineffective, inferior, or with safety concerns. Failure to comply with this requirement may result in a notice to cure or termination of the contract.
- G. Equipment shall function as intended by the manufacture for the life of the contract. The Contractor shall immediately discontinue the use of malfunctioning or broken equipment upon becoming aware of such conditions. The malfunctioning or broken equipment shall be replaced within twenty-four (24) hours or prior to the next scheduled use of the equipment. The Contractor shall maintain adequate quantities of backup equipment at all times during the term of the contract.
- H. Backup equipment shall always be available in case of equipment failure or malfunction. The County representative may inspect equipment at any time. Defective equipment shall be removed immediately and replaced with same or better-quality properly working equipment within twenty-four (24) hours or prior to the next use of the equipment.
- I. All equipment such as brooms, mops, and vacuums shall be available for use by the Contractor's staff/day porters during both standard and non-standard hours.
- J. Each building shall have a plunger stored in the janitorial closet.
- K. All vacuuming shall be performed using approved HEPA certified vacuum equipment. All vacuums shall be multi-filtered with an effective rating of .3 microns or better and shall be approved by the Contract Administrator prior to use.
- L. The Contractor shall ensure that all tools and equipment used by its employees are used in accordance with the manufacturer's instructions and meet all applicable safety requirements. The Contractor shall maintain a complete set of manufacture's operating instructions for all equipment and tools to be used in the performance of the contract. This information shall be approved by the Contract Administrator and stored on-site in the janitor's closet.
- M. The Contractor shall develop and implement adequate procedures and controls to ensure that all tools and equipment remain in good, clean and operational condition at all times. The Contractor shall inspect all tools and electrical equipment on a quarterly basis. Any piece of equipment deemed dangerous or inoperable shall be removed from service until appropriate repairs can be made.
- N. All equipment and tools shall have non-marking wheels, adequate bumpers and guards to prevent marking or scratching of fixtures, furnishings or building surfaces.
- O. Wet floor/caution signs shall be used at all times when wet mopping, stripping or floor refinishing is performed. Signs shall be available to place in areas of liquid spills or other hazards as required. Signs shall be removed and stored in janitorial closets after areas are deemed dry or non-hazardous to building occupants.

8. STORAGE SPACE

- A. The County shall supply, at its discretion, limited storage space to the Contractor for storing supplies, materials, and equipment.
- B. The Contractor shall store only supplies, materials, and equipment in these approved storage spaces that are for use in fulfilling contractual requirements herein. No equipment or materials may be stored in County facilities that are not directly used for the cleaning purposes stated in the Agreement.
- C. The Contractor shall keep its portion of the storage area clean and organized to allow for easy navigation of the areas and in accordance with all applicable fire regulations. There shall be no accumulation of trash and debris in these areas. All chemical containers shall be properly stored on shelves and labeled in accordance with applicable rules and regulations.
- D. All equipment (i.e. trash carts, receptacles, mops, etc.) stored in these areas shall be clean and odor-free.
- E. There shall be no storage or consumption of food and drinks in these areas at any time.
- F. All flammable products shall be stored in a proper container and cabinet supplied by the Contractor.
- G. The Contractor shall keep mop sinks clean at all times. The Contractor shall ensure that all mop sink faucets are turned off at the end of each use.
- H. Designated County employees shall have keys to these closets in the event supplies become short during the day and need replenishment.

9. KEY AND BUILDING ACCESS CONTROL

- A. The Contractor shall adequately secure all keys, electronic devices, access control cards, entry devices, and codes provided by the County for each site. Each set of keys shall be permanently secured and numbered to eliminate the removal or addition of keys. The Contractors shall keep record of issued keys include key numbers if applicable.
- B. All key sets shall be returned to the designated site at the end of each cleaning shift. Managers and Supervisors of the Contractor are permitted to keep keys offsite if approved by the Contract Administrator.
- C. When the Contractor enters an occupied/unlocked building to provide services, the Contractor shall begin work, and lock all exterior doors at a time designated by the Contract Administrator or Support Specialist. All exterior doors shall remain locked during the work shift, and be checked to ensure security when leaving the building at the end of each work shift. All interior doors to include offices, suites, courtrooms, etc., are to be closed and locked at the completion of cleaning duties unless designated as "Do Not Lock" by the Support Specialist.

- D. Contractor personnel shall not allow anyone (including County employees) into the building or office suites when doors are locked. Contractor personnel shall not allow family members, friends, etc. on the grounds of the Facility, including parking lots, other than to drop off or pick up an employee.
- E. Contractor shall require all employees performing under this Contract to personally sign and be responsible for each electronic access card provided to gain entry to work areas. This card shall be used only by the individual who has signed for the card. Use of an electronic access card by any other person other than the individual signing for the card shall be ample cause for termination of the Contract. The County reserves the right to charge the Contractor for lost or damaged cards.
- F. When an individual is no longer employed by the Contractor, the access card/keys and badge must be returned to the Support Specialist or Contract Administrator within twenty-four (24) hours of final work shift. If a card is lost, the County Custodial Supervisor or his/her designee shall be notified immediately. In either case, a message must be left with the Contract Administrator.
- G. All costs associated with the loss of badges, keys, or electronic key devices shall be the responsibility of the Contractor. These costs include materials, labor, and costs associated with replacement of keys, locks, lock mechanisms, lock cores, or related materials; and additional labor costs incurred by the County to provide security services to the site in question until locking systems are restored. The Contractor may be charged up to \$25.00 for each replacement electronic access card and keys.
- H. Sixty (60) days prior to the end of each contract term, the Contractor's Orange County photo ID badge will be inventoried by the Facilities Management Division Contract Administrator. The Contractor will be advised of any missing ID cards. If any ID Cards are missing, the Contractor will be charged a \$25.00 fee per each missing ID badge.
- I. Sixty (60) days prior to the end of each contract term, issued keys shall be inventoried. Upon completion or termination of the contract, all keys and electronic key devices shall be returned to the Contract Administrator. If the Contractor is unable to return any keys or electronic key devices at the end of the contract for any reason, the Contractor shall be liable for all costs associated with the rekeying or replacement of locking systems (this cost may exceed \$25.00). Any payments pending and due the Contractor will be withheld until all keys and/or electronic key devices are accounted for until all costs associated with rekeying or replacement of locking systems has been reimbursed to the County by the Contractor. This cost may be deducted from final payments due to the Contractor.

10. QUALITY ASSURANCE (QA) PROGRAM

Contractor shall establish and implement a complete quality assurance program to assure the requirements of the Contract are met as specified. A draft Quality Assurance Plan (QAP) shall be submitted for review and approval prior to start of

Contract. The QAP shall be a system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable and/or Support Specialist points out the deficiencies. This QAP is of paramount importance.

The program shall include, but is not limited to the following:

- A. An inspection system which is tailored specifically to the facility and which covers all services stated herein.
- B. Contractor shall devise a checklist for use during the inspection of work. The inspection checklist shall be approved by the Contract Administrator prior to use and any changes after. The checklist shall be signed and dated to indicate the time inspection was completed. It is not permissible for the person who performs the work to inspect and accept that work. Inspection shall be performed by the non-working supervisor.
- C. The inspection checklist shall be provided to the designated Support Specialist within twenty-four (24) hours of inspection.
- D. The Contractor supervisors who complete the inspections shall be identified by title and type of inspection each is authorized to perform.
- E. An on-site file of all inspections conducted by the Contractor and any corrective action(s) taken.
- F. This documentation shall be made available to the County, upon request, during the term of the Contract.
- G. The County reserves the right to request changes to the Contractor's inspection checklist and inspection process as needed to better service the interest of the County.
- H. Supervisors shall conduct a daily spot check of each building/location at the start and end of each shift. The time of the starting and ending inspections shall be noted on the QA checklist.
- I. Supervisors shall conduct joint inspections with the County's designated Support Specialist at minimum once monthly and upon request by the County.

11. STAFFING LOGS

Non-Working Supervisors, Crew Leaders and Cleaning Staff 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 location where the Contract specifications are not being met, at no additional cost to the County.

Contractor's staff shall maintain a log at each building which states the name of the Non-Working Supervisor, Crew Leader and cleaning staff and indicates the time clocked in and out and number of hours spent at each location. This log shall be available for review by the Support Specialist at any time.

12. UTILITIES AND ENERGY CONSERVATION

The County will provide the Contractor with electricity and water for use for performance of services herein. The Contractor shall comply with all energy conservation practices of the County. The Contractor shall not change thermostat settings at any time. The Contractor shall turn off all lighting when exiting each area of a work site.

In situations where energy management systems have shut off lighting, the Contractor may manually turn on lighting, but the lighting shall be turned off again when leaving an area.

Water pipes/hoses shall be securely shut off when not in use.

The Contractor shall be held responsible for any damages to County property as a result of improper or misuse of utilities.

13. CONTRACT ADMINISTRATION AND CONTRACT INSPECTION

A. The County reserves the right to inspect work performed by the Contractor at the County's discretion. The Contract Administrator for this contract shall be the sole representative in regards to enforcement/performance. At no time will any other County employee supersede the Contract Administrator's decisions/authority with respect to this contract. In addition to the Contract Administrator, a Contractor Inspector/Support Specialist may be designated by the Contract Administrator to monitor and inspect performance and progress of the services provided under this contract. Work performed by the Contractor is subject to inspection at any phase of performance at the County's discretion.

B. The Support Specialist shall not act as supervisor over the Contractor's employees or perform janitorial work under this contract. The Support Specialist shall inspect assigned facilities at a schedule determined by the Facilities Management Manager.

C. Any failure of the Contractor to comply with the provisions of this contract shall be called to the attention of the Contractor Administrator and the Contractor by the designated Support Specialist.

D. The Support Specialist does not have the authority to act as foreman or supervisor for the Contractor and shall not interfere with the Contractor in the supervision or direction of their employees. Any advice provided to the Contractor by the Support Specialist shall in no way be construed as binding upon the Contractor or release the Contractor from fulfilling the provisions of the contract.

14. CLEANING PROJECTS AND SCHEDULING

A. The County shall not be obligated to use the Contractor or any affiliates of the Contractor to perform floor cleaning projects under this contract. Floor cleaning project work will be requested from the Contractor on an "as-needed" basis. The County may choose to utilize other vendors and awarded contractors for floor cleaning/maintenance if deemed necessary by the County.

Project work under this contact shall include, but is not limited to:

Hard Floor Cleaning

- Floor Spray Buffing
- Machine Scrub Non-Resilient Hard Surface Floors
- Reconditioning of Finish Floors
- Strip and Refinish Floors

Carpet Care

- Carpet Cleaning Dry Method
- Carpet Extraction Cleaning/Shampoo
- Truck Mounted High Pressure Carpet Cleaning

- B. The Contractor shall provide a quote to the County for project services within twenty-four (24) hours, upon request by the County Representative.

The quote shall detail the following minimum information:

- Building name and address to be serviced
- Price per square feet based on Bid Proposal Form
- Schedule, including the maximum time frame (from start to finish) for performance.

The Contractor shall not begin project work without a County issued delivery order unless it's a County declared emergency. Upon quote acceptance a separate delivery order shall be issued to the Contractor. The actual start date for project work shall be mutually agreed upon between the County and the Contractor and included on the delivery order.

- C. In addition to the project schedule, the Contractor shall also provide a project crew schedule/organizational chart. This schedule shall indicate the number of crews, the work to be performed on a daily basis, and the location where the project work is to be performed. Information shall include the name and title of each crew member and an itemized daily task list.
- D. The Project Crew shall not be used for daily janitorial services.
- E. Project work scheduling is the responsibility of the Contractor, however, the Support Specialist and Contract Administrator reserve the right to request changes to this schedule depending on the needs of the building/location, special events, holidays, etc.

15. PERFORMANCE DEFICIENCIES AND NON-COMPLIANCE

It is the objective of the County to obtain full cleaning performance in accordance with the terms of the specifications and at the quality standards of work outlined in this contract. To this end, the County is contracting for the complete performance of each cleaning job as specified in this contract. Deductions for tasks not completed or not satisfactorily completed shall be made in accordance with the schedule detailed herein.

A. Performance Deficiencies

Deficiencies found by the Support Specialist or communicated to the Support Specialist by building staff and occupants shall be communicated to the Contractor upon discovery or notification. Proof of performance and adherence to contract requirements shall be upon the Contractor. The Contract Administrator shall be the sole judge as to the adequacy of supporting documentation.

- **Major deficiencies** require immediate attention, and shall be responded to and corrected within two (2) hours. Examples of major deficiencies include, but are NOT limited to: toilet(s) not cleaned, no supplies in restroom(s), not stocking sufficient paper products in large areas, offices or entire room(s) not cleaned, trash not removed or left on work area, public access areas not cleaned, and anything affects the health and safety of building occupants. Such deficiencies may result in deductions of invoiced payments and reports of unsatisfactory performance.
- **Minor deficiencies** does not require immediate attention and shall be corrected within twenty-four (24) hours or the next work day during normal clean up, however, a frequent record of minor deficiencies or complaints may result in a deduction to the Contractor's monthly service cost. Examples of minor deficiencies include, but are not limited to: one trash can that is not emptied within a location, a small area not vacuumed or swept, toilet paper out in one stall, etc. Failure by the Contractor to respond to specific complaints as stated above, as well as failure to prevent occurrences of such complaints, may result in deductions of invoiced payments and reports of unsatisfactory performance.

- 1) **Routine Work** - The Contractor shall acknowledge receipt of the notification and respond within two (2) hours with a corrective action plan to correct the deficiency. Minor deficiencies shall be correct within twenty-four (24) hours of notification. Major deficiencies shall be corrected with two (2) hours of notification.

Reporting of a major deficiency for any building that is not corrected within the established time limits may result in a deduction of \$50 or 2% of the monthly cost of cleaning the entire building, whichever is higher, per occurrence.

Three or more reports of minor deficiencies for any month or consecutive thirty (30) day period for the same location may result in an unsatisfactory performance report issued against the Contractor and a deduction of \$50 or 2% of the monthly cost of cleaning the entire building, whichever is higher, per occurrence.

- 2) **Project Work** – The Contractor shall acknowledge receipt and respond within twenty-four (24) hours of notification with a corrective action plan to correct the deficiency within forty-eight (48) hours of acknowledgement. Time for correction shall not exceed seventy-two (72) hours from

notification by the County. Project work related deficiencies not corrected to within the established time limits may result in a report of unsatisfactory performance and a deduction of 10% of the cost of the project work for the entire building per occurrence.

- 3) Complaints** - The Support Specialist or designee shall contact the Contractor by telephone, fax, or email to notify them of written and verbal complaint(s) received from building occupants. The Contract Administrator or designee shall have authority to classify a complaint as major or minor deficiencies and apply the applicable deductions.

The Support Specialist or designee shall maintain a file of incoming complaints whether they be written, oral, or by telephone. This file shall contain the date, time, building, name of the person making the complaint, phone number and time the Contractor was notified, or a copy of the notification letter or e-mail.

- 4) Missed Cleanings (Nonperformance)** - The Contractor shall handle an instance of nonperformance by sending personnel to the missed site within two (2) hours of notification for immediate servicing of that location if the location is serviceable during that time frame. If the location is not serviceable within the two (2) hour time frame, service may be rendered at a mutually agreed time between the Support Specialist and Contractor, but no later than the next workday. If the Contractor does not respond within two (2) hours or the agreed time, the Support Specialist shall issue an unsatisfactory performance report to the Contractor.

This shall not relieve the Contractor of being charged any applicable deductions.

Nonperformance will result in a deduction of one (1) day's cost of cleaning for the entire building experiencing the problem per occurrence. The formula to arrive at the deduction is: facility monthly cost divided by the number of workdays (not calendar days) in the month = per day cost of cleaning that location.

- 5) Unsecured Locations** - In instances where the Contractor has failed to secure exterior building entrances, building perimeter gates, or locked interior spaces after the completion of regularly scheduled work under the terms of this contract, a deduction will be made at the rate of \$75.00 per occurrence. This deduction is in addition to any fees the County charges for "false" alarms and damages caused by the Contractor for the propping of doors or damages cause by any other unacceptable activities.
- 6) Commingling Trash and Recycling:** If at any time, the Contractor is found disposing of recyclables in trash dumpsters or mixing trash and recycling, a deduction will be made from any monies due or to become due the Contractor at the rate of \$75.00 per occurrence.
- 7) Improper Disposal of Cleaning Chemicals:** If at any time, the Contractor is found improperly disposing of any cleaning chemicals, a deduction will be made from any monies due or to become due to Contractor at the rate of \$100.00 per occurrence.

B. Contract Deductions/Fees

The County reserves the right to deduct from the payments due or to become due to the Contractor for deficient performance. The amount of such deductions will be based on the value and extent of the unsatisfactory work and applied at the discretion of the Contract Administrator. The Contractor will be made aware of the deficiencies and associated deductions in writing prior to a deduction being made. All work determined by the Contractor Administrator to be defective or deficient in any of the requirements shall be remedied by the Contractor at Contractor's expense and in a manner acceptable to the County.

C. Unsatisfactory Performance Reports

The County's Representative shall notify the Procurement Division of the unsatisfactory performance and or deficiencies in service that remain unresolved or reoccurring. The Report of Unsatisfactory Materials and/or Services (Unsat) will become a permanent part of the Contractor's file. The Procurement Division, may after appropriate notice, take necessary actions to address unsatisfactory performance up to and including termination for default.

- The Contractor shall submit a detailed Corrective Action Plan (CAP) for each report of unsatisfactory service. The corrective action plan shall fully address the performance deficiency and detail the corrective procedure the Contractor will follow to ensure the deficiency is corrected and to prevent future reoccurrences for the life of the contract.
- Contract Administrator will review the CAP and advise Contractor of acceptance or non-acceptance. The County reserves the right to request modifications and to reject a CAP. The Contractor shall be fully bounded to each accepted CAP for the life of the contract unless otherwise noted by the County in writing.

Three (3) or more unsatisfactory service reports issued to the Contractor within a quarter (three months) or ninety (90) consecutive days may result in additional disciplinary action at the discretion of the Contract Administrator, which may include a Cure Notice issued to the Contractor which may result in termination for default.

The County may request the Contractor to remove any employee if it is determined that services are not being performed in accordance with the terms and conditions of this contract. Should employee be assigned to another contract, terminated, or resign, the Contractor shall have seven (7) calendar days to replace the employee. The Contractor shall make all the necessary accommodations to ensure that there is no lapse in services during this timeframe.

The County's request to remove any employee from this contract shall not be considered a request for the Contractor to terminate the affected individual. The sole intent is removal from this contract. Depending of the circumstances

warranting the employee's removal request, the Contractor Administrator may approve of a location reassignment, which shall be handled on a case by case basis.

16. HOLIDAYS

The Contractor shall not be required to provide janitorial services on Legal Holidays specified below, except at the following locations:

- Lot B – Regional History Center: (Closed Thanksgiving and Christmas Days)
- Lot C – Booking and Release Center
- Lot C – Video Visitation
- Lot C – Sheriff's Sector IV
- Lot E – Apopka Service Center (Sheriff's Offices Only)
- Lot E – Ocoee Service Center (Sheriff's Office Only)
- Lot D – Regional Computer Center
- Lot D – Medical Examiner's Office
- Lot D – Sheriff's Central Complex
- Lot E – Sheriff's Special Investigations
- Lot F – Fire Rescue Headquarters
- Lot G – Solid Waste Landfill – Foreman's Office (Closed Christmas Day)
- Lot G – Solid Waste Landfill – Old Scale House (Closed Christmas)
- Lot G – Solid Waste Landfill – New Scale House (Closed Christmas Day)
- Lot G – Solid Waste – L B McLeod Road Transfer Station (Closed Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day)
- Lot G – Solid Waste – Porter Transfer Station (Closed Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day)

Legal Holidays per this Contract are as follows:

1. New Year's Day
2. Martin Luther King Day
3. Memorial Day
4. Fourth of July
5. Labor Day
6. Thanksgiving Day and the Friday after Thanksgiving Day
7. Christmas Day

If a County building is closed due to a declared County emergency or disaster such as a hurricane, the Contractor will not be required to provide routine service on those days. Janitorial closet shall be stocked with supplies for a minimum three (3) days usage prior to the last workday. Contractor's staff shall replenish dispensers and ensure building is ready for normal activity on the day of re-opening.

If the location is without service for more than three (3) consecutive working days, the Contractor's invoice shall be reduced by the calculated daily cost for each service day not worked. The formula to arrive at the deduction is: facility monthly cost divided by the number of workdays (not calendar days) in the month = per daily cost.

17. PARKING AND TRAVEL

The Contractor shall be responsible for all travel and per diem costs to and from the various County facilities. Travel time and truck charges shall not be included when quoting and or invoicing janitorial services and shall not be compensated by the County under any circumstances. All cost for travel shall be included in the unit prices on the bid sheet.

The County will identify parking locations for the Contractor's staff. Any cost associated with parking shall be paid by the Contractor or Contractor's employee. Orange County will not be responsible for any damage to the vehicles while parked on Orange County property. Vehicles towed from Orange County property shall be at the expense of the Contractor or Contractor's employee. Contractor and Contractor's employee vehicles shall be properly identified with identification prominently displayed on the dashboard. Such identification shall be pre-approved by the Contract Administrator.

18. WEEKEND WORK

The majority of the work is to be performed during the evening hours, Monday through Friday. Should the Contractor desire to work on weekends, prior written approval shall be obtained from the designed Support Specialist or Contract Administrator. A Contractor's supervisor shall supervise all weekend work crews. These requirements shall not apply to sites which receive regular scheduled weekend cleaning as part of this contract.

19. INVOICING REQUIREMENTS

A. Upon delivery and acceptance of service, associated cost shall be submitted by invoice to the appropriate County department per the Special Terms and Conditions. The Contractor shall reference the contract number and the appropriate purchase or delivery order number on all invoices.

At minimum, an invoice shall contain the following information:

- Date/period of service
- Service location
- Cost per bid response form
- Delivery order number
- Corresponding delivery line number

B. The County shall review invoices for required information. The County shall have the authority to reject invoices based on improper invoice format and lack of supporting documents.

C. Project work/as-needed services shall be invoiced separately from monthly routine services.

- D. Hourly services shall be reimbursed according to actual hours worked rounded up to the closed thirty (30) minutes.
- E. Contractor shall not invoice the County for any services in advance or work not performed. Should the County receive such invoices, they shall be rejected.
- F. All invoices along with all necessary documents for payment shall be mailed or delivered to the appropriate location above. Unless authorized by the County Department as noted above, or in writing after contract award, no invoices shall be sent via e-mail or fax. Invoices sent via e-mail or fax without the expressed authorization of the County Department shall be discarded.
- G. The Contractor shall submit monthly statements of unpaid invoices to each department ordering services under this contract.

At minimum, the statement shall contain the following information:

- Statement date
- Invoice numbers
- Invoice dates
- Invoice total or unpaid balance if different from invoice total
- Delivery order number corresponding to each invoice listed
- Balance carry forward
- Cumulative outstanding balance

Statements shall be sent to the corresponding ordering department, fiscal department, and contract administrator by 15th of each month for service performed in the prior month and as requested by the County.

SUPPLEMENTAL INFORMATION

SECURITY AND IDENTIFICATION

- A. All costs for background investigations including state and national fingerprinting-based record checks shall be Contractor's responsibility. The County will have the right to request any additional investigative background information including, but not limited to, the employment record, Right-To-Know records, training records, payroll records, position for which hired including site location of any personnel assigned to perform the services. The Contractor shall furnish, in writing, such information to the extent allowed by law, prior to commencement of services. The County reserves the right to conduct its own investigation of any employee of the Contractor.
- B. The Contractor shall be responsible for security clearance compliance for all employees and subcontractors. Background checks and security clearance requirements shall be based on the security requirements for each facility. The Contractor shall perform background checks at its expense, including any security clearance required by the Florida Department of Law Enforcement (FDLE), Division of Criminal Justice Information Services (CJIS) and submit them to County for determining whether the employee is allowed to work for in a particular facility.

Background Checks for the Contractor's staff must be approved by the County prior to working in any County facility. Contractors are responsible for obtaining the necessary forms for background checks as follows:

1. For all Contractor's staff that will be working at the Courthouse Complex or Courthouse related facilities, including the Juvenile Justice Center, - request forms from the Facilities Management Downtown District via e-mail from James.Scott@ocfl.net
2. For all Contractor's staff that will be working at the Sheriff's Central Complex or any other Sheriff related facility - request forms from the Facilities Management Special Services District via e-mail from Bruce.Heffelbower@ocfl.net
3. For all Contractor's staff that will be working at Corrections or a Correction related facilities - request forms via e-mail from MichaelJeffrey.Adkins@ocfl.net.
4. For all Contractor's staff that will be working at other Orange County facilities, contact Bruce.Heffelbower@ocfl.net for specifics before completing the check.

For security purposes and to maintain privacy when submitting FDLE Background Checks via e-mail the subject line of the email must contain the following: ***EXEMPT***

Due to the time required to process background checks, the Contractor should allow 2-3 weeks turn-around time. Each County Representative will inform the contractor of their Background Check results.

Upon Background Check approval, the Contractor's staff shall go to the Orange County Human Resources office located at 450 E. South St., Orlando, FL 32801 with an Affidavit of Identity form (issued by Contractor, sample form in contract documents) and a State of Florida I.D. or Driver's License to obtain their Orange County photo I.D. badge.

- C. Contractor personnel assigned to, or working within the State Attorney's Office at the Orange County Courthouse or the Juvenile Justice Center shall be required to complete the following minimum screening procedures:

A State of residency and national fingerprint-based record check shall be conducted for all contract personnel who have direct access to the State Attorney's building. Access to the State Attorney's building or Juvenile Justice will be denied until said record check is performed and approved by the State Attorney or Orange County Sheriff's representative assigned to review such records.

1. All requests for access shall be made as specified by the State Attorney or Orange County Sheriff's Office.
2. When identification of an employee with a criminal history has been established by fingerprint comparison, said criminal history will be reviewed by the State Attorney or Sheriff's Office to determine whether the employee will be granted access.
3. A Contractor employee found to have a criminal record consisting of felony conviction(s) will be disqualified, and denied access to the State Attorney's building.
4. A Contractor employee will also be denied access on the basis of confirmation that arrest warrants are outstanding for said employee.
5. The State Attorney or Sheriff's Office will maintain a list of Contractor personnel who have been authorized access to the State Attorney's building and the Juvenile Justice Center.
6. A Contractor's employee with a record of misdemeanor offense(s) may be granted access the State Attorney's building or Juvenile Justice if it is determined that the nature or severity of the misdemeanor offense(s) do not warrant disqualification. The decision of the State Attorney or Sheriff's Office shall be final.

- D. Contractor's employees will not be allowed to work in Orange County facilities without completed and approved background investigations.

- E. Upon termination or transfer of any employee of the Contractor working under this contract, the Contractor shall immediately notify the County's Representative, in writing, of such termination or transfer and return said employee's Orange County photo I.D. badge to the Facilities Management Division Contract Administrator. Failure to comply with this requirement may result in a fee charge back to the Contractor.

- F. The Contractor shall report the arrest of any employee working under the terms of this contract to the County's Representative within twenty four (24) hours of the arrest or knowledge of the arrest. It shall be subject to the approval of the County whether the employee shall continue to work at County locations within this contract.

- G. Access to all County sites must be coordinated through the County's Representative.

- E. Contractor personnel are required to wear uniforms and employer identification badges displaying their company name to adequately identify them as company staff. The Contractor shall ensure all employees prominently wear the ID badge on the front of his or her uniform at all times while on County premises.

- H. Sixty (60) days prior to each Contract renewal or contract end, the Contractor's Orange County photo ID badge will be inventoried by the Facilities Management Division Contract Administrator. At that time, the Contractor will be advised of any missing ID cards. If any ID Cards are missing, the Contractor will be charged a \$25.00 fee per each missing ID badge.

SPECIAL CONDITIONS FOR WORKING AT THE CORRECTIONS COMPLEX

The following are specific conditions and rules that must be followed while providing services at the Corrections Complex.

- A. All Contractor employees shall carry a valid ID at all times.

- B. The Contractor shall provide a list of all employees that will be working inside any jail. A full criminal history shall be run on each employee by the Corrections Department. No Contractor employee will be allowed to work inside any jail if they are on active probation, home confinement, parole or have been arrested within the last five (5) years or have been arrested for any crime involving violence, drugs or theft. The Contractor employee list shall include:
 - 1. Employee's Full name
 - 2. Employee's date of birth
 - 3. Employee's Race/Sex
 - 4. Employee's Social Security Number
 - 5. Employee's Driver's License number

- C. Only authorized employees of the Contractor shall be allowed to work at Corrections. WORK RELEASE INMATES ARE NOT AUTHORIZED TO WORK ON ANY JAIL PROJECT.
- D. Contractor's employee shall wear their Contractor issued ID on the collar of their shirt at all times while on the Corrections compound. This ID will be issued to each Contractor employee at the North perimeter building and will only be given upon surrendering of a valid personal ID.
- E. If an ID is lost, the Contractor's employee shall report it immediately to their escort officer.
- F. In the event of an emergency, the Contractor's employee shall report it to the nearest Corrections staff member. They will contact 911.
- G. The Contractor's employees shall follow direction of the escort officer at all times.
- H. The Contractor's employees shall not bring tobacco or tobacco products inside any jail or on top of any roof or within any jail fence line.
- I. The Contractor's employees shall not bring or wear hats or sunglasses inside any facility.
- J. The Contractor's employees shall not bring any cell phones inside the facility unless authorized by Corrections.
- K. Contractor vehicles shall have the windows rolled up and be locked at all times and parked in only pre-authorized areas.
- L. The Contractor shall ensure that during breaks, if a Contractor's employee leaves an area, all tools must be removed.
- M. All Contractor tools will be inventoried going into and out of a facility. Contractor shall ensure that employees take in only what is needed to perform the services.
- N. At the end of each workday, the Contractor shall ensure that all tools and debris are collected. The Contractor shall conduct an inspection of all areas to ensure all tools are accounted for.
- O. No illegal drugs or drug paraphernalia are allowed in the compound.
- P. No weapons, guns or ammunition are allowed in the compound.
- Q. The Contractor shall ensure that no inmate interaction occurs. The Contractor's employees shall not talk to or give or receive anything from an inmate, including cigarettes.
- R. The Contractor shall only use storage areas approved at the beginning of the project, unless otherwise permitted during a project by Corrections.

- S. The Contractor shall not leave clothing unattended, including hats and sunglasses.

SECURITY REQUIREMENTS FOR UTILITIES DEPARTMENT SITES

Contractor staff assigned to work within Orange County Utilities Department facilities shall be required to have a Level II background check. The following background checks shall be performed on individuals as directed and ordered by the County. The Contractor shall perform all background checks in accordance with all applicable federal, state and local laws, regulations and ordinances.

LEVEL II (Past 10 years)

- a. Identification Verification
- b. Selective Service Status (registered/unregistered)
- c. Clerk of Courts by County of Residence
- d. Employment Verification
- e. DMV by State of residence
- f. Military Service Verification
- g. Professional License & Certification Check
- h. Fingerprint Check
- i. Credit/Fraud Check

The cost of each background check performed shall be borne by the Contractor and shall also include any and all miscellaneous expenses associated with the background checks.

Background checks shall be ordered by and released to an authorized County Utilities representative. All background checks shall be accomplished and submitted to the authorized County representative at Utilities within five (5) working days from request. The background check shall have been accomplished, reviewed and approved by the authorized County Utilities' representative prior to any assignment or work taking place on County Utilities' property.

Once approved, the individual members of the Contractor's team shall be available to perform their duties for the duration of the contract. This Level II background check shall be applicable to any Sub-Contractor authorized to perform work under the scope of this contract.

**BID RESPONSE FORM
IFB #Y18-163-AV**

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LOT A – ORANGE COUNTY COURTHOUSE COMPLEX

ROUTINE SERVICES							
#	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
1	Courthouse - Building A	435 N. Orange Ave.	\$ _____	81,050	\$ _____	x 12 =	\$ _____
2	Courthouse - Building B	415 N. Orange Ave.	\$ _____	78,507	\$ _____	x 12 =	\$ _____
3	Courthouse - Building C (Corrections)	425 N. Orange Ave.	\$ _____	9,299	\$ _____	x 12 =	\$ _____
4	Courthouse - Building C	425 N. Orange Ave.	\$ _____	417,348	\$ _____	x 12 =	\$ _____
5	Courthouse - CEP	425 N. Orange Ave.	\$ _____	2,773	\$ _____	x 12 =	\$ _____
ROUTINE SERVICES - SUBTOTAL							\$ _____

Company Name

DAY PORTERS AND DOCK MASTERS

	Building Name	Service	Qty	Hours/Days of Service	Unit Cost Per Hour	Estimated Annual Hours	Estimated Total Cost
6	Courthouse - Building A	Day Porter	1	8 Hours Daily, Mon-Fri	\$_____	2,080	\$_____
7	Courthouse - Building B	Day Porter	1	8 Hours Daily, Mon-Fri	\$_____	2,080	\$_____
8	Courthouse - Building C	Day Porter	3	8 Hours Daily, Mon-Fri	\$_____	6,240	\$_____
9	Courthouse - Building C	Dock Master	1	10.5 Hours Daily, Mon-Fri	\$_____	2,730	\$_____
DAY PORTERS AND DOCK MASTERS - SUBTOTAL							\$_____

PROJECT FLOOR WORK

	Service Description	Unit Cost Per SF		Estimated SF Annually		Estimated Annual Total Cost
10	Floor Spray Buffing	\$_____	x	200,000	=	\$_____
11	Machine Scrub Non-Resilient Hard Surface Floors	\$_____	x	100,000	=	\$_____
12	Reconditioning of Finished Floors	\$_____	x	200,000	=	\$_____

Company Name

13	Stripping and Waxing	\$ _____	x	100,000	=	\$ _____
14	Carpet cleaning, extraction/shampoo	\$ _____	x	200,000	=	\$ _____
15	Carpet cleaning, dry method	\$ _____	x	100,000	=	\$ _____
16	Truck mount high pressure carpet cleaning	\$ _____	x	100,000	=	\$ _____
PROJECT FLOOR WORK - SUBTOTAL						\$ _____
ADDITIONAL CUSTODIAL SERVICES						
	Service Description	Unit Cost Per Hour	x	Estimated Annual Hours	=	Estimated Annual Total Cost
17	Event Services / Additional Cleaning	\$ _____	x	150	=	\$ _____
18	Emergency Clean-up Services	\$ _____	x	150	=	\$ _____
19	Upholstered Furniture and Wall Systems Cleaning/Shampoo	\$ _____	x	500	=	\$ _____
20	Exterior Pressure Washing	\$ _____	x	100	=	\$ _____
21	Exterior Window Cleaning	\$ _____	x	100	=	\$ _____
22	Disaster Related Extended Janitorial Services	\$ _____	x	100	=	\$ _____
ADDITIONAL CUSTODIAL SERVICES – SUBTOTAL						\$ _____
TOTAL JANITORIAL SERVICES BID - LOT A (ALL ITEMS 1-22)						\$ _____

Company Name

**BID RESPONSE FORM
IFB #Y18-163-AV**

The Contractor shall provide all labor and other resources necessary to provide the services in strict accordance with the scope of services defined in this solicitation for the amounts specified in this Bid Response Form, inclusive of overhead, profit and any other costs. **Unit Cost per SF x Cleaning SF = Cost per Month, Cost per Month x Annual Qty = Annual Cost**

LOT B – DOWNTOWN DISTRICT BUILDINGS

ROUTINE SERVICES							
#	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
1	Administration Building	201 S. Rosalind Ave	\$_____	114,942	\$_____	x 12 =	\$_____
2	Housing and Community Development	525 E. South St	\$_____	5,911	\$_____	x 12 =	\$_____
3	Internal Operations Centre I	450 E. South St	\$_____	31,555	\$_____	x 12 =	\$_____
4	Internal Operations Centre II	400 E. South St	\$_____	57,111	\$_____	x 12 =	\$_____
5	Regional History Center	65 E. Central Blvd	\$_____	41,617	\$_____	x 12 =	\$_____
ROUTINE SERVICES - SUBTOTAL							\$_____

Company Name

DAY PORTER SERVICES							
	Building Name	Service	Qty	Hours of Service	Unit Cost Per Hour	Estimated Annual Hours	Estimated Annual Total Cost
6	Administration Building	Day Porter	2	8 Hours Daily, Mon-Fri	\$ _____	4,160	\$ _____
7	Internal Operations Centre I	Day Porter	1	8 Hours Daily, Mon-Fri	\$ _____	2,080	\$ _____
8	Internal Operations Centre II	Day Porter	1	8 Hours Daily, Mon-Fri	\$ _____	2,080	\$ _____
9	Regional History Center	Day Porter	1	4 Hours Daily, Sun-Sat	\$ _____	1,460	\$ _____
DAY PORTERS - SUBTOTAL						\$ _____	
PROJECT FLOOR WORK							
	Service Description		Unit Cost Per SF		Estimated SF Annually		Estimated Annual Total Cost
10	Floor Spray Buffing		\$ _____	x	200,000	=	\$ _____
11	Machine Scrub Non-Resilient Hard Surface Floors		\$ _____	x	100,000	=	\$ _____
12	Reconditioning of Finished Floors		\$ _____	x	200,000	=	\$ _____
13	Stripping and Waxing		\$ _____	x	100,000	=	\$ _____

Company Name

14	Carpet cleaning, extraction/shampoo	\$ _____	x	200,000	=	\$ _____
15	Carpet cleaning, dry method	\$ _____	x	100,000	=	\$ _____
16	Truck mount high pressure carpet cleaning	\$ _____	x	100,000	=	\$ _____
PROJECT FLOOR WORK - SUBTOTAL						\$ _____
ADDITIONAL CUSTODIAL SERVICES						
	Service Description	Unit Cost Per Hour	x	Estimated Annual Hours		Estimated Annual Total Cost
17	Event Services / Additional Cleaning	\$ _____	x	100	=	\$ _____
18	Emergency Clean-up Services	\$ _____	x	75	=	\$ _____
19	Upholstered Furniture and Wall Systems Cleaning/Shampoo	\$ _____	x	100	=	\$ _____
20	Exterior Pressure Washing	\$ _____	x	50	=	\$ _____
21	Exterior Window Cleaning	\$ _____	x	50	=	\$ _____
22	Disaster Related Extended Janitorial Services	\$ _____	x	50	=	\$ _____
ADDITIONAL CUSTODIAL SERVICES - SUBTOTAL						\$ _____
TOTAL JANITORIAL SERVICES BID - LOT B (ALL ITEMS 1-22)						\$ _____

Company Name

BID RESPONSE FORM, IFB #Y18-163-AV

The Contractor shall provide all labor and other resources necessary to provide the services in strict accordance with the scope of services defined in this solicitation for the amounts specified in this Bid Response Form, inclusive of overhead, profit and any other costs. **Unit Cost per SF x Cleaning SF = Cost per Month, Cost per Month x Annual Qty = Annual Cost**

LOT C – 33RD STREET DISTRICT BUILDINGS

ROUTINE SERVICES							
#	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
1	Booking and Release Center	3803 Vision Blvd	\$ _____	33,637	\$ _____	x 12 =	\$ _____
2	Cassady Building	2450 W. 33rd Street	\$ _____	23,616	\$ _____	x 12 =	\$ _____
3	Corrections Support	3723 Vision Blvd	\$ _____	49,978	\$ _____	x 12 =	\$ _____
4	Facilities Management Maint.Office	3723 B Vision Blvd	\$ _____	4,658	\$ _____	x 12 =	\$ _____
5	Mail Processing Trailer	4017 S. John Young Pkwy	\$ _____	1,857	\$ _____	x 12 =	\$ _____
6	Sheriff Sector IV	2400 W. 33rd Street	\$ _____	20,389	\$ _____	x 12 =	\$ _____
7	Uniform Supply North	4017 S. John Young Pkwy	\$ _____	1,321	\$ _____	x 12 =	\$ _____
8	Uniform Supply South	4017 S. John Young Pkwy	\$ _____	1,145	\$ _____	x 12 =	\$ _____
9	Video Visitation	3000 39th Street	\$ _____	10,552	\$ _____	x 12 =	\$ _____
ROUTINE SERVICES - SUBTOTAL							\$ _____

Company Name

DAY PORTER SERVICES							
	Building Name	Service	Qty	Hours of Service	Unit Cost Per Hour	Estimated Annual Hours	Estimated Annual Total Cost
10	Cassady Building	Day Porter	1	4 Hours Sunday Only	\$_____	208	\$_____
11	Booking and Release	Day Porter	1	2 Hours Sunday Only	\$_____	104	\$_____
12	Sheriff Sector IV	Day Porter	1	6 Hours Daily, Mon-Fri	\$_____	1,560	\$_____
13	Video Visitation	Day Porter	1	2 Hours -Mon-Fri 4 Hours - Sun	\$_____	728	\$_____
DAY PORTERS - SUBTOTAL						\$_____	
PROJECT FLOOR WORK							
	Service Description	Unit Cost Per SF		Estimated SF Annually		Estimated Annual Total Cost	
14	Floor Spray Buffing	\$_____	x	200,000	=	\$_____	
15	Machine Scrub Non-Resilient Hard Surface Floors	\$_____	x	100,000	=	\$_____	
16	Reconditioning of Finished Floors	\$_____	x	200,000	=	\$_____	
17	Stripping and Waxing	\$_____	x	100,000	=	\$_____	

Company Name

18	Carpet cleaning, extraction/shampoo	\$ _____	x	200,000	=	\$ _____
19	Carpet cleaning, dry method	\$ _____	x	100,000	=	\$ _____
20	Truck mount high pressure carpet cleaning	\$ _____	x	100,000	=	\$ _____
PROJECT FLOOR WORK - SUBTOTAL						\$ _____
ADDITIONAL CUSTODIAL SERVICES						
	Service Description	Unit Cost Per Hour	x	Estimated Annual Hours	=	Estimated Annual Total Cost
21	Event Services / Additional Cleaning	\$ _____	x	50	=	\$ _____
22	Emergency Clean-up Services	\$ _____	x	50	=	\$ _____
23	Upholstered Furniture and Wall Systems Cleaning/Shampoo	\$ _____	x	100	=	\$ _____
24	Exterior Pressure Washing	\$ _____	x	100	=	\$ _____
25	Exterior Window Cleaning	\$ _____	x	50	=	\$ _____
26	Disaster Related Extended Janitorial Services	\$ _____	x	50	=	\$ _____
ADDITIONAL CUSTODIAL SERVICES - SUBTOTAL						\$ _____
TOTAL JANITORIAL SERVICES - LOT C (ALL ITEMS 1-26)						\$ _____

Company Name

**BID RESPONSE FORM
IFB #Y18-163-AV**

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LOT D – CENTRAL DISTRICT BUILDINGS

ROUTINE SERVICES							
#	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
1	Animal Services	2769 Conroy Road	\$ _____	8,227	\$ _____	x 12 =	\$ _____
2	Cooperative Extension - Exhibit Hall	6021 S. Conway Rd.	\$ _____	3,082	\$ _____	x 12 =	\$ _____
3	Cooperative Extension - Admin Building	6021 S. Conway Rd.	\$ _____	7,106	\$ _____	x 12 =	\$ _____
4	Cooperative Extension - Auditorium	6021 S. Conway Rd.	\$ _____	2,716	\$ _____	x 12 =	\$ _____
5	Cooperative Extension - Classroom Building	6021 S. Conway Rd.	\$ _____	5,477	\$ _____	x 12 =	\$ _____
6	District 9 Medical Examiner's Admin. Bldg.	2350 E. Michigan St.	\$ _____	10,745	\$ _____	x 12 =	\$ _____
7	District 9 Medical Examiner's Morgue Building	2350 E. Michigan St.	\$ _____	6,039	\$ _____	x 12 =	\$ _____
8	Facilities Management Admin Offices and Training Room	2010 E. Michigan St.	\$ _____	6,463	\$ _____	x 12 =	\$ _____
9	Facilities Management Central District Office	1926 E. Michigan St.	\$ _____	3,129	\$ _____	x 12 =	\$ _____

Company Name

#	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
10	Facilities Management - Main Store/Warehouse	1952 E. Michigan St.	\$ _____	358	\$ _____	x 12 =	\$ _____
11	Facilities Management Special Services Office	1944 E Michigan St.,	\$ _____	4,094	\$ _____	x 12 =	\$ _____
12	Graphics Reproduction	3970 Forrestal Ave.	\$ _____	1,136	\$ _____	x 12 =	\$ _____
13	Great Oaks Village - Administration Center	1718 E. Michigan St.	\$ _____	6,818	\$ _____	x 12 =	\$ _____
14	Great Oaks Village - Day Cottage	1780 Michigan St., Orlando,	\$ _____	1,777	\$ _____	x 4 =	\$ _____
15	Great Oaks Village Evans Dining Hall	1768 E. Michigan St.	\$ _____	3,876	\$ _____	x 12 =	\$ _____
16	Great Oaks Village Hagood House	1758 E. Michigan St.	\$ _____	3,770	\$ _____	x 12 =	\$ _____
17	Great Oaks Village - Highsmith Cottage	1772 E Michigan St., Orlando,	\$ _____	1,777	\$ _____	x 4 =	\$ _____
18	Great Oaks Village Learning Center	1828 E. Michigan St.	\$ _____	4,443	\$ _____	x 12 =	\$ _____
19	Great Oaks Village - Myers Cottage	1738 E Michigan St., Orlando,	\$ _____	1,907	\$ _____	x 4 =	\$ _____
20	Great Oaks Village - Oak Tree Cottage Office	1728 E. Michigan St.	\$ _____	4,595	\$ _____	x 12 =	\$ _____
21	Great Oaks Village - Owls Cottage	1776 Michigan St., Orlando,	\$ _____	1,777	\$ _____	x 4 =	\$ _____
22	Great Oaks Village - Soistman Cottage	1748 E Michigan St.,	\$ _____	1,907	\$ _____	x 4 =	\$ _____
23	Great Oaks Village - Youth Shelter	1800 E Michigan St., Orlando,	\$ _____	1,609	\$ _____	x 4 =	\$ _____

Company Name

#	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
24	Great Oaks Village - Wittenstein Cottage Offices	1784 E. Michigan St.	\$ _____	9,342	\$ _____	x 12 =	\$ _____
25	Head Start Motor Pool Office	1850 E. Michigan St.	\$ _____	354	\$ _____	x 12 =	\$ _____
26	Head Start at YMCA - Oakridge	814 W. Oakridge Ave.	\$ _____	3,604	\$ _____	x 12 =	\$ _____
27	Health Services Administration Office	2002-A& B E. Michigan St.	\$ _____	10,013	\$ _____	x 12 =	\$ _____
28	Health and Family Services (Mable Bulter)	2100 E. Michigan St.	\$ _____	27,419	\$ _____	x 12 =	\$ _____
29	Holden Heights Community Center	1201 20th Street	\$ _____	8,538	\$ _____	x 12 =	\$ _____
30	Human Resource Service Center	2012 E. Michigan St.	\$ _____	1,286	\$ _____	x 12 =	\$ _____
31	Juvenile Assessment Center (JAC)	823 W. Central Avenue	\$ _____	17,107	\$ _____	x 12 =	\$ _____
32	Juvenile Assessment Center (JAC) - Addictions Receiving Facility	823 W. Central Avenue	\$ _____	5,294	\$ _____	x 12 =	\$ _____
33	Juvenile Justice Center (JJC),	2000 E. Michigan St.	\$ _____	48,730	\$ _____	x 12 =	\$ _____
34	Medical Clinic	101 S. Westmoreland Ave.	\$ _____	10,900	\$ _____	x 12 =	\$ _____
35	Mosquito Control – Administration Building and Restroom	2715 Conroy Road	\$ _____	2,537	\$ _____	x 12 =	\$ _____
36	Orlando United Assistance Center	507 E. Michigan St.	\$ _____	4,092	\$ _____	x 12 =	\$ _____

Company Name

#	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
37	Public Defender's Office	2002 E. Michigan St.	\$ _____	3,790	\$ _____	x 12 =	\$ _____
38	Public Defender's Trailer	2006 E. Michigan Street	\$ _____	2,429	\$ _____	x 12 =	\$ _____
39	Public Works #1, 2, 3, 5, 7S and 7N	4300 S. John Young Pkwy	\$ _____	82,043	\$ _____	x 12 =	\$ _____
40	Regional Computer Center	4400 S. John Young Pkwy	\$ _____	5,281	\$ _____	x 12 =	\$ _____
41	Sheriff's Central Complex	2500 W Colonial Dr.	\$ _____	150,179	\$ _____	x 12 =	\$ _____
42	Sheriff's Evidence Hanger	3534 E Amelia St.	\$ _____	5,600	\$ _____	x 12 =	\$ _____
43	Sheriff's Fleet	2200 W. Colonial Dr.	\$ _____	4,162	\$ _____	x 12 =	\$ _____
44	Supervisor Of Elections	119 W. Kaley Ave.	\$ _____	21,947	\$ _____	x 12 =	\$ _____
45	Supervisor of Elections - Warehouse	119 W. Kaley Ave.	\$ _____	1,373	\$ _____	x 12 =	\$ _____
46	Wellworks –Central District	2104 E. Michigan St.	\$ _____	4,264	\$ _____	x 12 =	\$ _____
ROUTINE SERVICES - SUBTOTAL							\$ _____

Company Name

DAY PORTER SERVICES							
	Building Name	Service	Qty	Hours of Service	Unit Cost Per Hour	Estimated Annual Hours	Estimated Annual Total Cost
47	Animal Services	Day Porter	1	4 Hours Saturday Only	\$_____	208	\$_____
48	Holden Heights Community Center	Day Porter	1	4 Hours Daily, Mon-Fri	\$_____	1,040	\$_____
49	Juvenile Justice Center	Day Porter	1	6 Hours Daily, Mon-Fri	\$_____	1,560	\$_____
50	Medical Clinic	Day Porter	1	6 Hours Daily, Mon-Fri	\$_____	1,560	\$_____
51	Michigan Street Complex - Various Buildings	Day Porter	1	4 Hours Daily, Mon-Fri	\$_____	1,040	\$_____
52	Public Works Bldgs 1 thru 5, 7S and 7N	Day Porter	1	4 Hours Daily, Mon-Fri	\$_____	1,040	\$_____
53	Sheriff's Central Complex	Day Porter	1	6 Hours Daily, Mon-Fri	\$_____	1,560	\$_____
	DAY PORTERS - SUBTOTAL						\$_____

Company Name

PROJECT FLOOR WORK						
	Service Description	Unit Cost Per SF		Estimated SF Annually		Estimated Annual Total Cost
54	Floor Spray Buffing	\$ _____	x	200,000	=	\$ _____
55	Machine Scrub Non-Resilient Hard Surface Floors	\$ _____	x	100,000	=	\$ _____
56	Reconditioning of Finished Floors	\$ _____	x	200,000	=	\$ _____
57	Stripping and Waxing	\$ _____	x	100,000	=	\$ _____
58	Carpet cleaning, extraction/shampoo	\$ _____	x	200,000	=	\$ _____
59	Carpet cleaning, dry method	\$ _____	x	100,000	=	\$ _____
60	Truck mount high pressure carpet cleaning	\$ _____	x	100,000	=	\$ _____
PROJECT FLOOR WORK - SUBTOTAL						\$ _____

Company Name

ADDITIONAL CUSTODIAL SERVICES						
	Service Description	Unit Cost Per Hour	x	Estimated Annual Hours	=	Estimated Annual Total Cost
61	Event Services / Additional Cleaning	\$ _____	x	150	=	\$ _____
62	Emergency Clean-up Services	\$ _____	x	150	=	\$ _____
63	Upholstered Furniture and Wall Systems Cleaning/Shampoo	\$ _____	x	500	=	\$ _____
64	Exterior Pressure Washing	\$ _____	x	100	=	\$ _____
65	Exterior Window Cleaning	\$ _____	x	250	=	\$ _____
66	Disaster Related Extended Janitorial Services	\$ _____	x	100	=	\$ _____
ADDITIONAL CUSTODIAL SERVICES - SUBTOTAL						\$ _____
TOTAL JANITORIAL SERVICES - LOT D (ALL ITEMS 1-66) \$ _____						

Company Name

**IFB #Y18-163-AV
BID RESPONSE FORM**

The Contractor shall provide all labor and other resources necessary to provide the services in strict accordance with the scope of services defined in this solicitation for the amounts specified in this Bid Response Form, inclusive of overhead, profit and any other costs. **Unit Cost per SF x Cleaning SF = Cost per Month, Cost per Month x Annual Qty = Annual Cost**

LOT E – WEST DISTRICT BUILDINGS

ROUTINE SERVICES							
#	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
1	Apopka Service Center	1111 N. Rock Springs Rd.	\$ _____	2,275	\$ _____	x 12 =	\$ _____
2	Barnet Park Administration Office						
3	Corrections Warehouse	4677 L. B. McLeod Rd.	\$ _____	1,260	\$ _____	x 12 =	\$ _____
4	Emergency Medical Services (EMS)	650 N. Pine Hills Rd.	\$ _____	1,770	\$ _____	x 12 =	\$ _____
5	Facilities Management West District Office	3521 Parkway Center Ct.	\$ _____	4,185	\$ _____	x 12 =	\$ _____
6	Fleet Management	4400 S. Vineland Rd.	\$ _____	9,955	\$ _____	x 12 =	\$ _____
7	Fredrick Douglass Community Center	3688 Day Care Ctr Dr.	\$ _____	4,911	\$ _____	x 12 =	\$ _____
8	Hal Marsten Community Center	3933 Country Club Dr.	\$ _____	11,045	\$ _____	x 12 =	\$ _____
9	911 and Radio Repair	3511 Parkway Ctr Ct.	\$ _____	6,965	\$ _____	x 12 =	\$ _____

Company Name

#	Building Name	Address	Unit Cost Per SF	Cleanin g SF	Cost per Month	Annual Qty	Annual Cost
10	ISS Warehouse	3517 Parkway Ctr Ct.	\$ _____	1,218	\$ _____	x 12 =	\$ _____
11	John Bridges Community Center - Building A	445 W. 15th St.	\$ _____	6,526	\$ _____	x 12 =	\$ _____
12	John Bridges Community Center - Building B (Boys & Girls Club)	445 W. 15th St.	\$ _____	3,192	\$ _____	x 12 =	\$ _____
13	John Bridges Community Center - Building C	445 W. 15th St.	\$ _____	4,946	\$ _____	x 12 =	\$ _____
14	John Bridges Community Center - Building D	445 W. 15th St.	\$ _____	3,806	\$ _____	x 12 =	\$ _____
15	John Bridges Community Center - Building E	445 W. 15th St.	\$ _____	1,388	\$ _____	x 12 =	\$ _____
16	John Bridges Community Center - Building F (Head Start)	445 W. 15th St.	\$ _____	6,543	\$ _____	x 12 =	\$ _____
17	Lila Mitchell Community Center	5151 Raleigh St.	\$ _____	20,003	\$ _____	x 12 =	\$ _____
18	Maxey Community Center	830 Klondike St.	\$ _____	5,143	\$ _____	x 12 =	\$ _____
19	Mildred Dixon Community Center	303 N. West Crowne Point Rd.	\$ _____	3,440	\$ _____	x 12 =	\$ _____
20	Ocoee Service Center	475 W. Story Road	\$ _____	22,890	\$ _____	x 12 =	\$ _____
21	Pine Hills Community Center	6400 Jennings Dr.	\$ _____	3,415	\$ _____	x 12 =	\$ _____
22	Pine Hills Head Start	6400 Jennings Dr.	\$ _____	10,782	\$ _____	x 12 =	\$ _____

Company Name

#	Building Name	Address	Unit Cost Per SF	Cleanin g SF	Cost per Month	Annual Qty	Annual Cost
23	Pine Hills Media Center	6400 Jennings Dr.	\$ _____	2,354	\$ _____	x 12 =	\$ _____
24	Road & Drainage Highway Maint - Apopka Office	3258 Clarcona Road	\$ _____	1,573	\$ _____	x 12 =	\$ _____
25	Road & Drainage Highway Maint – W. Orange Office	644 Beulah Road	\$ _____	1,480	\$ _____	x 12 =	\$ _____
26	Road & Drainage Highway Maint - Zellwood Office	3400 Golden Gem Rd	\$ _____	1,021	\$ _____	x 12 =	\$ _____
27	Sheriff's Evidence	4546 W. 35th St.	\$ _____	2,406	\$ _____	x 12 =	\$ _____
28	Sheriff's LEVO	6350 Wadsworth Rd.	\$ _____	3,357	\$ _____	x 12 =	\$ _____
29	Sheriff's LEVO Maintenance Shop	6350 Wadsworth Rd.	\$ _____	128	\$ _____	x 12 =	\$ _____
30	Sheriff's Special Investigation	4504 Park Breeze Ct.	\$ _____	30,562	\$ _____	x 12 =	\$ _____
31	Southwood Community Center	6201 Brookgreen Ave.	\$ _____	1,207	\$ _____	x 12 =	\$ _____
32	Southwood Head Start	6201 Brookgreen Ave.	\$ _____	8,507	\$ _____	x 12 =	\$ _____
33	Willow Street Community Center	6555 Willow St.	\$ _____	3,707	\$ _____	x 12 =	\$ _____
ROUTINE SERVICES - SUBTOTAL							\$ _____

Company Name

DAY PORTER SERVICES							
	Building Name	Service	Qty	Hours of Service	Unit Cost Per Hour	Est. Annual Hours	Estimated Annual Total Cost
34	Apopka Service Center	Day Porter	1	4 Hours Daily, Mon-Fri	\$_____	1,040	\$_____
35	Hal Marsden Community Center	Day Porter	1	4 Hours Daily, Mon-Fri	\$_____	1,040	\$_____
36	John Bridges Community Center A-F	Day Porter	1	8 Hours Daily, Mon-Fri	\$_____	2,080	\$_____
37	Lila Mitchell Community Center	Day Porter	1	4 Hours Daily, Mon-Fri	\$_____	1,040	\$_____
38	Ocoee Service Center	Day Porter	1	4 Hours Daily, Mon-Fri	\$_____	1,040	\$_____
39	Pine Hills Community Center	Day Porter	1	4 Hours Daily, Mon-Fri	\$_____	1,040	\$_____
DAY PORTERS - SUBTOTAL							\$_____

Company Name

PROJECT FLOOR WORK						
	Service Description	Unit Cost Per SF		Estimated SF Annually		Estimated Annual Total Cost
40	Floor Spray Buff	\$ _____	x	200,000	=	\$ _____
41	Machine Scrub Non-Resilient Hard Surface Floors	\$ _____	x	100,000	=	\$ _____
42	Reconditioning of Finished Floors	\$ _____	x	200,000	=	\$ _____
43	Stripping and Waxing	\$ _____	x	100,000	=	\$ _____
44	Carpet cleaning, extraction/shampoo	\$ _____	x	200,000	=	\$ _____
45	Carpet cleaning, dry method	\$ _____	x	100,000	=	\$ _____
46	Truck mount high pressure carpet cleaning	\$ _____	x	100,000	=	\$ _____
PROJECT FLOOR WORK - SUBTOTAL						\$ _____

Company Name

ADDITIONAL CUSTODIAL SERVICES							
	Service Description	Unit Cost Per Hour	x	Estimated Annual Hours	=	Estimated Annual Total Cost	
47	Event Services / Additional Cleaning	\$ _____	x	100	=	\$ _____	
48	Emergency Clean-up Services	\$ _____	x	50	=	\$ _____	
49	Upholstered Furniture and Wall Systems Cleaning/Shampoo	\$ _____	x	250	=	\$ _____	
50	Exterior Pressure Washing	\$ _____	x	50	=	\$ _____	
51	Exterior Window Cleaning	\$ _____	x	50	=	\$ _____	
52	Disaster Related Extended Janitorial Services	\$ _____	x	50	=	\$ _____	
	ADDITIONAL CUSTODIAL SERVICES - SUBTOTAL						\$ _____
	TOTAL JANITORIAL SERVICES - LOT E (ALL ITEMS 1-52) \$ _____						

Company Name

**IFB #Y18-163-AV
BID RESPONSE FORM**

The Contractor shall provide all labor and other resources necessary to provide the services in strict accordance with the scope of services defined in this solicitation for the amounts specified in this Bid Response Form, inclusive of overhead, profit and any other costs. **Unit Cost per SF x Cleaning SF = Cost per Month, Cost per Month x Annual Qty = Annual Cost**

LOT F – EAST DISTRICT BUILDINGS

ROUTINE SERVICES							
#	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
1	Bithlo Community Action Office and Restroom	18501 E Washington St, Orlando, FL 32820	\$ _____	427	\$ _____	x 12 =	\$ _____
2	Bithlo Community Center - Head Start	18501 E. Washington St.	\$ _____	3,092	\$ _____	x 12 =	\$ _____
3	Bithlo-Christmas Neighborhood Center	18510 Madison Ave.	\$ _____	1,889	\$ _____	x 12 =	\$ _____
4	Clerk of Court Warehouse	1800 Cypress Lake Dr.	\$ _____	1,970	\$ _____	x 12 =	\$ _____
5	Clerk of Courts - East Side	672 S. Goldenrod Rd.	\$ _____	1,238	\$ _____	x 12 =	\$ _____
6	Comptroller's Record Warehouse	1800 Cypress Lake Dr.	\$ _____	4,372	\$ _____	x 12 =	\$ _____
7	East Orange Community Center - Building B	12050 E. Colonial Dr	\$ _____	4,899	\$ _____	x 12 =	\$ _____
8	East Orange Community Center - Building C	12050 E. Colonial Dr	\$ _____	1,750	\$ _____	x 12 =	\$ _____

Company Name

#	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
9	East Orange Community Center - Building D	12050 E. Colonial Dr	\$ _____	3,091	\$ _____	x 12 =	\$ _____
10	East Orange Community Center - Building E	12050 E. Colonial Dr	\$ _____	768	\$ _____	x 12 =	\$ _____
11	East Orange Community Center - Head Start Building F	12050 E. Colonial Dr	\$ _____	768	\$ _____	x 12 =	\$ _____
12	East Orange Community Center - Head Start Building G	12050 E. Colonial Dr	\$ _____	768	\$ _____	x 12 =	\$ _____
13	East Orange Community Center - Head Start Building H	12050 E. Colonial Dr	\$ _____	768	\$ _____	x 12 =	\$ _____
14	East Orange Community Center - Head Start Building I	12050 E. Colonial Dr	\$ _____	768	\$ _____	x 12 =	\$ _____
15	East Orange Community Center - Head Start Building J	12050 E. Colonial Dr	\$ _____	768	\$ _____	x 12 =	\$ _____
16	East Orange Community Center - Head Start Building K	12050 E. Colonial Dr	\$ _____	768	\$ _____	x 12 =	\$ _____
17	Facilities Management East Offices and Wellworks	6600 Amory Court	\$ _____	5,341	\$ _____	x 12 =	\$ _____
18	Fire Rescue Headquarters	6590 Amory Court	\$ _____	47,313	\$ _____	x 12 =	\$ _____

Company Name

#	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
19	Fire Rescue Training Center (Main Building and Warehouse)	2976 N. Forsyth Rd.	\$ _____	5,745	\$ _____	x 12 =	\$ _____
20	Hanging Moss	6136 Hanging Moss Road	\$ _____	513	\$ _____	x 12 =	\$ _____
21	History Center Warehouse	1800 Cypress Lake Dr.	\$ _____	974	\$ _____	x 12 =	\$ _____
22	Road & Drainage Highway Maintenance - Bithlo Office	18841 Old Cheney Highway	\$ _____	1,573	\$ _____	x 12 =	\$ _____
23	Road & Drainage Highway Maintenance - Goldenrod Office & Break Area	2530 N. Forsyth Road	\$ _____	2,428	\$ _____	x 12 =	\$ _____
24	Road & Drainage Highway Maintenance - Taft Office	11442 Intermodal Way	\$ _____	1,502	\$ _____	x 12 =	\$ _____
25	Road & Drainage Highway Maintenance - Three Points Office	4651 Young Pine Road	\$ _____	1,592	\$ _____	x 12 =	\$ _____
26	Sheriff's Gun Range - Admin Building	12455 Wewahottee Rd.	\$ _____	9,664	\$ _____	x 12 =	\$ _____
27	Sheriff's Gun Range - Pistol Range Restroom	12455 Wewahottee Rd.	\$ _____	568	\$ _____	x 12 =	\$ _____
28	Sheriff's Gun Range - Storage/Restroom	12455 Wewahottee Rd.	\$ _____	172	\$ _____	x 12 =	\$ _____
29	Sheriff's Sector II	11146 Lake Underhill Rd.	\$ _____	19,707	\$ _____	x 12 =	\$ _____
30	Sheriff Sector V	6817 Westwood Blvd.	\$ _____	3,237	\$ _____	x 12 =	\$ _____

Company Name

#	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
31	Sphaler Park Activity Center	1001 4th St.	\$_____	3,346	\$_____	x 12 =	\$_____
32	Taft Community Center	9450 S. Orange Ave.	\$_____	6,620	\$_____	x 12 =	\$_____
33	Taft Head Start	9504 S. Orange Ave.	\$_____	9,514	\$_____	x 12 =	\$_____
34	Taft Service Center	9500 S. Orange Ave.	\$_____	2,810	\$_____	x 12 =	\$_____
35	Union Park Neighborhood Center for Families	9839 E Colonial Dr. Orlando, FL 32817	\$_____	2,180	\$_____	x 12 =	\$_____

ROUTINE SERVICES - SUBTOTAL \$_____

DAY PORTER SERVICES

	Building Name	Service	Qty	Hours of Service	Unit Cost Per Hour	Est. Annual Hours	Estimated Annual Total Cost
36	East Orange Community Center B-K	Day Porter	1	4 Hours Daily, Mon-Fri	\$_____	1,040	\$_____
37	Fire Rescue Headquarters	Day Porter	1	6 Hours Daily, Mon-Sun	\$_____	2,190	\$_____
38	Sphaler Park Activity Center,	Day Porter	1	4 Hours Daily, Mon-Fri	\$_____	1,040	\$_____
	Taft Service Center Taft Community Center, Taft Head Start	Day Porter					

DAY PORTERS - SUBTOTAL \$_____

Company Name

PROJECT FLOOR WORK						
	Service Description	Unit Cost Per SF		Estimated SF Annually		Estimated Annual Total Cost
39	Floor Spray Buffing	\$ _____	x	200,000	=	\$ _____
40	Machine Scrub Non-Resilient Hard Surface Floors	\$ _____	x	100,000	=	\$ _____
41	Reconditioning of Finished Floors	\$ _____	x	200,000	=	\$ _____
42	Stripping and Waxing	\$ _____	x	100,000	=	\$ _____
43	Carpet cleaning, extraction/shampoo	\$ _____	x	200,000	=	\$ _____
44	Carpet cleaning, dry method	\$ _____	x	100,000	=	\$ _____
45	Truck mount high pressure carpet cleaning	\$ _____	x	100,000	=	\$ _____
PROJECT FLOOR WORK - SUBTOTAL						\$ _____
ADDITIONAL CUSTODIAL SERVICES						
	Service Description	Unit Cost Per Hour	x	Estimated Annual Hours		Estimated Annual Total Cost
46	Event Services / Additional Cleaning	\$ _____	x	150	=	\$ _____
47	Emergency Clean-up Services	\$ _____	x	150	=	\$ _____
48	Upholstered Furniture and Wall Systems Cleaning/Shampoo	\$ _____	x	500	=	\$ _____
49	Exterior Pressure Washing	\$ _____	x	100	=	\$ _____

Company Name

	Service Description	Unit Cost Per Hour	x	Estimated Annual Hours		Estimated Annual Total Cost
50	Exterior Window Cleaning	\$ _____	x	100	=	\$ _____
51	Disaster Related Extended Janitorial Services	\$ _____	x	100	=	\$ _____
	ADDITIONAL CUSTODIAL SERVICES - SUBTOTAL					\$ _____
	TOTAL JANITORIAL SERVICES - LOT F (ALL ITEMS 1-51) \$ _____					

Company Name

**BID RESPONSE FORM
IFB #Y18-163-AV**

The Contractor shall provide all labor and other resources necessary to provide the services in strict accordance with the scope of services defined in this solicitation for the amounts specified in this Bid Response Form, inclusive of overhead, profit and any other costs. **Unit Cost per SF x Cleaning SF = Cost per Month, Cost per Month x Annual Qty = Annual Cost**

LOT G – UTILITIES DEPT. BUILDINGS

	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
1	Solid Waste Landfill - Admin Building	5901 Young Pine Road	\$ _____	16,394	\$ _____	x 12 =	\$ _____
2	Solid Waste Landfill - Operation bldg. Foreman's Office	5901 Young Pine Road	\$ _____	3,000	\$ _____	x 12 =	\$ _____
3	Solid Waste Landfill - Old Scale House	5901 Young Pine Road	\$ _____	400	\$ _____	x 12 =	\$ _____
4	Solid Waste Landfill - New Scale House	5901 Young Pine Road	\$ _____	1,048	\$ _____	x 12 =	\$ _____
5	Solid Waste - LB Mc Leod Road Transfer Station	5000 LB Mc Leod Road	\$ _____	867	\$ _____	x 12 =	\$ _____
6	Solid Waste - Porter Transfer Station	Good Homes Road at White Road	\$ _____	2,113	\$ _____	x 12 =	\$ _____
7	Utilities Central Administration	9150 Curry Ford Rd.	\$ _____	79,154	\$ _____	x 12 =	\$ _____
8	Utilities Central Operations	8100 Presidents Dr	\$ _____	35,749	\$ _____	x 12 =	\$ _____
9	South Water Reclamation Admin Building	4760 W. Sand Lake Rd	\$ _____	8,648	\$ _____	x 12 =	\$ _____

Company Name

	Building Name	Address	Unit Cost Per SF	Cleaning SF	Cost per Month	Annual Qty	Annual Cost
10	South Water Reclamation Maintenance Building	4760 W. Sand Lake Rd	\$ _____	9,035	\$ _____	x 12 =	\$ _____
11	Northwest Water Reclamation Admin/Maint. Building	701 W. Mc Cormick Rd	\$ _____	8,425	\$ _____	x 12 =	\$ _____
12	Northwest Water Reclamation Biosolids Building	701 W. Mc Cormick Rd	\$ _____	606	\$ _____	x 12 =	\$ _____
13	Western Regional Water Supply	2552 Lakeville Road	\$ _____	6,046	\$ _____	x 12 =	\$ _____
14	Eastern Water Reclamation Admin Building	1621 S. Alafaya Tr	\$ _____	8,899	\$ _____	x 12 =	\$ _____
15	Eastern Water Reclamation Maintenance Building	1621 S. Alafaya Tr	\$ _____	4,067	\$ _____	x 12 =	\$ _____
16	Econ Well Facility	9665 Lake Underhill Rd	\$ _____	3,656	\$ _____	x 12 =	\$ _____
17	EWSF- Eastern Water Supply Facility	9100 Curry Ford RD	\$ _____	17,062	\$ _____	x 12 =	\$ _____
18	Southern Regional Water Supply	13000 S. Orange Avenue	\$ _____	5,625	\$ _____	x 12 =	\$ _____
ROUTINE SERVICES - SUBTOTAL							\$ _____

Company Name

DAY PORTER SERVICES							
	Building Name	Service	Qty	Hours of Service	Unit Cost Per Hour	Estimated Annual Hours	Estimated Annual Total Cost
19	Utilities Central Administration	Day Porter	1	8 Hours Daily, Mon-Fri	\$ _____	2,080	\$ _____
20	Utilities Central Operations	Day Porter	1	4 Hours Daily, Mon-Fri	\$ _____	1,040	\$ _____
DAY PORTERS - SUBTOTAL							\$ _____
PROJECT FLOOR WORK							
	Service Description	Unit Cost Per SF		Estimated SF Annually		Estimated Annual Total Cost	
21	Floor Spray Buffing	\$ _____	x	200,000	=	\$ _____	
22	Machine Scrub Non-Resilient Hard Surface Floors	\$ _____	x	100,000	=	\$ _____	
23	Reconditioning of Finished Floors	\$ _____	x	215,000	=	\$ _____	
24	Stripping and Waxing	\$ _____	x	115,000	=	\$ _____	
25	Carpet cleaning, extraction/shampoo	\$ _____	x	215,000	=	\$ _____	

Company Name

	Service Description	Unit Cost Per SF		Estimated SF Annually		Estimated Annual Total Cost
26	Carpet cleaning, dry method	\$ _____	x	100,000	=	\$ _____
27	Truck mount high pressure carpet cleaning	\$ _____	x	115,000	=	\$ _____
PROJECT FLOOR WORK - SUBTOTAL						\$ _____
ADDITIONAL CUSTODIAL SERVICES						
	Service Description	Unit Cost Per Hour	x	Estimated Annual Hours		Estimated Annual Total Cost
28	Event Services / Additional Cleaning	\$ _____	x	150	=	\$ _____
29	Emergency Clean-up Services	\$ _____	x	150	=	\$ _____
30	Upholstered Furniture and Wall Systems Cleaning/Shampoo	\$ _____	x	500	=	\$ _____
31	Exterior Pressure Washing	\$ _____	x	100	=	\$ _____
32	Exterior Window Cleaning	\$ _____	x	100	=	\$ _____
33	Disaster Related Extended Janitorial Services	\$ _____	x	100	=	\$ _____
ADDITIONAL CUSTODIAL SERVICES - SUBTOTAL						\$ _____
TOTAL JANITORIAL SERVICES - LOT G (ALL ITEMS 1-33)						\$ _____

Company Name

TOTAL ESTIMATED BID – LOT A \$ _____

TOTAL ESTIMATED BID – LOT B \$ _____

TOTAL ESTIMATED BID – LOT C \$ _____

TOTAL ESTIMATED BID – LOT D \$ _____

TOTAL ESTIMATED BID – LOT E \$ _____

TOTAL ESTIMATED BID – LOT F \$ _____

TOTAL ESTIMATED BID – LOT G \$ _____

TOTAL ESTIMATED BID – LOTS A- G \$ _____

IMPORTANT NOTE: When completing your bid, do not attach any forms which may contain terms and conditions that conflict with those listed in the County's bid documents(s). Inclusion of additional terms and conditions such as those which may be on your company's standard forms shall result in your bid being declared non-responsive as these changes will be considered a counteroffer to the County's bid.

Performance shall be not later than ten (10) calendar days After Receipt of Order (ARO) per Special Terms and Conditions.

Inquiries regarding this Invitation for Bids may be directed to Ana Villalona, Purchasing Agent, at Ana.Villalona@ocfl.net

Bid Response Documents - The following documents constitute your bid:

- A. Bid Response Form, Authorized Signatories/Negotiators, Drug-Free Workplace, Schedule of Sub-contracting, Conflict/Non-Conflict of Interest Form, E-Verification Certification, and current W9, Relationship Disclosure Form and Orange County Specific Project Expenditure Report. **Please make sure forms are fully executed where required.**

Company Name

THE FOLLOWING SECTION MUST BE COMPLETED BY ALL BIDDERS:

Company Name: _____

NOTE: COMPANY NAME MUST MATCH LEGAL NAME ASSIGNED TO TIN NUMBER. CURRENT W9 MUST BE SUBMITTED WITH BID.

TIN#: _____ D-U-N-S® # _____

(Street No. or P.O. Box Number) (Street Name) (City)

(County) (State) (Zip Code)

Contact Person: _____

Phone Number: _____ Fax Number: _____

Email Address:

<u>EMERGENCY CONTACT</u>	
Emergency Contact Person: _____	
Telephone Number: _____	Cell Phone Number: _____
Residence Telephone Number: _____	Email: _____

ACKNOWLEDGEMENT OF ADDENDA

The Bidder shall acknowledge receipt of any addenda issued to this solicitation by completing the blocks below or by completion of the applicable information on the addendum and returning it not later than the date and time for receipt of the bid. Failure to acknowledge an addendum that has a material impact on this solicitation may negatively impact the responsiveness of your bid. Material impacts include but are not limited to changes to scope of work/services, delivery time, performance period, quantities, bonds, letters of credit, insurance, or qualifications.

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

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

AUTHORIZED SIGNATORIES/NEGOTIATORS

The Bidder represents that the following **principals** are authorized to sign bids, negotiate and/or sign contracts and related documents to which the bidder will be duly bound. Principal is defined as an employee, officer or other technical or professional in a position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

Name	Title	Telephone Number/Email

(Signature)	(Date)
-------------	--------

(Title)

(Name of Business)

The Bidder shall complete and submit the following information with the bid:

Type of Organization

Sole Proprietorship
 Partnership
 Non-Profit
 Joint Venture
 Corporation

State of Incorporation: _____

Principal Place of Business (Florida Statute Chapter 607): _____
City/County/State

THE PRINCIPAL PLACE OF BUSINESS SHALL BE THE ADDRESS OF THE BIDDER'S PRINCIPAL OFFICE AS IDENTIFIED BY THE FLORIDA DIVISION OF CORPORATIONS.

Federal I.D. number is _____

DRUG-FREE WORKPLACE FORM

The undersigned Bidder, in accordance with Florida Statute 287.087 hereby certifies that _____ does:

Name of Business

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

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

Bidder's Signature

Date

SCHEDULE OF SUBCONTRACTING

IFB NO. Y18-163-AV

As specified in the General Terms and Conditions and the Bid Preference Clause in the Special Terms and Conditions, bidders are to present the details of subcontractor participation.

Name Of Subcontractor	Is the SubContractor a Certified M/WBE with Orange County Government?	Address	Type of Work to be Performed	Percent and dollar amount of Contract Amount to be Subcontracted

Company Name: _____

CONFLICT/NON-CONFLICT OF INTEREST STATEMENT

CHECK ONE

- [] To the best of our knowledge, the undersigned bidder has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

OR

- [] The undersigned bidder, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

LITIGATION STATEMENT

CHECK ONE

- [] The undersigned bidder has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.
- [] The undersigned bidder, **BY ATTACHMENT TO THIS FORM**, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

COMPANY NAME

AUTHORIZED SIGNATURE

NAME (PRINT OR TYPE)

TITLE

Failure to check the appropriate blocks above may result in disqualification of your bid. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your bid.

E VERIFICATION CERTIFICATION

Contract No.Y18-163-AV

I hereby certify that I will utilize the U.S. Department of Homeland Security's E-Verify system in accordance with the terms governing the use of the system to confirm the employment eligibility of the individuals classified below. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duties shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida statutes.

All persons, including subcontractors and their workforce, who will perform work under **Contract No.Y18-163-AV, COUNTY WIDE JANITORIAL SERVICES**, within the state of Florida.

NAME OF CONTRACTOR: _____

ADDRESS OF CONTRACTOR: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

DATE: _____

**RELATIONSHIP DISCLOSURE FORM
FOR USE WITH PROCUREMENT ITEMS, EXCEPT THOSE WHERE THE COUNTY
IS THE PRINCIPAL OR PRIMARY PROPOSER**

For procurement items that will come before the Board of County Commissioners for final approval, this form shall be completed by the Bidder and shall be submitted to the Procurement Division by the Bidder.

In the event any information provided on this form should change, the Bidder must file an amended form on or before the date the item is considered by the appropriate board or body.

Part I

INFORMATION ON BIDDER:

Legal Name of Bidder:

Business Address (Street/P.O. Box, City and Zip Code):

Business Phone: () _____

Facsimile: () _____

**INFORMATION ON BIDDER'S AUTHORIZED AGENT, IF APPLICABLE:
(Agent Authorization Form also required to be attached)**

Name of Bidder's Authorized Agent:

Business Address (Street/P.O. Box, City and Zip Code):

Business Phone: () _____

Facsimile: () _____

Part II

IS THE BIDDER A RELATIVE OF THE MAYOR OR ANY MEMBER OF THE BCC?

___ **YES** ___ **NO**

IS THE MAYOR OR ANY MEMBER OF THE BCC THE BIDDER'S EMPLOYEE?

___ **YES** ___ **NO**

IS THE BIDDER OR ANY PERSON WITH A DIRECT BENEFICIAL INTEREST IN THE OUTCOME OF THIS MATTER A BUSINESS ASSOCIATE OF THE MAYOR OR ANY MEMBER OF THE BCC?

___ **YES** ___ **NO**

If you responded "YES" to any of the above questions, please state with whom and explain the relationship.

(Use additional sheets of paper if necessary)

Part III

ORIGINAL SIGNATURE AND NOTARIZATION REQUIRED

I hereby certify that information provided in this relationship disclosure form is true and correct based on my knowledge and belief. If any of this information changes, I further acknowledge and agree to amend this relationship disclosure form prior to any meeting at which the above-referenced project is scheduled to be heard. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

Signature of Bidder _____
Date

Printed Name and Title of Person completing this form:

STATE OF _____ :
COUNTY OF _____ :

I certify that the foregoing instrument was acknowledged before me this _____ day of _____, 20__ by _____. He/she is personally known to me or has produced _____ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the _____ day of _____, in the year _____.

(Notary Seal)

Signature of Notary Public
Notary Public for the State of _____
My Commission Expires: _____

Staff signature and date of receipt of form

Staff reviews as to form and does not attest to the accuracy or veracity of the information provided herein.

FREQUENTLY ASKED QUESTIONS (FAQ)
ABOUT THE
RELATIONSHIP DISCLOSURE FORM
Updated 6-28-11

WHAT IS THE RELATIONSHIP DISCLOSURE FORM?

The Relationship Disclosure Form (form OC CE 2D and form OC CE 2P) is a form created pursuant to the County's Local Code of Ethics, codified at Article XIII of Chapter 2 of the Orange County Code, to ensure that all development-related items and procurement items presented to or filed with the County include information as to the relationship, if any, between the applicant and the County Mayor or any member of the Board of County Commissioners (BCC). The form will be a part of the backup information for the applicant's item.

WHY ARE THERE TWO RELATIONSHIP DISCLOSURE FORMS?

Form OC CE 2D is used only for development-related items, and form OC CE 2P is used only for procurement-related items. The applicant needs to complete and file the form that is applicable to his/her case.

WHO NEEDS TO FILE THE RELATIONSHIP DISCLOSURE FORM?

Form OC CE 2D should be completed and filed by the owner of record, contract purchaser, or authorized agent. Form OC CE 2P should be completed and filed by the bidder, offeror, quoter, or respondent, and, if applicable, their authorized agent. In all cases, the person completing the form must sign the form and warrant that the information provided on the form is true and correct.

WHAT INFORMATION NEEDS TO BE DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM?

The relationship disclosure form needs to disclose pertinent background information about the applicant and the relationship, if any, between, on the one hand, the applicant and, if applicable, any person involved with the item, and on the other hand, the Mayor or any member of the BCC.

In particular, the applicant needs to disclose whether any of the following relationships exist: (1) the applicant is a business associate of the Mayor or any member of the BCC; (2) any person involved with the approval of the item has a beneficial interest in the outcome of the matter *and* is a business associate of the Mayor or any member of the BCC; (3) the applicant is a relative of the Mayor or any member of the BCC; or (4) the Mayor or any member of the BCC is an employee of the applicant. (See Section 2-454, Orange County Code.)

HOW ARE THE KEY RELEVANT TERMS DEFINED?

Applicant means, for purposes of a development-related project, the owner, and, if applicable, the contract purchaser or owner's authorized agent. Applicant means, for purposes of a procurement item, the bidder, offeror, quoter, respondent, and, if applicable, the authorized agent of the bidder, offeror, quoter, or respondent.

Business associate means any person or entity engaged in or carrying on a business enterprise with a public officer, public employee, or candidate as a partner, joint venture, corporate shareholder where the shares of such corporation are not listed on any national or regional stock exchange, or co-owner of property. In addition, the term

includes any person or entity engaged in or carrying on a business enterprise, or otherwise engaging in common investment, with a public officer, public employee, or candidate as a partner, member, shareholder, owner, co-owner, joint venture partner, or other investor, whether directly or indirectly, whether through a Business Entity or through interlocking Parent Entities, Subsidiary Entities, or other business or investment scheme, structure, or venture of any nature. (See Section 112.312(4), Florida Statutes, and Section 2-452(b), Orange County Code.)

Employee means any person who receives remuneration from an employer for the performance of any work or service while engaged in any employment under any appointment or contract for hire or apprenticeship, express or implied, oral or written, whether lawfully or unlawfully employed, and includes, but is not limited to, aliens and minors. (See Section 440.02(15), Florida Statutes.)

Relative means an individual who is related to a public officer or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the public officer or employee or who otherwise holds himself or herself out as or is generally known as the person whom the public officer or employee intends to marry or with whom the public officer or employee intends to form a household, or any other natural person having the same legal residence as the public officer or employee. (See Section 112.312(21), Florida Statutes.)

DOES THE RELATIONSHIP DISCLOSURE FORM NEED TO BE UPDATED IF INFORMATION CHANGES?

Yes. It remains a continuing obligation of the applicant to update this form whenever any of the information provided on the initial form changes.

WHERE DO THE RELATIONSHIP DISCLOSURE FORM AND ANY SUBSEQUENT UPDATES NEED TO BE FILED?

For a development-related item, the Relationship Disclosure Form and any update need to be filed with the County Department or County Division where the applicant filed the application. For a procurement item, the Relationship Disclosure Form and any update need to be filed with the Procurement Division.

WHEN DO THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES NEED TO BE FILED?

In most cases, the initial form needs to be filed when the applicant files the initial development-related project application or initial procurement-related forms. However, with respect to a procurement item, a response to a bid will not be deemed unresponsive if this form is not included in the initial packet submitted to the Procurement Division.

If changes are made after the initial filing, the final, cumulative Relationship Disclosure Form needs to be filed with the appropriate County Department or County Division processing the application not less than seven (7) days prior to the scheduled BCC agenda date so that it may be incorporated into the BCC agenda packet. When the matter is a discussion agenda item or is the subject of a public hearing, and an update has not been made at least 7 days prior to BCC meeting date or is not included in the

BCC agenda packet, the applicant is obligated to verbally present such update to the BCC when the agenda item is heard or the public hearing is held. When the matter is a consent agenda item and an update has not been made at least 7 days prior to the BCC meeting or the update is not included in the BCC agenda packet, the item will be pulled from the consent agenda to be considered at a future meeting.

WHO WILL REVIEW THE INFORMATION DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES?

The information disclosed on this form and any updates will be a public record as defined by Chapter 119, Florida Statutes, and may therefore be inspected by any interested person. Also, the information will be made available to the Mayor and the BCC members. This form and any updates will accompany the information for the applicant's project or item.

However, for development-related items, if an applicant discloses the existence of one or more of the relationships described above and the matter would normally receive final consideration by the Concurrency Review Committee or the Development Review Committee, the matter will be directed to the BCC for final consideration and action following committee review.

CONCLUSION:

We hope you find this FAQ useful to your understanding of the Relationship Disclosure Form. Please be informed that if the event of a conflict or inconsistency between this FAQ and the requirements of the applicable ordinance or law governing relationship disclosures, the ordinance or law controls.

Also, please be informed that the County Attorney's Office is not permitted to render legal advice to an applicant or any other outside party. Accordingly, if the applicant or an outside party has any questions after reading this FAQ, he/she is encouraged to contact his/her own legal counsel.

ORANGE COUNTY SPECIFIC PROJECT EXPENDITURE REPORT

This lobbying expenditure form shall be completed in full and filed with all application submittals. This form shall remain cumulative and shall be filed with the department processing your application. Forms signed by a principal's authorized agent shall include an executed Agent Authorization Form.

This is the initial Form: _____
This is a Subsequent Form: _____

Part I

Please complete all of the following:

Name and Address of Principal (legal name of entity or owner per Orange County tax rolls): _____

Name and Address of Principal's Authorized Agent, if applicable: _____

List the name and address of all lobbyists, Contractors, contractors, subcontractors, individuals or business entities who will assist with obtaining approval for this project. (Additional forms may be used as necessary.)

1. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No___
2. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No___
3. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No___
4. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No___
5. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No___
6. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No___
7. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No___
8. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No___

Part II

Expenditures:

For this report, an "expenditure" means money or anything of value given by the principal and/or his/her lobbyist for the purpose of lobbying, as defined in section 2-351, Orange County Code. This may include public relations expenditures including, but not limited to, petitions, fliers, purchase of media time, cost of print and distribution of publications. However, the term "expenditure" **does not** include:

- Contributions or expenditures reported pursuant to chapter 106, Florida Statutes;
- Federal election law, campaign-related personal services provided without compensation by individuals volunteering their time;
- Any other contribution or expenditure made by or to a political party;
- Any other contribution or expenditure made by an organization that is exempt from taxation under 26 U.S.C. s. 527 or s. 501(c)(4), in accordance with s.112.3215, Florida Statutes; and/or
- Professional fees paid to registered lobbyists associated with the project or item.

The following is a complete list of all lobbying expenditures and activities (including those of lobbyists, contractors, Contractors, etc.) incurred by the principal or his/her authorized agent and expended in connection with the above-referenced project or issue. **You need not include de minimus costs (under \$50) for producing or reproducing graphics, aerial photographs, photocopies, surveys, studies or other documents related to this project.**

Date of Expenditure	Name of Party Incurring Expenditure	Description of Activity	Amount Paid
TOTAL EXPENDED THIS REPORT			\$

Part III

Original signature and notarization required

I hereby certify that information provided in this specific project expenditure report is true and correct based on my knowledge and belief. I acknowledge and agree to comply with the requirement of section 2-354, of the Orange County code, to amend this specific project expenditure report for any additional expenditure(s) incurred relating to this project prior to the scheduled Board of County Commissioner meeting. I further acknowledge and agree that failure to comply with these requirements to file the specific expenditure report and all associated amendments may result in the delay of approval by the Board of County Commissioners for my project or item, any associated costs for which I shall be held responsible. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

Date Signature of Principal or Principal's Authorized Agent
(check appropriate box)

Printed Name and Title of Person completing this form:

STATE OF _____ :
COUNTY OF _____ :

I certify that the foregoing instrument was acknowledged before me this _____ day of _____, 20__ by _____. He/she is personally known to me or has produced _____ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the _____ day of _____, in the year _____.

(Notary Seal) Signature of Notary Public
Notary Public for the State of _____
My Commission Expires: _____

Staff signature and date of receipt of form

Staff reviews as to form and does not attest to the accuracy or veracity of the information provided herein.

**FREQUENTLY ASKED QUESTIONS (FAQ)
ABOUT THE
SPECIFIC PROJECT EXPENDITURE REPORT**
Updated 3-1-11

WHAT IS A SPECIFIC PROJECT EXPENDITURE REPORT (SPR)?

A Specific Project Expenditure Report (SPR) is a report required under Section 2-354(b) of the Orange County Lobbying Ordinance, codified at Article X of Chapter 2 of the Orange County Code, reflecting all lobbying expenditures incurred by a principal and their authorized agent(s) and the principal's lobbyist(s), contractor(s), subcontractor(s), and Contractor(s), if applicable, for certain projects or issues that will ultimately be decided by the Board of County Commissioners (BCC).

Matters specifically exempt from the SPR requirement are ministerial items, resolutions, agreements in settlement of litigation matters in which the County is a party, ordinances initiated by County staff, and some procurement items, as more fully described in 2.20 of the Administrative Regulations.

Professional fees paid by the principal to his/her lobbyist for the purpose of lobbying need not be disclosed on this form. (See Section 2-354(b), Orange County Code.)

WHO NEEDS TO FILE THE SPR?

The principal or his/her authorized agent needs to complete and sign the SPR and warrant that the information provided on the SPR is true and correct.

A principal that is a governmental entity does not need to file an SPR.

HOW ARE THE KEY RELEVANT TERMS DEFINED?

Expenditure means "a payment, distribution, loan, advance, reimbursement, deposit, or anything of value made by a lobbyist or principal for the purpose of lobbying. This may include public relations expenditures (including but not limited to petitions, flyers, purchase of media time, cost of print and distribution of publications) but does not include contributions or expenditures reported pursuant to Chapter 106, Florida Statutes, or federal election law, campaign-related personal services provided without compensation by individuals volunteering their time, any other contribution or expenditure made by or to a political party, or any other contribution or expenditure made by an organization that is exempt from taxation under 26 U.S.C. s. 527 or s. 501(c)(4)." (See Section 112.3215, Florida Statutes.) Professional fees paid by the principal to his/her lobbyist for the purpose of lobbying are not deemed to be "expenditures." (See Section 2-354, Orange County Code.)

Lobbying means seeking "to encourage the approval, disapproval, adoption, repeal, rescission, passage, defeat or modification of any ordinance, resolution, agreement, development permit, other type of permit, franchise, vendor, Contractor, contractor, recommendation, decision or other foreseeable action of the [BCC]," and "include[s] all communications, regardless of whether initiated by the lobbyist or by the person being lobbied, and regardless of whether oral, written or electronic." (See Section 2-351, Orange County Code.) Furthermore, *lobbying* means communicating "directly with the County Mayor, with any other member of the [BCC], or with any member of a procurement committee." (See Section 2-351, Orange County Code.) *Lobbying* also

means communicating “indirectly with the County Mayor or any other member of the [BCC]” by communicating with any staff member of the Mayor or any member of the BCC, the county administrator, any deputy or assistant county administrator, the county attorney, any county department director, or any county division manager. (See Section 2-351, Orange County Code.) *Lobbying* does not include the act of appearing before a Sunshine Committee, such as the Development Review Committee or the Roadway Agreement Committee other than the BCC.

Principal means “the person, partnership, joint venture, trust, association, corporation, governmental entity or other entity which has contracted for, employed, retained, or otherwise engaged the services of a lobbyist.” *Principal* may also include a person, partnership, joint venture, trust, association, corporation, limited liability corporation, or other entity where it or its employees do not qualify as a lobbyist under the definition set forth in Section 2-351 of the Orange County Code but do perform lobbying activities on behalf of a business in which it has a personal interest.

DOES THE SPR NEED TO BE UPDATED IF INFORMATION CHANGES?

Yes. It remains a continuing obligation of the principal or his/her authorized agent to update the SPR whenever any of the information provided on the initial form changes.

WHERE DO THE SPR AND ANY UPDATES NEED TO BE FILED?

The SPR needs to be filed with the County Department or County Division processing the application or matter. If and when an additional expenditure is incurred subsequent to the initial filing of the SPR, an amended SPR needs to be filed with the County Department or County Division where the original application, including the initial SPR, was filed.

WHEN DO THE SPR AND ANY UPDATES NEED TO BE FILED?

In most cases, the initial SPR needs to be filed with the other application forms. The SPR and any update must be filed with the appropriate County Department or County Division not less than seven (7) days prior to the BCC hearing date so that they may be incorporated into the BCC agenda packet. (See Section 2-354(b), Orange County Code.) When the matter is a discussion agenda item or is the subject of a public hearing, and any additional expenditure occurs less than 7 days prior to BCC meeting date or updated information is not included in the BCC agenda packet, the principal or his/her authorized agent is obligated to verbally present the updated information to the BCC when the agenda item is heard or the public hearing is held. When the matter is a consent agenda item and an update has not been made at least 7 days prior to the BCC meeting or the update is not included in the BCC agenda packet, the item will be pulled from the consent agenda to be considered at a future meeting.

WHO WILL BE MADE AWARE OF THE INFORMATION DISCLOSED ON THE SPR AND ANY UPDATES?

The information disclosed on the SPR and any updates will be a public record as defined by Chapter 119, Florida Statutes, and therefore may be inspected by any interested person. Also, the information will be made available to the Mayor and the BCC members. This information will accompany the other information for the principal's project or item.

CONCLUSION:

We hope you find this FAQ useful to your understanding of the SPR. Please be informed that in the event of a conflict or inconsistency between this FAQ and the requirements of the applicable ordinance governing specific project expenditure reports, the ordinance controls.

Also, please be informed that the County Attorney's Office is not permitted to render legal advice to a principal, his/her authorized agent, or any other outside party. Accordingly, if after reading this FAQ the principal, his/her authorized agent or an outside party has any questions, he/she is encouraged to contact his/her own legal counsel.

AGENT AUTHORIZATION FORM

I/We, (Print Bidder name) _____, Do hereby authorize (print agent's name), _____, to act as my/our agent to execute any petitions or other documents necessary to affect the CONTRACT approval PROCESS more specifically described as follows, (IFB NUMBER AND TITLE) _____, and to appear on my/our behalf before any administrative or legislative body in the county considering this CONTRACT and to act in all respects as our agent in matters pertaining TO THIS CONTRACT.

Signature of Bidder

Date

STATE OF _____ :
COUNTY OF _____ :

I certify that the foregoing instrument was acknowledged before me this _____ day of _____, 20__ by _____. He/she is personally known to me or has produced _____ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the _____ day of _____, in the year _____.

(Notary Seal)

Signature of Notary Public
Notary Public for the State
of _____
My Commission
Expires: _____

EXHIBIT A

LEASED EMPLOYEE AFFIDAVIT

I affirm that an employee leasing company provides my workers' compensation coverage. I further understand that my contract with the employee leasing company limits my workers' compensation coverage to enrolled worksite employees only. My leasing arrangement does not cover un-enrolled worksite employees, independent contractors, uninsured sub-contractors or casual labor exposure.

I hereby certify that 100% of my workers are covered as worksite employees with the employee leasing company. I certify that I do not hire any casual or uninsured labor outside the employee leasing arrangement. I agree to notify the County in the event that I have any workers not covered by the employee leasing workers' compensation policy. In the event that I have any workers not subject to the employee leasing arrangement, I agree to obtain a separate workers' compensation policy to cover these workers. I further agree to provide the County with a certificate of insurance providing proof of workers' compensation coverage prior to these workers entering any County jobsite.

I further agree to notify the County if my employee leasing arrangement terminates with the employee leasing company and I understand that I am required to furnish proof of replacement workers' compensation coverage prior to the termination of the employee leasing arrangement.

I certify that I have workers' compensation coverage for all of my workers through the employee leasing arrangement specified below:

Name of Employee Leasing Company: _____

Workers' Compensation Carrier: _____

A.M. Best Rating of Carrier: _____

Inception Date of Leasing Arrangement: _____

I further agree to notify the County in the event that I switch employee-leasing companies. I recognize that I have an obligation to supply an updated workers' compensation certificate to the County that documents the change of carrier.

Name of Contractor: _____

Signature of Owner/Officer: _____

Title: _____ Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER 1. Name of Agent or Broker Street Address City, State, Zip	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :		
INSURER B :		
INSURER C : 3.		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED 2. Name of Insured Street Address City, State, Zip	CERTIFICATE NUMBER:	REVISION NUMBER:
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COVERAGES THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS LTR	TYPE OF INSURANCE	ADOL INSE	SUBR WVD	POLICY NUMBER	POLICY EXP (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	8. LIMITS
3.	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PER SUBJECT <input type="checkbox"/> LOC	4.	5.	6.	7.		EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY 9. <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED. RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY 10. <input type="checkbox"/> Y <input type="checkbox"/> N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
11.							

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Orange County Government is additionally insured on the General Liability Policy. A waiver of subrogation applies in favor of Orange County Government, it's agents, employees, and officials on the Worker's Compensation Policy.

CERTIFICATE HOLDER 13. Orange County Board of County Commissioners Procurement Division 400 E. South Street Orlando, Florida 32801	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 14.
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ORANGE COUNTY CERTIFICATE OF INSURANCE REVIEW GUIDE

1. **PRODUCER:** Agent's name and address must be shown along with contact name phone, fax, and email address.
2. **INSURED:** Legal name and address of the entity entering into the contract or agreement
3. **INSURERS AFFORDING COVERAGE & NAIC #:** Name of the insurance company that is insuring the line of coverage. The INSURER and applicable letter will be used throughout the certificate to indicate the lines of coverage placed with a particular insurance company. A letter must be shown in the INSUR L TR section for each coverage line listed on the certificate.
4. **ADDL INSR:** Signifies whether coverage includes additional insured status. Very few agents use this section. Additional insured status is usually discussed in the Description of Operations/Locations/Vehicles section.
5. **SUBR WVD:** Signifies that a waiver of subrogation is in valid for each line of coverage as indicated.
6. **POLICY NUMBER:** A policy number should be listed for each line of coverage for which commercial insurance is being provided.
7. **POLICY EFFECTIVE/EXPIRATION DATES:** Effective and expiration dates should fall within the time frame of the inception of the contract or agreement.
8. **LIMITS:** As required in the written agreement. The general aggregate should be at least twice the per occurrence limit for all continuing service contracts. If the aggregate limit applies separately then the PROJECT box should be marked.
9. **AUTOMOBILE LIABILITY:** The ANY AUTO box is preferable however; some organizations do not own vehicles so the other boxes may be marked.
10. **WORKERS' COMPENSATION:** Look closely to see if any proprietor, partner, or executive officer is excluded. If so, please contact Risk Management for waiver approval. The WC STATUTORY LIMITS box must be selected.
11. **OTHER:** This section is used for other coverage such as professional liability and employee dishonesty. The same rules apply with regards to policy numbers, effective and expiration dates and limits.
12. **DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES:** This section typically contains any special or qualifying language such as additional insured status or waivers of subrogation. If additional space is needed an ACORD 101 should be attached. Please note that these certificates are for information only and do not confer any rights upon the certificate holder. This is why we also ask for the specific policy language or endorsement specifying that these provisions are in place.
13. **CERTIFICATE HOLDER:** Orange County Board of County Commissioners should be listed as the certificate holder. Individual departments and divisions should not be listed as the primary certificate holder.
14. **AUTHORIZED REPRESENTATIVE:** This section should contain the signature of the person authorized to issue the certificate on behalf of the insurance company.

EXHIBIT B

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
<i>The following are additional insured under the Professional Liability section of this policy (already included under the GL by form #86571).</i>
YOUR MEDICAL DIRECTORS AND ADMINISTRATORS, INCLUDING PROFESSIONAL PERSONS, BUT ONLY WHILE ACTING WITHIN THE SCOPE OF THEIR DUTIES FOR THE NAMED INSURED AS MEDICAL DIRECTORS AND ADMINISTRATORS;
AN INDEPENDENT CONTRACTOR IS AN INSURED ONLY FOR THE CONDUCT OF YOUR BUSINESS AND SOLELY WHILE PERFORMING SERVICES FOR A CLIENT OF THE NAMED INSURED, BUT SOLELY WITHIN THE SCOPE OF SERVICES CONTEMPLATED BY THE NAMED INSURED;
STUDENTS IN TRAINING WHILE PREFORMING DUTIES AS INSTRUCTED BY THE NAMED INSURED;
ANY ENTITY YOU ARE REQUIRED IN A WRITTEN CONTRACT (HEREINAFTER CALLED ADDITIONAL INSURED) TO NAME AS AN INSURED IS AN INSURED BUT ONLY WITH RESPECT TO LIABILITY ARISING OUT OF YOUR PREMISES OR OPERATIONS:
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily Injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

EXHIBIT C

POLICY NUMBER: _____ COMMERCIAL GENERAL LIABILITY
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies Insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART
SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)
ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS ATTN: PROCUREMENT DIVISION 400 E. SOUTH STREET, 2 nd FLOOR ORLANDO, FL 32801
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily Injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

EXHIBIT D

WORKERS COMPENSTION AND EMPLOYEES LIABILITY INSURANCE POLICY WC 00 03 13

2ND Reprint

Effective April 1, 1984

Advisory

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Name of Person or Organization:

ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS
ATTN: PROCUREMENT DIVISION
400 E. SOUTH STREET, 2ND FLOOR
ORLANDO, FL 32801

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EXHIBIT E

POLICY NUMBER:

**COMMERCIAL GENERAL LIABILITY
CG 24 04 10 93**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS
ATTN: PROCUREMENT DIVISION
400 E. SOUTH STREET, 2nd FLOOR
ORLANDO, FL 32801

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

The TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US Condition (Section IV – COMMERCIAL GENERAL LIABILITY CONDITIONS) is amended by the addition of the following:

We waive any right to recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or “your work” done under a contract with that person or organization and included in the “Products-completed operations hazard”. This waiver applies only to the person or organization shown in the Schedule above.