

BID SPECIFICATIONS

BID #1819-14

JANITORIAL SERVICES

SECTION 1.0: GENERAL TERMS AND CONDITIONS

1. All responses shall become the property of the Gulf County Board of County Commissioners (the "County").
2. The County will not reimburse respondent(s) for any costs associated with the preparation and submittal of any response.

SECTION 2.0: PROJECT OVERVIEW

Gulf County is accepting bids from qualified service providers to provide janitorial services in Gulf County, Florida for the following facilities (the schedules and expectations of which are more particularly described herein).

1. Gulf County Courthouse
2. Robert M. Moore Administration Building
3. Gulf County Emergency Operations Center
4. Port St. Joe Library
5. Gulf County Public Works
6. Gulf County Supervisor of Elections
7. Gulf County Extension Office (PSJ & Wewahitchka)
8. Clerk of Court & Tax Collector Offices (Wewahitchka)

The County invites all interested firms/persons who wish to participate in the process to submit sealed responses in accordance with the guidelines outlined herein. Awarded contracts will be for one (1) year at signing with an option of three (3) one (1) year renewals, if both parties agree.

SECTION 3.0: OBJECTIVE

The objective of this bid request is to secure professional janitorial services. The requirements in the scope of work are the minimum required by the County and bidders can be creative and propose improvements and enhancements for consideration. The contract between the successful vendor and the County should meet the following objectives:

1. To deliver high-quality, cost effective, janitorial services for specified facilities located in Gulf County, Florida.
2. To furnish all labor, necessary supplies and equipment to perform the listed contracted cleaning services required for the buildings specified herein and, in the manner, and schedules set forth.

3. The premises, equipment and facilities shall be maintained in a condition satisfactorily to the County and follow the specification frequencies without exception.

SECTION 4.0: INSTRUCTIONS TO PROPOSERS

The County will review all properly submitted replies which are received by the deadline for submission. The proposals will be opened and read publicly on January 22, 2019, at 10:00 a.m., E.T. at the Clerk's Office located at 1000 Cecil G. Costin Sr., Blvd., Room 149, Port St. Joe, Florida 32456. Replies which are incomplete or which are not conforming to the requirements will be rejected.

The County will notify the selected vendor as soon as possible of the selection. The successful vendor shall execute a contract with the County incorporating the terms of this bid proposal and all or part of the vendor's proposal.

1. Proposals will be evaluated and the award, if any, will be made to the proposer who best meets the requirements and is judged best able to provide the janitorial services as described herein. The County reserves the right to reject all proposals, and to select the proposal considered most advantageous to Gulf County, as solely determined by the Gulf County Board of County Commissioners.
2. All questions concerning the bid request must be submitted to Warren Yeager, Assistant County Administrator, 1000 Cecil G. Costin Sr. Blvd., Room 302, Port St. Joe, Florida 32456 or by calling (850) 229-6106.
3. Formal Proposals, amendments thereto, or requests for withdrawal of proposals received by the County after time for opening will not be considered.
4. The County reserves the right to reject any bids that in the judgment of the County, do not meet the requirements stated in this bid request.
5. Contracts are awarded to the most qualified, responsible, and responsive vendor based on the full consideration of any or all alternatives, as may be in the best interest of the County and as solely determined by Gulf County.
6. Any proposal may be withdrawn up until the date set for the deadline for the proposals. Any proposal not so withdrawn shall constitute an irrevocable offer for a period of ninety (90) days after the bids are opened. No representation or guarantee is made herein as to the time between the proposal opening and the subsequent contract action.
7. The County reserves the right, without prior notice, to supplement, amend, or otherwise modify this bid request, or request additional information from any and/or all respondents. By submitting a qualification, the bidder thereby agrees that Gulf County's decision concerning submittal is final, binding and conclusive upon it for all purposes, and acknowledges that Gulf County, in its sole and unqualified discretion, may waive or deviate from the procedures and/or timetable described in the bid request.

SECTION 5.0: TERMS AND CONDITIONS

1. Any subsequent agreement between the County and the successful vendor shall be governed by the laws of Florida. The Court of competent jurisdiction for this agreement shall be the Circuit Court for Gulf County, Florida.
2. The County reserves the right to terminate the awarded bid's contract at any time for any reason by giving vendor a minimum of thirty (30) days written notice by return receipt mail of such termination. In the event of said termination, vendor shall not reduce its activities be paid per the contract for services rendered through the date of termination.
3. The vendor to perform services for the County shall indemnify, hold harmless, and defend the County, its officers, agents, and employees from any and all liability including claims, demands, losses, costs, damages, and expenses of any kind and description of damage to person or properly arising out of or in connection with or occurring during the course of any agreement between the vendor and the County where such liability is founded upon or grows out of the acts or omissions of any agents or employees of the vendor.
4. It is relevant to the County that the bidder has adequate insurance to cover itself and the County during the term of the contract. Ideally the County would like the bidder to have the following amounts of coverage:

Desired Coverage Amounts

- A. General Liability Insurance. A standard liability insurance policy in the single amount of \$250,000 per occurrence and \$500,000 as an aggregate amount. General liability insurance in an amount not less than \$75,000 per person and \$150,000 per occurrence.
- B. Worker's Compensation. Workers Compensation Insurance as required by the Labor Code of the State of Florida which provides at least the minimum statutory limits required and Employers Liability.
- C. The County also desires the following: the insurance shall name the vendor, its employees, officers, agents and independent vendors within the coverage and limits stated above. Said insurance coverage shall provide coverage at any date a claim is made against any of the insured whether any relationship exists between the County and the vendor.
- D. Certificates of Insurance: Within ten (10) days of award of this Agreement, the vendor shall deliver to the County certificates of insurance naming the County, its elected officials and employees as additional insured parties for each of the above specified types of insurance.
- E. Change in Insurance Coverage: The vendor shall notify the County of changes in insurance coverage in writing within thirty (30) days, but under no circumstances will the types or amounts of coverage be changed without the prior written consent of the County.

NOTE: The bidder shall specifically list in its responsive documents what, if any, insurance coverage that it currently has that would fulfill the terms of this Section.

SECTION 6.0: SCOPE OF SERVICES

The County requests the vendor to set forth a bid for the services in **Attachment “A”**. A vendor may also provide the County with more than one option regarding services. However, the vendor must submit a proposal, which at the very least, covers the above referenced scope of services to be included. All items not covered in this bid request may be negotiated between both parties. Items covered in the request may be amended and negotiated by both parties.

SECTION 7.0: MANDATORY PROPOSAL REQUIREMENTS

1. Proposal Requirements:
 - A. Completed Invitation to Bid Form (Attachment “B”).
 - B. Completed Bid Submittal Form (Attachment “C”).
 - C. Completed Conflict of Interest Form (Attachment “D”).
 - D. Completed Indemnification and Hold Harmless Form (Attachment “E”).
 - E. Completed Drug Free Workplace Certification Form (Attachment “F”).
 - F. A description of your firm, personnel and services provided. Said description should include the reason why you believe your firm should be awarded the bid.
 - G. Specific amounts of Insurance Coverage as requested above in Section 5, Subsection 4, including copies of all applicable licenses and insurance certificates (i.e., worker’s compensation, general liability, unemployment compensation, etc.).
 - H. Any other pertinent information that you believe will assist the County in understanding your company and assurances if awarded the contract. **NOTE:** Failure to provide any of the above information may be cause for the bid to be considered non-responsive.
2. Vendors submissions should be formatted in the sequence as listed herein. Any supporting documentation the vendor feels should be included to support their response should be added after the required documentation.
3. Proposals submitted must follow the terms of the Request for Bid. Failure to comply with all provisions of the request may result in disqualification. The County reserves the right to reject all submittals or to waive minor defects or irregularities in any submittal. The County further reserves the right without prior notice, to supplement, amend, or otherwise modify this Bid Request, or request additional information from all respondents. By submitting a bid, the vendor thereby agrees that the County’s decision concerning any submittal is final, binding, and conclusive upon it for all purposes, and acknowledges that the County in its sole discretion may waive or deviate from the procedures and/or timetable described in the Bid Request. All materials submitted become the property of the County and may be available to the public.
4. Products and services that are not specifically addressed in this bid request, but which are necessary to provide functional capabilities proposed by the respondent must be included in the proposal.

SECTION 8.: AWARD CRITERIA

Awards shall be made to the vendor whose proposal is determined to be in the best interest of the County, taking into consideration cost and the other evaluation factors listed in the bid. While the price/cost will comprise the largest factor in determining the best overall bid, other factors, such as method of approach, capability, qualifications and references will be considered as well.

SECTION 9.0: AWARD PROCEDURES

1. The County through its duly authorized agents reserves the right to reject any or all bids, to waive all technicalities and to accept the proposal deemed most advantageous to the County. All vendors, by submission of their respective proposals, agree to abide by the rules, regulations, and procedures of the County. An intent to award will not be made and agreement will not be executed until the County, at its sole discretion, accepts a proposal.
2. Awards will not be made to any person, firm, or company in default of a contract with the County, or to any vendor having as its sales agent, representative, or any member of the firm, any individual previously in default or guilty of misrepresentation.
3. The County reserves the right to negotiate price with the successful bidder prior to awarding contract and during the contact period.
4. The County will notify the selected vendor as soon as practical of the selection. Written notice of award to vendor in the form of a letter, contract or otherwise, mailed or delivered to the address shown on the proposal will be considered sufficient notice of acceptance of proposal.
5. Vendors may secure information pertaining to results of the proposal by request to the Clerk of Courts Office with Leanna Roberts, Monday through Friday from 8:00 a.m. and 5:00 p.m., E.T.

Gulf County Board of County Commissioners

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ATTACHMENT "A"

DAILY:

- A. Carpet areas will be vacuumed, and spot cleaned as needed. Composition floors will be swept, or dust mopped.
- B. Trash receptacles will be emptied & liners replaced as needed.
- C. Water fountains will be cleaned and sanitized.
- D. All outside entrances will be cleaned and swept.
- E. Clean entrance doors glass interiors and exterior.
- F. Check back entrances and keep clean and cleared.

WEEKLY:

- A. Composition floors will be damp mopped.
- B. Doors, door frames and light switch plates will be spot cleaned.

RESTROOMS:

Daily:

- A. Floors will be swept and thoroughly mopped using germicidal detergent.
- B. Clean and sanitize all toilets (inside and outside), toilet seats, urinals, sinks and fixtures with a germicidal disinfectant. All toilet seats are to be left up after cleaning.
- C. Remove splash marks from walls and partitions around sink basins, soap dispensers, toilets and urinals.
- D. Trash and sanitary napkin receptacles will be emptied, and liners replaced as needed.
- E. Paper towel and tissue dispensers will be refilled.
- F. Hand soap dispensers will be refilled.
- G. All mirrors will be cleaned.

Weekly:

- A. Doors and partitions will be spot cleaned.

BUILDING AND CLEANING SCHEDULE

- A. Gulf County Courthouse, 1000 Cecil G. Costin Sr. Blvd. - Monday through Friday.
- B. Robert M. Moore Administration Building, 1000 Cecil G. Costin Sr. Blvd. – Tuesday and Thursday.
- C. Gulf County Emergency Operations Center, 1000 Cecil G. Costin Sr. Blvd. - Tuesday and Thursday.
- D. Port St. Joe Library, 110 Library Drive – Wednesday
- E. Public Works Building, 725 Knowles Avenue – Tuesday and Thursday.
- F. Supervisor of Elections and Port St. Joe Extension, Office 401 Long Avenue – Friday.
- G. Gulf County Extension Office, Clerks Office and Tax Collector Wewahitchka Offices – Wednesday.

SECURITY

- A. Contractor shall be responsible for all keys issued to all individuals. Keys shall not be left indoors, and employees are not under any circumstances to admit anyone to offices where they are working. Doors are not to be propped open at any time. All doors shall be closed, locked and checked upon leaving offices that have been cleaned.
- B. Employees of the Contractor shall not disturb papers on desks, open drawer's or cabinets, use telephones, calculators, computers or tamper with personal property.
- C. Any charges resulting from the Contractor's failure to properly secure the buildings and offices will be passed on to the Contractor.
- D. All keys must be turned in at the end of the contract or else the full cost of re-keying will be subtracted from the final payment. The contractor will be responsible for any lost keys and bear all cost if re-keying is required to secure the buildings after loss.
- E. All personnel will be expected to work in a manner which will maintain the security and best interest of the Gulf County Board of County Commissioners.

OTHER

- A. Gulf County Board of County Commissioners retains the right to require the contractor to dismiss any employee deemed incompetent, careless, insubordinate, or otherwise object able, or any personnel whose actions are deemed to be contrary to public interest or inconsistent with the best interest of the County.
- B. The contractor and his/her employees will report hazardous conditions and items in need of repair.

- C. The Contractor shall have full control and discretion over the labor, mode and manner of doing the work. All work is to be done by the Contractor's employees and wholly at the risk of the Contractor.
- D. All cleaning work outlined herein will be rendered as outlined above at times determined by agreement with the Gulf County Board of County Commissioners.
- E. The Contractor shall secure and pay for all permits and licenses required by law with relation to any work covered by a contract with the Gulf County Board of County Commissioners and shall give notices, pay all fees and comply with all laws, ordinances, rules, and regulations related to the work specified.
- F. The Contractor must provide evidence of insurability, including Workmen's Compensation and General Liability Insurance which meet at least minimum State requirements.
- G. Contractor will be paid monthly.
- H. Contractor shall not subcontract any part of the contract.

To ensure that the services as outlined in the specifications are provided, the Contractor upon award of the proposal shall provide the County a written schedule or timetable for completion of those tasks which are required on a weekly basis. The Contractor shall include in this schedule the day of the week each section of the building will be dusted so that County Employees may clear the surfaces to be dusted or personal items, papers, plants, etc.

A daily logbook will be maintained in a specified area of the building in which the County's representatives will record complaints, tasks which have not been satisfactorily completed, special needs, and comments. Space will be provided for the Contractor's supervisor to respond, note any problems or unusual occurrences, and indicate when noted deficiencies have been corrected.

The Gulf County Board of County Commissioners maintains a drug free workplace. The recipient of this contract and all employees working in a Gulf County Board of County Commissioners building may be subject to drug testing.

Gulf County Board of County Commissioners

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ATTACHMENT "B"

**Invitation to Bid Form
(Return with Bid)**

Vendor: _____

Contact: _____

Address: _____

Phone Number: _____

Fax Number: _____

Website: _____

Email: _____

Cleaning Services as outlined:

Yearly: \$ _____

Signature: _____ Date: _____

Printed Name: _____ Title: _____

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ATTACHMENT "C"

Square Footage

Gulf County Courthouse	15,000
Robert M. Moore Administration Building	9,500
Emergency Operation Center	6,300
Port St. Joe Library	8,250
Gulf County Public Works	3,300
Supervisor of Elections	2,400
Port St. Joe Extension Office	900
Wewahitchka Extension Office	2,300
Clerk of Court & Tax Collector Wewahitchka Office	1,250

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ATTACHMENT "D"

**CONFLICT OF INTEREST DISCLOSURE FORM
(Return with Bid)**

All bidders/proposers must disclose if any Gulf County Board of County Commissioner, employees, elected officials, or if any of its agencies is an owner, corporate officer, agency, employee, etc., of their business. This is for purposes of determining any possible conflict of interest.

Indicate either "yes" (a county employee, elected official, or agency is also associated with your business), or "no". If yes, give person(s) name(s) and position(s) with your business.

YES _____ NO _____

NAME(S)	POSITION(S)
_____	_____
_____	_____
_____	_____

FIRM _____ NAME _____

BY _____ Printed

BY _____ Signature

TITLE: _____

ADDRESS: _____

PHONE NO. _____

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ATTACHMENT "E"

**INDEMNIFICATION AND HOLD HARMLESS
(Return with Bid)**

Fully permitted by law, CONTRACTOR shall indemnify and hold harmless GULF COUNTY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONTRACTOR and other persons employed or utilized by the CONTRACTOR in the performance of this agreement.

Bidder's Company Name

Authorized Signature

Physical Address

Authorized Signature – Printed

Mailing Address

Title

Phone Number

Fax Number

Cell Number

Date

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ATTACHMENT "F"

**DRUG FREE WORKPLACE CERTIFICATION
(Return with Bid)**

The below signed bidder certifies that it has implemented a drug free workplace program. To have a drug free workplace program, a business shall:

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. In form 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 and 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 quote a copy of the statement specified in subsection 1.
4. In the statement specified in subsection 1, notify the employees that , as a condition of working on the commodities or contractual services that are under quote, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, drug abuse assistance or rehabilitation program if such is available in employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug free workplace through implementation of this section.

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

Signature

Date

Company

Printed Name

Address

Title

Address (second line)

Phone Number