

FLORIDA  
DEPARTMENT OF HEALTH (DOH)  
DOH16-066



10-2016

INVITATION TO BID (ITB)  
FOR  
**Custodial Services for Department of  
Health Pearl Street Complex in  
Jacksonville Florida**

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## SECTION 1.0: INTRODUCTORY MATERIALS

### 1.1 Statement of Purpose

The purpose of this Invitation to Bid (ITB) is for the Department of Health to obtain competitive prices for custodial services to maintain a clean and tidy environment for employees and the general public. This complex houses the Bureau of Public Health Laboratories (BPHL) and the Bureau of Vital Statistics (BVS).

### 1.2 Scope of Work

Detailed **scope of services** for this solicitation are provided as **Attachment A** in this ITB.

### 1.3 Definitions

**Bid:** The complete written response of the Provider to this ITB, including properly completed forms, supporting documents, and attachments.

**Business days:** Monday through Friday, excluding state holidays.

**Business hours:** 8 a.m. to 5 p.m., Eastern Time on all business days.

**Calendar days:** All days, including weekends and holidays.

**Contract:** The formal agreement or order that will be awarded to the successful Provider under this ITB, unless indicated otherwise.

**Department:** The Department of Health; may be used interchangeably with DOH.

**Minor Irregularity:** As used in the context of this solicitation, indicates a variation from the ITB terms and conditions which does not affect the price of the Bid, or give the Provider an advantage or benefit not enjoyed by other Providers, or does not adversely impact the interests of the Department.

**Order:** As used in the context of this solicitation refers to a Purchase Order or a Direct Order.

**Provider:** The business entity that submits a Bid. This term also may refer to the entity awarded a contract by the Department in accordance with the terms of this ITB.

**Vendor Bid System (VBS):** Refers to the State of Florida internet-based vendor information system at: [http://myflorida.com/apps/vbs/vbs\\_main\\_menu](http://myflorida.com/apps/vbs/vbs_main_menu).

## SECTION 2.0: PROCUREMENT PROCESS, SCHEDULE & CONSTRAINTS

### 2.1 Procurement Officer

The Procurement Officer assigned to this solicitation is:

Florida Department of Health  
Attention: **Bill Zimmerman**  
4052 Bald Cypress Way, Bin B07  
Tallahassee, FL 32399-1749  
Email: [Bill.Zimmerman@flhealth.gov](mailto:Bill.Zimmerman@flhealth.gov)

### 2.2 Restriction on Communications

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response. Section 287.057(23), Florida Statutes.

### 2.3 Term

It is anticipated that the Contract resulting from this ITB will be for a three-year period from anticipated contract start date of August 1, 2017 or the Contract execution date whichever is later, subject to renewal as identified in **Section 4.2**. The Contract resulting from this ITB is contingent upon availability of funds.

### 2.4 Timeline

<u>EVENT</u>	<u>DUE DATE</u>	<u>LOCATION</u>
ITB Advertised / Released	<b><u>6/1/17</u></b>	<b><u>Posted to the Vendor Bid System at:</u></b> <a href="http://vbs.dms.state.fl.us/vbs/main_menu">http://vbs.dms.state.fl.us/vbs/main_menu</a>
Questions Submitted in Writing	<b>Must be received PRIOR TO:</b>  6/7/17 2:30 PM	<b>Submit to:</b> Florida Department of Health Central Purchasing Office <b>Attention: <u>Bill Zimmerman</u></b> Suite 310 4052 Bald Cypress Way, Bin B07 Tallahassee, FL 32399-1749 E-mail: <a href="mailto:Bill.Zimmerman@flhealth.gov"><b><u>Bill.Zimmerman@flhealth.gov</u></b></a>

Mandatory Site Visit	<b>6/9/17 9:30 AM</b>	Florida Department of Health 1217 Pearl Street Jacksonville, FL 32202
Mandatory Pre-Bid Conference	<b>6/9/17 To be held immediately after site visit</b>	Florida Department of Health 1217 Pearl Street Jacksonville, FL 32202
Answers to Questions (Anticipated Date)	<b>6/14/17</b>	<b>Posted to Vendor Bid System at:</b> <a href="http://vbs.dms.state.fl.us/vbs/main_menu">http://vbs.dms.state.fl.us/vbs/main_menu</a>
<b>Sealed Bids Due and Opened</b>	<b>Must be received PRIOR TO: <u>6/22/17</u> 2:30 PM</b>	<b><u>PUBLIC MEETING</u></b> <b>Submit to:</b> Florida Department of Health Central Purchasing Office <b>Attention:</b> <a href="#">Bill Zimmerman</a> Suite 310 4052 Bald Cypress Way, Bin B07 Tallahassee, FL 32399-1749
Anticipated Posting of Intent to Award	<b>6/26/17</b>	<b>Posted to the Vendor Bid System at:</b> <a href="http://vbs.dms.state.fl.us/vbs/main_menu">http://vbs.dms.state.fl.us/vbs/main_menu</a>

## 2.5 Addenda

If the Department finds it necessary to supplement, modify, or interpret any portion of the solicitation during the procurement process, a written addendum will be posted on the MyFlorida.com Vendor Bid System, [http://vbs.dms.state.fl.us/vbs/main\\_menu](http://vbs.dms.state.fl.us/vbs/main_menu). If the addendum alters the scope or specifications of the solicitation, the Provider will be required to sign the addendum acknowledging the changes and return it with the bid submittal. It is the responsibility of the Provider to be aware of any addenda that might affect their Bid.

## 2.6 **Site Visit**

A **mandatory** site visit will be held at the time and location indicated in the Timeline. The site visit will provide Providers with an opportunity to tour the facilities outlined in this ITB.

Attendance at the mandatory site visit is a prerequisite for the acceptance of a Bid. Only Providers that signed the attendance sheet for the mandatory site visit will be considered responsive.

## 2.7 **Pre-Bid Conference**

A **mandatory** pre-bid conference will be held at the time and location indicated in the Timeline. Providers may ask questions and seek clarification during the pre-bid conference and submit written questions by the time set forth in the Timeline.

The Department may answer any questions at the pre-bid conference or defer them to a later date as identified in the Timeline. Only written answers are binding.

Attendance at the mandatory pre-bid conference is a prerequisite for the acceptance of a Bid. Only Providers that signed the attendance sheet for the mandatory pre-bid conference will be considered responsive.

## 2.8 **Questions**

***This provision takes precedence over General Instruction #5 in PUR1001.***

Questions related to this solicitation must be received, in writing (either via U.S. Mail, courier, e-mail, fax, or hand-delivery), by the Procurement Officer identified in **Section 2.4**, within the time indicated in the Timeline. Verbal questions or those submitted after the period specified in the Timeline will not be addressed.

Answers to questions submitted in accordance with the ITB Timeline and/or during the pre-bid conference will be posted on the MyFlorida.com Vendor Bid System web site: [http://vbs.dms.state.fl.us/vbs/main\\_menu](http://vbs.dms.state.fl.us/vbs/main_menu).

## 2.9 **Basis of Award**

A single award will be made to the responsive, responsible Provider offering the lowest grand total for all services being requested in this ITB.

## 2.10 **Identical Tie Bids**

Where there is identical pricing from multiple Providers, the Department will determine the order of award in accordance with Florida Administrative Code Rule 60A-1.011.

## **SECTION 3.0: INSTRUCTIONS FOR BID SUBMITTAL**

### **3.1 General Instructions to Respondents (PUR 1001)**

This section explains the General Instructions to Providers (PUR 1001) of the solicitation process, and is a downloadable document incorporated into this solicitation by reference. This document should not be returned with the Bid. <http://dms.myflorida.com/content/download/2934/11780>

**The terms of this solicitation will control over any conflicting terms of the PUR1001.**

### **3.2 Instructions for Submittal**

1. Providers are required to complete, sign, and return the "Price Page" with the Bid submittal. Modifications made by the Provider to alter the Price Page will not be accepted. **(Mandatory Requirement)**
2. Providers must submit all technical and pricing data in the formats specified in the ITB. Modifications made by the Provider to alter the solicitation will not be accepted
3. Submit one original Bid and one electronic copy of the Bid on CD or thumb drive. The electronic copy should contain the entire Bid as submitted, including all supporting and signed documents. Refer to **Section 3.4** for information on redacting confidential information, if applicable.
4. Bids may be sent by U.S. Mail, Courier, or Hand Delivered to the location indicated in the Timeline.
5. Bids submitted electronically will **not** be considered. allowed
6. Bids must be submitted in a sealed envelope/package with the solicitation number and the date and time of the Bid opening clearly marked on the outside.
7. The Department is not responsible for improperly marked Bids.
8. It is the Provider's responsibility to ensure its Bid is submitted at the proper place and time indicated in the ITB Timeline.
9. The Department's clocks will provide the official time for Bid receipt.

Materials submitted will become the property of the State of Florida and accordingly, the State reserves the right to use any concepts or ideas contained in the response.

### **3.3 Cost of Preparation**

Neither the Department of Health nor the State is liable for any costs incurred by a Provider in responding to this solicitation.

### **3.4 Public Records and Trade Secrets**

Notwithstanding any provisions to the contrary, public records must be made available pursuant to the provisions of the Public Records Act. If the Provider considers any portion

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of its Bid to this solicitation to be confidential, exempt, trade secret or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, the Provider must segregate and clearly mark the document(s) as “**CONFIDENTIAL**”.

Simultaneously, the Provider will provide the Department with a separate redacted paper and electronic copy of its Bid and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy must contain the solicitation name, number, and the name of the Provider on the cover, and must be clearly titled “**REDACTED COPY**”.

The redacted copy must be provided to the Department at the same time the Provider submits its Bid and must only exclude or obliterate those exact portions which are claimed confidential, proprietary, or trade secret. The Provider will be responsible for defending its determination that the redacted portions of its Bid are confidential, trade secret or otherwise not subject to disclosure. Further, the Provider must protect, defend, and indemnify the Department for any and all claims arising from or relating to the determination that the redacted portions of its Bid are confidential, proprietary, trade secret or otherwise not subject to disclosure. If the Provider fails to submit a redacted copy with its Bid, the Department is authorized to produce the entire documents, data or records submitted by the Provider in answer to a public records request for these records.

### **3.5 Price Page (Mandatory Requirement)**

The Price Page is **Attachment B** of this ITB. Providers must fill out the Price Page as indicated, sign it, and return it with their Bid.

Providers must also complete and submit the renewal pricing section of the Price Page, **Attachment B**.

### **3.6 Documentation**

Providers must complete and submit the following information or documentation as part of their Bid:

#### **3.6.1 References**

Providers must provide contact information for three entities the Provider has provided commodities or services of a similar size and nature of those requested in this solicitation. Providers must use **Attachment C**, Reference Form of this ITB to provide the required information. The Department reserves the right to contact any and all entities in the course of this solicitation in order to verify experience. Information received may be considered in the Department’s determination of the Provider’s responsibility. The Department’s determination is not subject to review or challenge.

#### **3.6.2 Statement of Non-Collusion**

Providers must sign and return with their Bid the **Statement of Non-Collusion** form, **Attachment D**.



### **3.7 Special Accommodations**

Any person requiring special accommodations at DOH Purchasing because of a disability should call DOH Purchasing at (850) 245-4199 at least five (5) work days prior to any pre-Bid conference, Bid opening, or meeting. If hearing or speech impaired, please contact Purchasing by using the Florida Relay Service, at 1-800-955-8771 (TDD).

### **3.8 Responsive and Responsible (Mandatory Requirements)**

Providers must complete and submit the following mandatory information or documentation as part of their Bid. Any Bid which does not contain the information below will be deemed non-responsive.

- Bids must be received by the time as specified in **Section 2.4**.
- **Attachment B**: Price Page as specified in **Section 3.5**.
- Mandatory pre-proposal conference **Section 2.7**.
- Mandatory site visit is required **Section 2.6**.
- Mandatory minimum requirements as specified in **Attachment A, Section 9**

### **3.9 Late Bids**

The Procurement Officer must receive Bids pursuant to this ITB no later than the date and time shown in the Timeline (Refer to **Section 2.4**). Bids that are not received by the time specified will not be considered.

## SECTION 4.0: SPECIAL CONDITIONS

### 4.1 **General Contract Conditions (PUR 1000)**

The General Contract Conditions (PUR 1000) form is a downloadable document incorporated in this solicitation by reference, that contains general Contract terms and conditions that will apply to any Contract resulting from this ITB, to the extent they are not otherwise modified. This document should not be returned with the Bid. <http://dms.myflorida.com/content/download/2933/11777>

**The terms of this solicitation will control over any conflicting terms of the PUR1000. Paragraph 31 of PUR 1000 does NOT apply to this solicitation or any resulting contract.**

### 4.2. **Renewal**

The Contract resulting from this solicitation may be renewed. Renewals may be made on a yearly basis or for a period that may not exceed three years or the term of the original Contract, whichever is longer. Renewals must be in writing, subject to the same terms and conditions set forth in the initial Contract and any written amendments signed by the parties. Renewals are contingent upon satisfactory fiscal and programmatic performance evaluations as determined by the Department and are subject to the availability of funds.

### 4.3 **Conflict of Interest**

Section 287.057(17)(c), Florida Statutes, provides "A person who receives a Contract that has not been procured pursuant to subsections (1)-(3) to perform a feasibility study of the potential implementation of a subsequent Contract, who participates in the drafting of a solicitation or who develops a program for future implementation, is not eligible to Contract with the agency for any other contracts dealing with that specific subject matter, and any firm in which such person has any interest is not eligible to receive such Contract. However, this prohibition does not prevent a vendor who responds to a request for information from being eligible to Contract with an agency."

The Department of Health considers participation through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, or auditing or any other advisory capacity to constitute participation in drafting of the solicitation.

Refer to Statement of Non-Collusion, **Section D**.

### 4.4 **Certificate of Authority**

All limited liability companies, corporations, corporations not for profit, and partnerships seeking to do business with the State must be registered with the Florida Department of State in accordance with the provisions of Chapters 605, 607, 617, and 620, Florida Statutes, respectively prior to Contract execution. The Department retains the right to ask for verification of compliance before Contract execution. Failure of the selected contractor to have appropriate registration may result in withdrawal of Contract award.

#### **4.5 Provider Registration**

Each Provider doing business with the State of Florida for the sale of commodities or contractual services as defined in section 287.012, Florida Statutes must register in the MyFloridaMarketPlace system, unless exempted under Florida Administrative Code Rule 60A-1.030. State agencies must not enter into an agreement for the sale of commodities or contractual services as defined in section 287.012, Florida Statutes, with any Provider not registered in the MyFloridaMarketPlace system, unless exempted by rule. The successful Provider must be registered in the MyFloridaMarketPlace system within 5 days after posting of intent to award.

Registration may be completed at:

<https://vendor.myfloridamarketplace.com/vms-web/spring/login?execution=e2s1>

Providers lacking internet access may request assistance from MyFloridaMarketPlace Customer Service at 866-352-3776 or from State Purchasing, 4050 Esplanade Drive, Suite 300, Tallahassee, FL 32399.

#### **4.6 Minority and Service-Disabled Veteran Business-Participation**

The Department encourages Minority, Women, Service-Disabled Veteran, and Veteran-Owned Business Enterprise participation in all its solicitations.

#### **4.7 Subcontractors**

The Department will not authorize the use of subcontractors in a Contract resulting from this ITB.

#### **4.8 Performance Bond**

Within ten days after notification of award, the successful Provider must submit a performance bond in the amount of 10 percent of the annual contract value. If a successful Provider fails to provide the required performance bond within the time designated it will forfeit its surety bond. The Department, in its sole discretion, will withdraw the award and proceed with the next lowest responsive Provider or re-procure. The bond must be renewed annually before the end of the Contract period and must be issued by a surety company licensed to do business in the State of Florida. The cost of the performance bond will be borne by the Provider.

#### **4.9 Commercial General Liability Insurance**

Contractor must secure and maintain, at its sole expense and for the duration of the contract, term insurance policies to protect himself, any subcontractor(s), and the State of Florida. Contractor must save and hold harmless and indemnify the Department against any and all liability, claims, judgments or costs of whatsoever kind or nature for injury to, or death of any person or persons and for loss or damage to any property resulting from the use, service operation, or performance of work under the terms of this Contract, resulting in whole or in part from the negligent acts or omissions by Contractor, his subcontractor, or any of the employees, agents, or representatives of the Contractor or subcontractor.

A. Workers' Compensation in accordance with applicable state laws and regulations.

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- B. General Liability Insurance covering all operations and services under the Contract in amounts sufficient to protect the Department.
- C. Commercial Automobile Liability Insurance in amounts sufficient to protect the Department.

Certificates of insurance coverage described above must be furnished by the Provider on request of the Department.

No insurance will be acceptable unless written by a company licensed by the State of Florida Department of Financial Services, Division of Insurance Agent and Agency Services to do business in Florida, where the work is to be performed at the time policy is issued.

#### **4.10 Performance Measures**

Pursuant to section 287.058, Florida Statutes, the resulting Contract must contain performance measures which specify the required minimum level of acceptable service to be performed. These will be established based on final determination of tasks and deliverables.

#### **4.11 Financial Consequences**

Pursuant to section 287.058, Florida Statutes, the resulting Contract must contain financial consequences that will apply if the Provider fails to perform in accordance with the Contract terms. The financial consequences will be established based on final determination of the performance measures and Contract amount.

#### **4.12 Order**

Providers must become familiar with the Department's Order which contains administrative, financial and non-programmatic terms and conditions mandated by federal laws, state statutes, administrative code rules, and directive of the Chief Financial Officer.

Use of the Order is mandatory for Department Direct Orders issued in MFMP as they contain the basic clauses required by law. The terms and conditions contained in the Order Terms and Conditions are non-negotiable. The State of Florida, Department of Health, Order Terms and Conditions are located at:

<http://www.floridahealth.gov/about-the-department-of-health/about-us/administrative-functions/purchasing/documents/DOH-Terms-and-Conditions.pdf>

#### **4.13 Conflict of Law and Controlling Provisions**

Any Contract resulting from this ITB, and any conflict of law issue, will be governed by the laws of the state of Florida. Venue must be Leon County, Florida.

#### **4.14 Agency Inspectors General**

It is the duty of every state officer, employee, agency, special district, board, commission, contractor, and subcontractor to cooperate with the inspector general in

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any investigation, audit, inspection, review, or hearing pursuant to section 20.055, Florida Statutes.

#### **4.15 Records and Documentation**

To the extent that information is used in the performance of the resulting Contract or generated as a result of it, and to the extent that information meets the definition of "public record" as defined in Section 119.011(12), Florida Statutes, said information is hereby declared to be and is hereby recognized by the parties to be a public record and absent a provision of law or administrative rule or regulation requiring otherwise, Provider must make the public records available for inspection or copying upon request of the Department's custodian of public records at cost that does not exceed the costs provided in Chapter 119, Florida Statutes, or otherwise, and must comply with Chapter 119 at all times as specified therein. It is expressly understood that the Provider's refusal to comply with Chapter 119, Florida Statutes, will constitute an immediate breach of the Contract resulting from this ITB and entitles the Department to unilaterally cancel the Contract agreement.

Unless a greater retention period is required by state or federal law, all documents pertaining to the program contemplated by this ITB must be retained by the Provider for a period of six years after the termination of the resulting Contract or longer as may be required by any renewal or extension of the Contract. During the records retention period, the Provider agrees to furnish, when requested to do so, all documents required to be retained. Submission of such documents must be in the Department's standard word processing format. If this standard should change, it will be at no cost incurred to the Department. Data files will be provided in a format readable by the Department.

The Provider must maintain all records required to be maintained pursuant to the resulting Contract in such manner as to be accessible by the Department upon demand. Where permitted under applicable law, access by the public must be permitted without delay.

#### **4.16 Protests**

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post a bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Only documents delivered by the U.S. Postal Service, a private delivery service, in person, or by facsimile during Business hours (Monday-Friday, 8:00 a.m. - 5:00 p.m., Eastern Standard Time) will be accepted. Documents received after hours will be filed the following business day.

**No filings may be made by email or any other electronic means.** All filings must be made with the Agency Clerk ONLY and are only considered "filed" when stamped by the official stamp of the Agency Clerk. It is the responsibility of the filing party to meet all filing deadlines.

**Do not send Bids to the Agency Clerk's Office. Send all Bids to the Procurement Officer and address listed in the Timeline.**

**The Agency Clerk's mailing address**

**The Agency Clerk's physical address for**

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**is:**

Agency Clerk  
Florida Department of Health  
4052 Bald Cypress Way, BIN A-02  
Tallahassee, Florida 32399-1703  
Telephone No. (850) 245-4005

**hand deliveries is:**

Agency Clerk, Department of Health  
2585 Merchants Row Blvd.  
Tallahassee, Florida 32399  
Fax No. (850) 410-1448

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## **ATTACHMENT A**

### **Scope of Services**

#### **A. Background**

The Department of Health complex located at 1217 N. Pearl Street in Jacksonville Florida requires a wide array of custodial services to maintain a clean and tidy environment for employees and the general public (the Complex). This complex houses the Bureau of Public Health Laboratories (BPHL) and the Bureau of Vital Statistics (BVS).

#### **B. Scope of Work: Provider must maintain a clean and tidy environment in the referenced complex by performing the following tasks as indicated:**

##### **Service Tasks:**

##### **1. Daily (all business days):**

- a. Sweep and damp mop all non-carpeted areas with neutral detergent.
- b. Vacuum doormats at all entrances to the facility and lobbies.
- c. Vacuum all carpeted areas.
- d. Scrub to remove stains, spots, gum and other materials with extraction or rotary brush.
- e. Polish main hallways and ramps every other day.
- f. Floors must be clean and free of dirt, water streaks, mop marks, strings, gum, grease, tar, litter, and present an overall appearance of cleanliness. All surfaces including baseboards, grout, and corners must be dry and clean.
- g. Mop water must be changed when visibly dirty or at the completion of each room, whichever occurs first.
- h. Spot clean entrance doors and metal trim
- i. Empty and clean all trash receptacles with disinfectant and replace liners.
- j. Remove all collected trash and dispose in external dumpsters.
- k. Recycle material to recycling bins as needed.
- l. Sweep all stairs.
- m. Clean all handrails
- o. Wet mop restroom floors with a cleaner disinfectant
- p. Clean, sanitize, and disinfect all restroom fixtures, commodes, urinals, washbasins, waste receptacles, dispensers (towel, toilet paper and soap).
- q. Spot wash restroom walls, doors, partitions, horizontal surfaces, corners, crevices, moldings, hinges, door jams, drains, and ledges
- r. Polish chrome plated fixtures
- s. Clean and refill soaps, tissue and paper towel dispensers. Replenish supplies from owner's stock.
- t. Empty, clean, and disinfect sanitary napkin receptacles, and replace liners.
- u. Clean mirrors, leaving them free of dirt, streaks, and smudges
- v. Spot clean entrance windows and vicinity glass both inside and outside
- w. Clean all elevator hardware, doors, walls, tracks, and control panels
- x. Vacuum or sweep and damp mop all elevator floors.
- y. Scrub elevators to remove stains spots, gum and other materials with extraction or rotary brush.

##### **2. Weekly:**

- a. Damp mop and spray buff non-carpeted areas
- b. Spot clean walls
- c. Sweep and damp mop stairwells

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**ATTACHMENT A  
Scope of Services**

- d. Dust handrails and ledges in stairwells
- e. Scrub all rest room floors
- f. Scrub rest room waste receptacles
- g. Clean inside and outside external windows in lobbies and entrances
- h. Dust and clean all wall hangings or other adornments
- i. Clean and polish metal door thresholds, handles, knobs, plates and push bars
- j. Dust high shelves and ledges throughout complex
- k. Dust and disinfect all telephones

**3. Monthly:**

- a. Scrub and wax all non-carpeted areas
- b. Clean stairwell walls and stairs
- c. Machine scrub rest room floors with detail on corners and edges
- d. Dust or vacuum HVAC registers
- e. Clean all interior corridor windows and glass not requiring a ladder to reach
- f. Dust or vacuum draperies, venetian blinds or curtains

**4. Quarterly:**

- a. Shampoo all carpets throughout the facility with hot extraction method
- b. Strip, reseal and wax all normally waxed floors with a minimum of three coats of finish on all vinyl tiled areas
- c. Completely wash restroom walls and partitions

**5. Semi-Annually: Pressure wash walkway at main entrances**

**6. Grounds (all business days):**

- a. Sweep walkways and all entrances (Porter, Porter Annex and Andrade).
- b. Empty exterior waste receptacles and replaces liners.
- c. Clean exterior designated smoking areas and receptacles.
- d. Clean picnic tables (11 total) and break areas (Hanson, Hardy, Andrade, Porter Annex Breezeway and Pecan Tree).
- e. Pick-up litter on exterior grounds

**7. Day Porters:**

- a. Maintain rest rooms in a clean, sanitary and stain free condition.
- b. Clean and refill soaps, toilet tissue and paper towel dispensers.
- c. Spot vacuum carpeted areas as requested by the Department.
- d. Replace aerosol air freshener and urinal deodorizers as needed.
- e. Report any noted maintenance issues to appropriate Department staff.
- f. Respond to any urgent custodial issues as directed by Department.

**8. Complex Dimensions:**

Building/Area	Tiled/Ceramic/Vinyl	Carpet	Square Feet	Total Square Feet
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**ATTACHMENT A  
Scope of Services**

<b>Porter</b>				
• First Floor	8,596		8,596	
• Second Floor	2,243	7,945	10,188	
• Third Floor	400	7,825	8,225	27,009
<b>Hanson</b>				
• First Floor	1,664		1,664	
• Second Fl	2,084	4,814	6,898	
• Third Floor	5,500 (500 epoxy)	720	6,720	15,282
<b>Andrade</b>				
• First Floor	227 (slate tile)			
• Second Fl	7,964			
• Third Floor	7,964			16,155
<b>Hardy</b>				
• Second Floor	10,820	400	11,220	
• Third Floor	13,508	500	14,008	
• Fourth Floor	13,308	700	14,008	39,236
<b>Sowder</b>				
• Basement Lobby	106 (concrete)		106	
• First Floor	1,048	1,480	2,528	
• Second Floor	956	1,268	2,224	4,858

**ATTACHMENT A  
Scope of Services**

<b>Porter Annex</b>				
• First Floor	3,900	5,400	9,300	
• Second Floor	3,500	9,300	12,800	
• Third Floor	1,538	7,762	9,300	
• Fourth Floor	611	10,956	11,567	42,967
<b>Specimen Drop-off</b>	600 (concrete)			600
<b>Grounds</b>				
<b>Porter Entrance</b>	320			
<b>Hanson Break Area</b>	440			
<b>Andrade Entrance</b>	256			
<b>Hardy Break Areas</b>	480			
<b>Drop-off Entrance</b>	285			
<b>Porter Annex:</b>				
<b>Breezeway</b>	3,600			
<b>Tree Break area</b>	364			
<b>Front Entrance</b>	360			
<b>Back Entrance</b>	100			
				6,205
			<b>Complex Total Square Feet</b>	<b>152,312</b>

**8. Miscellaneous Conditions:**

- a. Custodial Services will be performed each business day starting at 4:30 P.M.
- b. Day Porters will be onsite 7:30 a.m. to 4:30 p.m., Monday through Friday on business days.
- c. Areas that are locked after working hours (offices, computer rooms, and storage areas) must be scheduled with vendor for services as required by occupying unit.

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**ATTACHMENT A**  
**Scope of Services**

d. All of Provider's employees will be required to wear company identification when in the Complex.

e. Provider will designate a full-time supervisor (may be a working supervisor) who will work directly with the Contract Manager or their designee to ensure completion of required work tasks by their staff. The supervisor must be available at 3:00 p.m. or earlier to receive instructions or concerns from the Contract Manager or their designee and will accompany the Contract Manager on any scheduled or nonscheduled inspections as required.

f. The Department will furnish the following supplies (hand soap, paper towels, toilet tissue, toilet seat covers, and drinking fountain cups).

g. Provider will supply all the following, cleaning supplies, janitorial equipment, plastic trash removal bags and wastebasket liners.

h. Provider will manage and supervise, manpower, equipment as well as supplies necessary to provide custodial services and related services as described herein.

i. Provider management representative will perform a monthly walk through in conjunction with Contract Manager or designee to inspect facility for adherence to specified tasks.

j. Provider will deliver written inspection report each month verifying completion of specified tasks including corrective actions for tasks that were unaccomplished or failed to meet established performance standards.

**9. Minimum Qualifications:**

Janitorial or Custodial companies must have verifiable expertise and success in cleaning and maintaining facilities with a mix of office and laboratory/medical settings. The vendor is required to have the necessary licenses and permits as required by law to conduct business as a professional custodial contractor in Duval County, Florida and must have been in business under the same business name for a minimum of three (3) years.

**ATTACHMENT B  
Price Page**

A single award will be made to the responsive, responsible Provider offering the lowest grand total for all custodial services requested in this ITB. Unit costs will control in the case of math error. No changes to the format of this price page are allowed, other than completion as indicated.

<b>Building</b>	<b>Monthly Cost</b>	<b>Months</b>	<b>Total Amount</b>
Porter Annex Building (41,700 square feet)	_____	36	\$ _____
Day Porter - BVS	_____	36	\$ _____
Day Porter- BPHL	_____	36	\$ _____
Porter Building (27,009 square feet)	_____	36	\$ _____
Hanson Building (15,282 square feet)	_____	36	\$ _____
Sowder Building (4,858 square feet)	_____	36	\$ _____
Andrade Building (16,155 square feet)	_____	36	\$ _____
Hardy Building (39,236 square feet)	_____	36	\$ _____
Specimen Drop-Off (600 square feet)	_____	36	\$ _____
Grounds Pearl Street Complex	_____	36	\$ _____
	<b>3 Year Total Cost</b>	<b>36</b>	\$ _____

**ATTACHMENT B  
Price Page**

<b>Building</b>	<b>Monthly Cost</b>	<b>Months</b>	<b>3 Year Renewal Amount</b>
Porter Annex Building (41,700 square feet)	_____	36	\$ _____
Day Porter - BVS	_____	36	\$ _____
Day Porter- BPHL	_____	36	\$ _____
Porter Building (27,009 square feet)	_____	36	\$ _____
Hanson Building (15,282 square feet)	_____	36	\$ _____
Sowder Building (4,858 square feet)	_____	36	\$ _____
Andrade Building (16,155 square feet)	_____	36	\$ _____
Hardy Building (39,236 square feet)	_____	36	\$ _____
Specimen Drop-Off (600 square feet)	_____	36	\$ _____
Grounds Pearl Street Complex	_____	36	\$ _____
	<b>3 Year Renewal Total Cost</b>	36	\$ _____
	<b>Grand Total (3 Year plus 3 Year Renewal)</b>	36	\$ _____

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Invitation to Bid

Custodial Services for Department of Health Pearl Street Complex in Jacksonville Florida

**ATTACHMENT B**  
**Price Page**

**Provider Name:** \_\_\_\_\_

**Provider Mailing Address:** \_\_\_\_\_

**City-State-Zip:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Federal Employer Identification Number (FEID):** \_\_\_\_\_

BY AFFIXING MY SIGNATURE ON THIS BID, I HEREBY STATE THAT I HAVE READ THE ENTIRE ITB TERMS, CONDITIONS, PROVISIONS AND SPECIFICATIONS AND ALL ITS ATTACHMENTS, INCLUDING THE REFERENCED PUR 1000 AND PUR 1001. I hereby certify that my company, its employees, and its principals agree to abide to all of the terms, conditions, provisions and specifications during the competitive solicitation and any resulting Contract including those contained in the Order.

**Signature of Authorized Representative\*:** \_\_\_\_\_

**Printed (Typed) Name and Title:** \_\_\_\_\_

\*An authorized representative is an officer of the Provider's organization who has legal authority to bind the organization to the provisions of the Bids. This usually is the President, Chairman of the Board, or owner of the entity. A document establishing delegated authority must be included with the Bid if signed by other than the President, Chairman or owner.

**ATTACHMENT C  
REFERENCE FORM**

Provider's Name:

Providers must provide contact information for three references evidencing three years of experience in the last five years in custodial services. Providers may use this reference form to provide the required information. The Department of Health will not be accepted as a reference for this solicitation. The Department reserves the right to contact any and all entities in the course of this solicitation in order to verify experience. Information received may be considered in the Department's determination of the Provider's responsibility. The Department's determination is not subject to review or challenge.

1.	<b>Company/Agency Name:</b>	
	<b>Address:</b>	
	<b>City, State, Zip:</b>	
	<b>Contact Name:</b>	
	<b>Contact Phone:</b>	
	<b>Contact Email Address:</b>	
	<b>General Description of Work:</b>	
	<b>Service Dates:</b>	
	<b>Approximate Contract Value:</b>	\$
2.	<b>Company/Agency Name:</b>	
	<b>Address:</b>	
	<b>City, State, Zip:</b>	
	<b>Contact Name:</b>	
	<b>Contact Phone:</b>	
	<b>Contact Email Address:</b>	
	<b>General Description of Work:</b>	
	<b>Service Dates:</b>	
	<b>Approximate Contract Value:</b>	\$

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Invitation to Bid

Custodial Services for Department of Health Pearl Street Complex in Jacksonville Florida

**ATTACHMENT C  
REFERENCE FORM**

3.	<b>Company/Agency Name:</b>	
	<b>Address:</b>	
	<b>City, State, Zip:</b>	
	<b>Contact Name:</b>	
	<b>Contact Phone:</b>	
	<b>Contact Email Address:</b>	
	<b>General Description of Work:</b>	
	<b>Service Dates:</b>	
	<b>Approximate Contract Value:</b>	\$

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Invitation to Bid

Custodial Services for Department of Health Pearl Street Complex in Jacksonville Florida



**ATTACHMENT D  
STATEMENT OF NON-COLLUSION**

I hereby certify that my company, its employees, and its principals, had no involvement in performing a feasibility study of the implementation of the subject Contract, in the drafting of this solicitation document, or in developing the subject program. Further, my company, its employees, and principals, engaged in no collusion in the development of the instant Bid, proposal or reply. This Bid, proposal or reply is made in good faith and there has been no violation of the provisions of Chapter 287, Florida Statutes, the Administrative Code Rules promulgated pursuant thereto, or any procurement policy of the Department of Health. I certify I have full authority to legally bind the Provider, Respondent, or Vendor to the provisions of this Bid, proposal or reply.

\_\_\_\_\_  
Signature of Authorized Representative\*

\_\_\_\_\_  
Date

\*An authorized representative is an officer of the Provider's organization who has legal authority to bind the organization to the provisions of the Bids. This usually is the President, Chairman of the Board, or owner of the entity. A document establishing delegated authority must be included with the Bid if signed by other than the President, Chairman or owner.