



# FLORIDA DEPARTMENT OF LAW ENFORCEMENT INVITATION TO BID

## *Acknowledgement Form*

Page 1 of 24 pages	<b>SUBMIT REPLY TO:</b> Florida Department of Law Enforcement Office of General Services Telephone Number: (850) 410-7300	
Agency Release Date: Thursday, March 28, 2019		
<b>Solicitation Number:</b> <b>FDLE ITB 1921</b>	<b>Solicitation Title: Tampa Bay Regional Operations Center (TBROC) Custodial Services</b>	
Bids are Due: Thursday, April 25, 2019	<b>Bid responses shall be binding until execution of a Contract with the successful Bidder.</b>	
<b>**Bidder Name:</b>		
**If a fictitious name is used, include registered name (i.e. XYZ, Inc. DBA ABC)		
<b>Bidder Mailing Address:</b>	*Authorized Signature (Manual)	
<b>City, State, Zip:</b>		
Phone Number:	*Authorized Signature (Type), Title	
Toll Free Number:	*This individual must have the authority to legally bind the Bidder to a contractual obligation.  By submission of a signature on the response, the Bidder certifies that they comply with all terms and conditions contained herein.	
Fax Number:		
Email Address:		
FEID Number:		
Type of Business Entity (Corporation, LLC, partnership, etc.):		
<b>BIDDER CONTACTS:</b> Provide the name, title, address, telephone number, and email address of the official contact and an alternate, if available. These individuals shall be available to be contacted by telephone or attend meetings as may be appropriate regarding the solicitation schedule.		
<b>PRIMARY CONTACT:</b>		<b>SECONDARY CONTACT:</b>
Contact Name, Title:		Contact Name, Title:
Address:		Address:
Phone Number:		Phone Number:
Fax Number:		Fax Number:
Email Address:		Email Address:

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## **SECTION 1 INTRODUCTION**

### **1.1 SUMMARY**

The State of Florida's Department of Law Enforcement, hereinafter called the FDLE, Department, Agency, Customer, or Purchaser, intends to obtain competitive **sealed** Bids for Custodial Services at the Tampa Bay Regional Operations Center (TBROC). This Invitation to Bid (ITB) and all activities leading toward the anticipated issuance of a Purchase Order pursuant to this ITB, are conducted pursuant to Chapters 943 and 287 Florida Statutes, and Rule 60A-1 Florida Administrative Code.

### **1.2 CONTRACT TERM**

FDLE intends to make a single award from this ITB and establish a contract for three (3) years with three (3) one-year renewals. It is anticipated that the term of the contract will be begin on or about May 10, 2019 and be effective for three (3) years thereafter.

### **1.3 GENERAL INSTRUCTIONS TO RESPONDENTS (PUR 1001)**

[https://www.dms.myflorida.com/content/download/2934/11780/PUR\\_1001\\_General\\_Instructions\\_to\\_Respondents.pdf](https://www.dms.myflorida.com/content/download/2934/11780/PUR_1001_General_Instructions_to_Respondents.pdf)

The State of Florida General Instructions to Respondents (PUR 1001) are hereby referenced and incorporated in their entirety into this ITB (this is a downloadable document). Potential Respondents to the solicitation are encouraged to carefully review all materials contained herein and prepare responses accordingly. There is no need to return this document to the Department of Law Enforcement. The FDLE ITB supersedes any conflicting terms and conditions contained in the PUR 1001.

### **1.4 TERMS AND CONDITIONS**

FDLE objects to and shall not consider any additional terms or conditions submitted by a Respondent, including any appearing in documents attached as part of a Bidder's response. In submitting its response, a Bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a response, shall be grounds for rejecting a response.

The Contract resulting from this ITB contains all the terms and conditions agreed upon by the parties. No oral agreements or representations shall be valid or binding upon FDLE or the Bidder unless expressly contained herein or by a written amendment to this ITB.

### **1.5 PROCUREMENT OFFICER**

The Procurement Officer, acting on behalf of the Department, is the sole point of contact outside of official conferences and meetings, with regard to all procurement matters relating to this solicitation, from the date of release of the solicitation until the Department's Notice of Intended Award or Decision is posted.

All questions and requests for clarification are to be directed to:

**Susan Taylor**

**Florida Department of Law Enforcement**

**Office of General Services**

**Telephone: (850) 410-7300**

**Email: [fdleogscontracts@fdle.state.fl.us](mailto:fdleogscontracts@fdle.state.fl.us)**

Florida Statute (F.S) Section 287.057(23) requires that 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 or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

END OF SECTION

**SECTION 2 SCHEDULE OF EVENTS / TIMELINE**

The following time schedule will be strictly adhered to in all actions relative to this solicitation, unless modified by the FDLE by written addendum to this solicitation. FDLE will publish all written addenda on the MyFloridaMarketPlace (MFMP) Vendor Bid System (VBS). All required Vendor actions must be completed by the date and time indicated on the schedule. All listed times are Eastern Time in Tallahassee, Florida.

<b>DATE</b>	<b>TIME</b>	<b>ACTIVITY / LOCATION</b>
3/28/19	---	<b>FDLE Advertisement of ITB via State of Florida Vendor Bid System (VBS)</b>
4/5/19	5:00 PM	<b>Vendors Respond to Mandatory Site Visit</b> Vendors that are interested in attending the Site Visit must <b>email</b> the Procurement Officer by 4/5/19 with the name of the company representative who will be attending the Site Visit.
4/9/2019	10:00 AM	<b>Mandatory Site Visit</b> No questions will be answered during the Site Visit. All questions must be submitted to the Department in writing and answers will be posted in accordance with the Schedule of Events / Timeline.
4/12/19	5:00 PM	<b>Submission Deadline for Vendor Written Questions</b> FDLE Procurement Officer via email <a href="mailto:fdleogscontracts@fdle.state.fl.us">fdleogscontracts@fdle.state.fl.us</a> Office of General Services Florida Department of Law Enforcement
4/17/19	---	<b>FDLE's Anticipated Answers to Vendor Questions via State of Florida VBS</b>
4/25/19	2:00 PM	<b>Vendor Bids Due</b>
4/25/19	3:00 PM	<b>Public Meeting / Opening:</b> Office of General Services Florida Department of Law Enforcement 2331 Phillips Road Tallahassee, Florida 32308

FDLE shall utilize the State of Florida, MyFloridaMarketPlace Vendor Bid System as the single resource for all Invitation to Bid Public Notice information in accordance with 28-102.001, F.A.C.

END OF SECTION

## SECTION 3 BID SPECIFICATIONS

### 3.1 STATEMENT OF PURPOSE

The FDLE intends to obtain competitive **sealed** Bids for Custodial Services at the Tampa Bay Regional Operations Center (TBROC).

### 3.2 STATEMENT OF WORK

#### A. Overview

The TBROC is comprised of a main building that contains 93,050 square feet with 75% carpeted area, 25% tiled area, and a warehouse consisting of 10,010 square feet with a concrete floor.

The Vendor shall name and certify a Day Porter / On-site Supervisor. The Vendor agrees that in the event it becomes necessary for the Vendor to change key personnel, substitution of said personnel shall take place only upon TBROC's prior written consent. The Day Porter / On-site Supervisor must be English speaking so as to allow communication with FDLE employees, the vast majority of whom only speak and understand English. It is critical to the operation of TBROC that the assigned Day Porter / On-site Supervisor is able to notify and/or communicate with TBROC personnel during emergency situations.

The Vendor will perform, in good and workman like manner, and subject to the provisions hereof, the services set forth in detail in Section 3.2(B). The Vendor's supervisory personnel will regularly inspect the premises and the work done by the Vendor's employees and will exercise authority over all such employees.

The Vendor shall provide all experienced and trained labor, equipment, cleaning supplies, paper products, gloves, etc., subcontractors and other incidentals as needed, including appropriate training of all personnel to carry out all required custodial services. TBROC will provide suitable storage facilities for equipment and materials provided by the Vendor.

The Department's normal hours of business are from 8:00 a.m. – 5:00 p.m., Monday through Friday, except for State holidays (*as defined in Section 110.117, Florida Statutes, at [www.leg.state.fl.us/Statutes/index.cfm](http://www.leg.state.fl.us/Statutes/index.cfm)*). All daily cleaning services shall be performed during these hours without interfering with the Department's daily business operations. All cleaning work schedules, both routine and non-routine, shall be pre-approved in advance and in writing, by the Department.

The Vendor will secure all permits required to perform its duties and will comply with all applicable workmen's compensation, employer's liability, and other Federal, State, County and Municipal laws, ordinances, rules and regulations. Vendor will ensure subcontractors will also comply with all legal, safety and insurance requirements.

**B. Cleaning Specifications****1. DAILY SERVICES****LOBBY**

- a. Spot clean all walls, light switches and doors
- b. Dust wipe all decorations and fixtures
- c. Spot clean all stains and spills
- d. Vacuum
- e. Clean both sides of all glass doors

**RESTROOMS / LOCKER ROOM / SHOWERS**

- a. Remove all collected trash to designated area
- b. Clean and sanitize all restroom fixtures, clean mirrors, wipe all counters, refill dispensers, empty trash, vacuum and damp mop floors with disinfectant chemicals
- c. Clean and sanitize showers

**COMMON AREA / CORRIDORS / LOUNGE AREA / KITCHENS/ CONFERENCE ROOM**

- a. Spot clean all walls, light switches and doors
- b. Spot clean carpeted area
- c. Clean both sides of glass doors
- d. Vacuum all carpets
- e. Clean and polish all drinking fountains
- f. Damp mop hard surface areas
- g. Clean and sanitize sinks, counters, tabletops, chairs

**OFFICE SPACE - HARD SURFACE**

- a. Empty all trash receptacles and replace liners
- b. Remove all collected trash to designated area
- c. Dust all horizontal surfaces
- d. Spot clean all walls, light switches and doors
- e. Dust mop all hard surface floors with treated dust mop
- f. Clean sinks and counters

**OFFICE SPACE - CORRIDOR**

- a. Spot clean all walls, light switches and doors
- b. Spot clean carpeted area
- c. Vacuum all carpets

**OFFICE SPACE - CARPET AREA**

- a. Empty all trash receptacles and replace liners as necessary
- b. Remove all collected trash to designated area
- c. Dust all horizontal surfaces
- d. Vacuum all carpets
- e. Spot clean carpeted area

**STAIRWELLS**

- a. Remove accumulated trash
- b. Spot sweep as required

**ELEVATOR**

- a. Completely clean, vacuum, damp mop
- b. Vacuum and / or wipe walls and ceiling
- c. Clean and polish hardware and control panels

**WAREHOUSE / OUTSIDE WALKWAYS / WINDOWS / OUTDOOR LOUNGE AREA**

- a. Empty trash receptacles
- b. Empty and clean cigarette urns
- c. Sweep area immediately adjacent to building entrances

**2. WEEKLY SERVICES (ONCE PER WEEK)****LOBBY**

- a. Dust all high reach areas

**RESTROOMS / LOCKER ROOM / SHOWERS**

- a. Wash all restroom partitions and diffusers

**COMMON AREA / CORRIDORS / LOUNGE AREA / KITCHENS/ CONFERENCE ROOM**

- a. Dust all low reach areas
- b. Dust all high reach areas
- c. Vacuum corners, edges, chairs, then traffic vacuum all carpeted areas

**OFFICE SPACE - HARD SURFACE**

- a. Dust all low reach areas
- b. Dust wipe all telephones including ear and mouthpiece
- c. Clean all partition glass

**OFFICE SPACE - CORRIDOR**

- a. Spot clean all partition glass
- b. Dust all low reach areas

**OFFICE SPACE - CARPET AREA**

- a. Dust all low reach areas
- b. Dust wipe all telephones including ear and mouthpiece

**STAIRWELLS**

- a. Vacuum
- b. Wet mop to remove stains
- c. Dust handrails, ledges, etc.
- d. Spot clean walls and doors

**WAREHOUSE / OUTSIDE WALKWAYS / WINDOWS / OUTDOOR LOUNGE AREA**

- a. Sweep all exterior access areas: sidewalks, porches, verandas, warehouse, etc.



**3. MONTHLY SERVICES (ONCE EVERY 30 DAYS)****LOBBY**

- a. Wash or vacuum all sides of wall
- b. Clean all partition glass
- c. Clean all ceiling vents

**RESTROOMS / LOCKER ROOM / SHOWERS**

- a. Dust and clean all return air vents

**COMMON AREA / CORRIDORS / LOUNGE AREA / KITCHENS/ CONFERENCE ROOM**

- a. Clean all ceiling vents

**OFFICE SPACE - HARD SURFACE**

- a. Dust all high reach areas
- b. Vacuum corners, edges, and chairs, then traffic vacuum all carpeted areas
- c. Clean all ceiling vents

**OFFICE SPACE - CORRIDOR**

- a. Vacuum corners, edges, chairs, then traffic vacuum all carpeted areas
- b. Clean all ceiling vents

**OFFICE SPACE - CARPET AREA**

- a. Dust venetian blinds
- b. Dust all high reach areas
- c. Vacuum all fabric office furniture including chairs

**4. SEMI-ANNUAL SERVICES (ONCE EVERY SIX MONTHS)****LOBBY / CORRIDOR / CARPET AREA / OFFICE SPACE**

- a. \*Clean carpets

**RESTROOMS / LOCKER ROOM / SHOWERS**

- a. \*Steam clean floor

**COMMON AREA / CORRIDORS / LOUNGE AREA / KITCHENS/ CONFERENCE ROOM**

- a. \*Clean carpets
- b. \*Spray buff all hard surface areas
- c. \*Strip hard surface floor and re-coat

**OFFICE SPACE - HARD SURFACE**

- a. \*Spray buff all hard surface areas
- b. \*Strip hard surface floor and re-coat

\*Services may be performed during non-business hours, however, at least a two (2) week written notice must be provided to the Facility Manager.

The Department's normal hours of business are from 8:00 a.m. – 5:00 p.m., Monday through Friday, except for State holidays (as defined in Section 110.117, Florida Statutes, at [www.leg.state.fl.us/Statutes/index.cfm](http://www.leg.state.fl.us/Statutes/index.cfm)). All daily cleaning services shall be performed during these hours without interfering with the Department's daily business operations. All cleaning work schedules, both routine and non-routine, shall be pre-approved in advance and in writing, by the Department.

C. Day Porter /On-Site Supervisor

In addition to the above cleaning specifications, the Day Porter / On-site Supervisor will be responsible for the following:

- Maintain custodial storage areas. Keep adequate inventory of supplies and all custodial closets clean and neat.
- Report any maintenance items needing repair.
- Report any custodial issues from employees / agency to the Facility Manager.
- Recycling as needed.
- Spot cleaning as needed.

The Day Porter / On-site Supervisor must be English speaking so as to allow communication with FDLE employees, the vast majority of whom only speak and understand English. It is critical to the operation of TBROC that the assigned Day Porter / On-site Supervisor is able to notify and/or communicate with TBROC personnel during emergency situations.

END OF SECTION

## SECTION 4 SPECIAL INSTRUCTIONS TO RESPONDENTS

### 4.1 MYFLORIDAMARKETPLACE (MFMP) VENDOR REGISTRATION

Each Vendor desiring to sell commodities or contractual services as defined in Section 287.012, F.S., to the State through the on-line procurement system is prequalified to do so and shall register in the MFMP system, unless exempted under subsection 60A-1.030(3), Florida Administrative Code (F.A.C.). Information about the registration process is available, and registration may be completed, at the MFMP website (link under Business on the State portal at [www.myflorida.com](http://www.myflorida.com)). Interested persons lacking Internet access may request assistance from the MyFloridaMarketPlace Customer Service at (866) FLA-EPRO {(866) 352-3776} or from State Purchasing, 4050 Esplanade Drive, Suite 300, Tallahassee, Florida 32399. A Vendor not currently registered in the MFMP system shall do so within five (5) days after the posting of intent to award.

Vendors should register for the following United Nations Standard Products and Services (UNSPSC) Class/Group Commodity Codes pertaining to this procurement.

- 76111500 General building and office cleaning and maintenance services

### 4.2 DEPARTMENT OF STATE

If awarded a Contract, the Bidder shall provide a PDF file of their current and active registration with the Department of State prior to contract execution. **NOTE:** Pursuant to section 607.1501, F.S., out-of-state corporations where required, must obtain a Florida Certificate of Authorization pursuant to section 607.1503, F.S., from the Florida Department of State, Division of Corporations, to transact business in the State of Florida. Website: [www.sunbiz.org](http://www.sunbiz.org).

### 4.3 E-VERIFY

The successful Respondent is required to utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the contractor to perform employment duties within Florida and all persons (including subcontractors) assigned by the contractor to perform work pursuant to the contract with the Department. Refer to <http://www.uscis.gov/e-verify> for more information.

### 4.4 UNAUTHORIZED ALIENS

The employment of unauthorized aliens by any Vendor is considered a violation of Section 274A (e) of the Immigration and Nationality Act. If the Vendor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the Bid.

### 4.5 SCRUTINIZED COMPANIES

Pursuant to subsection 287.135 F.S., at the time a Vendor submits a Bid or before entering into a contract where the value exceeds \$1 million, the Vendor or Contractor must certify that the company is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and that it does not have business operations in Cuba or Syria. Before entering a contract of any value, the Vendor or Contractor must certify that the company is not participating in a boycott of Israel and is not on the Scrutinized Companies that Boycott Israel List.

Pursuant to subsection 287.135(3)(c) F.S., FDLE may immediately terminate any contract for cause if the Contractor is found to have submitted a false certification under subsection 287.135(5) F.S., or if the Contractor is placed on the

Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel; is placed on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; or has been engaged in business operations in Cuba or Syria during the term of the Contract.

Vendors must include the Scrutinized Companies Certification (Attachment B) to evidence this certification with their Proposal.

#### **4.6 MANDATORY REQUIREMENT**

The Department has established certain requirements with respect to Bids to be submitted by Respondents. The use of "shall", "must" or "will" (except to indicate simple futurity) in this Invitation to Bid indicates a requirement or condition from which a material deviation may not be waived by the Department. A deviation is material if, in the Department's sole discretion, the deficient response is not in substantial accord with the ITB requirements, provides an advantage to one Respondent over other Respondents, has a potentially significant effect on the quantity or quality of items Bid, or on the cost to the Department. Material deviations cannot be waived. The words "should" or "may" in this ITB indicate desirable attributes or conditions, but are permissive in nature. Deviation from, or omission of, such a desirable feature, will not in itself cause rejection of a Bid.

#### **4.7 HEADING AND SECTION REFERENCES**

Section headings in this ITB are inserted only for convenience and are not to be construed as a limitation of the scope of the particular section to which the heading refers.

#### **4.8 NON-DISCRIMINATION**

In the performance of such services, the Contracting Party agrees not to discriminate against any employee or applicant for employment on grounds of race, creed, color, sex, age, national origin, or disability.

#### **4.9 FLORIDA DEPARTMENT OF FINANCIAL SERVICES (DFS) SUBSTITUTE W-9 INITIATIVE**

The Florida Department of Financial Services (DFS) must have the correct Taxpayer Identification Number (TIN) and other related information (i.e. Social Security Number) to report accurate tax information to the Internal Revenue service and determine if a Vendor should receive a Form 1099. A completed Substitute form W-9 is required from any entity that receives a payment from the State of Florida that may be subject to Form 1099 reporting. Vendors must submit their W-9 forms electronically at <https://flVendor.myfloridacfo.com> to receive payments from the state. Contact the DFS Customer Service Desk at (850) 413-5519 or [FLW9@myfloridacfo.com](mailto:FLW9@myfloridacfo.com) for additional assistance.

#### **4.10 SOLICITATION INFORMATION**

All questions or request for clarification pertaining to this ITB should be addressed in writing to the Procurement Officer identified in Section 1.5. It will be the responsibility of each Bidder to submit any questions prior to the ITB receipt opening. Questions or requests for clarification concerning the specifications or solicitation procedures as written must be submitted to the Department in accordance with the Schedule of Events / Timeline. The written interpretation of the appropriate representative of the Florida Department of Law Enforcement shall prevail.

#### **4.11 ADDENDA**

The FDLE reserves the right to modify this ITB. All addenda to this ITB will be in writing with content and number of pages described to all Bidders. Any addenda or answers to written questions supplied by the FDLE to participating Bidders may include an Addenda Acknowledgement Form. This form shall be signed by an authorized representative of the Bidder's organization.

**All addenda will be provided via the Department of Management Services Vendor Bid System (VBS) at website: [http://myflorida.com/apps/vbs/vbs\\_main\\_menu](http://myflorida.com/apps/vbs/vbs_main_menu)**

**It is the sole responsibility of the Bidder to monitor the VBS for any addenda issued in reference to this ITB.**

#### **4.12 BIDDER INQUIRIES**

The Bidder will examine the ITB to determine if the State's requirements are clearly stated. If there are requirements which restrict competition, Bidders may request specification changes. Requests must identify and describe the difficulty meeting specifications, provide detailed justification, and provide the recommended changes. Change requests or protests of the specifications must be received by the State no later than the 72 hour protest period. The State will determine what, if any, changes to the ITB will be acceptable. If required, the State will issue an addendum reflecting the acceptable changes.

Written interpretations of the appropriate representative of FDLE will prevail. While oral responses will be given in good faith and are intended to be accurate, the Department is not bound by any non-written interpretation or guidance offered to the Bidders.

FDLE's responses to questions will be compiled into a single written document and posted on the Vendor Bid System (VBS).

#### **4.13 POSTING OF TABULATIONS**

The FDLE Intent to Award / Bid tabulation will be posted electronically as an Agency Decision on the VBS.

The Agency Decision may be viewed and will remain posted for a period of 72 hours. Failure to file a protest within the time prescribed in Section 120.57(3), F.S., shall constitute a waiver of proceedings under Chapter 120, F.S.

#### **4.14 DISCUSSIONS**

No negotiations, decisions or actions shall be initiated or executed by the Bidder as a result of any discussions with any state employee prior to opening of solicitation. Prior to opening of solicitation, Bidders are not to divulge Bid price to any employee or representative of the State. Further, Bids submitted to the Department will remain unopened until the time for opening Bids at the Department's Office of General Services. During this period, any discussion by the Bidder with any employee or authorized representative of the Department involving price information will result in rejection of said Bidder's response. Only those communications which are in writing or electronically submitted from the FDLE's Office of General Services may be considered as a duly authorized expression on behalf of the FDLE. Also, only communications from Bidders, which are in writing and signed or electronically submitted, will be recognized by the FDLE as duly authorized expressions on behalf of the Bidder.

#### 4.15 IDENTICAL BIDS

When evaluating Bidder responses to solicitations where there is identical pricing or scoring from two or more Bidders, the Department shall determine the order of award in accordance with Sections 287.057 (11), 287.082, 287.084, 287.087 and 287.092, F.S.

- **CERTIFIED MINORITY BUSINESS ENTERPRISE**

Pursuant to Section 287.57(11) F.S., if two equal Bids are received and one Bid is from a certified minority Business Enterprise, the Department must contract with the Certified Minority Business Enterprise. Bidders must provide a copy of this certification in their Bid response.

- **CERTIFICATION OF A DRUG-FREE WORKPLACE (Attachment C)**

To be considered for the drug-free workplace program preference, Bidders must provide certification that it has implemented a drug-free workplace program in accordance with 287.087, F.S. Submission of Attachment C is not required, but recommended.

#### 4.16 SOLICITATION REQUIREMENTS

The following requirements must be met by the Bidder in order for the Bid to be considered responsive to this solicitation; however, this is not an exhaustive list of mandatory requirements. Timely Bids that do not meet all the mandatory requirements of this solicitation, including providing all required information, documents or materials, will be rejected as non-responsive.

- FDLE ITB 1921 Acknowledgement Form
- Attachment A – Price Sheet
- Attachment B – Scrutinized Companies Certification
- Attachment D – Certification of Site Visit
- Attachment E – References
- Any applicable Bid Addenda

#### 4.17 LEGAL REQUIREMENTS

Applicable provisions of all Federal, State, County and local laws and administrative procedures, regulations, or rules shall govern the development, submittal, and evaluation of all Bids received in response hereto and shall govern any and all claims and disputes which may arise between Bidder's submitting a Bid hereto and the Department. Lack of knowledge of the law or applicable administrative procedures, regulations or rules by any Bidder shall not constitute a cognizable defense against their effect.

#### 4.18 ACCESSIBILITY FOR DISABLED PERSONS

Any person with a qualified disability shall not be denied equal access and effective communication regarding any ITB documents or the attendance at any related meeting or ITB opening. If accommodations are needed because of a disability, please contact the FDLE Office of General Services at (850) 410-7300.

#### **4.19 CONTRACTUAL MANDATORY**

A Bidder's response to this ITB shall be considered as the Bidder's formal offer. The issuance of a Contract for the procurement of the commodity as specified in Section 3 – Bid Specifications shall constitute the Department's written acceptance of the successful Bid and the Contract will be forwarded to the successful Bidder.

#### **4.20 BASIS OF AWARD**

Award will be made to the responsive and responsible Vendor who offers the lowest grand total.

#### **4.21 FIRM RESPONSE**

FDLE may make an award within ninety (90) Calendar days after the date of the opening, during which period Bidder responses shall remain firm and shall not be withdrawn. If an award is not made within sixty (60) days, the Bid shall remain firm until either FDLE issues a Contract or FDLE receives from the Bidder written notice that the Bid is withdrawn. Any response that expresses a shorter duration may, in FDLE's sole discretion, be accepted or rejected.

#### **4.22 COOPERATION WITH THE INSPECTOR GENERAL**

Pursuant to section 20.055(5), Florida Statutes, the contractor and any subcontractors understand and will comply with their duty to cooperate with the Inspector General in any investigation, audit, inspection, review, or hearing.

#### **4.23 MANDATORY SITE VISIT**

A Mandatory Site Visit will be held at the time and location indicated below. Participation is mandatory and will be a prerequisite for the Agency's acceptance of a Bidder's Response. Prospective Vendors are required to contact the Procurement Officer identified in Section 1.5 and provide the name(s) of the company representative(s) who will be attending the Mandatory Site Visit. Company representatives will be required to complete the Certification of Site Visit (Attachment D). An essential component of Attachment D is the requirement that each prospective Vendor must, on the date of the Mandatory Site Visit, obtain the signature of an attending FDLE Official for purposes of verification. Attachment D must be properly completed and included in each prospective Vendor's Bid submission. Vendors who do not contact the Procurement Officer prior to the date and time indicated in the Schedule of Events / Timeline will not be allowed to attend the Site Visit nor will another Site Visit be arranged.

Location: Tampa Bay Regional Operations Center  
 4211 North Lois Avenue  
 Tampa, Florida 33614  
 Date: Tuesday, April 9, 2019  
 Time: 10:00 AM ET

#### **4.24 REFERENCES**

Bidders must provide three (3) customer references for which they have provided custodial services requested in Section 3.2 Statement of Work, within the past three (3) years. References must be listed on Attachment E, Vendor Reference Form. All references submitted by a Bidder must be current or former clients and must be verifiable. FDLE may not be used as a reference, nor will any personnel of the bidding company be accepted as a reference. FDLE will attempt to verify references of the successful Bidder once by telephone and/or email. If the reference does not reply within forty-eight (48) hours (exclusive of weekends and state holidays) from the time of the initial phone call or email request, then

the reference will be deemed unverified. Vendors with two (2) or more unverified references may be rejected. Vendor references with one (1) or more unsatisfactory performance reviews in the Agency's judgement may be considered non-responsive.

If the Vendor is unable to provide all three (3) references, FDLE may find the Vendor non-responsive.

#### **4.25 RENEWALS**

There shall be no automatic renewal of this contract. This Contract may be renewed up to the original term of the contract or three (3) years. Renewal contracts may not include any compensation for costs associated with the renewal. Renewals shall be contingent upon satisfactory performance evaluations by the Department and subject to the availability of funds.

#### **4.26 BACKGROUND SCREENINGS AND WARRANTY OF SECURITY**

In addition to any background screening required by the Contractor as a condition of employment, the TBROC will require the Contractor to have a Florida Department of Law Enforcement (FDLE) background check performed on each of its employees, subcontractor personnel, independent contractors, leased employees, volunteers, licensees or other person, hereinafter to referred to as "Person" or "Persons," operating under their direction with access to the TBROC facility. "Access" means to approach, walk through, communicate with, store material in, retrieve material from, or otherwise make use of any resources of real property owned by the State of Florida. The Contractor shall ensure that the background screening is conducted on all Persons directly performing services under the Contract whether or not the Person has access to the State of Florida, as well as those persons who are not performing services under the Contract but have access, including indirect access, to State of Florida premises.

If the individual has not been a resident in Florida for twelve (12) months, then a background check should be done from the person's previous residence. Also required is a copy of a Photo ID along with a copy of a Social Security card showing the last four (4) numbers of the cardholder. These documents and a copy of the background check must be provided to the Contract Manager for review within three (3) business days of the completion of the background check. The Department reserves the right to reject any proposed personnel based on their background check.

END OF SECTION



**SECTION 5 INVOICING AND PAYMENT**

Upon delivery or completion of services to the FDLE, the Vendor will submit an itemized invoice for payment. Invoices must, at a minimum, include the following information:

- A. Vendor Name and remit to address
- B. Vendor billing contact phone number and/or email address
- C. Vendor Tax Identification number
- D. Purchase Order OR Contract number
- E. Billing Date
- F. Deliverable with description
- G. Payment amount due

The State of Florida cannot make deposits or pay for goods and/or services in advance unless approved under rules issued by the Comptroller of Florida. Therefore, payments by the FDLE covering goods and/or services will be due and payable within forty (40) days after the receipt of a proper invoice and actual receipt of goods and/or services per Section 215.422(b) F.S. The FDLE is not authorized to pay the Vendor any deposit for services to be rendered or equipment to be purchased in the future.

For any purchase order(s) or contract(s) resulting from FDLE ITB 1921, payment will be made monthly in arrears and must be invoiced as such.

Vendor invoices shall be submitted to:

The Florida Department of Law Enforcement  
Office of Financial Management  
P.O. Box 1489  
Tallahassee, Florida 32302  
Email: [fdleaccountspayable@fdle.state.fl.us](mailto:fdleaccountspayable@fdle.state.fl.us)

**SECTION 6 BID PACKAGING AND SUBMISSION INSTRUCTIONS**

Bidders must submit ONE (1) **sealed** copy of the Solicitation Requirement documents (Section 4.16), which must contain an original signature of an authorized representative who can legally bind the Bidder to a contractual obligation.

The Bidder must submit pricing on Attachment A. Vendor generated price sheets will not be accepted.

No remuneration is available to the Bidder beyond the price Bid for this solicitation. Prices provided in the Bid (Attachment A) will be firm and remain constant throughout the life of the agreement. The contents of this ITB and the Vendor Bid submission will become contractual obligations, if an agreement ensues.

The ITB package must be clearly marked **FDLE ITB 1921 TBROC Custodial Services**. The ITB package must be delivered and received by the FDLE Office of General Services on or before the date and time specified in Section 2 Schedule of Events / Timeline.

All mailing labels should be addressed as follows:

**ATTENTION: FDLE Off-Site Mail Facility – Susan Taylor**  
**Office of General Services**  
**813B Lake Bradford Road**  
**Tallahassee, Florida 32399**

*Responding Bidder Name*

**Solicitation Number: FDLE ITB 1921**

**Title: TBROC Custodial Services**

**Bid Opening: Thursday, April 25, 2019 at 3:00 PM**

**NOTE: If the ITB package is not addressed as required above, FDLE cannot assure its timely delivery and receipt.**

Respondents are cautioned that Replies will be routed to the Department's Mail Processing Center in an off-site facility and may cause delays in delivery and receipt by the Office of General Services. Respondents choosing to mail Replies must take this into consideration and allow sufficient time to ensure timely delivery and receipt.

A Respondent choosing to hand deliver Replies must take into consideration that the FDLE Headquarters Building is a secured facility.

"Hand delivery" means delivery at the correct location (2331 Phillips Road, Tallahassee, Florida 32308) on or before the required date and time. Replies delivered late or to the wrong location will not be considered.

The Department of Law Enforcement currently does not utilize the State of Florida's MyFloridaMarketPlace (MFMP) e-procurement system for competitive solicitations such as this ITB. Bidders are to manually submit their responses to this ITB to FDLE. Specific references to MFMP usage for this ITB stated in paragraphs 3 and 5 of the State of Florida Form PUR 1001, General Instructions to Bidders, are not applicable.

**FAILURE TO INCLUDE ANY INFORMATION OR DOCUMENTATION REQUESTED WITHIN THIS ITB MAY LEAD TO REJECTION OF THE BID FOR NON-RESPONSIVENESS. IF YOU ARE UNSURE OF THE REQUIRED INFORMATION OR DOCUMENTATION, CONTACT THE PROCUREMENT OFFICER. DO NOT MAKE ASSUMPTIONS.**

## ATTACHMENT A PRICE SHEET

### FDLE ITB 1921 TBROC Custodial Services

Vendors must provide a response to each and every price field below. The grand total is calculated to include the base term and each renewal year.

DESCRIPTION/TERM	RATE PER MONTH	QUANTITY (IN MONTHS)	SUB-TOTAL
Initial Three (3) Years	\$	36	\$
First Renewal Year	\$	12	\$
Second Renewal Year	\$	12	\$
Third Renewal Year	\$	12	\$

**GRAND TOTAL \$ \_\_\_\_\_**

Note: The cost of all services shall include salaries, overhead, fringe benefits, operating margin and expenses.

Bidder acknowledges to take whatever action is necessary to verify, and if necessary, adjust the approximations provided in the Statement of Work (Section 3.2) when planning to submit a proposal. By submitting a Bid, the Bidder acknowledges that he/she has conducted a walk-through inspection of the building, verified the square footage of all cleanable areas, and has based their Bid upon their own independent analysis of the space measurements.

**BY AFFIXING MY SIGNATURE ON THIS BID RESPONSE, I HEREBY STATE THAT I HAVE READ ALL THE BID TERMS, CONDITIONS, AND SPECIFICATIONS AND AGREE TO ALL TERMS, AND CONDITIONS, PROVISIONS, AND SPECIFICATIONS; AND I CERTIFY THAT I WILL PROVIDE THE COMMODITIES AND SERVICES AS SPECIFIED IN THE BID.**

AUTHORIZED REPRESENTATIVE: \_\_\_\_\_  
(Signature)

NAME AND TITLE: \_\_\_\_\_  
(Print)

COMPANY: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE AND ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

FEDERAL EMPLOYER IDENTIFICATION NUMBER: \_\_\_\_\_

**ATTACHMENT B**  
**SCRUTINIZED COMPANIES CERTIFICATION**

Vendor Name: \_\_\_\_\_

Vendor FEIN: \_\_\_\_\_

Vendor's Authorized Representative Name: \_\_\_\_\_

Vendor's Authorized Representative Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Pursuant to subsection 287.135 Florida Statutes, at the time a Vendor submits a Proposal or before entering into a contract of any dollar amount, the Vendor or Contractor must certify that the company is not participating in a boycott of Israel, and that the company is not on the Scrutinized Companies that Boycott Israel List. For a contract where the value exceeds \$1 million, the Vendor or Contractor must certify that it is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or that it does not have business operations in Cuba or Syria.

As the person authorized to sign on behalf of Vendor, I hereby certify that the company identified above in the section entitled "Vendor Name" is not participating in a boycott of Israel, and is not on the Scrutinized Companies that Boycott Israel List. If the contract value will exceed \$1 million, I hereby further certify that the company identified above in the section entitled "Vendor Name" is not listed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and that it does not have business operations in Cuba or Syria. I understand that pursuant to section 287.135, the submission of a false certification may subject company to termination of the contract, civil penalties, attorney's fees, and/or costs.

Certified By: \_\_\_\_\_

(Authorized Signature)

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTACHMENT C

### DRUG FREE WORKPLACE CERTIFICATE

**IDENTICAL TIE PROPOSALS** – Preference will be given to businesses with drug free workplace programs. Whenever two or more proposals which are equal with respect to price, quality, and services are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program will be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tied Respondents have a drug-free workplace program. In order to have a drug-free workplace program, a business must:

- 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, 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 proposal 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 proposal, 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, Florida Statutes or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than (5) five days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section. As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Respondent's Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT D  
CERTIFICATION OF SITE VISIT****MANDATORY SITE VISIT**

Any Vendor wishing to submit a response to this ITB must participate in a Site Visit for the purpose of a pre-bid conference. The Site Visit is scheduled for Tuesday, April 9, from 10:00 a.m. until 12:00 p.m. Vendors must provide by Friday, April 5, 2019 the name, title and company of the person(s) attending the Site Visit to the Procurement Officer via email at [fdleogscontracts@fdle.state.fl.us](mailto:fdleogscontracts@fdle.state.fl.us) .

No questions will be answered during the Site Visit, all questions must be submitted to the Department in writing and answers will be posted in accordance with the Schedule of Events / Timeline.

COMPANY NAME: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_

DATE OF VISIT: \_\_\_\_\_

On the above date, site was inspected and I am fully aware of entire scope of services.

\_\_\_\_\_  
Printed Name of Vendor Representative:

\_\_\_\_\_  
Vendor Signature:

\_\_\_\_\_  
Site Visit Verified by: (FDLE Representative) Printed Name:

\_\_\_\_\_  
FDLE Signature:

**ATTACHMENT E  
VENDOR REFERENCES**

Vendor's Name: \_\_\_\_\_

Vendor must provide three (3) references.

1.) Name of Company/Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

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

2.) Name of Company/Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

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

3.) Name of Company/Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

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

**ATTACHMENT F  
ITB CHECKLIST**

For your convenience, we offer the following checklist of items that must be returned by the response deadline listed in the ITB timeline.

- \_\_\_\_\_ 1. FDLE Acknowledgement Form
- \_\_\_\_\_ 2. Price Sheet (Attachment A)
- \_\_\_\_\_ 3. Scrutinized Companies Certification (Attachment B)
- \_\_\_\_\_ 4. Drug Free Workplace Certificate (Attachment C)
- \_\_\_\_\_ 5. Site Certification (Attachment D)
- \_\_\_\_\_ 6. Vendor References (Attachment E)
- \_\_\_\_\_ 7. Any Addenda applicable to this Bid

**FAILURE TO INCLUDE ANY INFORMATION REQUESTED WITHIN THIS ITB MAY LEAD TO REJECTION OF THE BID FOR NON-RESPONSIVENESS.**