

**ORANGE COUNTY TAX COLLECTOR
REQUEST FOR PROPOSAL (RFP)**

PURCHASING DIVISION
200 S. ORANGE AVE., STE. 1600
ORLANDO, FLORIDA 32801
MAUREEN STRAUGHN
(407) 836-2780
(FAX) (407) 836-2730

ISSUE DATE:

PROPOSALS MUST BE
RECEIVED NO LATER
THAN 3 p.m. on 5/9/2016
EMAIL: ms@octaxcol.com

TITLE: JANITORIAL SERVICES

Web Page: www.octaxcol.com

**RFP INFORMATION PAGE
PROPOSER MUST COMPLETE THE FOLLOWING:**

<p>Vendor Name:</p> <p>Purchase Order Address: Number & Street:</p> <p>City, State, Zip (+4)</p> <p>Was this RFP mailed to the correct address?</p> <p>Mark "X" here _____ and we will adjust our records Area Code and Telephone No. (800) - 800 - () - Fax</p> <p>e-mail:</p> <p>web site address: http://www.</p> <p>Payment Terms: NET THIRTY (30) DAYS</p>	<p>Physical Address: Number & Street:</p> <p>City, State, Zip (+4)</p> <p>Proposals are firm for Acceptance for 120 days Yes _____ No _____ Other _____</p> <p>Please state or reference any variances (section 1.04)</p> <p>Is your firm certified by Orange County Government as a MBE, WBE or SBE business?</p> <p>MBE _____ WBE _____</p> <p>Please note your certification number below: _____</p>
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How to Submit a proposal: It will be the sole responsibility of the Proposer to ensure that an original and three (3) copies of their proposal are submitted and it reaches the Orange County Tax Collector's Office, Finance Division, 200 S. Orange Avenue, Ste. 1600, Orlando, Florida 32801, prior to the proposal opening date and time listed. Do not submit via Facsimile as they will not be accepted. For hand delivery, deliver to 200 S. Orange Avenue, Ste.1600, Orlando, FL 32801.

Each proposal envelope must be sealed with the following information stated on the OUTSIDE of the envelope:

RFP No. 1-TC-PUR--JS Title: JANITORIAL SERVICES

Vendor Certification: I, the below signed hereby agree to furnish the required article(s) or services(s), at the price(s) and terms stated subject to all instructions, conditions, specifications, and all attachments hereto. I have read all attachments and fully understand what is required. By submitting this proposal, I certify that I will accept a contract if approved by the Orange County Tax Collector and such acceptance covers all terms, conditions, and specifications contained in this proposal. I certify that I have not divulged to, discussed with, or compared this proposal with any other proposers and have not colluded with any other proposers or parties to this proposal. I certify I am authorized to contractually bind the proposing firm.

<p>_____ Signature of Authorized Representative</p>	<p>_____ Title (typed or printed)</p>
<p>_____ Name of Authorized Representative (typed or printed)</p>	<p>_____ Date</p>

SUBMIT THIS COMPLETED FORM AS THE COVER PAGE OF THE PROPOSAL

The Orange County Tax Collector, hereafter referred to as OCTC, may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Request for Proposal (RFP) Special Conditions, Technical Specifications, Instructions, Proposal Summary Page, Addenda, and Legal Advertisement.

SECTION I - INFORMATION PAGE CONDITIONS:

- 1.1 PROPOSER'S ADDRESS: The mailing of the RFP to a vendor will not register a vendor on our system. Please indicate your purchase order address and your physical address on the Proposal Information Page.
- 1.2 PAYMENT TERMS AND CASH DISCOUNTS: Payment terms, unless otherwise stated in this RFP, will be considered to be net 30 days.
- 1.3 PROPOSALS FIRM FOR ACCEPTANCE: Proposer warrants, by virtue of proposing, that their proposal and the prices quoted in their proposal will be firm for acceptance by the OCTC for a period of one hundred twenty (120) days from the date of proposal opening unless otherwise stated in the RFP.
- 1.4 VARIANCES: By receiving a proposal, OCTC does not necessarily accept any variances contained in the proposal. All variances submitted are subject to review and approval by the OCTC. The OCTC reserves the right to reject the proposal or part of the proposal that is declared by the OCTC as conditional.

SECTION II – PROPOSING AND AWARD PROCEDURES:

- 2.1 SUBMISSION AND RECEIPT OF PROPOSALS: To receive consideration, proposals must be received prior to the opening date and time. Unless otherwise specified, Proposers, sometimes referred to as "Contractor" should use the forms Proposal Information Page (pg.1), Proposal Summary Page (pg.17) , Form "E" Worksheet (pg.18) and Drug-Free Workplace (p.20) provided by the OCTC. These forms may be duplicated, but failure to use the forms may cause the proposal to be rejected. Any erasures or corrections on the proposal must be made in ink and initialed by Proposer. All information submitted by the Proposer shall be printed, typewritten or filled in with pen and ink. Proposals shall be signed in ink. Separate proposals must be submitted for each RFP issued by the OCTC in separate sealed envelopes properly marked. Multiple copies of proposals may be included in a single envelope or package, properly sealed and identified. Proposals will be publicly opened in the conference room, or other designated area, in the presence of OCTC staff. Proposals will be tabulated and made available for review by Proposers and the public in accordance with applicable regulations.
- 2.1.1 HOW TO SUBMIT A PROPOSAL: It will be the sole responsibility of the proposer(s) to ensure that their proposal reaches the Orange County Tax Collector's Office, Finance Division, 200 S. Orange Avenue, Ste. 1600, Orlando, Florida 32801, prior to the proposal opening date and time listed. Do not submit via Facsimile as they will not be accepted. For hand delivery, deliver to 200 S. Orange Avenue, Ste. 1600, Orlando, Florida 32801.

Each proposal envelope must be sealed with the following information stated on the OUTSIDE of the envelope:

Title: JANITORIAL SERVICES

- 2.1.2 INFORMATION REQUIRED OF PROPOSERS: The following forms must be included in the proposal package: Proposal Information Page (pg.1), Proposal Summary Page (pg.17), Form "E" Worksheet (pg.18), and the Drug-Free Workplace Form (pg.20). All of the required forms are included. Copies of Insurance Certificates, the Technical Proposal, Experience Summary, and Financial Information must also be submitted.
- 2.2 TAXES: The Orange County Tax Collector is exempt from Federal Excise and Florida Sales taxes. State Sales tax exemption number is 85-801262270C-7.
- 2.3 MISTAKES: Proposers are cautioned to examine all terms, conditions, specifications, addenda, and special conditions pertaining to the RFP. Failure of the proposer to examine all pertinent documents shall not entitle them to any relief from the conditions imposed in the contract.

- 2.4 USE OF OTHER GOVERNMENTAL CONTRACTS: The OCTC reserves the right to reject any part or all of any proposals received and utilize other available governmental contracts, if such action is in its best interest.
- 2.5 QUALIFICATIONS/INSPECTION: Proposals will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The OCTC reserves the right to inspect the Proposer's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Proposer's ability to perform. The Purchasing Administrator reserves the right to reject proposals where evidence or evaluation is determined to indicate inability to perform.
- 2.6 CONFLICT OF INTEREST: No contract will be awarded to a proposing firm who has OCTC elected officials, officers or employees affiliated with it, unless the proposing firm has fully complied with current Florida State Statutes and County/City Ordinances relating to this issue. Proposers must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification.
- 2.7 RESERVATIONS FOR AWARD AND REJECTION OF PROPOSALS: The OCTC reserves the right to accept or reject any or all proposals, part of proposals, and to waive minor irregularities or variations to specifications contained in proposals, and minor irregularities in the proposal process. The OCTC reserves the right to make an award to the most responsive and responsible proposer whose product or service meets the terms, conditions, and specifications of the RFP and whose proposal is considered to best serve the OCTC'S interest. In determining the responsiveness of the offer and the responsibility of the Proposer, the following shall be considered when applicable:
- a. Appropriate financial, material, equipment, facility, and personnel resources;
 - b. Experience, knowledge, and expertise, or the demonstrated ability to obtain same;
 - c. Capability to meet all contractual requirements;
 - d. A satisfactory record of performance on similar projects;
 - e. A satisfactory record of integrity;
 - f. Qualified legally to contract with the OCTC; and
 - g. Supplied all necessary information in connection with the inquiry concerning responsibility, including, but not limited to, any licenses, permits, references, insurance or organizational papers that may be required.

The OCTC reserves the right, in the event the selected Proposer does not perform satisfactorily, to award a trial period to the next ranked Proposer or to award a contract to the next ranked Proposer. This procedure shall continue until a Proposer is selected or the RFP is cancelled and a new solicitation issued, at the sole option of the OCTC.

SECTION III - BONDS AND INSURANCE

- 3.1 PERFORMANCE BOND/IRREVOCABLE LETTER OF CREDIT: If a performance bond or irrevocable letter of credit is required in the Special Conditions of this RFP, the Contractor shall, within fifteen (15) working days after notification of award, furnish to the OCTC a Performance Bond or an Unconditional Irrevocable Letter of Credit payable to the Orange County Tax Collector, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the OCTC thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent. If a Letter of Credit is chosen, it must be in a form acceptable to the OCTC, drawn on a local (Orange County) bank acceptable to the OCTC and issued in favor of the Orange County Tax Collector. If a Proposer wishes to use a non-local bank, he must have prior OCTC approval of the requirements to draw against the Letter of Credit.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond or Irrevocable Letter of Credit is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the OCTC in the event of a material breach of the Agreement by the Contractor.

- 3.2 INSURANCE: If the successful Contractor is required to go on to OCTC property to perform services as a result of the RFP award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by OCTC or specified in Special Conditions (Part II, Section I - 15.0).

The Contractor shall provide to the Finance Division original certificates of coverage and receive notification of approval of those certificates prior to engaging in any activities under the contract. The certificates must list the OCTC as an ADDITIONAL NAMED INSURED and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the OCTC if circumstances change or adequate protection of the OCTC is not presented. Proposer, by submitting his proposal, agrees to abide by such modifications.

SECTION IV - PURCHASE ORDER AND CONTRACT TERMS:

- 4.1 OTHER GOVERNMENTAL ENTITIES: If the Proposer is awarded a contract as a result of this RFP, they will, if they have sufficient capacity or quantities available, provide to other governmental agencies, so requesting the services or goods awarded, in accordance with the terms and conditions of this RFP and resulting contract.
- 4.2 VERBAL INSTRUCTIONS PROCEDURE: No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any OCTC employee. Only those communications which are in writing from an authorized OCTC representative may be considered. Only written communications from Contractors, which are signed by a person designated as authorized to bind the Contractor, will be recognized by the OCTC as duly authorized expressions on behalf of Contractors.
- 4.3 INDEPENDENT CONTRACTOR: The successful Contractor will be considered an independent contractor under the Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the OCTC. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, purchasing policies unless otherwise stated in this RFP and other similar administrative procedures applicable to services rendered under this contract, shall be those of the Contractor.
- 4.4 INDEMNITY/HOLD HARMLESS AGREEMENT: The successful Contractor agrees to protect, defend, indemnify, and hold harmless the Orange County Tax Collector and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorney fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the proposing process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.
- 4.5 TERMINATION FOR CAUSE: If through any cause the successful Contractor shall fail to fulfill in a timely and proper manner its obligations under the Agreement, or if the Contractor shall violate any of the provisions of the Agreement, the OCTC may upon written notice to the Contractor terminate the right of the Contractor to proceed under the Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the OCTC by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under the Agreement shall, at the option of the OCTC, become the OCTC'S property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the OCTC. The Contractor, however, shall not be relieved of liability to the OCTC for damages sustained by the OCTC by reason of any breach of the Agreement by the Contractor, and the OCTC may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the OCTC from the Contractor can be determined.
- 4.6 TERMINATION FOR CONVENIENCE: The OCTC reserves the right, in its best interest as determined by the OCTC, to cancel the awarded contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 4.7 CANCELLATION FOR UNAPPROPRIATED FUNDS: The obligation of the OCTC for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 4.8 RECORDS: The successful Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to the contract.

- 4.9 PERMITS, TAXES, and LICENSES: The successful Contractor shall, at their own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried on under the contract.
- 4.10 NON-DESCRIMINATION: It is hereby declared that equal opportunity and nondiscrimination shall be the OCTC'S policy intended to assure equal opportunities to every person, regardless of race, religion, sex, color, age, disability or national origin, in securing or holding employment in a field of work or labor for which the person is qualified, as provided by Section 17-314 of the Orange County Code and the County Administrative Regulations. Further, the awarded Contractor shall abide by the following provisions:
- (a) The awarded Contractor shall represent that they have adopted and maintain a policy of nondiscrimination as defined by applicable County ordinance throughout the term of the contract.
- (b) The awarded Contractor shall allow reasonable access to all business and employment records for the purpose of ascertaining compliance with the nondiscrimination provision of the contract.
- (c) The provisions of the prime contract shall be incorporated by the awarded Contractor into the contracts of any applicable subcontractors, if any.
- 4.11 UNUSUAL CIRCUMSTANCES: If during a contract term where costs to the OCTC are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party to the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required items or services, then the Contractor may request adjustments to the costs to the OCTC to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The OCTC may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the OCTC does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the OCTC, the OCTC will reserve the following options:
1. The contract can be canceled by the OCTC upon giving thirty (30) days written notice to the Contractor with no penalty to the OCTC or Contractor. The Contractor shall fill all OCTC requirements submitted to the Contractor until the termination date contained in the notice.
 2. The OCTC requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.
 3. If the OCTC, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve them of a legitimate obligation under the contract, and no unusual circumstances had occurred, the OCTC reserves the right to take any and all actions under law or equity. Such actions shall include, but not be limited to, declaring the Contractor in default and disqualifying him for receiving any business from the OCTC for a stated period of time.
- If the OCTC does agree to adjusted costs, these adjusted costs shall not be invoiced to the OCTC until the Contractor receives notice in writing signed by a person authorized to bind the OCTC in such matters.
- 4.12 ASSIGNMENT: The successful Contractor shall not transfer or assign the performance required by this RFP without the prior written consent of the OCTC. Any award issued pursuant to this RFP, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the OCTC's Chief Financial Officer.
- 4.13 FORCE MAJEURE: No party shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by *force majeure*, meaning any act of God, storm, fire, casualty, unanticipated work stoppage, strike, lockout, labor dispute, civil disturbance, riot, war, national emergency, act of Government, act of public enemy, or other cause of similar or dissimilar nature beyond its control.
- 4.14 GOVERNING LAW: The validity, construction and effect of the contract and any and all extensions and/or modifications thereof, shall be governed by the laws of the State of Florida. Florida law shall govern regardless

of any language in any attachment or other document that the Contractor may provide. Any action between the parties arising from the agreement shall be maintained in the courts of Orange County, Florida.

- 4.15 PUBLIC ENTITY CRIME: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute Section 287.017, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.
- 4.16 DRUG-FREE WORKPLACE FORM: The Drug-Free Workplace Form (pg.20) must be submitted with your proposal. Failure to submit this form and certify the firm has a drug-free workplace in accordance with Florida Statute 287.087, shall result in rejection/disqualification of your proposal.

-----End of Section-----

SPECIAL CONDITIONS
Part II

SECTION I - INFORMATION/SPECIAL CONDITIONS

- 1.0 **PURPOSE:** The ORANGE COUNTY TAX COLLECTOR (OCTC) is seeking proposals from qualified firms, hereinafter referred to as the Contractor, to provide JANITORIAL SERVICES for the OCTC's various departments, in accordance with the terms, conditions, and specifications contained in this Request for Proposal.
- 2.0 **INFORMATION OR CLARIFICATION:** For information concerning procedures for responding to this RFP, or the technical specifications, and scope of services, contact Maureen Straughn, Purchasing Department at (407) 836-2780 or e-mail: ms@octaxcol.com. Such contact shall be for clarification purposes only. Material changes, if any, to the scope of services or proposing procedures will be only transmitted by written addendum.

It is preferred that all questions be submitted in writing to the Orange County Tax Collector, 200 S. Orange Avenue, Orlando, Florida 32801, ATTN: Maureen Straughn, Purchasing Department or by email to ms@octaxcol.com. Questions of a material nature must be received no later than, 4/27/2016 prior to the RFP due date. **Proposers please note:** No part of your proposal can be submitted via FAX. The entire proposal must be submitted in accordance with the "Instructions to Proposers" contained in this RFP.

- 3.0 **SITE VISIT:** The OCTC will provide a tour of the facilities. It will be the sole responsibility of the proposer to inspect the OCTC's location(s) prior to submitting a proposal. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the proposer has familiarized himself with the nature and extent of the work, and the equipment, materials, and labor required.
- 4.0 **ELIGIBILITY/QUALIFICATIONS OF PROPOSERS:** Proposals will be considered only from vendors who are regularly engaged in the business of providing janitorial services. Proposers shall provide the OCTC with credentials supporting their prior experience, expertise, sufficient financial capacity and resources, including organization and labor, to insure satisfactory execution of the services contained in the RFP. Proposer shall provide a list of references with particular emphasis on other governmental agencies, and include current clients and past clients within the Central Florida area, and the number of years in business providing these services.
- 5.0 **CONFIDENTIAL INFORMATION:** Florida law (Section 119.01, F.S., Public Records Law) provides that records shall, at all times be open for personal inspection by any person. Information and materials received by OCTC in connection with all proposers' response to this RFP shall be deemed to be public records subject to public inspection upon award, recommendation for award or 10 days after opening of proposals, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. Therefore, if the proposer believes any of the information contained in his or her response is exempt from the Public Records Law, the proposer must in his or her response specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise, the OCTC will treat all materials received as public records.
- 6.0 **CONTRACT PERIOD:** The initial contract term shall commence upon final execution of the contract by the OCTC and shall be for a one (1) year period. The OCTC reserves the right to extend the contract for up to two (2), one (1) years terms, or a single, two (2) year term, providing all terms, conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the OCTC.
- 7.0 **INVOICES:** The OCTC will accept invoices no more frequently than one (1) per month. One invoice shall be issued. Upon request, records fully detailing the stated amount on the invoice shall be made available to the OCTC. The OCTC will make every attempt to pay invoices completely within thirty (30) days of receipt of a correct invoice. The OCTC shall notify the Contractor within ten (10) days of receipt of invoice of any items

questioned. Contractor shall prepare verification data for the amount claimed, and provide complete cooperation during such investigation of any areas in the invoice subject to question.

- 8.0 PRICING: Proposer shall quote a firm, fixed, flat monthly charge per location, as applicable, for the services contained in the RFP. The total cost to the OCTC shall be the monthly flat rate as proposed, and shall be firm for the initial contract term.
- 9.0 SELLING, TRANSFERRING OR ASSIGNING CONTRACT: Any contract awarded under these terms, conditions and specifications may not be sold, transferred or assigned without the written authorization of the Chief Financial Officer.
- 10.0 SUBCONTRACTING: The use of sub-contractors will not be allowed under the contract.
- 11.0 ADDITION, DELETION OR MODIFICATION OF SERVICES: The OCTC reserves the right to add to the services specified in the RFP or to delete any portion of the resulting Contract, at any time, and if such right is exercised by the OCTC the total fee shall be increased or decreased in the same ratio as the service is to the monthly flat rate quoted by the Contractor and accepted by the OCTC. If work has already been accomplished on the portion of the Contract to be deleted, the Contractor shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion. If the Contractor and the OCTC agree on modifications or revisions to the task elements, after the OCTC has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Contractor will submit a revised budget to the OCTC for approval prior to proceeding with the work.
- 12.0 NON-EXCLUSIVE CONTRACT: Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the OCTC may, at any time, secure similar or identical services at its sole option.
- 13.0 ADDITIONAL ITEMS/DUTIES: The OCTC may require additional items/duties of a similar nature, but not specifically listed in the contract. The Contractor agrees to provide such items/duties, and shall provide the OCTC prices on such additional items or duties based upon a formula or method which is the same or similar to that used in establishing the prices in Contractor's Proposal. If the price(s) offered are not acceptable to the OCTC, and the situation cannot be resolved to the satisfaction of the OCTC, the OCTC reserves the right to procure those items from other vendors, or to cancel the contract upon giving the Contractor thirty (30) days written notice.
- 14.0 WARRANTIES OF USAGE: Any estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the OCTC's needs as they arise.
- 15.0 INSURANCE REQUIREMENTS: The Contractor shall carry in force, at all times during the contract term, the following insurance coverage:

1. Worker's Compensation:

Notwithstanding FS 440.055, any firm performing work on behalf of the OCTC must provide Worker's Compensation Insurance. **Exceptions:** Worker's Compensation Insurance will not be required if the individuals performing the work are a Corporate Officer, sole proprietor or partner. In such case, the firm must provide copies of their waivers as provided by FS 440.05 & 440.055.

2. Commercial General Liability Insurance:

Commercial General Liability Insurance, issued by responsible insurance companies and in a form acceptable to the OCTC, protecting and insuring against all the foregoing with coverage limits of not less than One Million Dollars (\$1,000,000) per occurrence for Bodily Injury and Property Damage.

3. Automobile Liability Insurance:

Automobile Liability coverage shall be in the minimum amount of Three Hundred Thousand Dollars (\$300,000) per occurrence combined single limits for Bodily Injury and Property Damage.

Coverage also will apply as primary coverage and is not to affect any insurance which the certificate holder may carry in its own name.

The Contractor shall provide to the Purchasing Department original certificates of such coverage prior to engaging in any activities under the contract. No work can be started until the certificate is submitted and approved by the OCTC's Risk Manager. Such certificates shall have no less than thirty (30) days notice of cancellation.

- 16.0 DAMAGE TO PUBLIC OR PRIVATE PROPERTY: Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, windows, and vehicles on or around the job site. Damage to public and/or private property shall be the responsibility of the successful contractor and shall be repaired and/or replaced at no additional cost to the OCTC.
- 17.0 STANDARD FORMS: Attachment "A" of this Request for Proposal contains several forms that must be submitted with your proposal, instructions for submitting your proposal, and the RFP Schedule.
- 18.0 TERMS AND CONDITIONS OF THE AGREEMENT: The Agreement that the OCTC intends to use for award is included with this RFP. Any exceptions to this standard contract should be clearly indicated by return of the standard contract with the proposal, with exceptions clearly noted. Modification or alteration of the documents contained in the solicitation or contract shall only be valid if mutually agreed to in writing by the parties.

-----**End of Section**-----

TECHNICAL SPECIFICATIONS
Part III

SECTION I – GENERAL INFORMATION/SERVICE LOCATIONS

1.0 GENERAL INFORMATION:

The OCTC desires to establish a single contract for all its janitorial service requirements. Services will include window cleaning and daily spot carpet cleaning. The initial term of the contract will be one year with the option to renew for two additional one year periods (see Special Conditions, Part II 6.0).

2.0 SERVICE LOCATIONS:

2.1 Daily cleaning will be performed at the offices listed below between the hours of 5:30 p.m., and 7:00 a.m., Monday through Friday (Excluding OCTC Holidays), and over the weekend unless otherwise arranged. See Section II of Part III, paragraph 1.0, for a list of OCTC Holidays.

1. Downtown Tag Agency – 301 S. Rosalind Avenue, 1st floor, Orlando
Total rental square footage 6,511.

2. West Colonial Tag Agency – 2110 W. Colonial Drive, Orlando
Total rental square footage 18,300.

3. Clarcona Ocoee Tag Agency – 4101 Clarcona Ocoee Rd, Orlando
Total rental square footage 6919.

4. West Orange Tag Agency – 14035 W. Colonial Drive, Winter Garden
Total rental square footage 7,000.

5. Sand Lake Tag Agency – 730 Sand Lake Rd., Ste 106B, Orlando
Total rental square footage 25,321.

This location contains a tag agency which is approximately 15,000 sq ft and a warehouse of 10,000 sq ft. A separate quote is required for each area.

6. Lee Vista Tag Agency, 8185 Lee Vista Blvd, Orlando
Total rental square footage 5,527.

7. East Orange Tag Agency – 10051 University Blvd, Orlando
Total rental square footage 10,500.

The flooring in each office consists of a combination of carpet, tile, and VCT. At walkthrough, each vendor is required to measure the approximate square footage of each type of flooring to ensure an appropriate quote for services rendered.

Additional Locations - The OCTC may add to the janitorial services locations during the Contract term. The cost to the OCTC for such additional services shall be based on the same pricing formula used by the Contractor for the specified services and locations, and as agreed to between the Contractor and the OCTC, in accordance with Contract terms and conditions. The OCTC shall provide the Contractor with advance notice of additional requirements to allow for the proper scheduling of any additional service requests. **Contractor shall include in the solicitation response, the minimum advance notification required for additional service requests, and the basis for additional costs.**

SECTION II – DAYS OF SERVICE/SCOPE OF SERVICE/TECHNICAL SPECIFICATIONS.

1.0 DAYS OF SERVICE:

Unless otherwise noted, service shall be rendered as previously noted, excluding OCTC Holidays: New Years Day (January 1) Martin Luther King's Birthday (Third Monday in January), President's Day(second Monday in February), Memorial Day (Last Monday in May) Independence Day (July 4) Labor Day (First Monday in September), Veterans Day(November), Thanksgiving Day (Fourth Thursday in November) Day after Thanksgiving, Christmas Eve (December 24th) Christmas Day (December 25th) One floating holiday. It should be noted that the OCTC conducts

normal business on, Columbus Day. The OCTC requires service on these holidays, and on any other holiday upon which OCTC conducts business. OCTC will provide a complete list of observed holidays each year.

2.0 **SCOPE OF SERVICE:**

2.1 The scope of service will consist of cleaning the Tax Collector's offices and corridors. Daily duties shall include, but not be limited to:

- a. Empty all wastebaskets and other trash receptacles; replace plastic liners, as needed
- b. Dust all furniture, fixtures and baseboards
- c. Damp wipe surfaces of desks, administration tables and counters with appropriate non-streak cleaner
- d. Clean all glass surfaces with a glass non-streak cleaner
- e. Vacuum carpets on a nightly basis
- f. Spot clean carpets as needed
- g. Clean front door glass with appropriate non-streak cleaner
- h. Sweep and damp mop all hard surface floors with appropriate non-streak cleaner
- i. Clean, polish and sanitize drinking fountains
- j. Dust and straighten public waiting areas
- k. Clean and sanitize bathrooms, toilets, sinks and floors; spot clean walls, woodwork around doors and light switches
- l. Dust doorframes and window frames, chairs, file cabinets and ledges
- m. Dust blinds, shades and ceiling fans
- n. Clean door vents and air conditioning vents

2.2 Cleaning Methods

- a. Bathroom sinks, toilets, floors, urinals and drinking fountains will be sanitized daily with a germicidal cleaner and deodorant.
- b. On request only: "Non-carpeted areas* will be refinished. They will be cleaned and stripped of old finish and prepared for the application of (3) three coats of sealer. A minimum of (2) two coats of government approved non-slip (for safety and durability) floor finish will then be applied. Special attention should be given to corners and edges.
- c. On request only: Carpets will be thoroughly cleaned using a steam extraction method; pre-treating high traffic and/or heavily soiled areas.
- d. Windows will be cleaned weekly inside and out with a non-streak glass cleaner. Cleaning will include the window jams and removal of any cobwebs.
- e. The proposal amount for each facility noted in Part III, Section 1, includes a commitment to provide a minimum number of man-hours per month to maintain the facilities. As part of the proposal evaluation process, the OCTC will consider the number of man hours the Proposer guarantees the OCTC each month.
- f. All ceramic tiles, composition tiles, vinyl tiles and concrete floors must be swept and damp mopped every day with germicidal solution and spray buffed once per week. All carpets must be vacuumed and spot cleaned daily.

3.0 TECHNICAL SPECIFICATIONS:

Services performed under the Agreement shall be subject to inspection for compliance with the following minimum acceptable standards:

3.1 Regular Working Hours

The OCTC's regular working hours are from 8:00 a.m. to 5:30 p.m., Monday through Friday, excluding holidays.

3.2 Daily

Monday through Friday: services performed once every 24-hour period.

3.3 Bi-Weekly

Services performed twice during each seven (7) day period with a minimum of four (4) days between services.

3.4 Monthly

Services performed during calendar months at intervals of 28 to 31 days.

3.5 General

For all operations where furniture and equipment must be moved, no chairs, wastepaper baskets or other similar items shall be stacked on desks, tables or windowsills. Upon completion of work, all furniture and equipment must be returned to its original position. Baseboards, walls, furniture and equipment shall in no way be splashed, disfigured nor damaged during these operations. Precautions shall be taken to advise building occupants of wet and/or slippery floor conditions during cleaning operations including warning signs. All tools and equipment shall be maintained in a clean and safe condition at all times. All waxed surfaces must be maintained so as to provide safe anti-slip walking conditions.

3.6 Wet Mopping and Scrubbing

The floors shall be properly prepared for wet mopping and scrubbing including, sweeping the floor and removal of wads of gum, tar and similar substances. Upon completion of the mopping and scrubbing, the floors shall be clean and free of dirt, water streaks, mop marks, string, etc.; properly rinsed, and dry mopped to present an overall appearance of cleanliness. All surfaces shall be dry and corners and cracks cleaned after the wet mopping or scrubbing. When scrubbing is designated, it shall be performed by machine, hand, or a brush. Wet mopping shall include germicidal solution. No dirt shall be left in corners, under furniture, behind doors, and treads. Likewise, entrances, and other assigned areas shall be swept clean of all dirt/trash. No dirt shall be left where sweepings were picked up. There shall be no dirt, trash or foreign matter under desks, tables or chairs.

3.7 Daily Carpet Cleaning:

Vacuum all carpeting including throw rugs and spot clean carpet daily. Carpets and rugs shall be free of streaks, stains and spots and shall have a bright uniform color. Pile rugs and carpets shall be brushed against the pile to loosen soil and open pile tufts, followed by thorough vacuuming to remove soil. Spots of ink, oil, coffee, food, and other stains shall be removed without wetting the padding / backing. Industry standard, chemical "spot lifting" techniques must be utilized to lift "simple spots".

3.8 Floor Re-finishing – On Request Only

The job of floor re-finishing if requested includes cleaning and applying a protective finish to floor surfaces.

a. Sweeping: Sweep floors and stairs thoroughly. Remove all staples, paper, gum, adhesive materials, dirt, tar, etc.

b. Stripping: Remove all old finish or wax from floors, using a concentrated solution of liquid cleaner. Cleaner shall be applied with a mop, and scrubbed with an electrical polishing machine with scrub brush or a medium grade-scrubbing pad. Extremely stubborn spots, gum, rust, burns, etc., shall be removed by hand with a scouring pad dipped in the cleaning solution. Corners and other areas that the polishing machine cannot reach shall be scrubbed and thoroughly

cleaned by hand. Care shall be exercised so that baseboards, walls, and furniture shall not be splashed nor marred. Cleaning solution shall be taken up with a mop and the floor rinsed twice with clean water to remove all traces of cleaning solution. Do not flood floor with water; use only enough water as required for good rinsing. Floor shall be allowed to dry thoroughly after rinsing.

c. Finishing: Apply a minimum of three (3) coats of floor finish, allowing sufficient drying time between each coat. The last coat only should be applied up to but not touching the baseboard. All other coats should be applied to within four inches of the baseboard.

3.9 Periodic Spray Buffing/Burnishing

Period spray buffing and burnishing shall be accomplished as required to maintain the specific areas at an acceptable standard.

3.10 Policing

Policing includes performance of the following tasks at the stated frequencies specified in Section 2.0: picking up and removing from areas inside the building all paper, trash, empty bottles, and other discarded materials; maintaining wall-hung and floor-type ash receptacles in a neat and presentable condition; picking up and removing from areas inside the building wads of gum, spots of tar, and other foreign substances; tidying up drinking fountains and glass surfaces; mopping up wet areas caused by spillages, accidents or inclement weather.

3.11 Damp Wiping

Damp wiping consists of using a clean damp cloth or sponge to remove all dirt, spots, streaks, and smudges from walls, glass, and other specified surfaces and then drying to provide a polished appearance. The wetting solution shall contain an appropriate non-streak cleaning agent.

3.12 Bright Metal Polishing

Bright metal polishing shall be performed by damp wiping and if required, use of a suitable polishing agent and drying with a cloth.

3.13 Glass Enclosures and Partitions

After each cleaning, all glass surfaces shall be clean and free of dirt, grime, streaks, excessive moisture, and shall not be cloudy. Window shades, sills, woodwork around interior glass and other surroundings shall be thoroughly wiped free of drippings and other watermarks. Workers shall use pads to protect windowsills when standing on or placing cleaning materials on them, and all such pads or cloths necessary to protect the OCTC's property shall be furnished by the Contractor. The glass cleaning shall be scheduled and performed as to provide the least inconvenience to the building's occupants.

3.14 Dusting

a. Cleaning and Dusting. Dusting shall be accomplished by the use of vacuum cleaners, clean cloths or yarn dusters. Dusting shall be performed to minimize dispersion of dust in the air. The dusting operation includes, but is not limited to, furniture, cabinets, partitions, trim, ledges, wainscots, air conditioners, lampshades and miscellaneous office furniture, and panel tops, window and door ledges, baseboards, banisters, and miscellaneous equipment installed on walls up to twelve (12) feet above the floor. Surfaces of walls and partitions shall be free of dirt, cobwebs, and streaks. Wall surfaces behind furniture or equipment, where space permits, shall be wiped, vacuumed or cleaned with narrow brushes. All dusted surfaces shall have a clean appearance, free of smears, streaks and omissions.

b. Blinds, shades and ceiling fans shall be damp wiped. They shall be free of dust, stains, and streaks. Special care shall be taken to prevent damage to operating mechanisms during the cleaning operations.

3.15 Clean/Restock Restrooms

a. Cleaning. Restrooms shall be kept free from dirt, soil, graffiti, and stains.

b. Clean Restroom Fixtures. All restroom fixtures including, water closets, urinals, lavatories, and sinks shall be sanitized daily and shall be free of stains and odors. Liquid soap dispensers, where existing, shall be filled. Bar soap shall be

placed in restrooms that have no liquid dispensers. Toilet tissue and paper towels shall be replenished with sufficient supply to last until the next scheduled service. Liquid soap, bar soap, toilet tissue, and paper towels shall be furnished by the OCTC.

c. Clean Interior Walls. All walls and partitions shall be cleaned with a clean cloth or sponge and lukewarm mild detergent solution, followed by a water rinse and drying with a clean cloth or sponge. Abrasive cleaners shall not be used on resilient surfaces. In addition to the above, this service includes spot cleaning on these surfaces on an "as required" basis, to remove finger marks, spots, stains, and other marks to match surfaces of adjacent areas. Surfaces shall have a clean appearance, free of dirt, dust, graffiti, streaks, stains, lint, cobwebs, and cleaning marks. Hard finish wainscots, glazed surfaces or ceramic tile surfaces must be free of film and deposits. Mirrors shall be cleaned with an approved non-streak glass cleaner.

3.16 Break Rooms

In all buildings where break rooms are located;

- a. Wipe all tables, chairs, counter tops and kitchen sinks with a germicidal solution every day.
- b. Sinks must be scrubbed daily.
- c. If unobstructed, tops of refrigerators and microwaves must be cleaned a minimum of once a week.
- d. Garbage must be removed every day.

3.17 Miscellaneous Work Items

- a. Clean Drinking Fountains. All chrome or bright finish fittings shall be wiped clean with a damp cloth. All enamel shall be washed with a detergent solution. Metal polish or abrasives shall not be used on water outlet or spigot. Wipe adjacent surfaces clean with a damp cloth. Fountains shall have no streaks, film or spots. Metal parts shall be clean and bright.
- b. Clean Mirrors. All mirrors shall be cleaned with an approved non-streak glass cleaner. Scouring powders or ammonia shall not be used. All mirror surfaces and adjacent areas shall be free of film, streaks, stains, and deposits. All mirrors installed in bathrooms are considered to be a part of the bathroom fixture cleaning.

3.18 Waste Collection and Removal

Trash shall be placed in outside refuse containers immediately after collection. Bags of trash shall not be left in passageways or inside of the buildings to create a nuisance or an eyesore. Any trash dropped shall be immediately retrieved by the Contractor and properly placed in the trash receptacle.

3.19 Stoops/Entranceways

Stoops and entranceways shall be swept and damp mopped daily. All entrance mats shall be cleaned free of soil and grit. Soil and moisture underneath entrance mats shall be removed and mats returned to the original locations.

4.0 SPECIAL REQUIREMENTS:

4.1 Service Calls (to correct Contractor deficiencies)

Service calls consist of providing all labor and material necessary to perform cleaning tasks during regular working hours that are necessary due to the Contractor's failure to perform the required task(s) during the previous cleaning cycle. The Contractor shall respond and complete within a reasonable amount of time.

NOTE: Contractor must provide OCTC with a contact number so service calls placed can be responded to as soon as possible.

4.2 Equipment

Equipment utilized by the Contractor must operate from existing sources of electricity and at a minimum noise level. Contractor shall maintain the equipment to ensure safe and proper working order at all times.

4.3 OCTC Furnished Items

The OCTC will provide space for the storage of materials and equipment provided and maintained by the Contractor. Storage space shall be kept clean and neat in appearance at all times. The OCTC will provide paper towels, toilet paper and soap for the Contractor to replenish in the bathrooms and break room areas as required. All other materials/supplies and equipment required to provide the necessary services shall be furnished by the Contractor and shall be of the type/size suitable for the efficient accomplishment of the services provided under the Agreement.

4.4 Qualified Employees

The Contractor's employees shall be thoroughly trained in all phases of the work to be performed under the Agreement and shall be neat in their personal appearance. Any Contractor employee deemed by the OCTC to be incompetent in the performance of work under the Agreement, discourteous, or otherwise objectionable shall be reported to the Contractor's superintendent who shall take immediate action to remove said employee from the job.

4.5 Work Rules

The Contractor's employees shall not remove papers, open desk drawers and cabinets or use telephones provided for official use. The Contractor's employees shall report to their superintendent any hazardous conditions or items in need of repair noted during the performance of their work, and said superintendent shall thereupon notify the OCTC's representative, or his/her designee, of such conditions. When services under the Agreement are performed during the evening hours, Contractor employees shall be responsible for closing and locking doors and windows and for turning off lights in order that electrical power may be conserved.

4.6 Inspections

The OCTC representative shall make inspections as deemed necessary and appropriate to assure that conditions and standards set forth herein are in compliance with this Agreement.

The OCTC representative shall report to the Contractor's superintendent those areas which are not being cleaned and maintained in accordance with the terms of the Agreement, and said Contractor's superintendent shall take immediate corrective action as may be required to fully comply with the terms as set forth therein.

In the event corrective action is not effected within a reasonable amount of time to be determined by the OCTC, the OCTC may clean the subject area and charge the Contractor for services so performed by the OCTC.

5.0 PAYMENT:

5.1 The OCTC will not pay the Contractor for services either not provided or not provided in accordance with this Specification during any monthly payment period.

5.2 Nothing in the foregoing provision shall diminish nor abrogate the OCTC's rights pursuant to the "Default" clause or other terms and conditions of the Agreement. Invoices from the Contractor shall be processed and paid as set forth in Section IV of the Agreement.

6.0 BACKGROUND SCREENING:

All of the Contractor's employees assigned to work in the OCTC Facilities shall be required to undergo a background screening process prior to commencing work, at the Contractor's expense. Failure to comply with this requirement will be grounds to terminate the Agreement.

Contractor **must** submit for all its employees, the **local** background check reports to the OCTC Purchasing Administrator on any employee when required by the OCTC.

7.0 SECURITY REQUIREMENTS:

7.1 The Contractor shall be responsible for keeping the building locked while janitorial services are performed, and excluding all unauthorized persons. The Contractor shall be responsible for locking and securing all doors and windows and leaving lights off when the Contractor or the Contractor's employees leave assigned work areas. The Contractors shall be responsible for properly turning off and back on, alarms in buildings, which have alarm systems.

7.2 The Contractor shall be issued keys to the building in which the janitorial services are to be provided.

7.3 If the Contractor is unable to produce any of the keys issued, the Contractor shall assume full financial responsibility for changing the affected locks and providing the necessary keys for the new locks.

7.4 The Contractor shall be required to pay for the replacement of locks should it be determined by the OCTC that such replacement is necessary for the reason of lost key(s).

-----**End of Section**-----

PROPOSAL SUMMARY PAGE

PROPOSERS MUST SUBMIT ONE (1) ORIGINAL AND THREE (3) COPIES OF THE PROPOSAL AND ALL APPENDICES. PROPOSER TO COMPLETE THE FOLLOWING:

1. Company Name: _____
(Legal registered name)

Principal Contact: _____
(name & title)

Telephone No. _____ Fax No. _____ Email Address: _____

2. Is there anything contained in the RFP which is not included in your proposal?

YES: _____ NO: _____ (If YES, please explain)

3. Proposer, please indicate the number of years your company has been in business providing these services:
_____/years

4. REFERENCES: Please submit a minimum of three, on company letterhead, including name, address and telephone number that can substantiate your ability to perform the services as detailed in the specifications. References to other municipalities or governmental units for whom you have provided such services are preferred.

5. Do you have the required insurance? YES _____ NO _____

Please include copies of certificates as a part of your RFP response. Included? YES _____ NO _____

6. Proposer shall quote a firm, fixed, flat MONTHLY rate per location below for all janitorial services in accordance with the solicitation.

LOCATION:	MONTHLY RATE
1. Downtown Tag Agency	\$
2. West Colonial Tag Agency	\$
3. Clarcona Ocoee Tag Agency	\$
4. West Orange Tag Agency	\$
5 South Orlando Tag Agency	\$
6 Lee Vista Tag Agency	\$
7. East Orange Tag Agency	\$
	\$
TOTAL MONTHLY CHARGE	\$

On request, rate per square feet:

Floor Re-finishing	\$
Carpet Extraction	\$

FORM E
WORKSHEET

The following information may be used by the Tax Collector in determining the Proposer's capability to perform the required services and maintain the quality of service that is required. Provide the following proposal price breakdown for each of the specified locations. Make additional copies of this form as needed. All copies of this form must be included in your proposal. The combined Total Monthly Price from each form must match the proposal price submittal in your proposal.

1. LOCATION: _____

Daily (or bi-weekly) Duties

Number of janitors assigned _____

Janitor labor rate \$ _____/hour

Number of man-hours per day _____ hours

Total monthly labor for daily duties (# of janitors X # of man-hours X # of days per month) \$ _____

Total monthly cost for equipment used in daily duties \$ _____

(on a separate sheet, provide a list of the types and quantities of equipment to be used)

Total monthly cost for chemicals, materials, supplies, etc. \$ _____

Total monthly cost for all other items including administration, overhead and profit \$ _____

TOTAL MONTHLY COST: \$ _____

RFP SCHEDULE

<u>04/11/2016</u>	RFP release date
<u>04/27/2016</u>	Site Visits must be conducted during this period and scheduled through Ronald Davis at 407-845-6166.
<u>04/29/2016</u>	Confirmation deadline for attendance a pre-proposal conference is 3:00 p.m.
<u>05/2//2016</u>	Pre-proposal Conference, 10:00 a.m., -- in the Conference Room at 200 South Orange Avenue, Suite 1500, Orlando, Florida 32801. YOU MUST ATTEND THIS CONFERENCE IN ORDER TO SUBMIT YOUR PROPOSAL.
<u>04/27/2016</u>	All written requests for information must be received no later than 3:00 p.m.
<u>05/04/2016</u>	The OCTC will issue an addendum to the solicitation with replies to all vendor inquiries.
<u>05/9/2016</u>	Sealed proposals must be received in the Purchasing Department at 200 S. Orange Avenue, Suite 1500, Orlando, Florida 32801 by 3:00 p.m. All proposals received after this time will remain unopened in the OCTC files and will not be considered.
<u>05/10/2016</u>	Sealed proposals will be opened at 10:00 a.m. in the conference room at 200 S. Orange Avenue, Suite 1500, Orlando, Florida 32801 in the presence of two or more witnesses.
<u>05/18/2016</u>	Notification to all Proposers of winning janitorial service vendor
<u>10/01/2016</u>	Implementation date for contract.

DRUG-FREE WORKPLACE FORM

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

Name of Business _____

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

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

Proposer's Signature, Title

Date

PRE- PROPOSAL CONFERENCE

All prospective Proposers are invited to attend a Pre-Proposal Conference at:

**Office of the Tax Collector
Sun Trust Tower Center
200 South Orange Avenue, Suite 1500
Orlando, Florida**

On:

05/02/2016 at 10:00 am.

The purpose of the Pre-Proposal Conference is to provide and solicit information relative to the scope, purpose, nature and extent of the work, and any local conditions, which may affect the work and its performance. Submission of a proposal shall constitute an acknowledgment by the Proposer that they have thoroughly examined and are familiar with the RFP. The failure or neglect of a Proposer to examine the solicitation shall in no way relieve him/her of any obligations with respect to either their proposal or the solicitation. No claim for additional compensation will be allowed which is based upon a lack of knowledge of the solicitation.

**INSTRUCTIONS FOR SUBMITTING PROPOSAL
IN RESPONSE TO RFP FOR
JANITORIAL SERVICES**

A. Preparation of Proposals:

1. Proposers are expected to examine this proposal form, attached drawings, specifications, if any, and all instructions. Failure to do so will be at the Proposer's risk.
2. All prices and notations must be in ink or typewritten. No erasure permitted. Mistakes may be crossed out and corrections typed adjacent and must be initialed and dated in ink by person signing proposal. All proposals must be signed with the firm's name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
3. Each Proposer shall furnish the information required on the proposal form(s) and each accompanying sheet thereof on which he/she makes an entry.
4. Unit price for each unit proposed shall be shown. A total shall be entered in the amount column for each item proposed. In case of discrepancy between a unit price and extended price, the unit prices will be presumed to be correct.

B. Proposal Check List:

Proposers are cautioned to please check their proposal very carefully, using the following checklist.

Proposer's Information Page Completed and Signed
Drug-Free Workplace Statement Signed
Proposal Summary Page including Price Schedule with Unit Price and Total Price columns completed
Envelope Prepared As Specified
MBE/WBE information provided as required

It is the Proposer's responsibility to contact the Purchasing Section prior to submitting a proposal to ascertain if any addenda have been issued, to obtain all such addenda, and return executed addenda with the proposal.

C. Special Items (Applicable to this Proposal Only)

These "Instructions" are not to be construed as identifying all required submittal documents for the project. Each Proposer is responsible for reading the entire document to ensure compliance.