

The School District of Osceola County, Florida

817 Bill Beck Boulevard, Kissimmee, FL 34744-4495

Phone: (407) 870-4600

Purchasing: (407) 870-4630 FAX (407) 870-4616 www.osceola.k12.fl.us

May 19, 2006

CUSTODIAL SERVICE FOR THE ADULT LEARNING CENTER OF OSCEOLA COUNTY RFP #SDOC 06-092 KB

Notice is hereby given that the Purchasing Department of the School District of Osceola County, Florida will receive proposals for **CUSTODIAL SERVICE FOR THE ADULT LEARNING CENTER OF OSCEOLA COUNTY** at the Purchasing Office, located at 817 Bill Beck Blvd., Building 2000, Kissimmee, Florida 34744-4495, until **11:00 AM on June 6, 2006**. All bids will be publicly opened in the Purchasing Office at that time. Recommendations will be made to the School Board at a regularly scheduled meeting.

Proposals shall be submitted in an envelope, clearly marked with the Bid name, number and the opening date and time. All submittals must be on the attached forms and received at the address in paragraph one. Bidders not returning a response may be removed from the vendor list for this commodity. If you have any questions regarding this Bid, please contact the Purchasing Department at (407) 870-4630.

A Mandatory Pre-Bid Walk-Thru is scheduled for May 30, 2006 at 10:00 a.m.

All purchases resulting from this invitation to bid will be made by the approval of the School District of Osceola County, Florida. To receive a copy of the award recommendation, please include a stamped, self-addressed envelope.

Effective July 5, 1990, State Board of Education Rule 6(A)-1.012(5) allows school districts to make purchases from contracts awarded by other school districts, community colleges, state universities or governmental entities when so permitted in the bids. Please be advised that other agencies may make use of the bid at the same prices and conditions.

The School District of Osceola County, Florida supports the Americans With Disabilities Act of 1990, and we will take all reasonable steps to accommodate individuals using our services, programs and activities. Where applicable all goods and/or construction must meet the provisions of the Americans With Disabilities Act of 1990 as adopted in January 1992. Request for reasonable accommodations must be made at least two (2) working days in advance of the event.

DISCRIMINATION CLAUSE FOR CONTRACTUAL DOCUMENTS

In accordance with HB 2127, Section 6 (3)(a), all invitations to bid, as defined by 287.012(11)FS, requests for proposals, as defined by 287.012(15), and any written contract document of the State shall contain a statement informing entities of the discrimination provisions of paragraph (2)(a). This reference is cited below for your use in related contract documents.

DISCRIMINATION: An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

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INVITATION TO BID RFP #SDOC 06-092 KB

PLEASE CHECK YOUR BID FOR COMPLETENESS AND ACCURACY. THIS BID WILL BE CONSIDERED A BINDING CONTRACT.

NAME OF BID: CUSTODIAL SERVICE FOR THE ADULT LEARNING CENTER OF OSCEOLA COUNTY

LEGAL NAME OF BIDDER: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: (Area Code) _____ FAX: (Area Code) _____

SIGNATURE: _____ DATE: _____

TYPED SIGNATURE: _____ TITLE: _____

REQUIRED BID SUBMITTAL CHECKLIST:

Please be sure you have completed and enclosed this page along with the required documents listed below for your bid to be considered complete. Failure to do so may constitute your bid as incomplete in the awarding process.

Drug Free Workplace Certification

Insurance Documentation as specified in Bid

List of References

Additional Submittals specific to this bid may also be required. See Bid for details.

DUE TO THE RESTRICTED SIZE OF OUR BID FILE SPACE, WE REQUEST THAT YOU “DO NOT” SUBMIT YOUR BID RESPONSE IN 3-RING BINDERS.

FC-220-120
(Rev. 6/99)

DRUG FREE WORKPLACE
CERTIFICATION FORM
RFP SDOC 06-092 KB

In accordance with Florida Statute 287.087, preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

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

Vendor's Signature

ne (pr237p)

Document1
5/19/2006 10:35:00 AM

The following 7 pages are special requirements, please be sure to read them very carefully and to follow all instructions

REQUEST FOR PROPOSAL

Custodial Service at the Adult Learning Center Of Osceola County

RFP #SDOC 06-092 KB

Date: May 29, 2006

Due Date: June 6, 2006 @ 11:00 AM

Proposal Number: SDOC 06-092 KB

	Vendor's Name
	Mailing Address
	City State Zip
	Telephone Number
	Facsimile Number
	E-mail Address

Proposals shall be opened and publicly read aloud by the Purchasing Department of The School District of Osceola County, at **11:00 AM on June 6, 2006**, in the conference room at 817 Bill Beck Blvd, Building 2000, Kissimmee, FL 34744. Offers must be submitted using the 'forms' and format furnished herein by the District.

It is the intent and purpose of the District that the Request for Proposal promotes competition. It shall be the Contractors' responsibility to advise the Purchasing Department, at the address noted herein, if any language, specifications, or terms, etc., or any combination thereof, inadvertently restricts or limits the ability to fulfill the requirements stated in the Request to a Single Source. Such notification must be submitted in writing and must be received by the Purchasing Department no later than seven (7) working days prior to the proposal Due Date of **June 6, 2006**.

Submit Proposals to: THE SCHOOL DISTRICT OF OSCEOLA COUNTY
817 Bill Beck Blvd.
Purchasing Department
Building 2000
Kissimmee, FL 34744-4492

THIS COMPLETED FORM MUST APPEAR AS THE TOP SHEET
OF THE PROPOSAL RESPONSE SUBMITTED

**CUSTODIAL SERVICE AT
THE ADULT LEARNING CENTER
OF OSCEOLA COUNTY**

RFP #SDOC 06-092 KB

A. PROPOSAL RESPONSE SUBMISSION REQUIREMENTS

1. GENERAL INFORMATION

To be considered, a Vendor shall submit information as required, outlining the services they propose.

All submissions shall become the property of the School District of Osceola County, Florida and will not be returned. The District reserves the right to reject any or all submissions and to waive informalities and irregularities in submissions received and to accept any submissions if deemed in the best interest of the School District. All costs associated with submission preparation will be borne by the submitting Vendor.

Proposal responses are due June 4, 2003 at the address herein specified.

2. PROPOSED SCHEDULE

<u>ACTIVITY:</u>	<u>Date and Time (if applicable)</u>
Mandatory Walk-thru	May 30, 2006 @ 10:00 AM
Due Date of Proposals:	June 6, 2003 @ 11:00 AM
Oral Presentations:	June 8, 2006 @ 10:00 AM
Recommendation of Award to School Board:	June 20, 2006
Effective Date of Bid	July 1, 2006

3. PROPOSAL RESPONSE FORMAT AND PREPARATION INSTRUCTIONS

Due to the large scale and complexity of this project, it is essential that the District secure quality Vendors. The proposal responses shall contain information established that the submitting parties are Vendors with the financing and experience in this area to ensure successful project implementation.

**PLEASE REFER TO THE INSTRUCTIONS PROVIDED IN
THE FOLLOWING SECTIONS OF THIS DOCUMENT.**

B. PROPOSAL RESPONSE FORMAT

1. GENERAL INFORMATION

Responses must be submitted in the format outlined in this Section. The information and data submitted relative to the qualifications of the Contractor and the manner in which the Contractor plans to furnish the required services will be given primary consideration in the evaluation and the award of this agreement. Therefore, it is vital the contractor fully and accurately describes their qualifications. It is the responsibility of the Vendor to carefully examine this Request for Proposal and to completely familiarize themselves with all of the terms and conditions and specifications that are contained within this proposal in order to submit a proper Proposal Response. Ignorance on the part of the Contractor will in no way relieve them of any of the obligations and responsibilities, which are a part of this proposal.

Each response will be reviewed to determine if it is complete prior to actual evaluation. The School District staff reserves the right to eliminate from further consideration any response that is deemed to be substantially or materially unresponsive to the request for information contained in this section. The intent of the School District is that all responses follow the same format in order to evaluate each response fairly.

Vendors who wish to be qualified must submit one (1) original Proposal response and five (5) copies.

Proposals should be reasonably detailed and informative but neither lengthy nor elaborate. A standard 8 ½ x 11” format in a fastened duo-tang folder is requested. Begin each section and subsection described herein on a separate page. Number the pages in each section consecutively. Each page shall have the name of the respondent indicated clearly at the upper right corner of each page.

2. PROPOSAL RESPONSE FORMAT

All Proposal Responses must contain, at a minimum, the following information:

A. Request for Proposal Form

The Request for Proposal and Invitation To Bid Forms, supplied in this proposal, must be completed and appear as the top two (2) sheets of the Proposal submitted.

B. General Letter of Interest:

Include a letter stating the contractors’ interest in working with the School District of Osceola County, Florida. This letter shall be on the Contractor’s letterhead.

C. Table of Contents

The Table of Contents shall properly indicate the section title and page numbers of the information included in the proposal response.

D. ORGANIZATION PROFILE

1. Firm Name, Business Address, City, State, County, Zip Code.
2. Size of the organization.

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3. Number of years in business, including years of operation under other firm name(s). Also, indicate the number of years in business: a). In the State of Florida and b). Outside the State of Florida.
4. Resumes of those individuals who will have a direct role in the performance and supervision of this agreement. Please indicate the specific qualifications of each individual and the role they will play for the duration of the contract.
5. Identify any subcontractors that will be used to execute this contract. A profile of general information, background information, and relevant experience shall be provided for each subcontractor.
6. Financial Capability & Litigation History: Outline the resources the firm has at its disposal to successfully provide the service herein specified and include any litigation history for the past five (5) years. Identify all litigation to which your firm, a predecessor firm, or a related individual or entity has been a party, including arbitration and administrative proceedings, during the past five (5) years involving claims for excess of ten thousand (10,000) dollars (10% of the contract value).
7. Describe the firm's experience with other Public School Boards in Florida and other governmental agencies, also in Florida with contracts similar to this proposal's requirements.
 - A. Describe how the services herein specified would be conducted to fulfill this contract.
 - B. References from other School Districts, governmental agencies, and other businesses.

C. STATEMENT OF WORK

The Vendor shall explain and provide sufficient information for each section outlined below as they understand it and detail the approach to be taken to furnish the services required by the entire Request for Proposal. The following information is required:

1. Vendor's knowledge of providing Custodial Service to businesses and school districts.
2. Description of Vendor's ability to provide services specified herein and any alternate or additional services that the Vendor could provide.

D. DOCUMENTATION

All additional documentation required by this Request for Proposal, including but not limited to, the Formal Bid Pages, Insurance Requirements, and any addendums, if applicable and other submittals as required herein. It is the contractor's responsibility to carefully review this entire Request to determine any and all documentation required. Failure to provide all required documentation may be cause to reject your Proposal Response.

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E. PRICING

Contractor shall submit firm pricing for services required by this Request.

Pricing submitted in the Contractor's Proposal Response shall remain valid throughout the entire life of the contract unless otherwise noted. Each Contractor shall submit this pricing in a sealed, **separate envelope** as part of the original Proposal Response. **Only one (1) Contractor's "ORIGINAL" Price Sheet shall be submitted. BUT this Price Sheet MUST be enclosed in a separate, sealed envelope.**

F. THE EVALUATION AND SELECTION PROCESS

It is the INTENT of the School District of Osceola County to select a "Responsible contractor" to which this agreement will be awarded.

G. DETERMINING RESPONSIBILITY

In determining responsibility, the following qualifications will be considered by the District:

1. The Contractor's ability, capacity and skill to perform the contract or provide the service within the time specified.
2. The reputation, judgment and experience of the Contractor.
3. The quality of performance of previous contracts or services.
4. Previous and existing compliance by the contractor with laws and ordinance relating to the contract or service
5. Financial resources of the Contractor to perform the contract or provide the service.

H. RECEIPT OF PROPOSAL RESPONSES

Each Contractor's response will be reviewed prior to the evaluation and selection process for completeness and adherence to the prescribed format. A response will be considered complete if all requested sections are included and in the proper order.

I. EVALUATION OF PROPOSAL RESPONSES

The information and data submitted relative to the qualifications of the contractor and the manner in which the Contractor plans to furnish the agreement. Therefore, it is vital the Contractor fully and accurately describe his qualifications. A Selection Committee comprised of District employees will be responsible for reviewing each proposal response and assigning a numerical rating to each according to the schedule below.

The selected Vendor(s) that receive the highest ratings based on the accumulated Committee evaluations will be selected to continue in the evaluation process. The District committee reserves the right to select any number of contractors based solely on the merit of their responses. Contractor's responses that are not selected will receive no further consideration.

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J. PROPOSAL RESPONSE EVALUATION CRITERIA

<u>Proposal Response Format</u>	<u>Weighted Value</u>
1. Proposal Response:(RFP Form, Invitation to Bid, Drug-Free Certification Form, Letter of Interest, Table of Contents)	10 points maximum
2. Organization Profile: (Firm information, Staff, Sub-Contractors, Financial Capability, And Litigation History)	15 points maximum
3. Organization profile: (Experience with Similar Contracts, Description of Services)	15 points maximum
4. Organization profile: (References)	15 points maximum
5. Statement of Work: (The firm's Knowledge and Understanding of this industry as herein specified and the applicable laws)	20 points maximum
6. Statement of Work: (Ability to Provide Services herein Specified)	15 points maximum
7. Proposal Responses: (Any Additional Documentation)	<u>10 points maximum</u>
<u>TOTAL NUMBER OF POINTS</u>	<i>100 points maximum</i>

K. PRICING OF SERVICES

Award may be made without further negotiation based upon competitive proposals; therefore, your best price should be submitted in response to the Request.

L. ORAL PRESENTATION

A selected group of Vendors may be required to make an oral presentation to the Selection Committee. Such a presentation will provide an opportunity for the Contractors to clarify their understanding of the District's requirements and to ensure that the District understands their offer. The presentations will be evaluated based on the criteria listed below.

The presentations will be made in the Purchasing Department, located at 817 Bill Beck Blvd. Kissimmee, FL 34744, in the conference room. Selected Vendors will be invited to make a 15-minute presentation to be followed by a question and answer session no longer the 15-minutes in length. The Purchasing Department will schedule any necessary presentations.

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<i>Oral Presentation Evaluation Criteria</i>	<i>Weighted Value</i>
1. Knowledge of this Industry	20 points maximum
2. How the firm selects their personnel	20 points maximum
3. Ability to provide services	20 points maximum
4. Other Benefits	10 points maximum
5. Oral Presentation	20 points maximum
6. Pricing	<u>10 points maximum</u>
<u>TOTAL NUMBER OF POINTS</u>	<i>100 points maximum</i>

M. SELECTION OF “QUALIFIED CONTRACTORS”

The District Selection Committee shall determine the final ranking of the Contractors and make a recommendation to the School Board as to the award of this contract.

N. NOTIFICATION OF AWARD

The School District of Osceola County will notify the selected Vendor, following Board approval, of the award of the contract.

**RFP FOR CUSTODIAL SERVICE
AT THE ADULT LEARNING CENTER
OF OSCEOLA COUNTY**

RFP #SDOC 06-092 KB

1. SCOPE

- 1.1 The purpose of this bid is to establish the minimum requirements and firm pricing for custodial service at Adult Learning Center Of Osceola County, located at 705 Simpson Road, Kissimmee, FL 34746. This proposal will be awarded contingent upon available school funding.
- 1.2 The work includes furnishing the required labor, supervision, transportation, tools, equipment, materials and supplies necessary for accomplishment of janitorial services in accordance with these specifications and subject to the terms of the contract. The services shall include all functions normally considered a part of workmanlike, satisfactory janitorial work.

2. BID RESPONSE INFORMATION

- 2.1 This document constitutes the complete set of specification requirements and bid forms. The bid is to be filled in, signed, and the entire document returned to the Purchasing Department on or before the specified time and date. The proposal form as received, must be returned intact in a sealed envelope, plainly marked with the company name and address, proposal opening date and time and the title of the proposal.
- 2.2 The responsibility for getting the bid to the School District of Osceola County on or before the specified time and date is solely and strictly the responsibility of the bidder. The School District of Osceola County will in no way be responsible for delays caused by any other occurrence. Offers by telephone or fax will not be accepted.
- 2.3 The bid time will be and must be scrupulously observed. Under no circumstances will bids delivered after the time specified be considered. Such bids will be returned to the vendor unopened.
- 2.4 Bidders will not be allowed to withdraw or modify their bids after the opening time and date. Bid files may be examined during normal working hours, after bid opening, by appointment.
- 2.5 For information concerning this bid, please “fax” or “e-mail” all questions to Kathy Brown, Senior Buyer at (407) 870-4616 or brownk@osceola.k12.fl.us. **All questions are to be faxed or e-mailed, and must be received no later than 5 workdays before bid opening.** Then all interested bidders will receive answers to all questions that were sent in. **Please** be sure you read the bid over carefully to assure that the questions you are asking are not already answered in the bid requirements.
- 2.6 **Questions to other district personnel will not be considered valid.**

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3. PRE-BID CONFERENCE/WALK-THRU

3.1 **A mandatory walk-through is scheduled for 10:00 AM on May 30, 2006**, at the Adult Learning Center Of Osceola County, located at 705 Simpson Road, Kissimmee, FL 34744. It is the bidder's responsibility to become fully informed as to the nature and extent of the work required and its relation to any other work in the area, including possible interference from academics or other school activities. **Attendance at the pre-bid conference and site visitation is part of the requirement of this solicitation.** All prospective bidders are to meet at the school site at the front office. Attendees and School District personnel will thoroughly inspect the site and further explain the service requirements. The bid document shall be reviewed and questions from the vendors will be addressed at that time. Proposals will be accepted only from those vendors that are present at the pre-bid walk-through. Failure to attend shall be cause for disqualification to the proposal.

4. ADDENDAS AFTER WALK-THRU

4.1 It shall be the responsibility of the bidder, after the walk-through, to contact the Purchasing Office prior to submitting a bid to ascertain if any addenda have been issued, to obtain all such addenda and to return executed addenda with the bid.

5. FEDERAL AND STATE TAX

5.1 The School District of Osceola County is exempt from Federal and State tax. A copy of the School Districts Tax Exempt Certificate is available upon request. Vendors or contractors doing business with the School District shall not be exempt from paying sales tax to their suppliers for materials to fulfill contractual obligations with the School District, nor shall any Vendor/Contractor be authorized to use the School District's Tax Exemption Number in securing such materials.

6. PERMITS AND LICENSES

6.1 The vendor is required to have the necessary permits and licenses required by law to conduct business as a professional janitorial contractor in the state of Florida and must have been in business as a professional under the same business name for a minimum of 3 years

7. LEGAL REQUIREMENTS

7.1 Federal, State, County and local laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the bidder will in no way be a cause for relief from responsibility.

7.2 Vendors doing business with the School District are prohibited from discriminating against any employee, applicant for employment or client because of race, creed, color, ancestry religion, national origin, sex or age. With regard to but not limited to the following, employment practices, rates of pay or other compensation methods and training selection.

8. ACCEPTANCE/REJECTION

8.1 The School District reserves the right to accept or to reject any or all bids and to make the award to that bidder, who in the opinion of the School District will be in the best interest of and/or most advantageous to the School District. The School District of Osceola County also reserves the right to reject the bid or any vendor who has previously failed in the proper performance of an award or who is not in a position to perform properly under this award. The School District of Osceola County reserves the right to waive any irregularities, minor informalities and technicalities and may, at its discretion, request a re-bid.

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9. CONTRACTUAL AGREEMENT

9.1 This request for proposal shall be included and incorporated in the final award. The order of contractual precedence will be the request for proposal document, response and the purchase order. Any and all legal action necessary to enforce the award will be held in Osceola County and the contractual obligations will be interpreted according to the laws of Florida.

10. REFERANCES

10.1 Bidders must include a minimum of three (3) references from institutional/commercial contracts you have done within the last five (5) years. These contracts should be similar in size and specified work as in this bid.

11. BIDDERS RESPONSIBILITY

11.1 Each bidder is required, before submitting their proposal, to carefully examine the invitation to bid specifications and to completely familiarize themselves with all of the terms and conditions that are contained within this bid. Ignorance on the part of the bidder will in no way relieve them of any of the obligations and responsibilities that are a part of this bid.

12. EEO STATEMENT

12.1 Equal opportunity: The School District of Osceola County believes in equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination and is committed to nondiscrimination because of race, creed, color, sex, age or national origin.

13. CONFLICT OF ITEREST

13.1 The award hereunder is subject to provisions of State Statutes. All bidders must disclose with their bid the name of any officer, director or agent who is also an employee of the School District of Osceola County. Further, all bidders must disclose the name of any School District employee who owns, directly or indirectly, interest of ten percent (10%) or more in the bidder's firm or any of its branches. List below the names and work place of anybody meeting the above specifications:

14. ATTACHEMENTS TO BID FORM

14.1 Each bidder shall attach to his Bid Form in typed or printed form the following information (such attachments are to be labeled as "Attachment A" through "Attachment C" respectively):

- A. "Attachment A" – Copies of any literature, brochures, or other materials, describing bidder's business and operations, which bidder believes may be useful to the District in determining the experience and reputation of bidder in the custodial service field.
- B. "Attachment B" – a complete list of chemicals and cleaning products which bidder proposes to use during this contract. This list shall include manufacturer, product number, description and a materials safety data sheet (MSDS) for each applicable product. (USE FORM PROVIDED)
- C. "Attachment C" – A list of the equipment which bidder will use to perform the required custodial services. This list shall include description of equipment, intended use of equipment, manufacturer, model number and age. (USE FORM PROVIDED)

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14.2 Also attached to the bid you will find two (2) district forms. They are as follows:

- A. Vendor Performance Log: This will be completed by the facility as a means of documenting when work is not being completed as per bid specifications.
- B. Deduction Chart: This form will be used for any deductions that need to be made from the vendors invoice for work not completed as per the bid specifications.

15. NO BID

15.1 Where more than one item is listed, any items not bid upon shall be indicated with “NO BID”. If no items are bid, a “NO BID” letter/memo should be returned. Failure to do so could be an indication that the bidder does not wish to be considered for future bids, and therefore will be deleted from the District’s Vendor List.

16. BID FORMS

16.1 All bid proposals must be submitted on our standard Invitation to Bid Form. Bids proposals on vendor quotation forms shall not be accepted.

17. BID TABULATION

17.1 Bidders desiring a copy of the bid tabulation of this Invitation to Bid may request it by enclosing a self-addressed stamped envelope with their bid.

18. BID AWARD

18.1 Award will be made on an “All-Or-None” basis. The School District will either accept or reject your offer, which ever is in the best interest of the District.

18.2 The District intends to accept the “lowest” and “best” bid submitted. The term “lowest” shall be interpreted to mean the lowest “ALL OR NONE” total Net Price for all required tasks, the bid price per item or bid price per group of items. In determining which is the “lowest” and “best” bid received, the District shall also consider and weigh the experience, qualifications and reputation of each bidder and the quality of products and services proposed by each bidder.

19. REPRESENTATIVE

19.1 In the space provided on the price sheet vendors must list the name, address, phone number and cellular/beeper number of the area representative that will be assigned to the District. This representative must be authorized to act for the contractor in every detail. They must also be available to meet with the District Representative during normal work hours, if necessary.

20. POSTING OF BID TABULATIONS

20.1 Bid tabulations with recommended awards will be posted for review by interested parties at the Purchasing Department prior to submission through the appropriate approval process to the School Board for final approval of awards, and will remain posted for a period of 72 hours.

21. MISTAKES

21.1 In the event of extension error(s), the unit price will prevail and the bidder’s total offer will be corrected accordingly. In the event of additional errors, the totals will prevail and the bidder’s total will be corrected accordingly. Bidders must check their bid proposal where applicable. Failure to do so will be at the bidder’s risk.

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22. AVAILABILITY OF FUNDS

22.1 The obligations of the School District under this award are subject to and contingent upon the availability of funds lawfully appropriated for its purpose by the State of Florida and the School Board.

23. INVOCING

23.1 The successful bidder will be required to submit invoices and reference purchase order numbers on all requests for payment. Invoices are to be sent to Community High School, Attention: Bookkeeper, 705 Simpson Road, Kissimmee, FL 34744. Invoices which do not reference valid purchase order numbers or which are erroneous (incorrect contract prices, no purchase order number etc.) shall be returned to the vendor for resolution of the discrepancies. It is the sole responsibility of the vendor to reconcile the purchase order and the vendor's invoice and to notify the purchasing representative of any discrepancies prior to billing. The District will only pay the dollar amounts authorized on the purchase order.

24. PAYMENT

24.1 The cost for services shall be paid on a monthly basis. This outlined fee includes all labor, material and equipment necessary to provide the services listed in this bid. Payment must be requested by the submission of a properly executed invoice, with supporting documents, if required.

24.2 Payments shall be rendered only for services satisfactorily provided to those buildings that are operational. If unsuitable service has been brought to the attention of the Contractor and has not been rectified by the time monthly invoice is rendered, payment of the entire monthly invoice may be withheld until the condition is made satisfactory. Deductions for jobs that are not completed may be deducted from monthly payments. A list of the point values for deductions of jobs not completed is included in this bid.

24.3 In the event this contract become effective or terminates during the course of a month, the amount to be paid the contractor for the part month shall be determined by prorating the amount specified in the contract for a full month on the basis of number of days in the month involved.

25. OTHER CONTRACTS

25.1 The District may undertake or award other contracts for work not being performed acceptably by the contractor and/or work not being accomplished on time by the awarded contractor. Cost incurred hereby will be deducted from the contractor's monthly bill.

26. BANKRUPTCY/INSOLVENCY

26.1 At the time of submittal of bid, vendor/firm shall not be in the process of, or engaged in any type of proceedings in insolvency or bankruptcy, either voluntary or involuntary, or receivership proceedings. If the vendor/firm is awarded a contract for six (6) months or longer, and files for bankruptcy, insolvency or receivership, the School District may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.

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27. TERMINATION OF CONTRACT FOR CAUSE

27.1 The District shall have the right at any time to terminate this Contract for cause. It is agreed that violation by the vendor of any provision contained in the Contract, the failure or refusal of the vendor to abide by or carry out any provisions of this Contract, shall constitute sufficient cause for which the District may terminate this Contract. In the event the District shall elect to terminate this contract for cause, the District shall notify the vendor in writing and shall therein specify the cause for such termination and the date that such termination shall be effective. Upon notice the vendor agrees to (1) vacate the facility on or before said date and (2) remove vendors employees and property from the facility on or before said date. The Vendor shall have no further rights, and the District shall have no further obligation to the Vendor. Immediate dismissals may be executed if deemed necessary by the District.

28. TERMINATION OF CONTRACT WITHOUT CAUSE

28.1 The District and/or vendor shall have the right at any time to terminate this contract without cause, upon written notice of such termination. In the event the District elects to terminate this contract without cause, the District shall notify the vendor in writing and will specify the date giving at least fifteen (15) days notice. Upon receipt of such written notice the vendor agrees to (1) vacate the facility on the contract termination date specified in said written notice and (2) to remove vendor's employees and property from the facility on the contract termination date specified in the written notice. The vendor agrees to abide by and carry out all provisions of the contract until the date of termination. Upon termination the vendor shall have no further rights and the District shall have no further obligation to the vendor. If the vendor is terminating the contract, they must give a least a sixty (60) days written notice to the District.

29. CONTRACT PERIOD

29.1 The contract will be for one year, from School Board Approval. It will be the responsibility of the contractor to have crews hired and ready to start at that time. Both parties may extend the contract for 2 additional 1-year periods if mutually agreeable. The purchase of this service and listed options will be contingent upon available funding at the school level. All provisions of this contract shall remain in effect during each 1-year renewal.

30. ESCALATION CLUASE

30.1 Ninety (90) days prior to the end of the first contract year and each consecutive 12-month period thereafter, the contractor may request in writing an increase in the annual contract price. The increase may not at any time exceed 5% of the current prices paid at the time of the increase approval. The proposed increase is subject to approval by the School Board.

31. EVALUATION TIME

31.1 The proposal as submitted by the vendor shall remain in effect for a period of sixty (60) days from the proposal opening and may not be withdrawn during this period to provide ample time for evaluation and acceptance by the School District.

32. SAFETY

32.1 The Contractor shall be responsible for instructing employees in safety measures considered appropriate. In addition, the Contractor shall not permit placing or use of mops, brooms or equipment in traffic lanes or other locations in such manner as to create safety hazards and shall provide appropriate warning signs for slippery floor areas caused by cleaning or floor finishing operations. Contractor's employees shall be required to interrupt their work at any time to allow passage or personnel.

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32.2 The contractor shall ensure that all employees have been trained and have access to Occupational Safety and Health Administration (OSHA) Exposure to Bloodborne Pathogens Rule 29 CFR1910.1030. The Contractor shall ensure that personal protection equipment is provided and decontamination/disposal guidelines are in compliance.

33. CLEANUP

33.1 All supplies, equipment and machines shall be kept free of traffic lanes or other areas where they might be hazardous and shall be secured at the end of each work period in areas provided for this purpose. Cloths, mops or brushes containing a residue of wax or combustible material subject to spontaneous ignition shall be removed from the building and disposed of. Cleaning solutions will be disposed of in accordance with legal requirements.

34. HOLD HARMLESS AND INDEMNIFICATION

34.1 The contractor agrees, insofar as it legally may, to indemnify and hold harmless the School District of Osceola County, its officers, employees and agents from and against all loss, costs, expenses, including attorneys' fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operation performed by Contractor, its officers, employees, and agents under any of the terms of this contract.

35. INSURANCE

35.1 The awarded contractor (including any subcontractors) shall maintain during the life of the contract, the following required Certificates verifying this information will be required with bid submittal. Any bidders not meeting these requirements will be disqualified. Additionally, upon award of contract the successful vendor must show proof that the School District of Osceola County, FL has been added to the vendor's current insurance policy as additionally insured. Minimum requirements the vendor must meet are as follows:

- 1) Certificate of commercial liability insurance - minimum of \$1,000,000
- 2) Certificate of workers compensation for all employees of \$1,000,000
- 3) Certificate or proof of automobile liability of \$1,000,000

36. INSURANCE CANCELLATION

36.1 Should any of the required insurance policies be canceled before the expiration date or non-renewed, the issuing company will provide 30 days written notice to the certificate holder the School District of Osceola County.

36.2 All insurance contracts and certificates of insurance shall either be executed by or countersigned by a licensed resident agent of the insurance or Surety Company having its place of business in the State of Florida. The insurance or Surety Company shall be duly licensed and qualified to do business in the State of Florida.

37. NO ASSIGNMENT

37.1 Vendor agrees that vendor will not assign or transfer to anyone any rights of vendor under this contract or any interest of vendor in this contract without the prior written consent thereto of the District.

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38. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH ACT

38.1 Bidder certifies that all material, equipment, etc. contained in his bid meets all O.S.H.A. requirements. Bidder further certifies that, if he is the successful bidder, and the material, equipment, etc., is subsequently found to be deficient in any O.S.H.A. requirement in effect, all cost necessary to bring the material, equipment, etc., in compliance with the aforementioned requirements shall be borne by the bidder.

39. ON SITE INSPECTION

39.1 An inspector may be designated by the School District through the Purchasing Agent. During the course of the contract, the inspector will be responsible for assuring the proper execution of this bid by the successful contractor. Inspector will have the right to inspect buildings, grounds, equipment and cleanliness of facilities.

40. PROTECTION OF PROPERTY

40.1 The successful bidder shall at all times guard against damage or loss to the property of the School District or of other vendors or contractors and shall be held responsible for replacing or repairing any such loss or damage. The School District may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property through negligence of the successful bidder or his agents.

41. PURCHASING AGENT AS REFEREE

41.1 The Purchasing Agent is hereby designated as the direct representative of the School District and he/she shall settle all disputes or questions of doubt that may arise as to the meaning of any clause in these specifications, or methods of prosecution of the contract, and his/her decision shall be final and conclusive.

42. LAWS TO BE OBSERVED

42.1 In the execution of this contract, the contractor shall exercise care to see that all Federal, State, County and Municipal laws, ordinances or regulations are observed, both by himself and his direct or indirect employees. He/she shall take reasonable care at all times to insure that proper protection of personnel involved is provided.

43. APPLICABLE LAW

43.1 This contract shall be governed by the laws of the State of Florida; jurisdiction and venue shall lie in Osceola County, Florida.

44. DAMAGE TO PERSONS OR PROPERTY

44.1 The responsibility for all damage to person or property arising out of or on account of work done under this contract shall rest upon the contractor, and he/she shall save the District and political unit thereof harmless from all claims made on account of such damages.

45. WORKMEN AND EQUIPMENT

45.1 All equipment and workmen provided by the contractor for work hereunder shall be the best available for the kind of work being performed. Any person employed by the contractor whom the Purchasing Agent or his designee may deem temporarily or permanently incompetent or unfit to perform the work, shall, under written instruction of the Purchasing Agent, be removed from the job and such person shall not again be assigned to this project. Failure by the contractor to provide adequate equipment may result in annulment of this contract.

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46. LEVEL 2 BACKGROUND SCREENING

- 46.1 In pursuant to Florida Statute 1012.465, the school district will be required to screen any awarded vendor, their employee(s), or agent(s), and/or representative(s) who will be on school grounds when students may be present. This is a level 2 background screening. Participating bidders must take this into consideration when bidding on this contract. Prior to the start of any work/project/contract the awarded vendor must schedule with the district, dates and time with which to have the assigned personnel finger printed by the school district. The School Board will notify the awarded vendor the names of those employee(s) that will be allowed to work on School Board property. The School Board reserves the right to check, at random, any person hired by the awarded vendor working on School Board premises to see that the vendor is in compliance of this requirement. The awarded vendor must certify that the company and its employees are, or will be, in compliance with these standards for each project/contract awarded, prior to the finger printing process.
- 46.2 The fee to be charged all awarded vendors shall be the same fee charged the School Board at the time the fingerprinting is performed. Currently the School Board is being charged \$61.00/set of fingerprints.

47. FAMILIARITY WITH LAWS

- 47.1 The awarded vendor is required to be familiar with all Federal, State, and local laws, ordinances, rules and regulations that may in any manner affect the work. Ignorance on the part of the vendor will in no way relieve him from any responsibility or liability arising from the award. The awarded vendor assures and certifies that they will comply with these laws, Acts, and other legal requirements.

48. FELONY OFFENCES

- 48.1 The awarded vendor(s), by signing this bid, certifies that all his employees, who may be assigned work under this contract, and who may have access to school grounds, have not been convicted of a felony, a misdemeanor involving (a) sexual assault, (b) obscenity and related offences, (c) drugs, (d) moral turpitude, (e) physical or sexual abuse or neglect of a child or an equivalent offense in another state, and/or (f) are not listed in any sexual offender registry.

49. DEBRIS

- 49.1 Contractor shall be responsible for the prompt removal of all debris that is a result of the contractual service.

50. LOST, FOUND OR MISSING ARTICLES

- 50.1 The Contractor shall be responsible in the event of theft or damage of School Board property or personal property of District employees. Any articles found by the contractor shall be turned in to the designated office.

51. WORK TO BE ACCOMPLISHED

- 51.1 All cleaning shall be accomplished in such a way as to prevent discoloration, damage or disfigurement of the surface being cleaned and surrounding areas.

52. SCHOOL DESIGN

- 52.1 A copy of the Community High School and the Career & Technical Education layouts are included with this bid.

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53. MEASUREMENTS

- 53.1 The square footage noted is only estimated. Bidders will be responsible for their own measurements and must submit a firm price accordingly. There will be no adjustments, for increase or decrease of footage required for the job; therefore, the total offer must be based on the accurate measurements by bidders during the inspection. Failure to do so will be at the bidder's risk.
- 53.2 Community High School and Career & Technical Education has approximately 22,751 square feet of floor space. Together they house approximately 44 full-time staff and serves approximately 450 students. The majority of the employees working hours are 7:30 a.m. to 4:00 p.m., Monday through Friday. Classes also meet 5:30 PM to 8:30 PM, Monday through Thursday during the regular school year.

Name: Adult Learning Center Of Osceola County

Address: 705 Simpson Road

Buildings Gross Area:	Bldg. 1:	950
	Bldg. 2:	950
	Bldg. 3:	950
	Bldg. 4:	672
	Bldg. 5:	672
	Bldg. 6:	672
	Bldg. 7:	672
	Bldg. 8:	672
	Bldg. 9:	672
	Bldg. 10:	672
	Bldg. 11:	816
	Bldg. 12:	875
	Bldg. 13:	950
	Bldg. 14:	950
	Bldg. 15:	500
	Bldg. 16:	600
	Bldg. 17:	816
	Bldg. 18:	950
	Bldg. 19:	950
	Bldg. 20:	950
	Bldg. 21:	950
	Bldg. 22:	950
	Bldg. 23:	600
	Bldg. 24:	540
	Bldg. 25:	950
	Bldg. 26:	950
	Bldg. 27:	950
	Bldg. 28:	950

54. QUESTIONS REGARDING SPECIFICATIONS OR BIDDING PROCESS

- 54.1 To ensure fair consideration for all bidders, the School District prohibits communication to or with any department, bureau or employee during the submission process, except the purchasing representative that initiated this RFP. Such communication initiated by a bidder may be grounds for disqualifying the offending bidder from consideration or award of the bid then in evaluation and/or future bid.

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- 54.2 No interpretation of the meaning of the Bid Document, any correction of any apparent ambiguity, inconsistency or error therein, will be made to any Bidder orally. Every request or such interpretation or correction should be in writing, five (5) days prior to bid date, addressed to the Purchasing Representative. All such interpretations and supplemental instructions will be in the form of a written Addenda to the Bidding Documents. Only the interpretation or correction so given by the Purchasing Representative, in writing, shall be binding and prospective Bidders are advised that no other source is authorized to give information concerning, or to explain or interpret the Bid Documents.
- 54.3 It shall be the responsibility of the bidder to contact the Purchasing Office prior to submitting a bid to ascertain if any addenda have been issued, to obtain all such addenda and to return executed addenda with the bid.

55. BID PROTEST

- 55.1 BIDDERS are advised that any and all Bid Protests must be made in accordance with the requirements of the Administrative Rules of the Florida Department of Education, and Chapter 120, Florida Statutes, and Osceola County School Board Rule 7.70 III.
- 55.2 ALL BIDDERS acknowledge that the significant damages and losses that will be suffered by the OWNER as a result of the time lost and costs associated with an unsuccessful Bid Protest will be difficult, if not impossible to prove. Therefore, any and all Bid Protests must be accompanied a bond to the District in an amount equal to 1 percent (1%) of the total estimated contract value, but not less than \$500 or more than \$5,000.
- 55.3 THE SECURITY may be in the form of a bank cashier's check or bank certified check payable to "The School District of Osceola County, Florida". Or the security may be in the form of a Bond naming as Obligee therein "The School District of Osceola County, Florida". The BIDDER, as the PRINCIPAL shall execute each such Bond therein, and by a Surety. The Protest Bond shall be dated the same date as the date shown on the BIDDER'S Protest. There must be attached to each Protest Bond a duly authenticated or certified Power of Attorney evidencing that the Attorney-In-Fact who executes the Protest Bond on behalf of and in the name of the SURETY thereon, has the authority to so execute the Protest Bond on the date of the Protest Bond.
- 55.4 Should the protesting BIDDER be successful in its Bid Protest, the SECURITY submitted by that BIDDER shall be returned to the Protesting BIDDER in full.
- 55.5 Should the protesting BIDDER'S protest be unsuccessful, the SECURITY submitted by the protesting BIDDER in the form of a cashier's check or certified check shall be kept and retained by the OWNER and OWNER may receive and retain all Monies represented by such check and the Protesting BIDDER shall have no right to same or to a refund of any part of same. The parties agree that this amount is not a penalty against the BIDDER.
- 55.6 If the Protesting BIDDER'S protest is unsuccessful, and the SECURITY submitted by the BIDDER is in the form of a Protest Bond, the BIDDER and the Surety on said Protest Bond shall forthwith pay over to the OWNER the full monetary amount of said Protest Bond, and such amount and sum shall be retained by OWNER.
- 55.7 To qualify as a successful Bid Protest: In the case of the protest of another bidder's bid, the bid being protested by the protesting bidder must be rejected by the District for the reasons stated in the protesting bidder's protest. In the case of the bidder protesting the rejection of its own bid, for the protest to be successful, the District must award the contract to the protesting bidder.

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56. ACCESS TO SCHOOL PREMISES

56.1 A total of two (2) master keys will be given to the awarded contractor, for which he must sign. It will be the contractor's responsibility to see that these keys are in no way duplicated and all are returned at the end of the contract period. If any keys are lost, the contractor will be responsible for the cost of replacement keys. The contractor shall also be responsible for all costs associated with re-keying the facility if it becomes necessary to do so. The awarded contractor will be responsible for any thefts due to break in by any of their employees, past or present.

57. CAMPUS DOORS AND LIGHTS

57.1 Doors should only be unlocked when cleaning is being accomplished. Areas opened must not be left unattended. Doors and windows shall be locked after cleaning.

57.2 Ensuring that only lights and electrical service needed to perform Contractor duties are utilized, turn off lights in all areas where work is not being performed.

58. GENERAL CONDITIONS

58.1 Contractor will employ a **minimum** of two (2) employees to work at the school facility under the supervision of at least **one working supervisor** at all times. Work is to be accomplished outside normal school hours between the hours of 7:00 p.m. and 12:00 a.m., Monday through Friday. Supervisors will be required to check for thoroughness and cleanliness before dismissal of the staff.

58.2 Anyone not employed by the cleaning service will not be permitted on the school property. Unauthorized personnel, such as friends, visitors, children or any other family members that are on campus may be cause for cancellation of the contract.

58.3 The contractor's personnel shall be employed on the job in a sufficient number of hours to accomplish all daily tasks in accordance with the contractor's provided schedule to the quality standards set forth in the technical standard portion of this contract. Where work is not performed the deduction criteria will be used by the District in determining deductions for non-performance of work or for work below quality standards. The contractor has the prerogative to either increase the number of employees on the job, or extend the work hours of the shift, with prior approval, to ensure compliance with the contract specifications, neither of which shall alter the contract cost.

58.4 When requested, the contractor shall cooperate with any ongoing investigation involving economic loss or damage to the buildings or personal property.

58.5 Alcohol, drugs or any illegal substances are strictly prohibited on school property. The contractor's employees shall not possess or be under the influence while on School Board property.

58.6 The contracted company is responsible for submitting a list of employees to the Principal at Community High School. The list is to be provided within (10) working days of the start of the contract. The employee list shall include complete name, Social Security number, date of birth, home address and telephone number for each. Information may be used for background investigation. Similar data shall be submitted for all new hires. The contractor shall be held responsible for the accuracy of the data provided and shall ensure updated changes immediately.

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- 58.7. Contracted employees should be drug tested and fingerprinted. Employees shall wear a uniform and/or have a photo-identification badge stating contracting company, employee name and description (i.e. height, weight, hair/eye color, etc.). If employees do not have uniforms, the contractor shall see that all employees wear their badges on the outside of their clothing at all times when on School Board property. Any additional cost incurred resulting from these requirements will be the responsibility of the awarded contractor.
- 58.8 The contractor shall require employees to be dressed in their work attire when reporting for duty, as locker space is not available. Break areas are restricted to designated space within the building, on chairs in the main hallways, or on outside benches. Designated areas for lunch breaks can be used by contractor personnel. Office areas in all buildings are off-limits for designated break periods. The Principal or Custodial Manager will identify the exact locations in each building where breaks can be taken.
- 58.9 The contractor shall prohibit his employees from disturbing papers on desks, opening desk drawers or cabinets, using telephones, office equipment and computers.
- 58.10 The contractor shall require his employees to comply with the instructions pertaining to conduct and building regulations, issued by duly appointed officials.
- 58.11 Contractor will conduct inspections with a representative of the District for checking quality of work and execution of specifications.
- 58.12 **Contractor will be responsible for re-moving and putting back any furniture in the rooms, especially in the classrooms, in order to complete the job requirements.**

59. SCHEDULING OF WORK

- 59.1 Contractor is to provide a Personnel Manning Report to the District's Representative indicating the number and names of persons assigned to respective areas in specific buildings. Any changes during the contract period will also need to be provided.
- 59.2 The contractor shall meet with the District Representative when needed to review work and, if necessary, to do inspections of the buildings that are under contract.

60. DEDUCTIONS

- 60.1 If work is not completed as specified, deductions will be made from your invoice. Deductions will be rated by points for each job required and totaled at the end of the month. A deduction chart is included in this bid.

61. QUALIFICATION OF EMPLOYEES

- 61.1 Employees shall be required to dress neatly; pants and/or shirts with holes and/or inappropriate language or pictures are not acceptable.
- 61.2 **The contractor shall strictly prohibit interaction between their employees and the student population.**
- 61.3 Contractor's employees may not solicit, distribute or sell products while on school property.

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- 61.4 **All our schools are tobacco free. Smoking or use of tobacco on school grounds is prohibited.**
- 61.5 Possession of weapons, firearms, explosives, knives (other than those used in the work specified), destructive devices, or any instrument, which threatens or causes bodily harm, is strictly prohibited.
- 61.6 Proper behavior and language by all employees of the vendor and sub-vendor on our school property is strictly required. The District will not tolerate behavior not conducive to an educational facility.
- 61.7 Contractor's employees must be physically able to do their assigned work. It is the contractor's responsibility to ensure that all employees meet the physical standards necessary to perform the work assigned and are free from communicable diseases. This requirement also includes acceptable hygiene habits of the employees.
- 61.8 The contractor's employees are to be capable employees, age 18 years or above and qualified in this type of work. The contractor shall staff the buildings with trustworthy, trained and experienced cleaning personnel who will exhibit the capability to operate with a minimum of supervision. Should the District give notice that the work of any employee, in the District's opinion, is dishonest, incompetent, unfaithful, disorderly, careless, unobservant of instruction, or in any way a detriment to the satisfactory progress of the work, the employee shall be immediately removed from the contract.
- 61.9 It is the contractor's responsibility to ensure that all employees are legally allowed to work in the United States in accordance with Immigration Policies.
- 61.10 **All of the contractor's employees shall receive close and continuing supervision.** The supervisor should have a minimum of 3 years supervisory experience in the institutional/commercial janitorial field.

62. SUPPLIES, MATERIALS AND EQUIPMENT

- 62.1 Quality cleaning will be expected and required of the awarded vendor.
- 62.2 Contractor will supply all cleaning materials and their MSDS sheets, equipment and personnel to complete all required work. Community High School will supply all trashcan liners, paper products and hand soaps necessary for replenishing of dispensers. The vendor shall furnish all other cleaning supplies/materials not furnished by the District. **Vendor's employees will not be responsible for changing light bulbs.**
- 62.3 Only high quality finishes will be allowed for use on vinyl and asbestos tiled floors.
- 62.4 Trashcan and wastebasket liners shall be changed when soiled, or at the discretion of the District.
- 62.5 Defective equipment, materials or supplies that are found by the District Representative are to be immediately repaired or replaced. Sufficient cleaning supplies, properly labeled, shall be kept in buildings as backup so proper cleaning can be done. Equipment parts shall be replaced within 24 hours or new equipment brought to the building so as to ensure that deductions will not be taken
- 62.6 Electrical power will be furnished by the District, at existing power outlets, for the vendor's use to operate such equipment as is necessary to complete required work. Water will also be made available, as necessary.

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63. STORAGE SPACE AND JANITOR'S CLOSET

- 63.1 Space available in building(s) will be assigned to the contractor for the storage of his bulk supplies and the equipment used in the performance of the work of the contract. This space shall be kept in a neat and orderly condition.
- 63.2 Janitor's closets, located at various points throughout the building(s), may be used by the individual cleaners for storing equipment including dust mops, brooms, dust cloths, and other items, with the exception of flammable materials and wet mops. These closets, and the stored equipment, shall be kept clean and in order. Equipment or supplies should not block electrical boxes or other equipment.
- 63.3 Failure to keep any of the facilities described above in clean and satisfactory condition may result in the withdrawal of the privilege of using them. If notified, the contractor must remove any supplies or equipment they have stored.
- 63.4 The District will not be responsible, in any way, for damage to the contractor's stored supplies, materials, or equipment kept throughout the building in janitor's closets; or the contractor's employees' personal belonging brought into the building.

64. CONTRACT DEDUCTIONS

- A. It is the objective of the District to obtain full cleaning performance in accordance with the terms of the specifications, and at the quality standards of work set forth in this contract. To this end, the District is contracting for the complete performance of each cleaning job as identified in the specifications, and deductions will, therefore, be made in accordance with the following stipulations.
 - 1. Restrooms:
In instances where restrooms are not satisfactorily sanitized, cleaned or policed and serviced, as determined by the District, or if District personnel are utilized to accomplish a job that is covered by this contract, an automatic deduction will be made.
 - 2. Room Cleaning:
In instances where room cleaning has not been satisfactorily performed, or any portion of work has been omitted or improperly performed, an automatic deduction may be made. If the deficiency is repetitive, deductions will be made at the rate indicated.
 - 3. Work Scheduled:
If any work which is scheduled for performance is omitted or unsatisfactorily performed, an automatic deduction will be made from any monies due or to become due the contractor.
 - 4. Supervisor Not Provided and Lack of Equipment/Supplies:
In instances where the contractor does not provide a supervisor on duty during work hours, or does not have equipment or supplies needed to accomplish specified tasks, then deductions will be made from any monies due or to become due the contractor at the rate of \$20.00 per shift where no supervisor is on the premises during the shift, \$20.00 per day for insufficient labor hours and \$20.00 per incident where a task could not be completed due to lack of equipment and/or supplies. Notice will be given to the contractor. If the deficiency is repetitive, deductions will continue to be made at the rate indicated.

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5. All Other Work:

Other omitted or unsatisfactory work not specifically listed above, or which does not clearly fall into one of the above categories, will be deducted. If the deficiency is repetitive, deductions will be made at the rate indicated.

B. Automatic deductions will be made for work standard deficiencies based upon a cumulative point rating system as stated on the **CONTRACT SERVICE DEDUCTION CHART** attached. A District representative will inspect on a random basis to evaluate specific contract standard requirements. This deduction shall control, in all cases, the monetary level that the District may use to recoup from the contractor for failure to perform or poor quality of performance. This deduction will be considered as liquidated damages and the contractor specifically agrees with this amount as liquidated damages and that such sum is not a penalty.

C. After five concurrent notifications of unacceptable work for the same room or task, the points will double for the sixth through the tenth notifications, and then will double again for the eleventh through the fifteenth notification.

D. In the event the contractor, for any reason whatsoever, consistently fails to perform work to the quality required in the technical specifications of this contract, the District reserves the right (in addition to other specified penalties) to:

1) Make deductions in accordance with the rating points as outlined above.

2) Cancel the contract on as short a notice in writing as may be consistent with securing a replacement contractor to take over the work specified in the canceled contract, at the discretion of the District representative

3) Receive compensation for any damages caused by their failure to perform or their failure to deliver as required per the bid specifications.

64.1 In case of contract default or failure to perform, the District may procure the services from other sources and hold the bidder responsible for any excess costs occasioned thereby and may immediately proceed to cancel the contract. Furthermore, the District may suspend the vendor from future bids or business with the School Board for a specified period of time.

65. INSPECTION AND SCHEDULING REQUIREMENTS

65.1. The District's Representative can make daily inspection of the contractor's work. The representative has authority to point out to the contractor incomplete or defective work, but does not have the authority to alter the terms or conditions of the contract.

65.3 Project cleaning shall be scheduled a minimum of two weeks prior to start date and prioritized as necessary by the District's representative in scheduled meetings with the contractor. During periods of reduced building occupancy such as non-school days, teacher holidays, etc., the priority shall be project cleaning and only occupied areas shall receive or require daily/weekly services.

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66. CLEAN-UP

66.1 All supplies, equipment, and machines shall be kept free of traffic lanes or other areas where they might be hazardous and shall be secured at the end of each work period in areas provided for this purpose. Cloths, mops, or brushes containing a residue of wax or combustible material shall be removed from the buildings and disposed of in containers provided for this purpose. Cleaning solutions will be disposed of in accordance with legal requirements.

67. LOST, FOUND, OR MISSING ARTICLES

67.1 The contractor shall be responsible in the event of theft or damage to District property or personal property of employees. All unclaimed articles found by the contractor in or about the work areas shall be turned in to the designated office.

68. WORK TO BE ACCOMPLISHED

68.1 All cleaning shall be accomplished in such a way as to prevent discoloration, damage or disfigurement of the surface being cleaned and surrounding areas.

69. CEILINGS AND VENTILATION VENTS

A. Daily

1. All ceilings shall have spitballs, food, writing and other disfigurements removed and spot cleaned.

B. Weekly

1. Ventilation vents shall be dusted.

C. Annually

1. Ventilation vents shall be cleaned and damp wiped.

2. Light covers (both sides) shall be damp wiped.

70. WALLS, WINDOWS, DOORS AND

A. Daily

1. Walls, partitions, windows (inside), window trim, door and door hardware shall be spot cleaned.

B. Weekly

1. Window trim (including ledges), blinds and tops of shall be dusted.

C. Bi-Monthly

1. Outside of windows to be cleaned.

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D. Annually

1. Partitions, windows (inside up to a height of 10' from floor), window trim, blinds, doors and door hardware (including the thresholds) shall be completely cleaned.

71. FURNITURE

A. Daily

1. Furniture shall be spot cleaned.

B. Weekly

1. Furniture shall be dusted.

C. Annually

1. Non-porous furniture shall have gum and other disfigurements removed, then cleaned with approved germicidal detergent and damp wiped.
2. Porous furniture shall have gum and other disfigurements removed, them vacuumed and completely cleaned.

72. DUSTING

A. Weekly

1. All horizontal surfaces shall be high and low dusted.

73. DRINKING FOUNTAINS AND TELEPHONES

A. Daily

1. Drinking fountains to include mouthpiece, splash zones, sides and bases shall be completely cleaned with an approved germicidal detergent. All chrome/metal surfaces shall be dried and polished. Residue, encrustation and hard water deposits will not be allowed to form.

B. Weekly

1. All telephones shall be cleaned with an approved germicidal detergent.

74. WASTE COLLECTION AND REMOVAL

A. Daily

1. All waste receptacles shall be emptied and spot cleaned. Soiled liners shall be replaced. All refuse, debris, rubbish, litter and garbage shall be collected and removed from the buildings and placed in the appropriate facility disposal unit.
2. Boxes or cardboard containers: These shall all be collected, flattened and placed in the appropriate facility disposal unit.

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3. Policing: All refuse, litter, debris, rubbish and garbage generated in or outside of buildings shall be collected, removed and disposed in the appropriate facility disposal unit.
4. Garbage Cans: Waste receptacles used for collection of food remnants shall be emptied and washed with an approved germicidal detergent. Liners shall be replaced.
5. Snack bar and vending machine waste: The contractor shall remove from the building and dispose of refuse, debris or garbage generated by snack bars and vending machines.
6. Scavenging: Rummaging into trash or recycling units, or the removal of articles from these units, is strictly prohibited.

B. Annually

1. The inside and outside of waste receptacles shall be cleaned and sanitized with an approved germicidal detergent annually or more frequently if directed by the District's representative.

C. Recycling

1. In compliance with the District's, city's, county's or state's environmental programs, the contractor agrees that in the performance of work under this contract, waste shall be disposed of only in accordance with environmental regulations, laws, rules, recycling programs, etc.

75. FLOOR CARE AND MAINTENANCE

(These provisions shall apply unless more frequent or specific service is indicated.)

A. Daily

1. Carpeted Floors and mats shall be completely vacuumed and spot cleaned. All obvious surface soil shall be removed.
2. Hard Floors shall be completely dust-mopped with an approved dust control treatment. All hard floors shall be spot cleaned to include the removal of all obvious surface soil, spills and marks. Quarry tile shall be completely dust mopped with an untreated dust mop and spot cleaned.

B. Weekly

1. Areas near the walls or partitions and the baseboards shall be swept clean, especially in carpeted areas.
2. Areas with hard floors near baseboards shall be swept clean and floor shall be completely wet mopped.

C. Weekly and/or Project Work

(High traffic floors as determined by the District representative such as, but not limited to, corridors, stairways, landings, elevators, offices, etc.)

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1. Carpeted floors and mats shall be shampooed.
2. Hard floors that have finish applied, shall be buffed and/or burnished.

D. Semi-Annually

1. Carpeted floors and mats shall be shampooed.
2. Tile shall be scrubbed with a neutral detergent.

E. Annually

1. Hard floors shall be striped and a minimum of four (4) coats of finish applied in accordance with floor/surface manufacturer's directions and recommendations.

75.1 NOTE:

Obvious surface soil referred to is the removal of any visible foreign matter found on the floor, rug, mat or carpet surface and includes, but is not limited to, paper clips, staples, metal fasteners, pencil sharpenings, erasures, paper pieces, fragments, clippings and punchings, mud, sand, rubber bands, etc.

75.2 Spot cleaning referred to is the removal of any visible foreign matter found on the floor, mat, rug or carpet and includes, but not limited to, soil, grease, oil, beverages, tar, chewing gum, rust, heel marks, mud, food, etc.

75.3 Manufacturer's directions and recommendations referred to shall include all methods, procedures, equipment, supplies, etc. recommended by the manufacturer for the maintenance, care and upkeep of their products. All vinyl asbestos tile floors shall be maintained in accordance with manufacturer's, federal and state requirements and recommendations.

75.4 Minimum number of coats of finish specified is the amount necessary to protect and keep soil/sand/spots from penetrating to the floor/surface while allowing the finish to be maintained in a clean, polished condition without build-up. Minimum number of coats of finish shall be maintained on vinyl asbestos tile and all floor requiring finish at all times.

76. ROOM CLEANING

76.1 These requirements shall apply to all areas or rooms unless more frequent or specific requirements prevail elsewhere in this document. Room cleaning shall include, but is not limited to, classrooms, labs, shops, conference and workrooms.

A. Daily

1. Toilets, washbasins, splash areas, dispensers, mirrors, water supply fixtures and counter tops shall be cleaned and sanitized in accordance with section titled "Restrooms."
2. Pencil sharpeners shall be emptied.
3. Chalkboards and marker boards shall be washed clean.

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B. Weekly

1. Glass in doors, partitions and dividers, (both sides) shall be cleaned.
2. Chalk trays shall be damp wiped.

77. CUSTODIAL CLOSETS/STORAGE

A. Daily

1. Floors, sinks and walls shall be maintained in clean, sanitary and orderly conditions.
2. Treated dusty mops shall be stored in an approved metal container with the lid securely in place.
3. All supplies, tools and equipment shall be neatly stored and maintained in a clean condition.
4. All fluorescent lamps shall be stored horizontally in original cartons.
5. The room(s) shall be secured at all times.
6. Pails shall be emptied. Mops and wringers shall be maintained in a clean condition at all times.

B. Semi-Annually

1. Ceilings, lights, walls and floors shall be cleaned with an approved cleaning agent.

78. RESTROOMS

A. Daily

1. Floors shall be swept and damp mopped or scrubbed with an approved germicidal detergent.
2. Toilets, toilet seats and urinals, shall be cleaned with an approved germicidal detergent (inside and outside). Toilet seats shall be cleaned on both sides and left in a raised position. No rust, residue, encrustation or water rings shall exist.
3. Traps and floor drains shall be maintained free from odor at all times.
4. Washbasins and splash areas shall be thoroughly cleaned with an approved germicidal detergent.
5. Mirrors, shelving, dispensers, chrome fixtures and piping shall be damp wiped with an approved germicidal detergent and polished dry.
6. Paper towel, hand soap, toilet paper and toilet seat cover (if any) dispensers shall be spot cleaned and replenished.
7. Walls, partitions, switch plates, doors and door hardware shall be spot cleaned and sanitized with an approved germicidal detergent.

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8. Lower walls and partitions (6' and under) shall be cleaned and sanitized with an approved germicidal detergent.

B. Weekly

1. Horizontal surfaces such as windowsills, tops of ledges, grills, ventilation covers and stall partitions shall be high/low dusted and sanitized with an approved germicidal detergent.

C. Semi-Annually

1. Walls, partitions, doors and baseboards shall be completely cleaned and sanitized with an approved germicidal detergent.
2. Machine scrub and sanitize all floors with an approved germicidal detergent.

79. OFFICES, LOBBIES AND ENTRANCES

Offices, lobbies and entrances shall be maintained in accordance with the bid specifications with the following additions:

A. Daily

1. All entrances, waiting areas and lobbies shall be maintained in such a manner as to give a superior appearance.
2. Building directory and trophy cases shall be damp wiped and polished dry.
3. Walls, partitions, fixtures, horizontal surfaces, trim, furniture, planters and glass shall be spot cleaned.
4. Walk-off mats and area under mats shall be cleaned.
5. Entrance walkways shall be swept.
6. Doors (both sides) including glass, handles, frames, push bars and kick panels, cleaned, polished and all residue removed.

B. Weekly

1. Office, lobby, entrance and waiting area glass shall be cleaned, both sides.
2. Exterior and interior metal entrance doors and handrails shall be damp wiped and polished.
3. Ventilation covers shall be cleaned.
4. Hard floors shall be buffed and/or burnished in accordance with manufacturer's recommended methods and procedures.
5. Offices shall have all fabric vacuumed and all non-porous surfaces damp wiped with an approved cleaning agent.

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C. Monthly

1. Carpeted floors shall be shampooed in accordance with manufacturer's directions and recommendations as determined by the district representative and the contractor, but not less than monthly.

D. Quarterly

1. Ventilation covers, walls, windows, furniture, partitions, fixtures and horizontal surfaces completely damp wiped, high and low dusted.

80. LOUNGES

A. Daily

1. Door glass and entrance glass (6' and under) shall be cleaned (both sides).
2. Walls, doors, door hardware and switch covers, spot cleaned and sanitized with an approved germicidal detergent.
3. Hard floors shall be swept and wet mopped or scrubbed with approved germicidal detergent.
4. Traps and floor drains shall be maintained free from odor at all times.
5. Chairs and furniture shall be spot cleaned with an approved germicidal detergent.

B. Weekly

1. All horizontal surfaces such as ventilation vents, door fans, tops of vending machines shall be high and low dusted.
2. Doors, door hardware and switch plates shall be cleaned with an approved germicidal detergent.
3. All waste receptacles shall be cleaned with an approved germicidal detergent and allowed to air dry.
4. Spray buff and/or burnish floor finish.

C. Quarterly

1. Hard floors shall be machine scrubbed and a minimum of four (4) coats of floor finish applied.
2. Carpeted floors and mats shall be shampooed.

D. Annually

1. Walls shall be completely cleaned with approved germicidal detergent.

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81. PATIOS

A. Quarterly

1. Patio areas including non-porous furniture shall be pressure washed and/or scrubbed clean.

82. OUTSIDE AND WALKWAYS

A. Daily

1. Walkways and stairs shall be policed, spot cleaned and swept.
2. Railings, doors, benches, poles and switch covers shall be spot cleaned.

B. Semi-Annually

Covered walkways and stairs shall have poles and overhead structures cleaned.

83. COMPUTER AREAS

A. Daily

1. Dust shall be kept to a minimum in these areas with special attention being given to floor areas under desks.
2. All horizontal surfaces shall be low dusted with approved anti-static duster.
3. Floors shall be cleaned with approved anti-static methods

84. SERVICES TO BE PERFORMED AS DIRECTED BY THE DISTRICT'S REPRESENTATIVE

A. Storage

1. Storage areas within buildings, where no personnel are assigned, shall be cleaned as directed.

85. MISCELLANEOUS DUTIES

85.1 In addition to the work specified above, the contractor in conjunction with the cleaning operation shall perform the following additional duties.

- A. Reporting fires, hazardous conditions, needed equipment/building repairs and items in need of repairs, such as malfunctioning lights, vandalism and plumbing problems, etc.
- B. Closing windows and turning off lights and fans when not in use.
- C. Turn in to designated office all lost and found articles.
- D. Doors should only be unlocked when cleaning is being accomplished. Areas opened must not be left unattended. Doors and windows shall be locked after cleaning.
- E. Ensuring that only lights and electrical service needed to perform contractor duties are utilized. Turn off lights in areas where work is not being performed.

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- F. Responsible to ensure no flammable rags, solutions, or products are left stored within the building.
- G. Transporting the contractor's personnel, supplies and equivalent during the working hours.
- H. The Contractor may at times be asked to arrange and rearrange furniture for conferences and/or meetings as requested. This service shall be performed at the per man-hour rate on the price sheet.

86. OTHER CLEANING

- A. All surfaces and objects in the building above approximately 70" or more from the floor shall be cleaned semi-annually by dusting and/or vacuuming. This includes the wall and ceiling area adjacent to and including ventilating and air conditioning outlets.
- B. Ledges and areaways shall be swept and/or policed annually.

87. CLEANING QUALITY STANDARDS

87.1 Services performed under this contract shall be subject to inspections and approval by the District's representative. This paragraph outlines some of the minimum acceptable standards.

A. Floor Maintenance

1. 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 window sills. Upon completion of work, all furniture and equipment must be returned to its original position.

Baseboards, walls, fixtures, furniture and equipment shall in no way be splashed, disfigured or damaged during floor care operations.

Proper precautions such as the posting of "wet floor" signs shall be taken to advise building occupants of wet and/or slippery floor conditions. All tools and equipment shall be maintained in clean condition at all times and neatly stored each night in the assigned storage areas/rooms.

B. Sweeping, Dust Mopping and Damp Mopping

1. Sweeping/Dust Mopping

Includes brush or dust mop sweeping, using an approved dust control treatment, or mechanical brush vacuum sweeping, without damage or disfigurement of furniture, doors, or trim. A properly swept or dust mopped floor is free of all dirt, sand, soil, dust or dust streaks, grit, lint and debris in all areas. All furniture shall be replaced upon completion.

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2. Damp Mopping

The hard floor shall be prepared by sweeping and/or dust mopping, then cleaned with a wet mop that has been soaked in a bucket of approved solution and tightly wrung out. Damp mopping utilizes as little water as possible to achieve satisfactory results. Damp mopping is supplemented by dry-cleaning as required for spot removal and removal of marks from rubber heels and field shoes. A satisfactorily damp-mopped floor has a uniform appearance and is without lint, dust, marks, film, streaks, debris, sand, soil and standing water in all areas. All furniture shall be replaced upon completion.

3. Results

After sweeping, dust mopping and/or damp mopping operations, all floors shall be clean and free of soil, sand and streaks. No soil shall be left in corners, behind modular workstations, radiators or doors, under furniture, and on baseboards. No soil shall be left where sweepings were picked up.

C. Scrubbing/Stripping

1. The floors shall be properly prepared, thoroughly swept and/or dust mopped to remove visible soil, debris, gum, tar and similar substances from the floor surface. Approved cleaning solution is applied to the floor in accordance with floor finish and floor manufacturer's recommendations and directions. Upon completion of scrubbing or stripping and rinsing the floor shall be clean and free of dirt, soil, streaks, marks and give an overall appearance of cleanliness. Stripped floor will have the additional requirement of being free from all finish and finish residue. All surfaces shall be dry. Baseboards, corners and cracks shall be clean. Following the floor scrubbing or stripping, sufficient coat(s) of floor finish shall be applied in accordance with manufacturer's directions and recommendations.

D. Buffing/Burnishing

1. Floors shall be prepared by sweeping and/or dust mopping then damp mopped to remove all visible soil and debris. The floor finish shall then be machine buffed/burnished to a polished appearance using a minimum of four (4) coats.

E. Shampooing

1. The carpets and mats shall be prepared by cleaning to remove spots, gum, tar and other substances, then thoroughly vacuumed ensuring the complete removal of sand and loose soil. Shampooing shall be performed with an approved shampoo solution and method. The carpet shall be vacuumed when dry. Upon completion, the carpet and mats shall have a uniform appearance and be clean and free from spots, soil, gum and other debris.

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F. Miscellaneous

1. Carpets

After each vacuuming, all carpets shall be clean, free from dust, soil, sand and other debris; nap on carpets shall lie in one direction. In areas where an electric vacuum cannot be used, a mechanical carpet sweeper will be used to remove soil. Spots shall be removed from rugs or carpets as they appear, using an acceptable carpet cleaning method. Furniture shall be shielded from carpets until thoroughly dry.

2. Mat Cleaning

Clean both sides of all soil-removing mats and remove all soil, dust, and other deposits from the nap. This includes outside mats. Clean the area under the mat each time the mat is cleaned.

3. Toilets

Special attention shall be given to floors around urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance throughout.

88. DUSTING

A. General

Dust shall not be moved from spot to spot, but removed directly from the areas in which it lies by the most effective means – appropriate treated dusting cloths, vacuum tools, etc. When doing high cleaning, dust shall not be allowed to fall from high areas onto furniture and equipment below. The following conditions shall exist, after the completion of each dusting task.

1. There shall be no dust streaks.
2. Corners, crevices, molding and ledges shall be free of all dust.
3. There shall be no oils, spots or smudges on dusted surfaces caused by dusting tools.
4. When inspected with a flashlight, there shall be few traces of dust on any surface.

B. Recommended Methods

1. Furniture and Equipment

The horizontal surfaces of all furniture and equipment shall be dusted with a treated cloth or yarn duster, operated in continuous contact with them. The manipulation shall be such as to pick up dust and not to scatter it. Surfaces shall be free of soil, dust, lint, oily film and streaks.

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2. Blinds

Dust blinds with properly treated dust cloths or yarn dusters. A properly dusted blind is free of streaks, soil, dust, lint and cobwebs.

3. Light Fixtures

Dust light fixtures with treated (anti-static) cloths or yarn dusters. Fixtures are properly dusted when free of soil, dust, lint and cobwebs.

4. Chalkboards/Markerboards and Trays

All chalkboards/markerboards and trays shall be cleaned in accordance with manufacturer's recommendations. When cleaned, the surface will have a uniform clean appearance and chalk trays shall be free of dust.

5. Low Dusting

Removal of dust below normal reach, 70", with treated dust cloths or yarn dusters, manipulated so as to pick up dust, soil, lint and cobwebs. Feather dusters and similar dust scattering devices shall not be used. A properly dusted surface is free from dust, cobwebs, dirt, lint and streaks left from dusters.

6. High Dusting

Removal of dust from walls, ceilings, and other structural components, pipes, equipment and fixtures above normal reach, 70" from floor, with treated dust cloths or vacuum cleaner. Surfaces shall be free from dust, cobwebs, soil, lint, and streaks left from dusters.

89. DAMP-WIPING

A. General

This task consists of using a clean cloth or sponge dampened with an approved solution, to remove all soil, spots, streaks, marks, smudges, etc., from walls, glass and other specified surfaces, and the drying to provide a polished appearance. The wetting solution shall contain an appropriate cleaning agent. When damp wiping in toilet areas, an approved germicidal detergent cleaner shall be used.

B. Spot Cleaning

This task consists of using appropriate cleaning methods for the surface being cleaned and removing any visible matter and includes, but is not limited to, grease, oil, soil, sand, food, dust, mud, beverages, tar, gum, rust, fragments, clippings, etc. The cleaned surface will have a uniform clean appearance.

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90. EMPTYING/CLEANING

A. Ashtray/Urns

The work includes emptying all ashtrays and urns and wiping with cloth as required to remove and prevent deposits. Properly cleaned ashtrays are free of deposits and butts. The waste from ashtrays and urns shall be emptied into containers and removed to outside collection facilities provided for this purpose. Containers shall be of fire protective type. Contractor shall exercise necessary precautions to avoid fires.

B. Emptying Waste Receptacles

Empty all waste receptacles and remove debris and paper from buildings and deposit in collection facilities provided for this purpose.

C. Washing Waste Receptacles

Damp wipe receptacle inside and out. Receptacles are clean of all deposits, dirt streaks and odors after damp wiping.

91. WINDOW/BLIND CLEANING

A. General

After each washing operation, all glass shall be clean and free of dirt, grime, streaks, excessive moisture and shall not be cloudy. Any items moved during the operation shall be returned to their original position.

B. Window Trim, Sash, Sills, Metal and Woodwork

Window trim, sashes, sills, metal and woodwork around interior glass and other such surroundings shall be thoroughly wiped free of drippings and other watermarks.

C. Use of Protective Pads

Cleaners shall use pads to protect windowsills when standing or placing cleaning materials on them. The Contractor shall furnish such cloths and/or pads necessary to protect District property.

D. Glass Requiring Cleaning

Any glass that requires cleaning on both sides should have the inside/outside cleaning performed on the same day. This includes glass in panels, doors and cases. Plain water or cleaning solutions prepared for this purpose shall be used. Scouring powders shall not be used. Adjacent trim shall be wiped clear with damp cloth and floors cleaned of any droppings. Glass is clean when all accessible glass surfaces are without streaks, film, deposits, fingerprints, or stains, and has a uniformly bright appearance.

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E. Window Cleaning

Window cleaning shall be so scheduled and performed as to provide the least inconvenience to occupants. If occupants are seriously inconvenienced, the window washing activities shall be rescheduled at the discretion of the District representative. Interior surfaces, frames, sills and screens shall be cleaned. All work in a single room will be completed the same day the first window in that particular room is started. Windows will be free of soil, dust and film. Screen frames and sills will be free from dust, soil, lint and insects.

92. DRINKING FOUNTAINS AND WATER COOLERS

92.1 Fountains/Coolers will be cleaned using approved germicidal detergent and/or cleaning agents acceptable to the District. Cabinets and water supply fixtures shall be wiped clean each time the fountain is cleaned. Coolers are cleaned when free from stains, streaks, film and mineral build up. Drinking fountains shall be kept free of trash, ink, coffee grounds, etc., and nozzles free from encrustation.

93. FURNITURE CLEANING AND POLISHING

93.1 Wood and finished metal surfaces shall receive furniture polish with rubbing, as necessary, for cleaning, followed by polishing with a clean dry cloth. All plastics and imitation leather coverings shall be cleaned with detergent solution, followed by wiping with cloth dampened in plain clean water. Leather covering shall be thoroughly cleaned with combination cleaner and polish followed by polishing with a clean dry cloth. When cleaned or polished, all surfaces shall have a uniform appearance, free of deposits, streaks or film. No silicone base polish shall be used.

94. BRIGHT METAL POLISHING

94.1 Bright metal polishing may be performed by damp wiping and drying with a suitable cloth if a polished appearance is attained. However, if a polished appearance cannot be produced, the District representative shall be contacted for direction as to the use of an appropriate metal polish. Metal shall be cleaned only with an approved type cleaner. When cleaned, all surfaces are without deposits or tarnish, and have a uniformly bright appearance. Cleaner shall be removed for adjacent surfaces.

95. SPOT CLEANING

95.1 Walls, partitions, doors, furniture and trim shall be cleaned with a damp cloth and detergent, if necessary, to remove spots. All walls, doors, door trim, baseboards and other surfaces shall have soil, stains, heel marks, handprints and other disfigurements removed. Area cleaned by spot removal shall be left in condition of surrounding areas without causing unsightly discoloration. Walls and floor adjacent to fixtures shall be free of spots, drippings and watermarks.

96. PORCELAIN WARE CLEANING

96.1 Porcelain fixtures (drinking fountains, washbasins, urinals, toilets, etc.) shall be clean and bright; there shall be no dust, spots, stains, rust, mold, encrustation or excess moisture.

97. CLEANING WALLS, DOORS, AND TRIM

97.1 Cleaning walls, doors, and adjacent trim shall consist of scrubbing all surfaces with detergent solution, followed by clean water rinse. When properly cleaned, surfaces are free from soil, deposits, film and have a uniform appearance.

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98. PLUMBING FIXTURE AND DISPENSER CLEANING

98.1 This includes water closets, urinals, sinks, soap trays or dispensers, and paper dispensers. Scouring powder may be used on plumbing fixtures or ceramic tile to remove stubborn stains or deposits. A toilet bowl cleaner may be used on the inside only of water closets and urinals, if required, on approval by the District representative. Fixtures and dispensers are clean when free of deposits, stains, film, odors and dispensers replenished.

99. CLEANING WALLS AND WAINSCOTS

99.1 Cleaning all tile or impervious finish wainscots and toilet stall partitions and doors will be accomplished with an approved germicidal detergent solution followed by plain water rinse and drying with a clean cloth. Abrasive cleaners will not be used on paint or resilient surfaces. All spillage or marking of adjacent surfaces shall be wiped clean with a damp cloth.

100. POLICING

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

101. SUPERVISION

101.1 The contractor shall employ, at all times, the quality of supervision necessary for the effective and efficient management of cleaning operations. However, supervisor qualifications shall not be less than called for in the specifications. All supervisors shall have an intimate knowledge of this contract and its various cleaning tasks, equipment and materials so as to be able to both properly train and direct the cleaners in their individual tasks and to maintain and control an effective inspection and follow-up program.

102. ADDITION/DELETION OF TASKS

102.1 The District shall have the right to delete or add tasks performed and amend the frequency performed under the contract from the list of itemized tasks provided by the bidder. All deletions or additions shall be specified in writing to the vendor.

103. ADDITION/REDUCTION IN SQUARE FOOTAGE MAINTAINED

103.1 The District shall have the right to add or reduce square footage to be serviced under this contract. The dollar amount per square foot shall be prorated from the total cost per year bid, divided by the occupied square footage per facility.

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104. QUESTIONNAIRE

Please complete the following questionnaire.

1. Do you have a training program for:

a. New employees yes _____ no _____

If yes, how many hours of training _____

b. Existing Employees yes _____ no _____

c. New techniques yes _____ no _____

2. Describe the average length of employment at your company for a janitorial employee:

Number of months (average) _____

How many total janitorial employees do you presently have on your payroll?

Out of the above total, how many have been employed by your for the following:

. More than 6 months, but less than 1 year _____
. More than 2 years _____

3. Does your company provide coverage for absent employees: yes _____ no _____

If yes, explain how: _____

4. Experience:

Years in business under present name: _____

Years performing work specialty: _____

Trades usually self-performed: _____

Percentage (%) of work performed by own forces: _____

Licenses currently valid in force: _____

5. Total number of permanent staff employed includes the following:

- 1. Management _____
- 2. Supervisors _____
- 3. Custodians _____
- 4. Hard floor/carpet care technicians _____
- 5. Other _____

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6. List five (5) most significant commercial projects completed in the last five (5) years:

Project Name: _____
General Description of Services Provided: _____
Address: _____
Contracting Agency: _____
Contact: _____
Square Footage Cleaning: _____ Number Of Labor Hours Provided Per Week: _____
Contract Period: Start Date: _____ Completion Date: _____
Project Name: _____
General Description of Services Provided: _____
Address: _____
Contracting Agency: _____
Contact: _____
Square Footage Cleaning: _____ Number Of Labor Hours Provided Per Week: _____
Contract Period: Start Date: _____ Completion Date: _____
Project Name: _____
General Description of Services Provided: _____
Address: _____
Contracting Agency: _____
Contact: _____
Square Footage Cleaning: _____ Number Of Labor Hours Provided Per Week: _____
Contract Period: Start Date: _____ Completion Date: _____
Project Name: _____
General Description of Services Provided: _____
Address: _____
Contracting Agency: _____
Contact: _____
Square Footage Cleaning: _____ Number Of Labor Hours Provided Per Week: _____
Contract Period: Start Date: _____ Completion Date: _____
Project Name: _____
General Description of Services Provided: _____
Address: _____
Contracting Agency: _____
Contact: _____
Square Footage Cleaning: _____ Number Of Labor Hours Provided Per Week: _____
Contract Period: Start Date: _____ Completion Date: _____

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7. Has anyone employed by your firm ever been convicted, plead nolo contendere (no contest), or had adjudication withheld in a criminal offense, felony, misdemeanor, or otherwise, or are there any criminal charges now pending against anyone employed by your firm other than a non-criminal traffic violation?

Yes _____ no _____

If yes, provide complete details on a separate sheet.

8. Who will be your assigned Project Manager? Describe the qualifications and relevant experience of this person.

Name: _____ Position: _____

Number of years worked for your company: _____ Total years in this position: _____

Number of years of supervisory experience in the custodial area: _____ years.

Description: _____

9. Who will be your supervisor (s)? Describe the qualifications and relevant experience of this person or people.

Name: _____ Position: _____

Number of years worked for your company: _____ Total years in this position: _____

Number of years of supervisory experience in the custodial area: _____ years.

Description: _____

10. How many full-time (5 hours or more) and part-time (less than 5 hours) personnel will be assigned to this project? How many hours will they work per day?

Number of full-time personnel: _____ Number of part-time personnel: _____

Number of total labor hours per day, for all employees: _____ hours.

PRICE SHEET
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Custodial Service at the
Adult Learning Center
Of Osceola County

1. Cost for custodial service:

A. Buildings #1-24 \$ _____ per month.

B. Buildings #25-28 \$ _____ per month.

2. Cost per hour for additional work requested
by school that is not covered in the bid. \$ _____ per hour.

3. Cost per square foot for any future portables \$ _____ per month.

4. Name, Address, Phone And Fax Number Of Representative:

_____ Phone Number

_____ Fax Number

5. I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment, and in all respects is fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

NAME (Typed)

TITLE

SIGNATURE

VENDOR'S NAME

DATE

TELEPHONE NUMBER

FACSIMILE NUMBER

ATTACHMENT B

LIST OF CLEANING PRODUCTS AND CHEMICALS

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ITEM NO.	DESCRIPTION	MANUFACTURER	PRODUCT NUMBER
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			

NOTE: ATTACH MSDS SHEETS FOR EACH APPLICABLE PRODUCT

ATTACHMENT C

LIST OF EQUIPMENT

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ITEM NO.	DESCRIPTION OF EQUIPMENT	MANUFACTURER	PRODUCT NUMBER	AGE OF EQUIPMENT
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				

DOES THE VENDOR OWN THE ABOVE EQUIPMENT: YES _____ NO _____

IF NO, PLEASE EXPLAIN: _____

ATTACHMENT D
VENDOR PERFORMANCE LOG

RFP #SDOC 06-092 KB

TO: _____
CONTRACTOR _____ DATE PREPARED _____

FROM: _____
FACILITY _____

ITEM	LOCATION			DEFICIENCY		CORRECTED		REVIEWED		
	BLDG	FLOOR	RM.ETC	PAGE	PARA.	INITIALS	DATE	S/U/R*	DATE	INITIALS
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

RECOMMENDED DEDUCTIONS FOR THIS PERIOD: _____ NO _____ YES (IF YES, EXPLAIN DETAILS)

COMMENTS (DISTRICT REP.): _____

SIGNATURE

COMMENTS (CONTRACTOR'S REP.): _____

SIGNATURE

*S=SATISFACTORY, U=UNSATISFACTORY, R=REPETITIVE

ATTACHMENT E
RFP #SDOC 06-092 KB
CONTRACT SERVICE DEDUCTION CHART

POINT VALUE	0 - 10	11 - 15	16 - 20	21 - 25	26 - 35	36 - 50	51 - 75	76 - 100+	TOTAL
DEDUCT VALUE	\$10.00	\$15.00	\$25.00	\$35.00	\$45.00	\$60.00	\$75.00	\$100.00	DEDUCTS
DEFICIENCIES	POINT VALUE								
1. CHALK TRAYS	10								
2. CHROME FIXTURES	10								
3. COBWEBS	10								
4. CUSTODIAL CLOSETS	10								
5. DIRTY VENTILATION VENTS	10								
6. DOOR GLASS	10								
7. DRINKING FOUNTAINS	10								
8. DUSTING	10								
9. FURNITURE	10								
10. GRAFFITI	10								
11. GUM REMOVAL	10								
12. HARD WATER DEPOSIT	10								
13. PENCIL SHARPENER	10								
14. POLICING GROUNDS	10								
15. RESTROOMS NOT CLEAN	50								
16. SECURITY	75								
17. SINKS	10								
18. SPITBALLS ON CEILING	10								
19. SPOTS ON CARPET	10								
20. TELEPHONE(S)	10								
21. TILED FLOOR	10								
22. TOILET PARTITIONS	10								
23. TOILETS/URINALS	10								
24. TRASH REMOVAL	10								
25. WALLS	10								
26. WINDOW SILLS	10								
27. VACUUMING	10								
TOTAL									

SCOPE: This schedule will be used by the District to evaluate performance and make recommendations for monthly invoice deductions for failure to meet contractual standards. Inspections will be conducted at random.

**STATEMENT OF NO BID
RFP #SDOC 06-092 KB**

School District of Osceola County
Kathy Brown
Senior Buyer
817 Bill Beck Blvd.
Kissimmee, FL 34744

Dear Mrs. Brown,

We, the undersigned, have declined to bid on your Bid # _____ for _____
_____ for the following reasons.

- _____ We do not handle products/services in this classification
- _____ Opening date does not allow sufficient time to complete bid
- _____ Cannot supply at this time
- _____ Suitable but engaged in other work
- _____ Quantity too small
- _____ Cannot meet required delivery
- _____ Equivalent not presently available
- _____ Unable to meet specifications
- _____ Unable to meet insurance/bond requirements
- _____ Please remove our name from the vendor file only for the commodity listed above
- _____ Please remove our name from the School Board's entire vendor files
- _____ Other reasons or remarks

We understand that if the "No Bid" letter is not executed and returned by the bid due date, our name may be deleted from the list of qualified bidders for the School District of Osceola County, Florida. **PLEASE MARK BID NUMBER ON THE OUTSIDE OF THE ENVELOPE AND INDICATE THAT IT IS A "NO BID".**

Company Name: _____

Authorized Signature _____

Telephone Number _____

PLEASE FILL OUT THE LABEL BELOW AND ATTACH IT TO YOUR BID/RFP REPLY ENVELOPE.

Cut out the Label below and attach it to your envelope

DO NOT OPEN * SEALED BID * DO NOT OPEN	
SEALED BID NUMBER:	<u>SDOC 06-092 KB</u>
BID TITLE:	<u>Custodial Service For Adult Learning Center Of Osceola County</u>
BID TO BE OPENED ON	<u>June 6, 2006</u> AT <u>11:00 AM</u>
BID ENCLOSED	<u>Yes</u> <u>No</u>
Deliver To:	The School District of Osceola County, Florida PURCHASING DEPARTMENT 817 Bill Beck Blvd., Building 2000 Kissimmee, FL 34744-4495

Osceola District Schools Simpson Road Annex

Career & Technical Education
703 Simpson Road
Kissimmee, FL 34744
407-518-4580
703-1 through 703-4

Community High School
705 Simpson Road
Kissimmee, FL 34744
407-518-8140
705-1 through 703-24



ACCESS ROAD

DATE

NOT
TO
SCALE

