



**PASCO COUNTY BOARD OF COUNTY COMMISSIONERS  
PURCHASING DEPARTMENT  
8919 GOVERNMENT DRIVE  
NEW PORT RICHEY, FLORIDA 34654**

TELEPHONE: (727) 847-8194  
FACSIMILE: (727) 847-8065  
[pascocountyfl.net](http://pascocountyfl.net)

# INVITATION FOR BIDS

## BID NO. 07-120F

## JANITORIAL SERVICES

### SUMMARY OF WORK

It is the intent of the Pasco County Facilities Management Department to obtain the service of a licensed contractor to provide full janitorial services at the Gulf Harbor's Tax Collector's office, 4720 U.S. 19, New Port Richey, Florida, and the Tax Collector's office, 4111 Land O' Lakes Boulevard, Land O' Lakes, Florida, in accordance with specifications.

The Pasco County Purchasing Department will receive sealed bids until 3:00 p.m., local time (our clock), on May 17, 2007, in the Pasco County Purchasing Department, 8919 Government Drive, New Port Richey, Florida. Bids received after this time will not be accepted. Bids will be publicly opened and read at the above-stated time and date. All interested parties are invited to attend. Bidders shall submit two (2) copies of submitted bids (one [1] original and one [1] copy).

Insurance coverage is required for this project; please refer to the Special Provisions.

Please immediately advise of address changes or if you wish to have your firm removed from the vendor list. Vendors receiving this notice must submit either a bid/proposal or "NO BID" to remain on our vendor list for the specified commodity or service. A "NO BID" is provided on Page 2 for your convenience.

This cover is only intended to inform vendors of a pending Invitation for Bid or Request for Proposal. For complete details, please refer to the complete bid/proposal package.

Bid documents may be downloaded by visiting [www.PascoCountyFL.net](http://www.PascoCountyFL.net) or by requesting copies from the Purchasing Department at no cost. The County is not responsible for expenses incurred prior to award by the Board of County Commissioners (Board).

Frank C. Aleskwiz  
Buyer



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**STATEMENT OF NO BID**

We, the undersigned, have declined to submit a bid response to Invitation for Bid No. 07-120F for the following reason(s):

Please check all that apply.

1. ☐ Opening date does not allow sufficient time to complete bid response.
2. ☐ We do not offer the commodities or services requested.
3. ☐ Our schedule would not permit us to perform.
4. ☐ We are unable to meet the issued specification.
5. ☐ Specifications are restrictive (please explain below).
6. ☐ We are unable to meet the surety requirements.
7. ☐ Other: \_\_\_\_\_

Explanations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We understand that if a "NO BID" is not returned, our firm will be removed from the bidders' list for the subject commodity.

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

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

Company: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Fed. ID No.: \_\_\_\_\_

# IMPORTANT!—PLEASE READ CAREFULLY BEFORE MAKING BID

## GENERAL PROVISIONS

These general terms and conditions of the bid quotation and acceptance apply in like force to this inquiry and to any subsequent contract resulting therefrom.

### ACKNOWLEDGMENT OF AMENDMENTS

Bidders shall acknowledge receipt of any amendment to the solicitation by identifying the amendment number in the space provided for this purpose on the bid form, by letter, or by returning a copy of the issued amendment with the submitted bid. The acknowledgment must be received by Pasco County by the time and at the place specified for the receipt of bids. Failure to acknowledge an issued amendment may result in bid rejection and disqualification.

### ADDITIONAL INFORMATION

Questions concerning the contract or technical portions of the bid document must be submitted in writing to Scott P. Stromer, Purchasing Director, Pasco County Purchasing Department; 8919 Government Drive; New Port Richey, Florida 34654; fax machine number (727) 847-8065. Bidders are cautioned that any statements made by individuals, or employees of Pasco County, that materially change any portion of the bid document shall not be relied upon unless subsequently ratified by a formal written amendment to the bid document. No contractual or technical questions will be accepted after ten (10) days prior to the date set for bid opening.

### ALTERNATIVE BIDS

The bidder **WILL NOT** be allowed to offer more than one (1) price (for the goods or services specified). If the said bidder should submit more than one (1) price on any item (or service), ALL prices will be rejected for that item. The bidders offering service delivery methods other than those permitted by the scope of work or specifications may submit a separate envelope clearly marked "Alternative Bid." Alternative bids will be deemed nonresponsive and will not be considered for award. All such responses will, however, be examined prior to award. Such examination may result in cancellation of all bids received to permit rewriting the scope of work or specifications to include the alternative method, or the alternative method may be considered for future requirements of Pasco County.

### ANTITRUST

By entering into a contract, the contractor conveys, sells, assigns, and transfers to Pasco County all rights, titles, and interest it may now have or hereafter acquire under the antitrust laws of the United States and the State of Florida that relate to the particular goods or services purchased or acquired by Pasco County under the said contract.

### APPLICABLE LAW

The contract shall be governed in all respects by the laws of the State of Florida, and any litigation with respect thereto shall be brought in the courts of Pasco County, Florida. The contractor shall comply with all applicable Federal, State, and local laws and regulations. Lack of knowledge by the bidder will in no way be a cause for relief from responsibility.

### ASSIGNMENT

The contractor shall not assign, transfer, convey, sublet, or otherwise dispose of any award or any or all of its rights, title, or interest therein, or delegate the duties hereunder without the prior written consent of Pasco County.

### AWARD

Consideration for award will be by proximity to specifications given, costs, and time of delivery. All purchases, leases, or contracts that are based on competitive bids will be awarded to the lowest, responsive, and responsible bidder. Complete and accurate responses to all items are necessary for the complete and fair evaluation of bids. Bid award, in addition to the above stated, will be based on compliance with the specified requirements as well as the "total-cost" or "life-cycle costing" concept, including the following: 1) Cost: A cost analysis will be conducted and will include all identifiable costs associated with acquisition, installation, maintenance, and operation of the bidder's offered equipment. The analysis will be based upon the bidder's proposal data and other costs which, in the judgment of the evaluators, will be incurred by the County resulting from acceptance of the bidder's proposal; 2) Equipment: Evaluation of equipment will be based on compliance with the specifications, expected life of equipment, output, maintenance, consumption, disposal value, warranty, complexity of operation, required training, and other factors that may contribute to the overall cost of the specified item; and 3) Bidder's Reputation and Experience: Evaluation of the bidder's reputation, past performance, and experience shall be based on the nature and extent of company data furnished, references and financial responsibility of the bidder. Pasco County reserves the right to award by site, group of sites, or lowest total, whichever is deemed to be in the County's best interest.

### BIDDER CERTIFICATION

The bidder agrees that submission of a signed bid form is certification that the bidder will accept an award made to it as a result of the submission.

### BIDDERS' LIST

Failure to submit a bid for the item(s) specified will result in removal from the bidders' list for such (an) item(s). If a bid is not submitted, a "NO BID" response must be submitted to remain on the Pasco County's bidders' list for such items. A form for submitting a "NO BID" is provided on Page 2 for your convenience.

### BID CLARIFICATIONS

If any party contemplating the submission of a bid on this invitation is in doubt as to the true meaning of any part of the plans, specifications, or other documents, he should submit a written request for an interpretation thereof to the Purchasing Director. The bidder's concerns, regarding clarification of specifications and/or discrepancies and/or omissions and/or changes to the attached specifications shall be made in writing and received by the County no later than ten (10) calendar days prior to the bid opening date. The letter from the bidder shall state clearly, and in detail, the basis for such concern(s) or request(s). The letter shall be addressed to the Purchasing Director, and marked "PREBID QUESTION" on the face of the envelope. The Purchasing Director will respond in writing. An interpretation of the bid invitation document will be made only by addendum duly issued to each party receiving a bid invitation. All such addenda shall become part of the contract documents. Pasco County shall not be responsible for explanations or interpretations of bid invitation documents except as issued in accordance herewith. No oral interpretations will be made as to the meaning of specifications or any other contract documents. Failure to comply with this provision will result in the bidder waiving his/her right to dispute the bid specification.

### BIDDER INVESTIGATIONS

Before submitting a bid, each bidder shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by Pasco County upon which the bidder will rely. If the bidder receives an award as a result of its bid submission, failure to have made such investigations and examinations will in no way relieve the bidder from its obligation to comply in every detail with all provisions and requirements of the contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

### BID FORM SUBMISSION

Bids shall be submitted on the attached forms. Bids concerning separate bid invitations must not be combined on the same form or placed in the same envelope. Bids submitted in violation of this provision shall not be considered. All bids must be signed, in ink, in order to be considered. Erasures are not acceptable on bids; if necessary to make a change, strike out or draw a line through incorrect item and type the correction above, and initial the correction in ink. If the bidder is a firm or corporation, the bidder must show the title of the individual executing the bid, and if the individual is not an officer of the firm or corporation, the bidder must submit proof that the individual has the authority to obligate the firm or corporation. BIDS MAY NOT BE ALTERED OR AMENDED AFTER THE BID CLOSING.

### BID ENVELOPES

Envelopes containing bids must be sealed and marked in the lower left-hand corner with the invitation number, commodity, and date and hour of opening of bids. Failure to do so may cause bid not to be considered. Express Company or Express Mail envelopes containing a sealed bid shall also be sealed and marked in the lower left-hand corner with the invitation number, commodity, and date and hour of opening of bids.

### BID RECEIPT AND OPENING

Pasco County will receive sealed bid proposals until date and time indicated on bid cover. Bids must be delivered, by hand or mail, to the Pasco County Purchasing Department, located at 8919 Government Drive, New Port Richey, Florida, where they will be opened at the stated time. Bids must be time stamped in the Purchasing Department before or on the hour and date indicated on the cover sheet (Invitation for Bid) for the bid opening. Bids received after the date and time of the bid opening will be received, date stamped, and returned to the bidder unopened. It is the responsibility of the bidder to ensure that bids arrive at the designated opening place on time. Late or nondelivery due to mail or express delivery company failure will not be considered adequate reason for consideration of late bids. FACSIMILE (FAXED) BIDS WILL NOT BE ACCEPTED AND SHALL NOT BE CONSIDERED FOR EVALUATION OR AWARD. Notes may be taken at the public reading of the bid(s) at the specified time and date of the opening or a personal inspection may be made of the bid(s) after award has been made and documents are placed in central and public files.

### BID ACCEPTANCE PERIOD

Any bid submitted as a result of the solicitation shall be binding on the bidder for a minimum of ninety (90) calendar days following the bid opening date. Any bid for which the bidder specifies a shorter acceptance period may be rejected.

### BID WITHDRAWAL

Bids may not be changed after the bid closing time.

To withdraw a bid that includes a clerical error after bid opening, the bidder must give notice in writing to Pasco County of claim or right to withdraw a bid. Within two (2) business days after the bid opening, the bidder requesting withdrawal must provide to Pasco County all original work papers, documents, and other materials used in the preparation of the bid. A bidder may also withdraw a bid prior to the time set for the opening of bids by simply making a request in writing to Pasco County; no explanation is required. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work for the person to whom the contract is awarded or otherwise benefit from the contract. No partial withdrawals of a bid are permitted after the time and date set for the bid opening; only complete withdrawals are permitted. The decision to allow or disallow bid withdrawal remains solely with Pasco County.

### CANCELLATION

Pasco County reserves the right to cancel a resulting contract, without cause, by giving thirty (30) days' prior written notice to the contractor of the intention to cancel, or with cause if at any time the contractor fails to fulfill or abide by any of the terms or conditions specified. Failure of the contractor to comply with any of the provisions of a resulting contract shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the sole discretion of Pasco County. In addition to all other legal remedies available to the County, Pasco County reserves the right to cancel and obtain from another source, any services which have not been provided within the required period of time or, if no such time is stated, within a reasonable period of time from the date of order or request, as determined by the County.

### CHANGE IN SCOPE OF WORK

Pasco County may order changes in the work consisting of additions, deletions, or other revisions within the general scope of the contract. No claims may be made by the contractor that the scope of the project or of the contractor's services has been changed, requiring changes to the amount of compensation to the contractor or other adjustments to the contract, unless such changes or adjustments have been made by written amendment to the contract or purchase order signed by Purchasing Director. If the contractor believes that any particular work is not within the scope of the project, is a material change, or will otherwise require more compensation to the contractor, the contractor must immediately notify Pasco County in writing of this belief. If Pasco County believes that the particular work is within the scope of the contract as written, the contractor will be ordered to and shall continue with the work as changed and at the cost stated for the work within the scope.

### CONFLICT OF INTEREST

The contractor, by submission of its proposal, certifies that to the best of his/her knowledge or belief, no elected/appointed official or employee of the County is financially interested, directly or indirectly, in the offer of goods or services specified in this invitation.

### CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

The bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without—for the purpose of restricting competition—any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate the prices bid.

### COLLUSION AMONG BIDDERS

Each bidder, by submitting a bid, certifies that it is not a party to any collusive action or any action that may be in violation of the Sherman Antitrust Act. Any or all bids shall be rejected if there is any reason for believing that collusion exists among the bidders. Pasco County may or may not, at its discretion, accept future bids for the same work from participants in such collusion. More than one (1) bid from an individual, firm, partnership, cooperation, or association under the same or different names may be rejected. Reasonable grounds for believing that a bidder has interest in more than one (1) bid for the work being bid may result in rejection of all bids in which the bidder is believed to have interest. Nothing in this clause shall preclude a firm acting as a subcontractor to be included as a subcontractor for two (2) or more primary contractors submitting a bid for the work.

### DEBARMENT

By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Florida and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any subdivision or agency of the State of Florida.

### ETHICS IN PUBLIC PROCUREMENT

The contract shall incorporate by reference, but shall not be limited to, the provisions of law contained in Chapter 112, Florida Statutes. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; 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 or real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. The bidder certifies that its bid was made without collusion or fraud; that it has not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer, or subcontractor in connection with this bid; and that it has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of value.

### EXCEPTIONS

Bidders taking exception to any part or section of the solicitation shall indicate such exceptions on the bid form or appendix. Failure to indicate any exception will be interpreted as the bidder's intent to comply fully with the requirements as written. Conditional or qualified bids, unless specifically allowed, shall be subject to rejection in whole or in part.

### EXPENSES INCURRED IN PREPARING BID

Pasco County accepts no responsibility for any expense incurred by the bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.

### ERRORS IN EXTENSIONS

If the unit price and the extension price are at variance, the unit price shall prevail.

#### FORCE MAJEURE

The contractor shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions, and acts of God beyond the control of the contractor, unless otherwise specified in the contract.

#### FAILURE TO DELIVER

In the event of failure of the contractor to deliver the goods and services in accordance with the contract terms and conditions, Pasco County may procure the goods and services from other sources and hold the contractor responsible for any resulting additional costs. A failure to deliver will result in immediate termination of a resulting contract, and immediate disqualification and debarment from submitting bids to Pasco County for a maximum of three (3) years. These remedies shall be in addition to any other remedies that Pasco County may have available.

#### FAILURE TO ENFORCE

Failure by Pasco County at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of Pasco County to enforce any provision at any time in accordance with its terms.

#### FAIR LABOR STANDARDS

By submission of a bid, the bidder certifies that the contractor(s) and/or subcontractor(s) providing product(s) or service(s) shall, in the execution or performance of such a contract, maintain fair labor standards as defined in applicable State and Federal regulations.

#### INDEPENDENT CONTRACTOR

The contractor shall be legally considered an independent contractor and neither the contractor nor its employees shall, under any circumstances, be considered servants or agents of Pasco County; and Pasco County shall be at no time legally responsible for any negligence or other wrongdoing by the contractor, its servants, or agents. Pasco County shall not withhold from the contractor any Federal or State unemployment taxes, Federal or State income taxes, Social Security tax, or any other amounts for benefits to the contractor. Further, Pasco County shall not provide to the contractor any insurance coverage or other benefits, including workers' compensation, normally provided by Pasco County for its employees.

#### INFORMALITIES AND IRREGULARITIES

Pasco County has the right to waive minor defects or variations of a bid from the exact requirements of the specifications that do not affect the price, quality, quantity, delivery, or performance time of the services being procured. If insufficient information is submitted by a bidder with the bid for Pasco County to properly evaluate the bid, Pasco County has the right to require such additional information as it may deem necessary after the time set for receipt of bids, provided that the information requested does not change the price, quality, quantity, delivery, or performance time of the services being procured. The Board reserves the right to reject any or all bids in whole or in part; to award by any item, group(s) of items, total bid, or accept the bid that is most advantageous and in the best interest of Pasco County.

#### INDEMNIFICATION

In consideration of the sum of Fifteen and 00/100 Dollars (\$15.00), the receipt and sufficiency of which is acknowledged by the contractor to be included and paid for in the contract price, the contractor shall indemnify, defend, and hold harmless the County and its agents and employees from and against all liabilities, claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from the performance of the work, provided that any such



liability, claim, damage, loss, or expense: 1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom; and 2) is caused in whole or in part by any negligent act or omission of the contractor and subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, except for those caused by the negligent act or omission of the County.

In any and all claims against the County or any of its agents or employees by any employee of the contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under the previous paragraph shall not be limited in any way as to the amount or type of damages, compensation, or benefits payable by or for the contractor or any subcontractor under Workers' Compensation Acts, disability benefit acts, or other employee benefit acts.

#### IDENTICAL BIDS

Identical bids or bids which otherwise appear suspicious will be reported to the County Attorney for investigation.

#### LIMITATION OF COST

The contractor agrees to perform the work specified and complete all obligations under the contract within the stated amounts.

#### NONAPPROPRIATION

All funds for payment by Pasco County under this contract are subject to the availability of an annual appropriation for this purpose by Pasco County. In the event of nonappropriation of funds by Pasco County for the services provided under the contract, Pasco County will terminate the contract, without termination charge or other liability, on the last day of the then-current fiscal year or when the appropriation made for the then-current year for the services covered by this contract is spent, whichever event occurs first. If at any time funds are not appropriated for the continuance of this contract, cancellation shall be accepted by the contractor on thirty (30) days' prior written notice, but failure to give such notice shall be of no effect, and Pasco County shall not be obligated under this contract beyond the date of termination.

#### NONCONFORMING TERMS AND CONDITIONS

A bid response that includes terms and conditions that do not conform to the terms and conditions in the bid document is subject to rejection as nonresponsive. Pasco County reserves the right to permit the bidder to withdraw nonconforming terms and conditions from its bid response prior to a determination by Pasco County of nonresponsiveness based on the submission of nonconforming terms and conditions.

#### NONDISCRIMINATION

By submission of bid, the bidder certifies that the contractor(s) and/or subcontractor(s) providing product(s) or service(s) shall not discriminate against any employee or applicant for employment, to be employed in the performance of such contract, with respect to his/her hire, tenure, terms, conditions, or privileges of employment, because of his/her race, color, religion, sex, disability, or national origin, as outlined in applicable State and Federal regulations.

### ORAL STATEMENTS

No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this contract. All modifications to the contract or purchase order must be made in writing by Pasco County.

### PROCUREMENT REGULATIONS

A copy of the Pasco County Procurement Ordinance is available for review at the County Purchasing Department, 8919 Government Drive, New Port Richey, Florida.

### PUBLIC INFORMATION

Upon public opening of all bids or proposals presented to Pasco County as a result of this solicitation, any and all information contained therein is considered public and may be reviewed by any persons interested in doing so.

### PURCHASE ORDER REQUIREMENT

Purchases of Pasco County are authorized only if a signed purchase order issued in advance of the transaction, showing that the ordering agency has sufficient funds available to pay for the service. Contractors providing services without a signed purchase order do so at their own risk. Pasco County will not be liable for payment for any services provided under the contract unless a valid purchase order has been issued to the contractor.

### PAYMENT TERMS AND DISCOUNTS

Unless otherwise indicated in the bid documents, payment terms will be net forty-five (45) days. Terms not consistent with this provision are not acceptable and may be cause for rejection. Pasco County will pay the contractor within forty-five (45) days after the receipt of a correct invoice for reasonable work allocable to the contract or after the date of acceptance of work that meets contract requirements, whichever event occurs later. Payment(s) are considered effective on the date payment is mailed.

Discounts for prompt payment requiring payment by Pasco County within a stipulated number of days will be interpreted as applying within the stipulated number of calendar days after the date of receipt by Pasco County of a correct invoice describing reasonable work allocable to the contract or after the date of acceptance of work that meets contract requirements, whichever event occurs later. Discounts for payment in less than forty-five (45) days will not be considered during evaluation for award, but may be taken if applicable after award.

Payment for construction services will be in accordance with Chapter 218, Part VII, Florida Statutes (The Florida Prompt Payment Act).

### PAYMENT PROCEDURES

The Board has adopted Resolution No. 95-70, incorporating its Invoice Payment Procedures Policy in order to help ensure that vendors providing goods and/or services to the Board receive payment in a timely manner and in accordance with Chapter 218, Part VII, Florida Statutes (The Florida Prompt Payment Act). A copy of Resolution No. 95-70 (which includes the policy) is available for viewing during normal business hours at the Office of the Pasco County Clerk of the Circuit Court; 38053 Live Oak Avenue; Department of Secretarial Services, Room 205; Dade City, Florida 33525. Copies of the Resolution may be obtained at a cost of One and 20/100 Dollars (\$1.20). Please make your check payable to Jed Pittman, Clerk of the Circuit Court, and forward payment to the Department of Secretarial Services at the address noted above. For further information, please call (352) 521-4347.

Several payment options are available to successful vendor, upon receipt of a correct invoice:

1. Check may be mailed to the remit address on the invoice. The check is sent to the Post Office the day after Board approval.
2. Check may be picked up in Dade City. The vendor must pick up the check the day after Board approval. The successful bidder or contractor must call (352) 521-4599 for detailed instructions.
3. Payment may be wire-transferred to the vendor's bank account. The vendor must call (352) 521-4599 for detailed instructions.

#### QUALIFICATIONS OF BIDDERS

The bidder may be required before the award of any contract to show to the complete satisfaction of Pasco County that it has the necessary facilities, ability, and financial resources to provide the service specified therein in a satisfactory manner. The bidder may also be required to give a past history and references in order to satisfy Pasco County in regard to the bidder's qualifications. Pasco County may make reasonable investigations deemed necessary and proper to determine the ability of the bidder to perform the work, and the bidder shall furnish to Pasco County all information for this purpose that may be requested. Pasco County reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy Pasco County that the bidder is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the bidder's qualifications shall include:

1. The ability, capacity, skill, and financial resources to perform the work or provide the service required.
2. The ability of the bidder to perform the work or provide the service promptly or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience, and efficiency of the bidder.
4. The quality of performance of previous contracts or services.

#### RECOVERY OF MONEY

Whenever, under the contract, any sum of money shall be recoverable from or payable by the contractor to Pasco County, the same amount may be deducted from any sum due the contractor under the contract or under any other contract between the contractor and Pasco County. The rights of Pasco County are in addition and without prejudice to any other right Pasco County may have to claim the amount of any loss or damage suffered by Pasco County on account of the acts or omissions of the contractor.

#### RISK OF LOSS

Pasco County shall be relieved from all risks of loss or damage to goods during periods of transportation, manufacture, and the entire time the goods are in the possession of the County prior to acceptance by Pasco County. At such time, the risk of loss or damage for goods shall pass to the County. The bidder/contractor shall not be responsible for damage to the goods occasioned by negligence of the County or its employees.

#### RIGHT TO AUDIT

The contractor shall maintain such financial records and other records as they relate to the purchase of goods and/or services by Pasco County from the subject vendor. The contractor shall retain these records for a period of three (3) years after final payment, or until they are audited by Pasco County, whichever event occurs first. These records shall be made available

during the term of the contract and the subsequent three (3) year period for examination, transcription, and audit by Pasco County, its designees, or other authorized bodies.

#### TAXES

All bids shall be submitted exclusive of direct Federal, State, and local taxes; however, if the bidder believes certain taxes are properly payable, he/she may list such taxes separately in each case directly below the respective item bid price. Prices quoted must be in units specified, and shall not include the cost of any such taxes, including those on any material, supplies, or equipment used or installed in the work. Pasco County does not pay Federal Excise and Sales Taxes on direct purchases of tangible personal property. See Exemption Number on face of the resulting purchase order. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for improvement of County-owned real property. Please refer to Chapter 192, Florida Statutes.

#### UNSATISFACTORY WORK

If, at any time during the contract term, the service performed or work done by the contractor is considered by Pasco County to create a condition that threatens the health, safety, or welfare of the community, the contractor shall, on being notified by Pasco County, immediately correct such deficient service or work. In the event the contractor fails, after notice, to correct the deficient service or work immediately, Pasco County shall have the right to order the correction of the deficiency by separate contract or with its own resources at the expense of the contractor. Notwithstanding the above, Pasco County reserves the right to cancel a resulting contract, without cause, by giving thirty (30) days' prior written notice to the contractor of the intention to cancel.

### **END OF GENERAL PROVISIONS**

## SPECIAL PROVISIONS

In addition to the General Provisions of this solicitation, these Special Provisions, along with the specifications that follow, apply in like force to this solicitation and to any subsequent contract resulting therefrom.

### CONTRACT TERM

The contract period will begin on the date of approval and continue through September 30, 2009, under the same prices, terms, and conditions as in the original contract approved by the Board, unless canceled in writing by Pasco County. All contracts are subject to the appropriation of funds by the Board.

### INSURANCE REQUIREMENTS

Prior to the time the contractor is entitled to commence any part of the project, work, or services under this contract, the contractor shall procure, pay for, and maintain at least the following insurance coverages and limits. The said insurance shall be evidenced by delivery to the County of 1) Certificates of Insurance executed by the insurers listing coverages and limits, expiration dates and terms of policies and all endorsements whether or not required by the County, and listing all carriers issuing the said policies; and 2) upon request, a certified copy of each policy, including all endorsements. The insurance requirements shall remain in effect throughout the term of this contract.

1. Workers' Compensation in at least the limits as required by law; Employers' Liability Insurance of not less than One Hundred Thousand and 00/100 Dollars (\$100,000.00) for each accident.
2. Comprehensive General Liability Insurance including, but not limited to, Independent, Contractor, Contractual, Premises/Operations, Products/Completed Operation and Personal Injury covering the liability assumed under indemnification provisions of this contract, with limits of liability for personal injury and/or bodily injury, including death, of not less than Two Million and 00/100 Dollars (\$2,000,000.00), each occurrence; and property damage of not less than One Million and 00/100 Dollars (\$1,000,000.00), each occurrence. (Combined single limits of not less than Two Million and 00/100 Dollars [\$2,000,000.00], each occurrence, will be acceptable unless otherwise stated.) Coverage shall be on an "occurrence" basis, and the policy shall include Broad Form Property Damage coverage and Fire Legal Liability of not less than Fifty Thousand and 00/100 Dollars (\$50,000.00) per occurrence, unless otherwise stated by exception herein.
3. Comprehensive Automobile and Truck liability covering owned, hired, and nonowned vehicles with combined single limits of not less than One Million and 00/100 Dollars (\$1,000,000.00), each occurrence. Coverage shall be on an "occurrence" basis, such insurance to include coverage for loading and unloading hazards.

Each insurance policy shall include the following conditions by endorsement to the policy:

1. Each policy shall require that thirty (30) days prior to expiration, cancellation, nonrenewal, or any material change in coverages or limits, a notice thereof shall be given to the County by certified mail to: Pasco County Purchasing Department,

8919 Government Drive, New Port Richey, Florida 34654. The contractor shall also notify the County, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, nonrenewal, or material change in coverage received by the said contractor from its insurer; and nothing contained herein shall absolve the contractor of this requirement to provide notice.

2. Companies issuing the insurance policy, or policies, shall have no recourse against the County for payment of premiums or assessments for any deductibles that all are at the sole responsibility and risk of the contractor.
3. The term "County" or "Pasco County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments, and Offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pasco County.
4. Pasco County Board of County Commissioners shall be endorsed to the required policy or policies as an additional named insured.
5. The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by the County to any such future coverage, or to the County's self-insured retentions of whatever nature.

The County hereby waives subrogation rights for loss or damage against the County.

#### **REQUIREMENTS CONTRACT**

During the period of the contract, the contractor shall provide all the services described in the contract. The contractor understands and agrees this is a requirements contract and Pasco County shall have no obligation to the contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of Pasco County for the period of the contract. The amount is only an estimate and the contractor understands and agrees Pasco County is under no obligation to the contractor to buy any amount of the services as a result of having provided this estimate or of having any typical or measurable requirement in the past. The contractor further understands and agrees Pasco County may require services in an amount less than or in excess of the estimated annual contract amount, and the quantity actually used, whether in excess of the estimate or less than the estimate, shall not give rise to any claim for compensation other than the total of the unit prices in the contract for the quantity actually used.

#### **END OF SPECIAL PROVISIONS**

# **SPECIFICATIONS FOR JANITORIAL SERVICES**

## **1.0 GENERAL**

### **1.1 SCOPE:**

1.1.1 It is the intent of the Pasco County Facilities Management Division (FMD) to obtain the services of a licensed contractor to provide full janitorial services for the following locations:

1.1.1.1 Gulf Harbors Tax Collector's office (Building No. 594) at 4720 U.S. 19, New Port Richey, Florida ("TC-GH"); and,

1.1.1.2 Tax Collector's office within the David "Hap" Clark, Jr., Building (Building No. 357) at 4111 Land O' Lakes Boulevard, Land O' Lakes, Florida (TC-CPPC);

collectively referred to herein as the "Facilities," in accordance with the procedures and standards described below. The FMD's maximum budget for these services is Fifty Thousand and 00/100 Dollars (\$50,000.00).

1.1.2 The work includes, but is not limited to, all labor, materials, chemicals, equipment, paper goods for cleaning, supplies, and tools required to provide full janitorial cleaning services, except where otherwise specifically excluded below. All work descriptions apply to all Facilities unless otherwise specifically indicated.

### **1.2 PROJECT MANAGER:**

The Project Manager for the Tax Collector's offices is Gary Joiner (TCPM) at the Gulf Harbors Tax Collector's office, 4720 U.S. 19, New Port Richey, Florida; telephone (727) 847-8165.

### **1.3 BIDDER INVESTIGATIONS**

Bidders desiring a walk-through of the Tax Collector's offices should contact the TCPM no later than **fourteen (14) calendar days prior to bid closing**.

## **2.0 MINIMUM REQUIREMENTS**

### **2.1 CONTRACTOR'S QUALIFICATIONS:**

The successful bidder shall have a minimum of three (3) years of continuous business in commercial janitorial services and shall have provided service for at least one (1) facility in excess of 20,000 square feet, as evidenced by a report containing the name, location, specifying authority/project manager, start and completion dates, and value of the work performed, **submitted with the bid**.

2.2 CONTRACTOR'S RESPONSIBILITIES:

- 2.2.1 Ensure that personnel are knowledgeable of all requirements of these specifications. The contractor shall be responsible for instructing his/her employees in safety measures considered appropriate.
- 2.2.2 Provide a Project Manager who shall be responsible for the performance of the contract.
- 2.2.3 Provide all supplies, material, and equipment necessary for the proper performance of this award, with the exception of light bulbs, trash can liners, paper towels, toilet tissue, and hand soap for the use of building occupants. The contractor shall notify the TCPM approximately two (2) weeks prior to stock depletion, to avoid shortages, when expendable supplies need to be re-ordered.
- 2.2.4 Provide a minimum of two (2) janitorial staff persons at each site at all times.
- 2.2.5 Break down any cardboard boxes generated by supplies, materials, or equipment used by the contractor as well as FMD supplied consumables and place in the dumpster area for recycling or in the trash dumpster if no recycling container is provided.
- 2.2.6 Report vandalism and/or damage of Pasco County property to the TCPM immediately upon discovery.
- 2.2.7 Supply with the bid all Material Safety Data Sheets for all chemicals/cleaning agents to be used in execution of the job tasks or stored in the buildings. After award of the contract, the contractor shall also post all MSDS documentation in the janitorial closets in each building. Appropriate MSDS sheets shall be submitted to the TCPM when any new products are used during the life of the bid. Product demonstration may be required prior to use in a facility.
- 2.2.8 The TCPM reserves the right to reject equipment based upon grade, mechanical soundness and condition, characteristics, or functions.
- 2.2.9 After notice of award and prior to performance, submit a schedule of dates for performance of monthly, bimonthly, quarterly, and annual cleaning services to the TCPM for his approval.
- 2.2.10 Complete a Janitorial Services Checklist (Attachment A) provided by the FMD for activities performed. Submit the Checklists weekly, or daily if so requested, to the TCPM.
- 2.2.11 The contractor shall provide to Pasco County prior to the award of a contract, annually thereafter, and immediately update for all new personnel, a certification that each of its employees has undergone a Statewide criminal background investigation and that none of its employees has been convicted of a felony or misdemeanor that is directly related to the position the employee holds.



- 2.2.12 Provide adequate field supervision to ensure janitorial staff arrive at assigned post on time, perform their duties throughout their assigned shift, and provide backup as needed during all required hours.
- 2.2.13 Develop an internal monitoring system that shall be used to ensure service quality which shall include regularly scheduled written inspection with a copy to the TCPM, who may choose to inspect with the contractor.
- 2.2.14 **Supply with the bid** a list of equipment to be used at each site solely for the performance of this bid award. The equipment shall be made available to the TCPM for inspection prior to award of bid. The TCPM reserves the right to reject equipment based upon grade, mechanical soundness and condition, characteristics, or functions.
- 2.3 HOURS OF WORK:
- 2.3.1 All inside building services, in accordance with the Facilities Information sheet (Attachment B), shall commence and be completed within those hours, six (6) days a week, Monday through Saturday, excluding Pasco County's designated holidays.
- 2.3.2 The TCPM may consider variance of scheduled work due to unusual and unforeseeable conditions. Decisions of variances are solely at the discretion of the TCPM. The successful bidder shall ensure that adequate personnel are available for every scheduled service unless the TCPM has provided written advance authorization for a variance in work hours.
- 2.3.3 The TCPM may conduct on-site inspections with the successful bidder or his/her representative during normal operating hours of the Facilities.
- 2.4 SECURITY:
- 2.4.1 The contractor shall be responsible for maintaining a secure building. Only employees of the contractor necessary for the performance of this award are allowed access to the Facilities.
- 2.4.2 The contractor shall not be issued keys, except for a dumpster lock key to the Tax Collector's offices' dumpsters.
- 2.4.3 All locking dumpsters are to remain locked except when refuse is being placed in them.
- 2.4.4 All locked doors are to be kept locked during the cleaning process.
- 2.4.5 All employees of the contractor shall be required to wear uniforms acceptable to the County with the name of the contractor prominently displayed and wear photo and name identification, at no expense to the County. Pasco County reserves the right to exclude any person from the premises when it is believed that such person may cause harm to the building, to its contents, or to its occupants.
- 2.4.6 The contractor shall not permit any employee, or any other person under the contractor's control, to use or remove any public or private property from the site.

2.4.7 Upon termination of this award, the contractor and the employees of the contractor shall return all dumpster keys to the TCPM. If keys are not returned in a timely manner, the TCPM shall have the locks changed and new keys made at the contractor's expense.

2.5 GENERAL EXECUTION:

2.5.1 All monthly, bimonthly, quarterly, and annual routine cleaning shall require a sign-off of completion by the TCPM.

2.5.2 Specific deficiencies shall be reported to the contractor and documented. The contractor shall be given a maximum of twenty-four (24) hours to correct deficiencies. However, if the deficiency has resulted in a public hazard, the contractor shall be required to correct the deficiency within two (2) hours of verbal notice of the deficiency. In the event the contractor fails to correct the deficiency within the time specified, Pasco County reserves the right to obtain the services of another janitorial provider to correct the deficiency at the contractor's expense.

2.5.3 All furniture, equipment, decorations, and accessories moved during cleaning operations shall be returned to their appropriate locations and positions immediately following the cleaning operation.

2.5.4 The contractor shall be provided with storage space at the Facilities. The contractor is expected to maintain storage areas in a clean and orderly manner. Refuse is not to be left in them.

2.5.5 The contractor and the employees of the contractor shall observe smoking prohibition regulations at all times.

2.5.6 No food or beverages shall be allowed inside the facilities. All cleaning/waste materials shall be placed in leakproof containers and transported out of the area. Items shall not be dragged across tile, carpeting, concrete, or asphalt areas.

2.5.7 Service to each site shall be performed in its entirety as specified unless prior approval is obtained for providing partial service to a site.

2.6 DAILY ROUTINE GENERAL CLEANING AT ALL LOCATIONS:

Public and employees' restrooms shall be the first areas cleaned each day, followed by the customer or public lobby areas. At a minimum, this cleaning shall include:

2.6.1 Remove all cobwebs.

2.6.2 Replace all nonworking light tubes and bulbs, up to twelve (12) feet from the finished floor, from stock provided by the FMD. If excessive replacement of the same bulb or tube occurs, notify the TCPM.

2.6.3 Dust and spot clean all walls, wall ornaments, pictures (except for Plexiglass items), frames, clocks, plaques, fire extinguishers, window frames, ledges, blinds, switch

plates, receptacles, doors, kick plates, and doorframes. Wads of tar, gum, and other sticky substances shall be removed from the area.

- 2.6.4 Empty, wipe clean, and change liners in all interior and exterior waste containers and cigarette ashtrays and urns, including sanitary receptacles. A dumpster is provided at each site and shall be secured upon completion of the tasks. Replace sterilized sand in the top of cigarette urns as needed. Disinfect waste containers as needed.
- 2.6.5 Dust and polish all desks, tables, chairs, lockers, cabinets, partition tops, counters, and all other furnishings throughout the Facilities. Do not disturb files or other papers or personal items. Clean and dry polish all surfaces of the furnishings as required to maintain a professional appearance.
- 2.6.6 Clean and dry polish all drinking fountains, telephone booths, coffee bars, and sinks with an approved disinfectant cleaner. Surface and surrounding area shall be free of stains, water spots, and streaks.
- 2.6.7 Vacuum and spot clean all carpeting, rugs, and mats to remove dust, dirt, and other debris. Clean all furniture bases, all corners, and other areas where a vacuum cannot be used. Spot clean the carpeting to remove offensive or unsanitary substances.
- 2.6.8 Sweep all porcelain tile flooring and wet mop with an approved cleaner. All floors shall be clean and free of dirt, streaks, and grease. There shall be no dirt in the corners, behind doors, or where dirt was removed with a dustpan after the sweeping operation. Gum, tar, and other sticky substances shall be completely removed from all surfaces.
- 2.6.9 Sweep all resilient flooring and wet mop with an approved cleaner. Buff or spray buff to maintain a professional appearance.
- 2.6.10 Clean both sides of all interior and exterior glass doors and sidelights, glass display areas, partition glass, and channels and frames with an approved cleaning agent to remove all foreign matter. Abrasive agents shall not be used. All glass shall be free of streaks, stains, dirt, and water spots.
- 2.6.11 Sweep the entrance areas, walks, patios, and decks. Remove the debris and litter from all parking areas, landscaped areas, and grounds adjacent to the Facilities and dispose into the exterior trash dumpster on the premises. Spot scrub exterior items immediately outside the Facilities, including bollards and cigarette/trash receptacles, for graffiti, stains, etc.
- 2.6.12 Clean and sanitize all telephone receivers.

2.7 DAILY ROUTINE RESTROOM/KITCHENETTE CLEANING AT ALL LOCATIONS (in addition to Section 2.65 above):

Public restrooms at the Central Pasco Professional Center are not included in this contract. At the TC-GH office, the public restrooms, employees' restrooms, and then kitchenettes shall be the first areas cleaned each day. Kitchenettes at the TC-CPPC office shall be the first areas cleaned each day. A "Closed for Cleaning" sign shall be

posted at restrooms, but not at kitchenettes. At a minimum, this cleaning shall include:

- 2.7.1 Clean and disinfect all toilets and urinals with an approved toilet bowl cleaner (and brush). Spray disinfectants shall not be permitted for use as a disinfectant. There shall be no soiled surfaces or hard water rings. Also, clean and disinfect the exterior of all toilets and urinals. Hinges shall be free of corrosion, mold and water stains.
- 2.7.2 Clean, disinfect, and dry polish sinks, faucets, vanities, supply dispensers, mirrors, hardware, baby changers, furnishings, ceramic tile walls, stall partitions and doors, plumbing fixtures, and supply pipes. Spray disinfectants shall not be permitted for use as a disinfectant. All fixtures shall be cleaned and disinfected inside and out, and shall be free of fingerprints, smudges, streaks, and lint. Only nonabrasive cleaners shall be used.

2.7.3 Sweep all restroom flooring and wet mop with an approved cleaner.

2.7.4 Restock all expendable restroom supplies from stock provided by the FMD.

2.8 BIWEEKLY CLEANING SERVICES:

2.8.1 Twice a week, clean the tile flooring with an approved floor scrubber.

2.8.2 Twice a week, clean the restroom flooring with an approved floor scrubber.

2.9 MONTHLY CLEANING SERVICES:

2.9.1 Vacuum all upholstered furniture throughout the Facilities with an upholstery attachment and crevice tool.

2.9.2 Spot clean the carpeting to remove soluble spills, spots, stains, etc., which safely respond to standard spotting procedures without risk of injury to fabric or color.

2.9.3 At TC-GH, clean both sides of all interior windows and frames and inside of all exterior windows and frames within twelve (12) feet of the finished floor with an approved cleaning agent to remove all foreign matter. Abrasive agents shall not be used. All glass shall be free of streaks, stains, dirt, and water spots.

2.9.4 Dust artificial plants.

2.9.5 At both Facilities, remove and clean the recessed entrance floor mats. Vacuum the recessed area. Replace the mats.

2.10 BIMONTHLY CLEANING SERVICES:

At the TC-GH, wipe restroom walls and floors with germicidal cleaning solution to remove all foreign matter. Tile grout shall be cleaned to maintain natural color and sanitation.

## 2.11 QUARTERLY CLEANING SERVICES:

These activities shall be completed **within the first ninety (90) days of the contract**. Failure to complete these cleaning services in accordance with these specifications shall result in termination of the contract.

- 2.11.1 At all locations clean, strip, and wax all resilient floor tile to produce a professional appearance. Wax shall be rated as a nonslip finish and be applied according to the manufacturer's specifications and professional standards. Machine waxing is preferred. Burnishing is an acceptable resilient floor waxing and buffing method. All furniture, cove bases, etc., shall be free of residue after completion.
- 2.11.2 Safely clean all wallpapered or painted wall surfaces.
- 2.11.3 Clean the exterior of fluorescent light fixtures. Dust the light fixture grids. Wet clean and dry polish when necessary to remove all foreign matter.
- 2.11.4 Thoroughly dust all window blinds.
- 2.11.5 Dust Plexiglass areas as instructed by the TCPM quarterly or more frequently if found necessary by the TCPM.
- 2.11.6 At TC-GH, clean the interior side of glass and frames above the canopies on the south and west sides of the building entrance. Chemical agents that are approved for use on glass shall be used to remove hard water stains and lime deposits. Abrasive agents shall not be used. The window frame is considered part of the window and shall be free of streaks, stains, dirt, water spots, and other foreign matter.
- 2.11.7 At TC-CPPC, clean the interior side of exterior windows and frames quarterly. Chemical agents that are approved for use on glass shall be used to remove hard water stains and lime deposits. Abrasive agents shall not be used. The window and frame shall be free of streaks, stains, dirt, water spots, and other foreign matter.
- 2.11.8 At both Facilities, the contractor shall pressure clean all sidewalks, masonry trash receptacles, and bollards.

## 2.12 ANNUAL CLEANING SERVICES:

These activities shall be completed **within the first ninety (90) days of the contract**. Failure to complete these cleaning services according to these specifications shall result in termination of the contract.

- 2.12.1 Steam clean the carpets in Tax Collector's offices only if requested by the TCPM.
- 2.12.2 Clean interior covers of fluorescent light fixtures to remove all foreign matter.

## 3.0 **PAYMENT**

- 3.1 Each month, the contractor shall submit a separate invoice for each site.

- 3.2 Invoices shall not be approved for payment until all Janitorial Checklists for the month have been received and approved by the TCPM, indicating the scheduled tasks have been completed.

Attachment A - Janitorial Services Checklists, by Building (Two [2] Pages)

Attachment B - Facilities Information

NOTE: Services provided shall be governed by "Specifications for Janitorial Services." This checklist is for documentation purposes and may not include a complete description of all requirements.

WEEK OF \_\_\_\_\_ THRU \_\_\_\_\_

DAY	M	T	W	Th	F	S
DATE						
TIME IN						
TIME OUT						
INITIALS						

- Remove all cobwebs.
- Replace nonworking light tubes & bulbs.
- Dust and spot clean walls, pictures, frames, clocks, plaques, etc..
- Empty interior and exterior waste containers & cigarette urns.
- Dust & polish desks, tables, chairs, lockers, cabinets, partition tops, counters, etc.
- Clean & dry polish drinking fountains, phone booths, coffee bars, and sinks.
- Vacuum and spot clean carpeting, rugs, and mats.
- Sweep and wet mop any porcelain tile flooring. Use floor scrubber twice weekly.
- Sweep, mop & buff any resilient flooring.
- Clean interior & exterior glass doors and sidelights, display areas, and partitions.
- Clean and sanitize telephone receivers.

Clean, disinfect, and dry polish sinks, faucets, supply dispensers, plumbing fixtures, etc.  
Restock expendable supplies.

Clean tile flooring with an approved floor scrubber.

Vacuum all upholstered furniture.  
Spot clean carpeting.  
Dust artificial plants.  
Clean floor mats and vacuum recessed entrance areas.

Clean, strip, wax, and buff any resilient floor tile.  
Safely clean wallpapered or painted walls.  
Clean exterior of fluorescent light fixture covers.  
Dust all window blinds.  
Dust Plexiglass as directed by Tax Collector.  
Clean interior side of exterior windows & frames.  
Pressure clean all sidewalks, masonry trash receptacles, and bollards.

Thoroughly steam or chemically clean carpets, only if so directed by Tax Collector.  
Clean interior of fluorescent light fixture covers.

DATE: \_\_\_\_\_

-23-  
(Bid No. 07-120F)

# ATTACHMENT "A"

## JANITORIAL SERVICES CHECKLIST

NOTE: Services provided shall be governed by "Specifications for Janitorial Services." This checklist is for documentation purposes and may not include a complete description of all requirements.

BID \_\_\_\_\_

Location # 594, Tax Collector's Office  
Gulf Harbors  
Address: 4720 U. S. Highway 19, New Port Richey

WEEK OF \_\_\_\_\_ THRU \_\_\_\_\_

DAY	M	T	W	Th	F	S
DATE						
TIME IN						
TIME OUT						
INITIALS						
<b>DAILY ROUTINE GENERAL CLEANING:</b>						
Remove all cobwebs.						
Replace nonworking light tubes & bulbs.						
Dust and spot clean walls, pictures, frames, clocks, plaques, etc..						
Empty interior and exterior waste containers & cigarette urns.						
Dust & polish desks, tables, chairs, lockers, cabinets, partition tops, counters, etc.						
Clean & dry polish drinking fountains, phone booths, coffee bars, and sinks.						
Vacuum and spot clean carpeting, rugs, and mats.						
Sweep and wet mop all porcelain tile flooring. Use floor scrubber twice weekly.						
Clean interior & exterior glass doors and sidelights, display areas, and partitions.						
Sweep and pick up litter from exterior and parking areas.						
Clean and sanitize telephone receivers.						
<b>DAILY ROUTINE RESTROOM / KITCHENETTE CLEANING:</b>						
Clean and disinfect toilets and urinals.						
Clean, disinfect, and dry polish sinks, faucets, supply dispensers, plumbing fixtures, etc.						
Sweep and wet mop flooring.						
Restock expendable supplies.						
<b>BI-WEEKLY CLEANING SERVICES:</b>						
Clean tile flooring with an approved floor scrubber.						
Clean restroom flooring with an approved floor scrubber.						
<b>MONTHLY CLEANING SERVICES:</b>						
Vacuum all upholstered furniture.						
Spot clean carpeting.						
Clean interior side of windows and frames within 12 feet of floor.						
Dust artificial plants.						
Clean floor mats and vacuum recessed entrance areas.						
<b>BI-MONTHLY CLEANING SERVICES:</b>						
Wipe restroom walls and floors with germicidal cleaning solution. Clean grout.						
<b>QUARTERLY CLEANING SERVICES:</b>						
Safely clean wallpapered or painted walls.						
Clean exterior of fluorescent light fixture covers.						
Dust all window blinds.						
Dust Plexiglass as directed by Tax Collector.						
Clean interior side of glass & frames above canopies.						
Pressure clean all sidewalks, masonry trash receptacles, and bollards.						
<b>ANNUAL CLEANING SERVICES:</b>						
Thoroughly steam or chemically clean carpets, only if so directed by Tax Collector.						
Clean interior of fluorescent light fixture covers.						

COMMENTS: \_\_\_\_\_

DATE: \_\_\_\_\_

TAX COLLECTOR Approval for Services at Tax Collector's Offices



## ATTACHMENT "B"

### Facilities Information

Location #	Building Name	Address	Approx. Square Footage	Cleaning Days of Week	Hours Available for INTERNAL Services	Hours Available for EXTERNAL Services
357	Tax Collector, Central Pasco Professional Center	4111 Land O' Lakes Blvd. Land O' Lakes, FL	3,378	Monday - Friday Saturday	7:00 a.m. - 8:30 a.m. 8:00 a.m. - 9:30 a.m.	7:00 a.m. - 10:00 a.m. 7:00 a.m. - 10:00 a.m.
594	Tax Collector, Gulf Harbors	4720 US Hwy 19 New Port Richey, FL	19,000	Monday - Friday Saturday	7:00 a.m. - 8:30 a.m. 8:00 a.m. - 9:30 a.m.	7:00 a.m. - 10:00 a.m. 7:00 a.m. - 10:00 a.m.

**END OF SPECIFICATIONS**

## BID FORM

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

Building/Address	Approx. Square Footage	Monthly Cost	Total Annual Cost
Tax Collector, CPPC 4111 Land O' Lakes Blvd. Land O' Lakes	4,905	_____	_____ _____
Tax Collector, Gulf Harbors 4720 U.S. 19 New Port Richey	19,000	_____	_____ _____
		<b>TOTAL BID:</b>	

"We offer to sell/provide Pasco County, Florida, the above item(s) and/or service(s) at the price(s) stated, in accordance with the terms and conditions contained herein. In addition, the item(s) and/or service(s) offered above meet all specifications contained herein or attached, unless otherwise stipulated by exception. This offer to sell/provide is firm for ninety (90) days."

\_\_\_\_\_  
(Signature of Bidder—Ink)

\_\_\_\_\_  
(Printed Name and Title)

\_\_\_\_\_  
(Business Name)

Receipt of Addendum No. \_\_\_\_\_ through No. \_\_\_\_\_ is acknowledged.

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

Doing Business as (if Applicable): \_\_\_\_\_

Division of (if Applicable): \_\_\_\_\_ Fed ID No.: \_\_\_\_\_

Business Organization:

☐ Corporation:

☐ Partnership:      ☐ General      ☐ Limited

☐ Limited Liability Company (LLC):

State Registered In: \_\_\_\_\_ Year: \_\_\_\_\_

☐ Sole Proprietorship:      Owner: \_\_\_\_\_

☐ Other: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

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

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