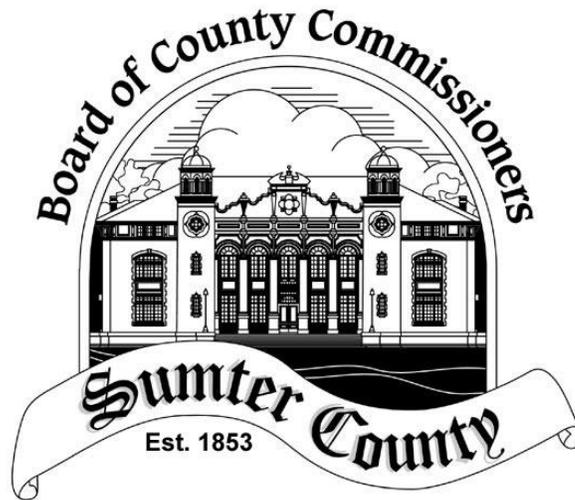


**REQUEST FOR PROPOSALS**  
**FOR**  
**SUMTER COUNTY JANITORIAL SERVICES**  
**RFP # 011-0-2011/AT**



Board of Sumter County Commissioners  
Financial Services Department  
Amanda Taylor, Procurement Coordinator  
7375 Powell Road  
Wildwood, FL 34785

Phone (352) 689-4435 Fax (352) 689-4401  
Date of Issue: **June 14, 2011**  
Due Date / Time: **July 14, 2011 @ 10:00am**

## CALENDAR OF EVENTS / RFP TIMELINE

Listed below are the important dates and times by which the actions noted must be completed. All dates are subject to change by the Sumter County. If Sumter County finds it necessary to change any of these dates or times prior to the Proposals due date, the change will be accomplished by addendum.

<u><b>ACTION</b></u>	<u><b>COMPLETION DATE</b></u>
<b>Issue RFP</b>	June 14, 2011
<b>Non-Mandatory Pre-Proposal Meeting &amp; Site Visit</b>	June 24, 2011 starting at 8:00am in Room 142 Bushnell*
<b>Last Day for Questions</b>	June 28, 2011 @ 5:00pm
<b>Proposals Due</b>	July 14, 2011 @ 10:00am, will open at 10:05am in Room 208**
<b>Internal Proposal Review</b>	July 14, to July 18, 2011
<b>Selection Committee Meeting</b>	July 19, 2011 @ 10:00am in Room 208*
<b>Sumter County BOCC Award and Contract</b>	July 26, 2011

\*Room 142 in Bushnell is located at the Government Office Building, 910 North Main Street, Bushnell, FL 33513.

\*\*Room 208 is located at The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785 on the second floor. Some GPS devices do not recognize Powell Road. The road was formerly called CR 139.

**TABLE OF CONTENTS**

PART 1.....4

    Intent and General Information.....4

        Request for Proposals.....4

        Open Records.....4

        Vendor Responsibility.....4

        Standard Insurance Requirements.....5

        Proposals Documents Required.....8

        Examination of Proposals Documents.....8

        Interpretations, Clarifications and Addenda.....8

        Governing Laws and Regulations.....9

        Preparation of Proposals.....9

        Fiscal Year Funding Appropriation.....9

        Tax Exempt Status.....10

        Protection of Resident Workers.....10

        Sumter County Board of County Commissioners.....10

        Right to Audit Records.....10

        Additional Services/Purchases by Other Public Agencies.....10

PART 2.....11

    Evaluation and Award.....11

        Proposals Evaluation.....11

        Proposals Award.....11

PART 3.....12

    Proposals Submittal.....12

        Page Specifications.....12

PART 4.....13

    Proposals Documents.....13

    Proposals Cover Page.....13

    Proposer’s Certification.....14

    Proposals Form for Board of Sumter County Commissioners.....15

    Statement of Terms and Conditions.....16

    Reference and Similar Projects Experience Form.....17

    Drug Free Workplace Certificate.....19

    Statement of “No Proposals”.....20

PART 5.....21

    Scope of Services.....21

    Sample Professional Services Agreement.....27

## PART 1 INTENT AND GENERAL INFORMATION

### REQUEST FOR PROPOSALS

Sealed Proposals will be received by the Sumter County Board of County Commissioners (BOCC) located at 7375 Powell Road, Wildwood, Florida 34785, **July 14, 2011 @ 10:00 a.m. EST.**

Proposers shall take careful notice of the following conditions of this Request for Proposals:

- Submissions by FAX or other electronic media will not be accepted under any circumstances. Late submissions will not be accepted under any circumstances.
- Submitters may withdraw and/or replace Proposals at any time until the deadline for submission of Proposals.
- All questions received by 5:00p.m., June 28, 2011 will be considered. **Questions will not be answered over the phone.** Questions regarding the RFP process must be in writing and faxed to (352) 689-4401 attention Mrs. Amanda Taylor, or via email [amanda.taylor@sumtercountyfl.gov](mailto:amanda.taylor@sumtercountyfl.gov). All Requests for Information (RFI's) regarding the project must be faxed to Sumter County, Attention Mrs. Amanda Taylor, 352-689-4401 or via email to [amanda.taylor@sumtercountyfl.gov](mailto:amanda.taylor@sumtercountyfl.gov).
- Do not attempt to contact any Selection Committee Member, staff member or person other than Mrs. Amanda Taylor for questions relating to this project. Anyone attempting to lobby Sumter County BOCC representatives may be disqualified. The Selection Committee Members shall be: Jackey Jackson, Assistant Public Works Director; Richard Cobb, Maintenance Supervisor; and Bruce Root, Crew Leader.
- Any bidder affected adversely by an intended decision with respect to the award of any bid, shall file with the Financial Services Department for Sumter County, a written notice of intent to file a protest not later than seventy-two (72) hours (excluding Saturdays, Sundays, and legal holidays), after the posting of the bid tabulation. Bid protest procedures may be obtained in the Financial Services Department, 7375 Powell Road, Wildwood, Florida 34785 from 8:00 A.M. to 5:00 P.M.

IT IS THE SOLE RESPONSIBILITY OF EACH CONTRACTOR TO MONITOR [DEMANDSTAR.COM](http://DEMANDSTAR.COM) FOR ANY AND ALL BID DOCUMENTS, INCLUDING ADDENDUMS.

### OPEN RECORDS

The Sumter County BOCC is governed by Florida's public record laws, Chapter 119 of the Florida Statutes. All bids, proposals, quotes and all solicitation documentation are open for public inspection ten (10) days after the solicitation opening or when Sumter County BOCC provides notice of a decision or intended decision, whichever is earlier. Certain proprietary and financial information from vendors may be excluded from release under very strict circumstances. This includes proprietary information or intellectual property as defined in F.S. 119.071 (1) (f).

### VENDOR RESPONSIBILITY

Submitters are fully and completely responsible for the labeling, identification and delivery of their Proposals. Sumter County BOCC will not be responsible for any mislabeled or misdirected submissions, nor those handled by delivery persons, couriers, or the U. S. Postal Service.

- Submissions shipped by express delivery, or in overnight or courier envelopes, boxes, or packages must be prominently marked on the outside of such envelopes, boxes or packages with the sealed Proposals identification.
- Any envelopes, boxes, or packages which are not properly labeled, identified, and prominently marked with the sealed Proposals identification, may be inadvertently opened upon receipt, thereby invalidating such Proposals and excluded from the official Proposals opening process.
- Invitation by Sumter County BOCC to vendors is based on the recipient's specific request and application to Demandstar.com, or as the result of response by the public to the legal advertisements required by the State.
- Firms or individuals submit their responses on a voluntary basis, and therefore are not entitled to compensation of any kind. No proposer will be reimbursed for any cost incurred as a result of preparing or submitting their Proposals. Additionally, no travel expenses incurred as a result in participating in the Proposals process will be reimbursed.
- 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 Proposals on a contract to provide any goods or services to a public entity, may not submit a Proposals on a contract with a public entity for the construction or repair of a public building or public work, may not submit Proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes Section 287.017, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.
- Proposals that are incomplete, unbalanced, conditional, obscure, or which contain additions not called for, alterations, or irregularities of any kind, or which do not comply with these documents may be rejected at the option of the Sumter County BOCC.

#### **STANDARD INSURANCE REQUIREMENTS**

The Contractor shall maintain, on a primary basis and at its sole expense, at all times during the life of this contract, or the performance of work hereunder, the following insurance coverages, limits, and endorsements described herein. The requirements contained herein, as well as the County's review or acknowledgement, is not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the Contractor under this contract.

**Financial Rating of Insurance Companies** All insurance companies must have financial rating of **A-** or higher by A.M. Best.

**Commercial General Liability** The Contractor shall maintain Commercial General Liability at a limit of liability not less than **\$1,000,000** Each Occurrence and **\$2,000,000** Annual Aggregate. The coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Independent Contractors, Broad Form Property Damage, X-C-U Coverage, Contractual Liability or Cross Liability. The self-insured retention or deductible shall not exceed \$25,000.

**Business Automobile Liability** The Contractor shall maintain Business Automobile Liability at a limit of liability not less than **\$1,000,000** Each Occurrence. Coverage shall include liability for

Owned, Non-Owned & Hired automobiles. In the event the Contractor does not own automobiles, the Contractor shall maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

**Worker's Compensation Insurance & Employers Liability** The Contractor shall maintain its own Worker's Compensation Insurance & Employers Liability in accordance with Florida Statute Chapter 440. **(NOTE: Elective exemptions or coverage through an employee leasing arrangement will NOT satisfy this requirement).**

**Umbrella or Excess Liability (needed for large contracts as determined by Risk Management)** The Contractor shall maintain either a Commercial Umbrella or Excess Liability at a limit of liability not less than **\$2,000,000** Each Occurrence and **\$2,000,000** Aggregate. The Contractor shall endorse the County as an "Additional Insured" on the Umbrella or Excess Liability, unless the Commercial Umbrella/Excess Liability provides coverage on a pure "True Follow-Form" basis, or the County is automatically defined as an Additional Protected Person. Any self-insured retention or deductible shall not exceed \$25,000.

**Additional Insured** The Contractor shall endorse the County as an Additional Insured on the Commercial General Liability with a CG 2010 Additional Insured – Owners, Lessees, or Contractors, or CG2026 Additional Insured – Owners, Lessees, or Contractors – Scheduled Person or Organization endorsement, or similar endorsement providing equal or broader Additional Insured coverage.

In addition, the Contractor shall endorse the County as an Additional Insured under the Contractor's Commercial Umbrella/Excess Liability as required herein.

The name of the organization endorsed as Additional Insured for all endorsements shall read "Sumter County Board of County Commissioners."

**Indemnification** The Contractor shall indemnify, defend and hold harmless the County, its offices, agents and employees from and against any and all claims, losses or liability, or any portion thereof, including attorney's fees and costs, arising from injury or death to persons, including injuries, sickness, disease or death to contractor's own employees or damage to property occasioned by a negligent act, omission or failure of the Contractor.

**Deductibles, Coinsurance Penalties, & Self-Insured Retention** The Contractor shall be fully and solely responsible for any costs or expenses as a result of a coverage deductible, coinsurance penalty, or self-insured retention; including any loss not covered because of the operation of such deductible, coinsurance penalty, self-insured retention, or coverage exclusion or limitation. For deductible amounts that exceed the amounts stated herein that are acceptable to the County, the Contractor shall, when requested by the County, maintain a Commercial Surety Bond in an amount equal to said deductible amount.

**Waiver of Subrogation** The Contractor shall provide a Waiver of Subrogation in favor of the County, Contractor, subcontractor, architects, or engineers for each required policy providing coverage during the life of this Contract. When required by the insurer, or should a policy condition not permit the Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then the Contractor shall notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or an equivalent endorsement. This Waiver of Subrogation requirement shall not apply to any policy which includes a condition

specifically prohibiting such an endorsement, or voids coverage should the Contractor enter into such an agreement on a pre-loss basis.

**Right to Revise or Reject** The County reserves the right, but not the obligation, to review and revise any insurance requirement, not limited to limits, coverages and endorsements based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work / specifications affecting the applicability of coverage. Additionally, the County reserves the right, but not the obligation, to review and reject any insurance policies failing to meet the criteria stated herein, or any insurer(s) providing coverage due to its poor financial condition or failure to operate legally. In such events, the County shall provide the Contractor written notice of such revision or rejections.

**No Representation of Coverage Adequacy** The coverages, limits or endorsements required herein protect the primary interests of the County, and these coverages, limits or endorsements shall in no way be required to be relied upon when assessing the extent or determining appropriate types and limits of coverage to protect the Contractor against any loss exposures, whether as a result of the Project or otherwise.

**Certificate(s) of Insurance** The Contractor shall provide the County with Certificate(s) of Insurance clearly evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect. A minimum thirty (30) day endeavor to notify due to cancellation or non-renewal of coverage shall be identified on each Certificate of Insurance. In the event the County is notified that a required insurance coverage will cancel or expire during the period of this Contract, the Contractor agrees to furnish the County prior to the expiration of such insurance, a new Certificate of Insurance evidencing replacement coverage. When notified by the County, the Contractor agrees not to continue work pursuant to this Contract, unless all required insurance remains in effect.

The County shall have the right, but not the obligation, of prohibiting the Contractor from entering the Project site until a new Certificate of Insurance is provided to the County evidencing the replacement coverage. The Contractor agrees the County reserves the right to withhold payment to the Contractor until evidence of reinstated or replacement coverage is provided to the County. If the Contractor fails to maintain the insurance as set forth herein, the Contractor agrees the County shall have the right, but not the obligation, to purchase replacement insurance, which the Contractor agrees to reimburse any premiums or expenses incurred by the County.

The Contractor agrees the Certificate(s) of Insurance shall:

1. Clearly indicate the County has been endorsed on the Commercial General Liability with a CG 2010 Additional Insured – Owners, Lessees, or Contractors, or CG 2026 Additional Insured – Owners, Lessees, or Contractors – Scheduled Person or Organization endorsement, or similar endorsement providing equal or greater Additional Insured coverage.
2. Clearly indicate the County is endorsed as an Additional Insured, or Loss Payee, on the Builder's Risk, and when applicable, Additional Insured on the Commercial Umbrella/Excess Liability as required herein.
3. Clearly identify each policy's limits, flat & percentage deductibles, sub limits, or self-insured retentions, which exceed the amounts or percentages set forth herein.
4. Clearly indicate a minimum thirty (30) day endeavor to notify requirement in the event of cancellation or non-renewal of coverage.
5. Forward original to and clearly indicate Certificate Holder and Additional Insured as follows:

Sumter County Board of County Commissioners  
Risk Management Department  
Attn: Lita Hart  
7375 Powell Road  
Wildwood, FL 34785

### **PROPOSAL DOCUMENTS REQUIRED**

The following documents and forms in the following arrangement must accompany each Proposal or alternate Proposal submitted:

- Proposals Cover Page. This is to be used as the first page of the RFP. This form must be fully completed and signed by an authorized officer of the vendor.
- Proposer Certification / Addenda Acknowledgement Form.
- Proposals Form.
- General Terms and Conditions statement must be signed and returned with the Proposals form.
- A sworn, notarized Statement of Reference and Similar Project Experience Form.
- A sworn, notarized Drug Free Work Place Certificate must accompany each Proposals or alternate Proposals.
- Fee Schedule List
- A separate sheet or sheets, clearly identified and numbered, of Exceptions or Deviations from the minimum specifications, must be attached to the Proposals Form (if applicable).
- A Certificate of Insurability, acceptable to the County, shall accompany each Proposals or alternate Proposals, in the amounts as prescribed by State and Sumter County BOCC.

### **EXAMINATION OF PROPOSALS DOCUMENTS**

- Each vendor shall carefully examine the Scope of Work and other applicable documents, and inform himself/herself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the CONTRACTOR will in no way relieve him/her of the obligations and responsibilities assumed under the Contract.
- Should a vendor find discrepancies or ambiguities in, or omissions from the Scope of Work, or should he/she be in doubt as to their meaning, he/she shall at once notify Sumter County BOCC in writing.

### **INTERPRETATIONS, CLARIFICATIONS AND ADDENDA**

- No oral interpretations will be made to any vendor as to the meaning of the Proposals/Contract Documents. Any questions or request for interpretation received IN

WRITING by Sumter County BOCC before 5:00 p.m., June 28, 2011, will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, will be distributed at or after the Pre-Proposal Conference (if applicable), mailed or sent by available or electronic means to all attending prospective Submitters prior to the established Proposals opening date. Each Vendor shall acknowledge receipt of such addenda in the space provided on the Proposals Form.

- In case any Vendor fails to acknowledge receipt of such addenda or addendum, his/her Proposals will nevertheless be construed as though it had been received and acknowledged and the submission of his Proposals will constitute acknowledgment of the receipt of same. All addenda are a part of the Proposals Documents and each Vendor will be bound by such addenda, whether or not received by him/her. It is the responsibility of each Vendor to verify that he/she has received all addenda issued before Proposals are opened.
- In the case of unit price items, the quantities of work to be done and materials to be furnished under this Proposals/Contract are to be considered as approximate only and are to be used solely for the comparison of Proposals received. The Sumter County BOCC and/or CONSULTANTS do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Vendor plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and/or Drawings and other Proposals documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices Proposals.

## **INSPECTION OF THE SITE**

The Contractor shall be granted full access to each site during the Non-Mandatory Pre-Proposal Meeting / Site Visit listed on Page #2 of this RFP document. Limited access shall be granted to each site during normal office hours for each location. Limited access areas shall be only the areas open to the public during normal business hours. It is the vendor's responsibility to learn each locations normal office hours if they cannot attend the Non-Mandatory Pre-Proposal Meeting / Site Visit. Restricted areas such as employee break rooms, meeting rooms, etc., will only be viewable during the Non-Mandatory Site Visit as scheduled on Page #2 of this RFP.

The Contractor shall thoroughly examine and familiarize themselves with the drawings, and specifications related to field conditions, the difficulties, logistical restrictions required to meet the requirements of this RFP. Deficient understanding of the existing field conditions will in no way relieve the contractor from the contractual obligations of this RFP. Any damage to existing County assets as a result of the contractors' activities will be replaced at the sole expense of the Contractor.

## **GOVERNING LAWS AND REGULATIONS**

The vendor is required to be familiar with and shall be responsible for complying with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the work.

## **PREPARATION OF PROPOSALS**

- Signature of the Vendor: The Vendor must sign the Proposals forms in the space provided for the signature. If the Vendor is an individual, the words "Doing Business As \_\_\_\_\_," must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the firm name and the words, "Member

of the Firm” should be written beneath such signature. If the Vendor is a corporation, the title of the officer signing the Proposals on behalf of the corporation must be stated and evidence of his authority to sign the Proposals must be submitted. The Vendor shall state in the Proposals Form the name and address of each person interested therein.

- Basis for Proposals: The price proposed for each item shall be on a lump sum or unit price basis according to the form of the Proposals. The Proposals prices shall remain unchanged for the duration of the Contract and no claims for cost escalation during the progress of the work will be considered.

### **FISCAL YEAR FUNDING APPROPRIATION**

Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the Sumter County BOCC, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the fiscal period at the time of the contract. Payment and performance obligations for succeeding fiscal periods shall be subject to appropriation by the Sumter County BOCC of funds thereafter.

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be cancelled and the contractor shall be entitled to reimbursement for the reasonable value of any nonrecurring cost incurred but not advertised in the price of the supplied or services delivered under the contract or otherwise recoverable.

### **TAX EXEMPT STATUS**

The Sumter County Board of County Commissioners is a governmental agency under Florida law and exempt from Florida sales tax. The tax exempt number will be provided upon request. This exemption does not apply to goods and services purchased separately by a Contractor in connection with its contract obligations. The Contractor shall be responsible for paying any taxes, fees, or similar payments that are required to be paid in connection with the contract work.

### **PROTECTION OF RESIDENT WORKERS**

The Sumter County BOCC actively supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e. citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9). The Contractor shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment. The Contractor must be able to verify an employee’s eligibility to work in the U.S. upon demand by the Sumter County BOCC throughout the duration of the contract.

### **SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS**

The Sumter County Board of County Commissioners is a unit of local government and as such reserves the right to reject any and/or all Proposals, reserves the right to waive any informalities or irregularities in the Proposals or examination process, reserves the right to select low Proposals per item, and reserves the right to award Proposals and/or contracts in the best interest of the Sumter County Board of County Commissioners.

### **RIGHT TO AUDIT RECORDS**

The Sumter County Board of County Commissioners shall be entitled to audit the books and records of the Contractor or any sub-contractor to the extent that such books and records relate to the performance of the Agreement or any sub-contract to the Agreement. Such books and records shall be maintained by the Contractor for a period of three (3) years from the date of final payment under the Agreement and by the sub-contractor for a period of three (3) years from the date of final payment under the sub-contract unless a shorter period is otherwise authorized in writing.

**ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES**

The Vendor by submitting a Proposals/bid acknowledges that other public agencies may seek to “Piggy-Back” under the same terms and conditions during the effective period of any resulting contract services and/or purchases being offered in this Proposals/bid for the same prices and/or terms being proposed. Vendor has the option to agree or disagree to allow contract Piggy-Backs on a case-by-case basis. Before a public agency is allowed to Piggy-Back any contract, the agency must first obtain the vendor’s approval. Without the vendor’s approval, the seeking agency cannot Piggy-Back.

## PART 2 EVALUATION AND AWARD

### PROPOSALS EVALUATION

This Request for Proposals includes following all the procedures in this document and sending the sealed Proposals information to the Sumter County BOCC by the due date and time. Once Proposals are received, the Selection Committee members will independently review each submittal and score each Proposal based on the evaluation criteria. All Proposals received in accordance with this Request for Proposals will be evaluated using the following criteria.

	Score	X	Weight	=	Rating
1. Contractor's Experience and Personnel / References	_____		<u>0.30</u>		_____
2. Completeness of Proposal	_____		<u>0.10</u>		_____
3. Level of Staff	_____		<u>0.30</u>		_____
4. Pricing	_____		<u>0.30</u>		_____

**SCORE:**

0 = Non-Responsive

1 = Poor

2 = Fair

3 = Average (Included only minimum of what was asked for on subject criteria)

4 = Good

5 = Excellent

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Do not attempt to contact any Selection Committee Member, staff member or person other than Mrs. Amanda Taylor for questions relating to this project. Anyone attempting to lobby Sumter County BOCC representatives may be disqualified. The Selection Committee Members shall be: Jackey Jackson, Assistant Public Works Director; Richard Cobb, Maintenance Supervisor; and Bruce Root, Crew Leader.

Recommendation of award will be provided on Demand Star once award is made at [www.demandstar.com](http://www.demandstar.com). The award will be based on the Proposal that is most advantageous to Sumter County. All Selection Committee recommendations are subject to Board approval.

The Selection Committee will meet to evaluate Proposals on July 19, 2011 @ 10:00 a.m. in Room 208 located in The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

### PROPOSALS AWARD

Submitters and vendors registered through [www.demandstar.com](http://www.demandstar.com) will have access to award documents via the website. All others wishing to receive an official tabulation of the results of the opening of this Proposal are to submit a self-addressed, stamped business size (No. 10) envelope. Proposal results may also be requested by telephone, fax or electronic media.

### PART 3 PROPOSALS SUBMITTAL

An original (1), an electronic copy not password protected and with the forms sent in their original format (1) and three (3) copies for a total of five (5), of each Proposals or alternate Proposals shall be submitted in a sealed envelope, prominently marked on the outside with the words, “**RFP # 011-0-2011/AT Sumter County Janitorial Services**” with the firm name and return address. Proposals submitted in express, overnight or courier envelopes, boxes or packages must be prominently marked on the outside with the words, “**RFP # 011-0-2011/AT Sumter County Janitorial Services**” and the contents sealed as required.

- Deadline for Submissions in response to this Request for Proposals: Proposals must be received no later than 10:00 a.m. on July 14, 2011. Proposals submitted by FAX or other electronic media will not be accepted under any circumstances. **Late Proposals will not be accepted, and will be returned, unopened, to the proposer, at the proposer’s expense.**
- Any person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime, may not submit a Proposals on a contract to provide any goods or services to a public entity, may not submit a Proposals on a contract with a public entity for the construction or repair of any public building or public work, may not submit Proposals on leases of real property to a public entity crime, 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 ten thousand dollars, (\$10,000.00) for a period of thirty-six (36) months from the date of being placed on the convicted vendor list, pursuant to paragraph 2a of Section 287.133, Florida Statutes.
- The Sumter County Board of County Commissioner as a unit of local government reserves the right to reject any and/or all Proposals, reserves the right to waive any informalities or irregularities in the Proposals or evaluation process, and reserves the right to award contract(s) in the best interest of the Sumter County BOCC.

#### PAGE SPECIFICATIONS

- Page Limit – None.
- Page Size – 8 ½ x 11; oversized or pullout pages must be folded to accommodate this size.
- Binding – Shall be neat, professional and appropriate for the document’s thickness.
- Professional Cover Page – Not required but acceptable. If used, the cover page shall indicate the name and number of the solicitation. It shall NOT be used as a replacement for the Proposals Cover Page listed herein.
- Original Document – Shall have original signatures and be clearly noted ORIGINAL on the cover.

**PART 4  
PROPOSALS DOCUMENTS  
PROPOSALS COVER PAGE**

<b>Name of Firm, Entity or Organization:</b>  
<b>Federal Employer Identification Number (FEIN):</b>  <b>State of Florida License Number (If Applicable):</b>  <b>Name of Contact Person:</b>  <b>Title:</b>  <b>E-Mail Address:</b>  
<b>Mailing Address:</b>  <b>Street Address (if different):</b>  <b>City, State, Zip:</b>  <b>Telephone:</b> _____ <b>Fax:</b> _____
<b>Organizational Structure – Please Check One:</b>  Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other <input type="checkbox"/>  <b>If Corporation:</b> <b>Date of Incorporation:</b> _____ <b>State of Incorporation:</b> _____  <b>States Registered in as Foreign Corporation:</b>  
<b>Authorized Signature:</b>  <b>Print Name:</b> _____  <b>Signature:</b> _____  <b>Title:</b> _____  <b>Phone:</b> _____
<b><i>This document must be completed and returned with your Submittal.</i></b>

## PROPOSER’S CERTIFICATION

Submit To: Sumter County Board of County Commissioners  7375 Powell Road Wildwood, Florida, 34785 Phone 352-689-4400 Fax 352-689-4401		SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  REQUEST FOR PROPOSALS (RFP) CERTIFICATION  AND ADDENDA ACKNOWLEDGMENT	
<b>DUE DATE: July 14, 2011</b>	<b>DUE TIME: 10:00 am</b>	<b>RFP # 011-0-2011/AT</b>	
<b>TITLE: Sumter County Janitorial Services</b>			
<b>VENDOR NAME:</b>		<b>PHONE NUMBER:</b>	
<b>VENDOR MAILING ADDRESS:</b>		<b>FAX NUMBER:</b>	
<b>CITY/STATE/ZIP:</b>		<b>E-MAIL ADDRESS:</b>	
<p>“I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFP and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for termination of contract. I further certify that the services will meet or exceed the RFP requirements. I, the undersigned, declare that I have carefully examined the RFP, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFP with any other Offeror and have not colluded with any Offerors or parties to an RFP whatsoever for any fraudulent purpose.”</p>			
_____	_____	_____	_____
Addendum #	Addendum #	Addendum #	Addendum #
<p>“I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an RFP for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFP, including but not limited to certification requirements. In conducting offers with an agency for Sumter County Board of County Commissioners (BOCC), respondent agrees that if this Proposals is accepted, the respondent will convey, sell, assign, or transfer to the Sumter County BOCC all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the COUNTY. At the Sumter County BOCC discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent.”</p>			
_____		_____	_____
Authorized Agent Name, Title (Print)		Authorized Signature	Date
<b><i>This form must be completed and returned with your Submittal</i></b>			

**PROPOSALS FORM FOR  
BOARD OF SUMTER COUNTY COMMISSIONERS**



Name of Firm Submitting Qualifications \_\_\_\_\_

Name of Person Submitting Qualifications \_\_\_\_\_

**PROPOSER ACKNOWLEDGMENT**

"The undersigned hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and that he/she has examined the RFP and Specifications for the work and comments hereto attached. The Vendor proposes and agrees, if this submission is accepted, to contract with the Board of Sumter County Commissioners, to furnish all necessary materials, equipment, labor and services necessary to complete the work covered by the RFP and Contract Documents for this Project. The Vendor agrees to accept in full compensation for each item the prices named in the schedules incorporated herein."

---

**CONSULTANT'S FEE SCHEDULE MUST BE ATTACHED TO THIS PROPOSAL**

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

[  ] Check if exception(s) or deviation(s) to Specifications. Attach separate sheet(s) detailing reason and type for the exception or deviation.

***This document must be completed and returned with your Submittal***

## STATEMENT OF TERMS AND CONDITIONS

**PUBLIC ENTITY CRIME:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposals/Bid on a contract to provide any goods or services to a public entity, for the construction or repair of a public building or public work, may not submit Proposals/Bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**INDEMNIFICATION:** The Contractor agrees to indemnify and hold harmless Board of Sumter County Commissioners, and their elected officials, employees and volunteers from and against all claims, losses and expenses, including legal costs, arising out of or resulting from, the performance of this contract, provided that any such claims, damage, loss of expenses is attributed to bodily injury, sickness, disease, personal injury or death, or to injury to or destruction of tangible property including the loss or loss of use resulting there from and is caused in whole or in part by any negligent act or omission of the tenant.

**PROHIBITION OF LOBBYING:** During the black out period which is, the period between the time the submittals for Invitation to Bid or the Request for Proposals, or Qualifications, or information, as applicable, are received at Contracts / Purchasing and the time the Board awards the contract, no proposer, no lobbyist, principal, or other person may lobby, on behalf of a competing party in a particular procurement matter, any member of the Board, or any Board employee other than the Financial Services Manager. Violation of this provision may result in disqualification of violating party. All questions regarding this Request for Proposals (RFP) or Invitation to Bid (BID) must be submitted in writing to the Board's Financial Services Manager.

**ANTI TRUST LAWS:** By submission of a signed RFP or BID, the successful Vendor acknowledges compliance with all antitrust laws of the United States and the State of Florida, in order to protect the public from restraint of trade, which illegally increases prices.

**CONFLICT OF INTEREST:** The award of the contract hereunder is subject to the provisions of Chapter 112 of the Florida Statutes. Vendors shall disclose the name of any Officer, Director, Partner, Associate, or Agent who is also an Officer, Appointee, or Employee of any of the Boards at the time of the RFP or BID, or at the time of occurrence of the Conflict of Interest thereafter.

**INTERPRETATION, CLARIFICATIONS AND ADDENDA:** No oral interpretations will be made to any vendor as to the meaning of the RFP/BID Contract Documents. Any inquiry or request for interpretation received by the Financial Services Manager before the date listed herein will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, will be distributed at or after the Pre-Proposals/Pre-Bid Conference, mailed or sent by available or electronic means to all attending prospective Submitters prior to the established RFP/BID opening date. Each Vendor shall acknowledge receipt of such addenda in the space provided. In case any Proposer/Bidder fails to acknowledge receipt of such addenda or addendum, his offer will nevertheless be construed as though it had been received and acknowledged and the submission of his bid will constitute acknowledgment of the receipt of same. All addenda are a part of the RFP/BID FORMS and each Proposer/Bidder will be bound by such addenda, whether or not received by him. It is the responsibility of each proposer/bidder to verify that he has received all addenda issued before RFP's/BID's are opened. In the case of unit price items, the quantities of work to be done and materials to be furnished under this RFP/BID Contract are to be considered as approximate only and are to be used solely for the comparison of RFP's/BID's received. The Board and/or his CONSULTANT do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Vendor plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and/or Drawings and other Proposals/Bid Documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices bid.

**GOVERNING LAWS AND REGULATIONS:** The vendor is required to be familiar with and shall be responsible for complying with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the work.

**PROPRIETARY/CONFIDENTIAL INFORMATION:** Vendors are hereby notified that all information submitted as part of, or in support of RFP's/BID's, will be available for public inspection ten days after opening of the RFP's/BID's or until a short list is recommended whichever comes first, in compliance with Chapter 119, and 287 of the Florida Statutes. Any person wishing to view the RFP's/BID's must make an appointment by calling the Financial Services Manager at (352) 793-0200. All RFP's/BID's submitted in response to this solicitation become the property of the Board. Unless information submitted is proprietary, copy written, trademarked, or patented, the Board reserves the right to utilize any or all information, ideas, conceptions, or portions of any RFP/BID, in its best interest.

**TAXES:** The Board of Sumter County Commissioners is exempt from any taxes imposed by the State and/or Federal Government. Exemption certificates will be provided upon request.

**NON-COLLUSION DECLARATION:** By signing this RFP/BID, all Vendors shall affirm that they shall not collude, conspire, connive or agree, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposals in connection with the work for which their RFP/BID has been submitted; or to refrain from Bidding in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the RFP/BID or of any other Bidder, or to fix any overhead, profit, or cost elements of the RFP/BID price or the RFP/BID price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other Bidder, or any person interested in the proposed work.

**PROPOSER RESPONSIBILITY:** Invitation by the Boards to vendors is based on the recipient's specific request and application to DemandStar by Onvia at [www.DemandStar.com](http://www.DemandStar.com) [(800) 711-1712] or as the result of response by the public to the legal advertisements required by State law. Firms or individuals submit their responses on a voluntary basis, and therefore are not entitled to compensation of any kind.

**OWNERSHIP OF SUBMITTALS:** All responses, inquiries or correspondence relating to or in reference to this RFP/BID, and all other reports, charts, displays, schedules, exhibits and other documentation submitted by the vendors will become the property of the Board. Reference to literature submitted with a previous RFP/BID will not relieve the Bidder from including any required documents with this RFP/BID.

**EXAMINATION OF BID DOCUMENTS:** Each Bidder shall carefully examine the RFP/BID Document to ensure all pages have been received, all drawings and/or Specifications and other applicable documents are included, and shall inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the CONTRACTOR will in no way relieve him of the obligations and responsibilities assumed under the Contract.

**VENDOR RESPONSIBILITY:** Vendors are fully and completely responsible for the labeling, identification and delivery of their submittals. The Financial Services Manager will not be responsible for any mislabeled or misdirected submissions, nor those handled by delivery persons, couriers, or the US Postal Service.

**DRUG FREE WORKPLACE:** All Proposers/Bidders shall submit the enclosed, duly signed and notarized form entitled "Drug Free Workplace Certificate". The Drug Free Workplace Vendor shall have the burden of demonstrating that his program complies with Section 287.087 of the Florida Statutes, and any other applicable state law.

**BOARD OF SUMTER COUNTY COMMISSIONERS,** are political subdivisions of the State of Florida, and reserve the right to reject any and/or all submittals, reserve the right to waive any informalities or irregularities in the examination process, and reserve the right to award contracts and/or in the best interest of the Boards. Submittals not meeting stated minimum terms and qualifications may be rejected by the Boards as non-responsive. The Boards reserve the right to reject any or all submittals without cause. The Boards reserves the right to reject the submission of any Vendor in arrears or in default upon any debt or contract to the Boards, or who has failed to perform faithfully any previous contract with the Boards or with other governmental agencies.

**PUBLIC RECORDS LAW:** Correspondence, materials and documents received pursuant to this RFP/BID become public records subject to the provisions of Chapter 119, Florida Statutes.

**VERIFICATION OF TIME:** Nextel time is hereby established as the Official Time of the Boards.

**PREPARATION OF PROPOSALS/BIDS:**

**Signature of the Bidder:** The Bidder must sign the RFP/BID FORMS in the space provided for the signature. If the Proposer/Bidder is an individual, the words "doing business as \_\_\_\_\_" must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the firm name and the words, "Member of the Firm" should be written beneath such signature. If the Proposer/Bidder is a corporation, the title of the officer signing the RFP/BID on behalf of the corporation must be stated and evidence of his authority to sign the RFP/BID must be submitted. The Proposer/Bidder shall state in the RFP/BID FORMS the name and address of each person interested therein.

**Basis for Bidding:** The price proposed for each item shall be on a lump sum or unit price basis according to specifications on the RFP/BID FORM. The proposed prices shall remain unchanged for the duration of the Contract and no claims for cost escalation during the progress of the work will be considered, unless otherwise provided herein.

**Total Proposed Price/Total Contract Sum Proposed:** If applicable, the total price bid for the work shall be the aggregate of the lump sum prices proposed and/or unit prices multiplied by the appropriate estimated quantities for the individual items and shall be stated in figures in the appropriate place on the RFP/BID FORM. In the event that there is a discrepancy on the RFP/BID FORM due to unit price extensions or additions, the corrected extensions and additions shall be used to determine the project bid amount.

**TABULATION:** Those wishing to receive an official tabulation of the results of this RFP/BID are to submit a self-addressed, stamped business size (No. 10) envelope, prominently marked on the front lower left side, with the RFP identification. Tabulation requested by telephone, fax or electronic media will not be accepted.

**OBLIGATION OF WINNING BIDDER:** The contents of the RFP/BID of the successful proposer/bidder will become contractual obligations if acquisition action ensues. Failure of the successful Proposer/Bidder to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future participation.

**AWARD OF BID:** It is the Boards' intent to select a vendor within **sixty (60) calendar days** of the deadline for receipt of Proposals/Bids. However, Proposals/Bids must be firm and valid for award for at least **ninety (90) calendar days** after the deadline for receipt of the RFP/BID.

**ADDITIONAL REQUIREMENTS:** The firms shall furnish such additional information as the Boards may reasonably require. This includes information which indicates financial resources as well as ability to provide the services. The Boards reserve the right to make investigations of the qualifications of the firm as it deems appropriate.

**PREPARATION COSTS:** The Boards shall not be obligated or be liable for any costs incurred by Proposers/Bidders prior to issuance of a contract. All costs to prepare and submit a response to this RFP/BID shall be borne by the Proposer/Bidder.

**TIMELINESS:** All work will commence upon authorization from the Boards' representative (Financial Services Manager). All work will proceed in a timely manner without delays. The Contractor shall commence the work UPON RECEIPT OF NOTICE TO PROCEED and/or ORDER PLACED (PURCHASE ORDER PRESENTED), and shall deliver in accordance to the terms and conditions outlined and agreed upon herein.

**DELIVERY:** All prices shall be FOB Destination, Sumter County, Florida, inside delivery unless otherwise specified.

**ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES ("PIGGY-BACK"):**

The Vendor by submitting a Bid acknowledges that other Public Agencies may seek to "Piggy-Back" under the same terms and conditions, during the effective period of any resulting contract – services and/or purchases being offered in this Bid, for the same prices and/or terms proposed. Vendor has the option to agree or disagree to allow contract Piggy-Backs on a case-by-case basis. Before a Public Agency is allowed to Piggy-Back any contract, the Agency must first obtain the vendor's approval – without the vendor's approval, the seeking Agency cannot Piggy-Back.

**PLANS, FORMS & SPECIFICATIONS:** Bid Packages are available from the Financial Services Manager. These packages are available for pickup or by mail. If requested to mail, the Proposer/Bidder must supply a courier account number (UPS, FedEx, etc.). Proposers/Bidders are required to use the official RFP/BID FORMS, and all attachments itemized herein, are to be submitted as a single document. Any variation from the minimum specifications must be clearly stated on the RFP/BID FORM and/or Exceptions/Deviations Sheet(s). Only one set of plans, forms, and specifications will be furnished each company or corporation interested in submitting a Proposals/bid. RFP/BID FORM documents for this project are free of charge and are available on-line and are downloadable (vendor must pay any DemandStar fees or any shipping).

**MANUFACTURER'S NAME AND APPROVED EQUIVALENTS:** Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition unless otherwise indicated. The Proposer/Bidder may offer any brand for which he is an authorized representative, which meets or exceeds the RFP/BID specification for any item(s). If RFP's/BID's are based on equivalent products, indicate on the RFP/BID FORM the manufacturer's product name and literature, and/or complete specifications. Reference to literature submitted with a previous RFP/BID will not satisfy this provision. The Proposer/Bidder shall explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. RFP's/BID's which do not comply with these requirements are subject to rejection. RFP's/BID's lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the RFP/BID FORM. The Financial Services Manager is to be notified, in writing, of any proposed changes in materials used, manufacturing process, or construction. However, changes shall not be binding upon the Boards unless evidenced by a Change Notice issued and signed by the Financial Services Manager, or designated representative.

**QUANTITIES:** The quantities as specified in this RFP/BID are estimates only and are not to be construed as guaranteed minimums.

**SAMPLES:** Samples of items, when called for, shall be furnished free of expense, and if not destroyed may, upon request, be returned at the Proposer's/Bidder's expense. Each sample shall be labeled with the Proposer's/Bidder's name, manufacturer brand name and number, RFP/BID number and item reference. Samples of successful Proposer's/Bidder's items may remain on file for the term of the contract. Request for return of samples shall be accompanied by instructions which include shipping authorization and must be received at time of opening. Samples not returned may be disposed of by the Boards within a reasonable time as deemed appropriate.

**DOCUMENT RE-CREATION:** Vendor may choose to re-create any document(s) required for this solicitation, but must do so at his own risk. All required information in the original Board format must be included in any re-created document. Submittals may be deemed non-responsive if required information is not included in any re-created document.

ACKNOWLEDGED:

(Signature and Date)

***This document must be completed and returned with your Submittal***  
**REFERENCE & SIMILAR PROJECTS EXPERIENCE FORM**

Owner / Business Name:		
Project Location / Address:		
City:	State:	Zip Code:
Point of Contact:	Dates of Work:	
Phone Number:	Fax Number:	
E-mail Address:		
Project Name:		
Brief Description of Project:		

Owner / Business Name:		
Project Location / Address:		
City:	State:	Zip Code:
Point of Contact:	Dates of Work:	
Phone Number:	Fax Number:	
E-mail Address:		
Project Name:		
Brief Description of Project:		

Owner / Business Name:		
Project Location / Address:		
City:	State:	Zip Code:
Point of Contact:	Dates of Work:	
Phone Number:	Fax Number:	
E-mail Address:		
Project Name:		
Brief Description of Project:		

***This document must be completed and returned with your Submittal***

**CONTRACTOR'S AFFIDAVIT**

State of Florida  
County of \_\_\_\_\_

Before me personally appeared \_\_\_\_\_ who is (*title*) \_\_\_\_\_  
of (*the company described herein*) \_\_\_\_\_ being duly sworn, deposes and says that the foregoing statements are a true and accurate statement of the position of said organization as of the date thereof, and, that the statements and answers to the foregoing experience questionnaire are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive, or fraudulent statements of this application constitutes fraud; and, agrees to furnish any pertinent information requested by The Sumter County Board of County Commissioner deemed necessary to verify the statements made in this application or regarding the ability, standing and general reputation of the applicant.

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
NOTARY PUBLIC - STATE OF FLORIDA  
(Signature of Notary Public)

\_\_\_\_\_  
(Print Name of Notary Public)

(seal)

***This document must be completed and returned with your Submittal***

**DRUG FREE WORKPLACE CERTIFICATE**

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that,

\_\_\_\_\_  
(print or type name of firm)

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the work place, the firm’s policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under Proposals or bid, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under Proposals or bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, please or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (\*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires 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.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.
- “As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein”.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date Signed

State of: \_\_\_\_\_

County of: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Personally known \_\_\_\_\_ or Produced Identification \_\_\_\_\_  
(Specify Type of Identification)

\_\_\_\_\_  
Signature of Notary

My Commission Expires \_\_\_\_\_

(seal)

***This document must be completed and returned with your Submittal***

**STATEMENT OF “NO PROPOSALS”  
RFP # 011-0-2011/AT**

If you do not intend to submit a Proposal for this project, please complete and return this form prior to date shown for receipt of Proposals to: Sumter County BOCC, 7375 Powell Road, Suite 206, Wildwood, Florida 34785. Attn: Mrs. Amanda Taylor.

We, the undersigned, have declined to submit a Proposal for your **RFP # 011-0-2011/AT SUMTER COUNTY JANITORIAL SERVICES** for the following reasons:

- \_\_\_\_\_ Specifications are too “tight”, i.e. geared toward one brand or manufacturer only (please explain reason below)
- \_\_\_\_\_ Insufficient time to respond to Request for Proposals.
- \_\_\_\_\_ We do not offer this product/s or equivalent.
- \_\_\_\_\_ Remove us from your vendor’s list for this commodity or service.
- \_\_\_\_\_ Our product schedule would not permit us to perform to specifications.
- \_\_\_\_\_ Unable to meet specifications.
- \_\_\_\_\_ Unable to meet insurance requirements.
- \_\_\_\_\_ Specifications unclear (please explain below).
- \_\_\_\_\_ Competition restricted by pre-approved owner standards.
- \_\_\_\_\_ Other (please specify below or attach a separate sheet).

Remarks:

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“We understand that if this “No Proposals” letter is not executed and returned, our name may be deleted from the list of qualified proposers for the owner for future projects or commodities.”

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

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

Signature and Title:

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Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

## **PART 5 SCOPE OF SERVICES**

The Sumter County Board of County Commissioners is requesting Proposals from qualified firms for the **RFP # 011-0-2011/AT SUMTER COUNTY JANITORIAL SERVICES.**

The contractor will supply all cleaning supplies and paper goods to include high volume times such as elections. Major duties are to be performed from 08:00 hours to 17:00 hours with some areas requiring that services be rendered after normal work hours. This is listed on Exhibit 1. The duties listed are minimum standards required. Services will be performed during work days Monday through Friday excluding Holidays designated by the Board of County Commissioners. The contractor shall also provide the number of staff assigned to each location during each shift. The County Administrator or his designee is the contact person for all matters relating to this contract once the contract has been entered into.

### **FLOORS**

**Daily:**

Carpeted areas: Vacuum; spot clean as necessary.

Non-Carpeted Areas: Dust mop; spray buff as required; remove gum and other materials; spot damp mop to remove stains or spots.

**Weekly:**

Non-carpeted areas Damp mop and spray buff.

**Monthly:**

Strip and wax halls, lobby areas, and tile portions of restroom areas.

**Semi-Annually:**

Machine clean carpets in hallways. Other areas to be cleaned if their condition so dictates. Strip, reseal, and wax all normally waxed floors.

**Annually:**

Machine clean all carpets throughout facilities.

### **WALLS, CEILINGS, INTERIOR DOORS, COUNTERS, LEDGES, LIGHTING, ETC.**

**Daily:**

Remove bugs from light fixtures as necessary from interior and entry lighting

**Weekly:**

Spot clean  
Clean light switch plates and surrounding wall areas  
Dust windowsills, ledges, fixtures, etc.

**Monthly:**

Dust or vacuum all HVAC registers/ vents.

**Semi -annually:**

Clean all light fixture diffusers and dust off light bulbs that are 10 feet or less from the floor.

### **WINDOW AND GLASS**

**Daily:**

Spot clean entrance and vicinity glass both in and outside.  
Spot clean directory and internal glass or windows.

**Weekly:**

Clean interior window sills, removing dust, spider webs, and other debris.

**Annually:** Clean exterior of all windows.

**WATER FOUNTAINS**

**Daily:** Clean and sanitize.  
Replenish supply of disposal cups (if applicable).

**FURNISHINGS IN OFFICES, COMMON AREAS, BREAK AREAS, AND LOBBIES:**

**Weekly:** Dust tables, chair bases, desk and credenzas, file cabinets, bookcases, TV's, decorative items, etc.  
Do not disturb any papers lying on desks or cabinets.  
Dust and clean wall fixtures, base of interior flag poles, chalkboards, etc.  
Dust draperies, blinds, and curtains.  
Remove scuffmarks from front of customer service counters.

**Semi-annually:** Vacuum all drapes, curtains, and cloth type waiting room furniture.

**TRASH AND REFUSE**

**Daily:** Empty and clean all trash receptacles. Receptacle liners are to be used, change as necessary.  
Remove all collected trash to external dumpsters or trash containers.  
In conference rooms, reception areas, hallways, etc., remove accumulated trash, i.e. paper cups, soda cans, etc.  
Empty and clean around all shredders.

**ELEVATOR**

**Daily:** If carpeted vacuum, if not dust mop, remove gum and other materials, spot damp mop to remove stains or spots.  
Clean hardware, control panels, and walls.

**Weekly:** Vacuum door tracks.  
Damp mop floors and spray buff.

**CIGARETTE URNS**

**Daily:** Empty and clean all cigarette urns.  
Empty and damp wipe all ashtrays.

**STAIRWELLS**

**Daily:** Remove accumulated trash.  
Spot sweep or vacuum, as required.

**Weekly:** Sweep and vacuum.  
Spot damp mop to remove stains.  
Dust handrails, ledges, etc.

Polish all brass handrails.  
Spot clean walls and doors.  
Remove scuffmarks from front of stair steps.

## **RESTROOMS**

- Daily:** Maintain in a clean and sanitary condition; floors, walls, doors, stalls, partitions, shelves, sinks, commodes, urinals, bath facilities, soap and towel dispensers.  
Clean and polish mirrors.  
Empty and clean all trash receptacles. Receptacle liners are to be used, and changed daily.  
Replenish supplies of tissue, towels, and soap.  
Check and replace, as necessary, deodorizer bars/room air freshener units.
- Monthly:** Clean ceramic tile surfaces with a germicidal cleaner so that tile and grout have a uniform color and remain clean and sanitary.

## **LOUNGE AND KITCHEN AREAS**

- Daily:** Clean and sanitize sinks and counter areas.
- Weekly:** Wipe exterior of refrigerators, microwaves, cabinets, and trash cans

### **Exterior Areas To Include Porches, Patios, Etc**

- Daily:** Sweep outside area immediately adjacent to all building entrances. Clean exterior furniture as necessary to maintain a clean appearance.
- Weekly:** Sweep all exterior access areas, I.e. sidewalks, porches, verandahs, steps etc. Remove spider webs, insect nest or any debris on the walls.

## **GENERAL**

1. Janitorial staff is to only use necessary lighting in the areas in which they are actually working and turn off unnecessary lighting. Air conditioning equipment is not to be turned on for the exclusive use of the janitorial staff. Under no circumstances, is office equipment to be used (telephones, computers, T.V., etc.) by janitorial staff.
2. Only actual employees of the janitorial contractor care permitted to be on the premises.
3. During after hours cleaning, all outside doors are to be locked and janitorial staff is not to provide access into the facility to anyone.
4. Janitorial staff is to check exterior doors and windows to ensure facility is secure at the time of leaving the facility.
5. Janitorial staff shall not leave cleaning carts unattended in areas open to the public.
6. All janitorial staff will have blood borne pathogen training. Certification of completion of training must be provided to County Designee upon request. New employees hired during contracted time shall be trained and verification shall be available within 30 days from date of hire.

7. Site visits will be made with supervisory personnel to conduct inspections with a designee of Sumter County when requested by the county.
8. Written complaints filed with the Janitorial Service by the County will be addressed within 24 hours. Emergencies will be addressed within 2 hours.
9. Janitorial staff will wear a name and picture identification badge when assigned to county property.
10. The known services of this contract shall not be sub contracted by the contractor without express written consent of Sumter County.
11. All services provided shall be performed in a good and workmanlike fashion in compliance with industry standards and best commercial practices.
12. The contractor will provide a binder at each location detailing required cleaning. Each item will require a date and initials for each item required.
13. The county can add or delete buildings or change the scope of service as required with 30 days notice. A new fee schedule will be negotiated when necessary.
14. From time to time additional work may be requested of the contractor by a County Representative for the areas under contract and other county owned or leased property. A cost estimate, schedule, or other determining information may be required before approval of work is to be granted. Each situation will be considered on a case-by-case basis. All additional work shall be completed in a timely manner.

### **ADDITIONAL CLEANING REQUIREMENTS**

#### **1) The Villages Sumter County Service Center**

Cleaning of the Front Stairwell- Daily: Clean all glass; Daily: Clean wood trim

Restrooms- Daily: Clean three per day (Mid Morning, Mid Afternoon, and Evening)

Tile- Daily: Damp Mop at mid day and evening. Semi-Annual: Steam Clean

Light Fixtures- Weekly: Clean all light fixture diffusers and dust off light bulbs that are 10 feet or less from the floor.

Front Porch and Columns- Daily: Clean and sweep area, remove bugs, spider webs, etc. Clean base of columns as necessary.

#### **2) Judicial Building and Historic Courthouse**

Courtroom and meeting areas should be cleaned thoroughly after each daily use. Perform such other services as are necessary to keep the facility clean and in a sanitary condition.

Steam clean ceramic tile floors annually.

Restrooms- Daily: Clean twice per day

3) **Sheriff’s Office in Bushnell**

Steam clean ceramic tile floors annually.

4) **Bushnell Government Office Building to Include the Supervisor of Elections**

Steam clean ceramic tile floors annually.

5) **Guardian Ad Litem**

Steam clean ceramic tile floors annually.

**EXHIBIT 1 (BELOW):**

Building Name	Total Square Feet	Cleaning Frequency	Monthly Fee Schedule
<b>Animal Control Facility - 823 CR 529 Lake Panasoffkee</b>			
Animal Control Office	800	2 nights per week	
Animal Control Old FORCE Building	800	2 nights per week	
<b>Ag Center 7620 SR 471 Bushnell</b>			
County Agent	3,990	5 days per week	
USDA	1,333	5 days per week	
<b>Bushnell Shopping Center 910 N Main St, Bushnell</b>			
Clerk Records	1,400	1 day per week	
Clerk Storage	7,028	floor monthly	
<b>Courthouse Complex (Bushnell)</b>			
Courthouse Complex (Bushnell)	50,000	5 days per week	
Judicial Building	47,000	5 days per week	
Tax Collector/Property Appraisers Office	12,975	5 days per week	
Probation Office	2,000	5 days per week	
Public Works Office	8,700	5 days per week	
Public Works Maintenance	1,444	5 days per week	
Guardian Ad Litem	1,400	2 days per week	
State Attorney’s Office	2,797	5 days per week	
Security Vestibule	5,042	5 days per week	
<b>County Maintenance Department 316 E Seminole Ave</b>			
Maintenance Shop	994	2 nights per week	
<b>Library Facilities</b>			
The Villages Public Library	6,300	5 nights per week	

Lake Panasoffkee Library	2,080	3 nights per week	
Bushnell Public Library	4,650	5 nights per week	
EC Rowell Library	3,620	3 nights per week	
<b>Wildwood Annex 7375 Powell Rd. Wildwood</b>			
The Villages Sumter County Service Center	41,948	5 days/nights per week	
<b>Villages Annex 466</b>			
Villages Government Annex	10,516	5 nights per week	
<b>Public Defender's Office</b>			
Public Defender's Main Office and Rock Building	6,546	5 nights per week	
<b>Steam Cleaning of Ceramic Tile Floors</b>			<b>Annual Fee Schedule</b>
Judicial Building	TBD by Contractor	Annual	
Bushnell Sheriff's Office	TBD by Contractor	Annual	
Government Offices	TBD by Contractor	Annual	
Historic Court House	TBD by Contractor	Annual	
Guardian Ad Litem	TBD by Contractor	Annual	
Security Vestibule	TBD by Contractor	Annual	
Service Center	TBD by Contractor	Semi-Annual	

**Total**

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***This document must be completed and returned with your Submittal***

**CONTRACT  
SAMPLE PROFESSIONAL SERVICES AGREEMENT**

**(Sample agreement only. County reserves the right to alter this agreement based on final RFP results and/or any negotiations with proposed Consultant.)**

**THIS AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2011, by and between **Board of Sumter County Commissioners** (hereafter referred to as "Board"), whose address is 7375 Powell Road, Wildwood, Florida 34785, and \_\_\_\_\_ (hereafter referred to as "Consultant"), whose address is \_\_\_\_\_

**RECITALS**

WHEREAS, the Board has need of professional services for SUMTER COUNTY JANITORIAL SERVICES; and

WHEREAS, the parties desire to enter into a written agreement outlining the duties, responsibilities and compensation of Consultant, based on the Consultant's response to RFP # 011-0-2011/AT – Request for Proposals for SUMTER COUNTY JANITORIAL SERVICES;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, it is hereby agreed as follows:

1. The relationship of the Consultant to the Board will be that of a professional consultant and the Consultant will provide the professional and technical services required under this agreement in accordance with acceptable professional practices and ethical standards applicable to Consultant's profession, and Consultant will endeavor to provide to the Board prompt and efficient consulting services to the best of its ability.
2. Consultant is hereby retained and employed as the SUMTER COUNTY JANITORIAL SERVICES Consultant, and will work with the Board to provide said services in accordance with the scope of work outlined in RFP # 011-0-2011/AT.
3. Consultant agrees to prepare and complete a report to the Board, detailing the status of services provided pursuant to this Agreement at least ninety (90) days prior to the expiration of the term of this Agreement, or at least ninety (90) days prior to the expiration of any renewal term of this Agreement. Consultant may be asked to present the deliverables in person for review by staff or for discussion at a scheduled Board meeting.
4. The term of this Agreement shall commence on the day and year as shown above and continue in full force through \_\_\_\_\_, unless otherwise terminated as provided in paragraph five (5) of this Agreement. This Agreement may be renewed on an annual basis for two additional consecutive one year periods, if agreed to in writing by both parties, at least sixty (60) days prior to the expiration of this Agreement, including any periods of renewal. The term of this Agreement does not relieve the Consultant of any future responsibility as described in paragraph eight (8) of this Agreement.

5. This Agreement may be terminated by either party upon thirty (30) days prior written notice to the other party at the address designated in this Agreement for receiving such notice. If this agreement is terminated, Consultant shall be authorized to receive payment for all work performed up to the date of termination.

6. With regard to compensation paid to Consultant, Consultant shall furnish to the Board on a monthly basis an itemized invoice detailing all of Consultants hours, services, expenses and any other services utilized by the Board during the preceding month. Invoice shall be itemized pursuant to and in accordance with the attached Fee Schedule. Consultant shall compute the total amount due for the preceding month and all amounts due Consultant shall be paid on a monthly basis pursuant to the provisions of the Local Government Prompt Payment Act, F.S. 218. Consultant acknowledges and agrees that the rates set forth in the Fee Schedule shall remain fixed throughout the duration of the Agreement and thereafter shall only be adjusted by mutual written agreement of both parties.

7. General Considerations.

- a. All reports, drawings, designs, specifications, notebooks, computations, details, and calculation documents prepared by Consultant and presented to the Board pursuant to this Agreement are and remain the property of the Board as instruments of service.
- b. All analyses, data, documents, models, modeling, reports and tests performed or utilized by Consultant shall be made available to the Board upon request and shall be considered public records.
- c. Consultant shall keep all books, records, files, drawings, plans and other documentation, including all electronically stored items, which concern or relate to the services required hereunder, for a minimum of three (3) years from the date of expiration or termination of this Agreement, or as otherwise required by any applicable law, whichever date is later. The Board shall have the right to order, inspect and copy all such Records as often as it deems necessary during any such period of time. The right to audit, inspect, and copy records shall include all of the records of sub-consultants (if any).
- d. Consultant shall, at all times, comply with the Florida Public Records Law, the Florida Open Meeting Law and all other applicable laws, rules and regulations of the State of Florida.
- e. Consultant shall, at all times, carry Professional Liability, General Liability, Automobile and Worker's Compensation Insurance pursuant to the insurance requirements in RFP # 011-0-2011/AT, naming Board as an additional insured in each such policy.
- f. Upon Consultant's written request, the Board will furnish, or cause to be furnished, such reports, studies, instruments, documents, and other information as Consultant and Board mutually deem necessary, and Consultant may rely upon same in performing the services required under this agreement.
- g. The Board and Consultant each binds itself and its successors, legal representatives and assigns to the other party to this agreement and to the partners, successors, legal representatives and assigns of such other party to this agreement, in respect to all covenants of this agreement; and neither the Board nor Consultant shall assign or transfer their interest in this agreement without the prior written consent of the other party.

8. Should any other professional services be called for by the Board which are not otherwise set forth in this Agreement or any of its attachments or exhibits, said charges shall be agreed upon in advance by the parties hereto. The Consultant may be required to provide additional services to the Board on challenges, public protests, administrative hearings or similar matters. The consultant

shall be available to represent the Board, serve as an expert witness and provide supporting documentation as necessary.

9. The Contract Documents, which comprise the entire Contract between Board and Consultant and which are further incorporated herein by reference, consist of the following:

- a. Request for Proposals (RFP)
- b. Vendor's Proposal Documents
- c. Permits / Licenses
- d. All Proposals Addenda Issued Prior to RFP Opening Date
- e. All Modifications and Change Orders Issued

10. Consultant does hereby specifically promise and agree to "hold harmless", defend and indemnify the Board and the agents, servants, employees, officers, and officials thereof from and against any and all liability or responsibility for damage to property or person that may arise in connection with the services to be provided hereunder, including payment of all reasonable attorney's fees, costs and expenses associated with the same.

11. Consultant, its agents, servants or employees shall, in no manner, whatsoever be construed as the employees, agents, servants or representatives of the Board and shall have not expressed or implied power or authority to act in any manner whatsoever for or on behalf of the Board, except as provided in the scope of services called for herein. Consultant is hereby designated as an independent contractor to the Board and none of the employees, agents or servants of the Consultant shall have, or be entitled to, any of the fringe benefits applicable to employees of the Board.

12. In the event of default by either party hereto, the defaulting party shall be liable for all costs and expenses, including reasonable attorney's fees and costs incurred by the other party in enforcing it's rights hereunder, whether litigation be instituted or not, at the trial court and appellate court level.

13. Consultant does hereby waive any and all "venue privilege" and or "diversity of citizenship privileges" and specifically agrees that any action brought for the enforcement, construction or interpretation of this agreement shall be maintained in the County or Circuit Court in and for Sumter County, Florida, and Consultant hereby specifically waives its right or privilege to institute any action of any kind or nature whatsoever, against the Board in any other State Court, Federal Court or administrative tribunal.

14. This Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or verbal. If any provision of this Agreement is declared to be invalid or unenforceable, the remainder shall continue to operate in full force and effect.

15. This Agreement cannot be changed or modified, unless by written agreement signed by all parties hereto.

16. In performing services hereunder, Consultant shall comply with all federal, state and local laws and regulations. Consultant shall be responsible for identifying and obtaining all permits necessary to complete the scope of services. Consultant shall be responsible for obtaining, at its sole cost and expense, all necessary licenses and other governmental approvals required in order for Consultant to provide the type of services required hereunder.

17. Consultant shall notify Board in writing of any commitments during the term of this Agreement which may constitute a potential or actual conflict of interest with respect to the scope of services to be performed for the Board.

18. Each of the WHEREAS clauses listed above are hereby re-alleged and incorporated into this Agreement as if otherwise fully stated herein.

19. Any notices required by this Agreement shall be mailed to the following individual(s), by Certified Mail, Return Receipt requested:

FOR THE BOARD

FOR THE CONSULTANT

Name: Bradley S. Arnold

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

Address: 7375 Powell Road, Wildwood, FL 34785

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

Title: County Administrator

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

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

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

IN WITNESS WHEREOF, the parties have signed this agreement the day and year first above written.

ATTEST:

SUMTER COUNTY  
BOARD OF COUNTY COMMISSIONERS

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

\_\_\_\_\_

By: \_\_\_\_\_, Chairman

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

ATTEST:

Consultant

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

\_\_\_\_\_

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

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