



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

**INVITATION TO BID
(BID) # FY 2014-2015-007
CUSTODIAL SERVICES**

EXHIBIT I SCOPE OF WORK

**PREPARED BY:
CITY OF HALLANDALE BEACH
PUBLIC WORKS DEPARTMENT AND
PROCUREMENT DEPARTMENT**

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INTRODUCTION / INFORMATION

PURPOSE AND PROJECT SCOPE

The City of Hallandale Beach is seeking qualified firms to provide Custodial Services for the City Hall, City Commission Chamber and Police Department Facilities only. The purpose of this Bid is to establish a Contract with licensed companies to furnish all labor, equipment, materials and expertise, as required, to perform custodial services.

All personnel assigned to work in the City's locations will need to pass a security clearance and background check.

The Contractor shall bring all facilities listed below to the Contract standards during the first month of the Contract. The initial cleaning will be in addition to routine cleaning tasks, but will not be billable as additional work performed. The Contractor, his supervisor(s) and the City Project Manager, or his designee, will meet prior to the first week of the Contract to insure that the facilities will meet the Contract standards. Failure to successfully complete this initial phase may be a determining factor in discontinuing the services under the Contract.

A. Description of Locations:

- 1) **City Hall to include Commission Chambers**
400 South Federal Highway
Hallandale Beach FL 33009

- 2) **Hallandale Beach Police Department**
400 South Federal Highway
Hallandale Beach FL 33009

SECTION 2: PERFORMANCE

1. SATISFACTORY SERVICE REQUIRED

Contractor shall provide sufficient personnel to perform work safely and expeditiously with all equipment plainly marked with the Contractor's name. All equipment provided pursuant to the Contract shall be in good and proper working order.

In general, no work shall be performed prior to 6:00 PM and all work shall be completed by 7:00 AM. There may be exceptions to this general rule to be assigned to the Contractor by the Project Manager.

The Contractor shall provide a level of service which shall lead to optimal City satisfaction. Complaints, including but not limited to poor service, unacceptable follow-up, disputes relating to invoice processing, etc. shall constitute unsatisfactory performance. More than three (3) complaints, reviewed and solely determined by the City to be legitimate, per month, will prompt a review of the Contractor's performance, and may result in cancellation of the Contract.

A. Contractor Supervisor on Site

The Contractor shall provide a qualified supervisor present on the sites at all times, as a fully authorized agent of the Contractor, capable of making on-site decisions, and shall be responsible for the performance of the work. The name of this person and alternate(s) who shall act for the Contractor when the supervisor is absent shall be designated in writing to the City prior to contract start date, and updated as needed.

The Contractor shall provide a telephone number(s) for the City to contact the supervisor or alternate should the need arise. The Supervisor or alternate(s) shall be available for contact between the hours of 7:00 a.m. and 4:00 p.m. Response time shall be measured from the time the City places the call to the supervisor or alternate(s) to the point where the supervisor arrives at location to which the supervisor was dispatched. The maximum allowable timeframe for supervisor response will be 60 minutes.

The supervisor shall have access to a digital camera to visually document issues including, but not limited to, safety concerns (e.g. trip hazards), property damage, and situations requiring extraordinary level of cleaning beyond normal scope of the Contract (e.g. excessive dirt and trash).

The supervisor and alternate(s) shall be able to read, write, speak, and understand English.

It shall be the responsibility of the Contractor to secure the sites at all times during and after cleaning to protect the general public from harm, and remove from the sites and properly dispose of all residues at the end of each and every workday. No unsecured materials or equipment are to be on site at night or over a weekend,

unless arrangements have been made with and prior approval obtained from applicable City personnel in writing. No materials or equipment are to be stored so as to restrict traffic lines of sight.

Any materials or equipment left on site shall be secured by the Contractor, who is fully and totally responsible for security.

B. Environment – Practices and Products:

The Contractor shall use environmentally preferable practices. Environmentally preferable practices refers to the use of products and procedures which result in waste prevention, conservation of water and electricity, reduce air and water pollution, and minimize the use and disposal of toxic or harmful materials. Alternate products or procedures may be used in cases where an environmentally preferable product does not exist, produces inferior results, or is significantly higher priced.

1. Leave only designated night-lights burning upon departure from any City facility.
2. Use only sufficient lighting to accomplish cleaning.
3. Use only vacuums with high efficiency particulate filter bags with filters retaining particle sizes below one (1) micron.
4. Not change any thermostat settings at any time.
5. Maintain the separation of trash/solid waste and designated recyclables, and deposit each in the appropriate containers/receptacles and/or dumpsters at the site where the work is to be performed:

Cleaning staff will not be expected to sort through garbage and/or recycling receptacles to extract recycling.

Recycled items include: newspapers, office paper, mixed paper, plastic bottles and aluminum cans. Items can be removed or added at any given time.

C. Supplies

Contractor to provide all supplies necessary to fulfill the requirements of this contract including but not limited to, cleaners, polishers, disinfectants, waxes, rags, towels and necessary personnel safety items. Exclusions are listed separately.

Cleaning staff is not to use paper towels or paper hand towels supplied by the City to wipe up or clean.

In order to minimize the health and environmental impacts of maintaining clean facilities, the City is requiring the use of environmentally preferable cleaning products and methods. Environmentally Preferable Cleaning Products are to be used during the entire term of the contract. Contractor shall use only environmental preferable products in the following categories:

- General-purpose cleaners, floor cleaners, bathroom cleaners, glass cleaners, and carpet cleaners;
- Disinfectants;
- Floor finishes and floor strippers;
- Other chemicals, as needed, to perform the duties of the particular job or function.

For purposes of the Contract, the City defines an environmentally preferable cleaning product as one that is certified through Green Seal GS-37, DfE (EPA's Design for the Environment) or the ECP/EcoLogo (Canada's Environmental Choice Program). Products that are not listed through one of these certification agencies will not be allowed to be used as part of this cleaning contract. For more information on the certification agencies and product lists, see the following websites: (1) Green Seal (GS-37) www.greenseal.org or (2) EPA Design for the Environment www.epa.gov/dfe. Prior to contract award, the Proposer must provide a complete list of products, including Material Safety Data Sheets they will use. As stated above, the products must be certified through one of the three certifying agencies listed above.

Changes to any products and/or product lists used as part of this contract must be submitted in writing to the City Project Manager, along with any new Material Safety Data Sheets. Noncompliant chemicals must be removed immediately from the building. Chemicals used for disinfection of blood and other potentially infectious material shall be on EPA's list of registered antimicrobial products effective against blood borne/body fluid pathogens.

Provide to the City and post in the janitorial area, Material Safety Data Sheets (MSDS) for all chemicals used or stored in the building. The Proposer shall not use any material or supplies, which the City determines, would be unsuitable for the purpose, or offensive or harmful to any part of the facility, its contents, equipment, employees, or patrons.

To insure the safety of the public and the employees of the City of Hallandale Beach, the occupants of City facilities, it shall be the policy of the City that the use of any chemicals or materials used in the cleaning and maintenance of City facilities be certified green. If it is determined for sanitary reasons that a non-green product must be used, then it shall only be utilized at times when the employees and public are not within the confines of the facilities being cleaned or sanitized.

Green cleaners are not regulated or certified by any government agency or department, including the Florida Department of Environmental Protection. However, there are several independent certifies that can be of assistance in finding green cleaners. They are:

- Green Seal Green Certified Products/Services
- EcoLogo Green products Database
- MBDC Cradle to Cradle Certification

All contractual documents or agreements or renewal agreements for the provision of custodial services shall provide for the inclusion and use of certified green cleaning products

D. Special Events/Day Porter

The City is requesting the service of a Special Events Cleaning and / or Day Porter. The Day Porter service may be required and utilized as budget allows.

The City occasionally holds special events that will require janitorial attention unique to the regularly scheduled services; or may require Day Porter services.

The City may request Contractor to provide one (1) Day Porter to provide various duties daily on an as needed basis. Day porter may be required to work not more than 10 hours per day. Day Porter may be required to float between buildings doing work as needed (replace paper products, clean restrooms, mop, dust, etc.) Day Porter must have reliable means of transportation to move between facilities as needed.

Day Porter must be able to read, write, and speak English. The City will provide a radio or similar means of communication for use by the Day Porter while on site. Contractor will be responsible for providing all cleaning supplies, dispenser refills, and other equipment or materials needed to complete work.

If utilized, Day Porter will be responsible for on-going spot cleaning of City facilities, with specific attention to restrooms, entryways, and lobby areas. Duties may include, but not limited to, spot clean restrooms, wipe down sinks and vanities, pick up and dispose of paper and trash, mop up spills and splashes, clean and disinfect toilet seats and bowls.

Check and refill dispensers (e.g. toilet paper, paper towels, soap, etc.)
Police entryways and lobby areas for trash, pick up and dispose of trash and litter inside and immediately outside of any entryway or lobby area.

Spot clean entryway doors and windows removing fingerprints and marks
Sweep and / or dust mop non-carpeted areas in entryways and lobby areas.

Notify City Project Manager of any safety or health issues (e.g. burnt out light bulbs, trip hazards, etc.) Spot clean other areas as directed by the City Project Manager.

Contractor's prices for these services will remain fixed and firm for the entire term of the Contract. Additionally, Contractor agrees to provide any or all of these services upon no less than twenty-four (24) hours' notice from the City.

2. CLEANING STANDARDS

The following cleaning standards must be used, at a minimum, on a daily basis and during the quality assurance inspection process to assess the quality of cleaning.

A. Entrances

1. Mats and carpet shall be free of spots, stains, gum, dirt and debris without causing damage. They shall appear visibly and uniformly clean. Adjoining walls, doors and floor surfaces shall also be free of dust, soil and cleaner residue.
2. Glass and metal surfaces shall appear streak-free, film-free and uniformly clean. This includes the elimination of dust and soil from sills, ledges and heat registers.
3. Corners and thresholds shall be free of dust, cobwebs, dried-soil, crud, finish buildup and debris. These areas shall appear visibly and uniformly clean. This includes the elimination of cleaner residue and dried-slurry.

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4. Floors and cove bases shall be free of dust, cobwebs, dried-soil, gum, spots, stains and debris. Hard/resilient floors shall have multiple coats of a slip-resistant seal and finish applied that result in a consistent high-shine, unless otherwise directed by the City's Project Manager. Floors shall appear visibly and uniformly smooth and clean. This includes the elimination of dust streaks, lint, standing water, cleaner residue and film.
 5. Walls and fixtures shall be free of dust, cobwebs, dried-soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This includes the elimination of film, streaks and cleaner residue. Walls behind waste/trash cans need to be cleaned.

B. Elevators

1. Tracks shall be free of dirt and debris. Tracks shall appear visibly clean. This includes the elimination of standing water from wet cleaning procedures.
2. Walls and doors shall be free of dust, cobwebs, soil, spots and stains without causing damage. They shall appear streak-free, film-free and uniformly clean. Bright metal surfaces shall be polished to a high-shine. This includes the elimination of polish residue and/or film.
3. Floors, carpet and cove bases shall be free of dust, cobwebs, dried soil, soil, gum, spots, stains and other debris. Hard/resilient floors shall have multiple coats of a slip resistant seal and finish applied that result in a consistent high-shine, unless otherwise directed by the City's Project Manager. Floors, carpet and cove bases shall appear visibly and uniformly smooth and clean. This includes the elimination of dust streaks, lint, standing water, cleaner residue, embedded soil and foreign objects.

C. Corridors

1. Floors and cove bases shall be free of dust, cobwebs, dried-soil, gum, spots, stains and debris. Hard/resilient floors shall have multiple coats of a slip-resistant seal and finish applied that result in a consistent high-shine, unless otherwise directed by City. Floors shall appear visibly and uniformly smooth and clean. This includes the elimination of dust streaks, lint, standing water, cleaner residue and film.

2. Walls and fixtures shall be free of dust, cobwebs, dried-soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This includes the elimination of film, streaks and cleaner residue.
3. Glass and metal surfaces shall appear streak-free, film-free and uniformly clean. This includes the elimination of dust and soil from sills, ledges and heat registers.
4. Water fountains shall be free of dust, cobwebs, soil, scale and water spots without causing damage. Bright work shall be disinfected and polished to a streak-free shine. Water fountains shall appear visibly and uniformly clean. This includes the elimination of film and cleaner residue.

D. Stairwells

1. Rails and walls shall be free of dust, cobwebs, dried-soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This included the elimination of film, streaks, lint, standing water, cleaner residue or film.
2. Steps and landings shall be free of dust, cobwebs, dried soil, gum, stains and debris. This includes risers and cove bases. These surfaces shall appear uniformly smooth and clean without leaving dust streaks, lint, standing water, cleaner residue or film.

E. Restrooms

Special Note: Maintaining a sanitary restroom environment that minimizes the possibility of cross-infection is considered of the highest priority by the City. Sanitation levels shall be closely monitored by inspection, and approved testing methods.

1. Dispensers shall be free of dust, dried-soil, bacteria and soil without causing damage. These surfaces shall appear visibly and uniformly clean and disinfected. This includes the elimination of film, streaks and cleaner residue. Dispensers shall be refilled when required with proper expendable supply item.
2. Hardware shall be free of dust, soil, bacteria and scale without causing damage. Bright work shall appear visibly and uniformly clean, disinfected and polished to a streak-free shine. This includes the elimination of polish residue.

3. Sinks shall be free of dust, bacteria, soil, cleaner residue and soap film without causing damage. They shall appear visibly and uniformly clean, and polished-dry. This includes the elimination of streaks, embedded soil, and film and water spots.
4. Mirrors shall be free of dust and soil. Mirrors and surrounding metal framework shall appear streak-free, film-free and uniformly clean.
5. Toilets, toilet seats and urinals shall be free of dust, cobwebs, bacteria, soil, organic matter, cleaner residue and scale without causing damage. These fixtures shall appear visibly and uniformly clean, disinfected and polished-dry. This includes the elimination of streaks, film and water spots.
6. Partitions and ledges shall be free of dust, cobwebs, soil and graffiti without causing damage. Partitions shall appear visibly and uniformly clean, disinfected and polished-dry. This includes the elimination of streaks and film.
7. Waste containers shall have contents removed and can liners replaced. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This includes the elimination of streaks, foodstuff and the presence of an offensive odor emitting from the container.
8. Walls and doors shall be free of dust, cobwebs, soil, spots and stains without causing damage. These surfaces shall appear visibly and uniformly clean / disinfected. This included the elimination of film, streaks and cleaner residue. Ceramic walls, wainscots, metal kick plates, handles and push plates on doors shall also be polished dry.
9. Floors and baseboards shall be free of dust, cobwebs, soil, gum, stains and debris. Floors shall have multiple coats of a slip-resistant seal/finish applied that results in a consistent high-shine, unless otherwise directed by CITY. Floors and cove bases shall appear visibly and uniformly clean and disinfected. This includes the elimination of dust streaks, lint, standing water, cleaner residue and film.
10. Air vents shall be free of dust, cobwebs, and soil. This also pertains to air distribution units and exhaust vents. They shall appear visibly and uniformly clean.

11. Light fixtures shall be free of dust, cobwebs, and soil without causing damage. Diffusers shall remain in proper position, and appear streak-free and uniformly clean.

F. Common Areas and Copier Areas

1. Counters and equipment shall be free of dust, cobwebs, dried-soil and soil without causing damage. They shall appear visibly and uniformly clean. This includes the elimination of cleaner residue, streaks and film.
2. Walls and doors shall be free of dust, cobwebs, dried-soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This includes the elimination of film, streaks and cleaner residue.
3. Waste container contents shall be removed from waste containers and can liners replaced, as required. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This includes the elimination of streaks, foodstuff and the presence of an offensive odor emitting from the container.
4. Floors, carpet and baseboards shall be free of dust, cobwebs, dried-soil, soil, gum, spots, stains and debris. Hard/resilient floors shall have multiple coats of a slip resistant seal and finish applied that result in a consistent high-shine, unless otherwise directed by the City's Project Manager. Floors, carpet and cove bases shall appear visibly and uniformly smooth and clean. This included the elimination of dust streaks, lint, standing water, cleaner residue, embedded soil and foreign objects.

G. Offices/Cubicles

1. Common area furniture and equipment shall be free of dust, cobwebs, dried-soil and soil without causing damage. They shall appear visibly and uniformly clean. This includes the elimination of cleaner residue, streaks and film. Individual office desks and work surfaces do not required to be cleaned.

2. Lamps shall be free of dust, cobwebs, dried-soil and soil without causing damage. Lamps shall appear visibly and uniformly clean. This includes the elimination of streaks, cleaner residue and film.
3. Walls and doors shall be free of dust, cobwebs, dried-soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This includes the elimination of film, streaks and cleaner residue.
4. Waste container contents shall be removed from waste containers and can liners replaced, as required. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This includes the elimination of streaks, foodstuff and the presence of an offensive odor emitting from the container.
5. Partitions and ledges shall be free of dust, cobwebs, soil and graffiti without causing damage. Partitions shall appear visibly and uniformly clean. This includes the elimination of streaks, film and cleaner residue.
6. Floors, carpet and baseboards shall be free of dust, cobwebs, dried-soil, soil, gum, spots, stains and debris. Hard/resilient floors shall have multiple coats of a slip resistant seal and finish applied that result in a consistent high-shine, unless otherwise directed by the City's Project Manager. Floors, carpet and cove bases shall appear visibly and uniformly smooth and clean. This includes the elimination of dust streaks, lint, standing water, cleaner residue, imbedded soil and foreign objects.

H. Kitchens/Break rooms

1. Cabinets, refrigerator and microwave exterior tops, sides and front shall be cleaned and free of dust, soil, cleaner residue and soap film. Sinks and fixtures shall be clean and sanitized.
2. Waste container contents shall be removed from waste containers and can liners replaced, as required. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This includes the elimination of streaks, foodstuff and the presence of any offensive odor emitting from the container. Walls adjoining waste container require special attention and need to be kept clean.

3. Floors and baseboards shall be free of dust, cobwebs, soil, gum, stains and debris. Floors shall have multiple coats of a slip-resistant seal/finish applied that results in a consistent high-shine, unless otherwise directed by City's Project Manager. Floors and cove bases shall appear visibly and uniformly clean and disinfected. This includes the elimination of dust streaks, lint, standing water, cleaner residue and film.
4. Walls and fixtures shall be free of dust, cobwebs, dried-soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This includes the elimination of film, streaks and cleaner residue.

I. Conference Rooms

1. Walls and doors shall be free of dust, cobwebs, dried-soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This includes the elimination of film, streaks and cleaner residue.
2. Waste container contents shall be removed from waste containers and can liners replaced, as required. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This includes the elimination of streaks, foodstuff and the presence of an offensive odor emitting from the container.
3. Tables and chairs shall be free of dust and soil. These surfaces shall appear visibly and uniformly clean. Tables are to be wiped with cleaner daily to remove all fingerprints.
4. Floors, carpet and baseboards shall be free of dust, cobwebs, dried-soil, soil, gum, spots, stains and debris. Hard/resilient floors shall have multiple coats of a slip resistant seal and finish applied that result in a consistent high-shine, unless otherwise directed by City's Project Manager. Floors, carpet and cove bases shall appear visibly and uniformly smooth and clean. This includes the elimination of dust streaks, lint, standing water, cleaner residue, embedded soil and foreign objects.

J. Reception Areas

1. Walls and doors shall be free of dust, cobwebs, dried-soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This includes the elimination of film, streaks and cleaner residue.

2. Waste container contents shall be removed from waste containers and can liners replaced, as required. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This includes the elimination of streaks, foodstuff and the presence of an offensive odor emitting from the container.
3. Tables and chairs shall be free of dust and soil. These surfaces shall appear visibly and uniformly clean. Tables are to be wiped clean and dried spot free.
4. Floors, carpet and baseboards shall be free of dust, cobwebs, dried-soil, soil, gum, spots, stains and debris. Hard/resilient floors shall have multiple coats of a slip resistant seal and finish applied that result in a consistent high-shine, unless otherwise directed by City's Project Manager. Floors, carpet and cove bases shall appear visibly and uniformly smooth and clean. Chairs shall be moved occasionally to vacuum underneath. This includes the elimination of dust streaks, lint, standing water, cleaner residue, embedded soil and foreign objects.

K. Miscellaneous

1. Air vents shall be free of dust, cobwebs, and soil. This also applies to air distribution units and exhaust vents. They shall appear visibly and uniformly clean.
2. Light fixtures shall be free of dust, cobwebs, and soil without causing damage. Diffusers shall remain in proper position, and appear streak-free and uniformly clean.
3. Ceilings shall have all cobwebs removed.
4. Microwave interior and refrigerator interior shall be defined as additional services for an additional fee.

L. Custodial Closets and Storeroom

1. Shelves - Shall be free of dust, cobwebs, dried-soil and soil. They shall appear visibly and uniformly clean. Supplies and equipment shall be stocked/organized, neatly on shelves.

2. Custodial carts shall be free of dust, cobwebs, dried-soil and soil. They shall appear visibly and uniformly clean. Supplies and equipment stored on custodial carts shall also be free of dust and soil, and organized, neatly.
3. Walls shall be free of dust, cobwebs, dried-soil and soil without causing damage. They shall appear visibly and uniformly clean. This includes the elimination of film, streaks and cleaner residue.
4. Utility sinks shall be free of dust, cobwebs, soil, cleaner residue and soap film. Utility sinks shall appear visibly and uniformly clean. This includes the elimination of streaks, embedded soil, film and water spots.
5. Bright work shall be cleaned, de-scaled and polished.
6. Floors shall be free of dust, dried-soil, gum, spots, stains and debris. Hard/resilient floors shall have multiple coats of a slip-resistant seal and finish applied that result in a consistent high-shine, unless otherwise directed by City's Project Manager. Floors shall appear visibly and uniformly smooth and clean. This includes the elimination of dust streaks, lint, standing water, cleaner residue and film.

M. Trash Removal/Trash Containers

1. Waste removal shall be to containers designated by City and shall be deposited in such a manner that contents will not fly around causing a mess or nuisance.
2. Waste containers shall be fitted with a liner as needed.

MINIMUM QUALIFICATION REQUIREMENTS:

All firms responding to this Bid, in order to be eligible to respond to this Bid, must demonstrate and submit with firm's response all of the requirements stated below. An affirmative statement and submission of evidence must be included with the firm's response indicating that firm meets these requirements.

Provide a section with your firm's response labeled "Minimum Qualification Requirements" addressing all items stated below.

In order for your firm's response to be considered, firms must provide the following labeled accordingly:

1. Years' in Business:

In order for your firm's response to be considered, firms must each have five (5) years' experience having provided the scope of work as outlined in this Bid. Proof of experience may be provided by:

- 1) Sunbiz.org incorporation. Firm must provide a copy of Sunbiz for their firm for this submittal.

Or

- 2) An affirmative statement and submission of evidence demonstrative of the years' experience.

2. Licenses:

Firm must be licensed under the appropriate State and Local laws and provide proof with submission of response.

3. Green Building Experience:

Firm must have experience in sustainable "green" building practices using Environmentally Preferable Cleaning Products. Provide proof with submission of your Bid.

4. Commercial Custodial Experience:

The Firm must have provided commercial custodial services for a (one) building of 25,000 square feet or larger for a period of five years (5) under a Contract. Provide proof of contract(s).

5. Project Manager Experience:

The Firm's proposed Project Manager must have at least five (5) years continuous experience in supervising commercial cleaning. A resume must be provided, to include sustainable green cleaning services experience. Provide five (5) references to call. The references must be of firms for which the Project Manager performed the same scope of work as outlined in this Bid.

All firms that are submitting a response to this Bid, either through Joint Venture, a Joint Collaborative Response, etc., must submit a single response proposal. If the Response is from more than one (1) firm, firms responding must meet all requirements as detailed in the Bid.

All firms named under the submission must also submit all forms requested in Exhibit II.

All proposals must be submitted in accordance with the Bid which may be obtained online at www.cohb.org/bidnotifications.

BACKGROUND INFORMATION

The City of Hallandale Beach is a City Manager/City Commission form of government. It serves an area of approximately 4.4 square miles with a population of approximately 37,000 off-season with an increase in population to approximately 50,000 during season. The City's fiscal year begins October 1st and ends September 30th.

PRICING SHEET

SCHEDULE OF BIDDER'S PRICE

VENDOR SHALL HOLD THE UNIT BID PRICES FIRM THROUGHOUT THE CONTRACT PERIOD

ALL PRICES SHALL BE PROVIDED BELOW. PRICE SHEET BELOW WILL BE UTILIZED FOR AWARD OF CONTRACT. THERE WILL BE NO PRICE CHANGES FOR ALL TERMS OF THE CONTRACT.

<u>City Facility Name and Location</u>	<u>Cleaning Schedule</u>	<u>Monthly Cost</u>	<u>Annual Cost</u>
City Hall, Including Commission Chambers 400 South Federal Highway	<u>Five (5) Days a Week</u>	\$ _____	\$ _____
Hallandale Beach Police Department 400 South Federal Highway	<u>Seven (7) Days a Week</u>	\$ _____	\$ _____
YEARLY TOTAL COST FOR ALL ABOVE LISTED FACILITIES (PLEASE NOTE PAYMENTS WILL BE MADE BY FACILITY ON A MONTHLY BASIS).		\$ _____	\$ _____

Date

Company Name

Authorized Signature per Sunbiz

Print Name of authorized signature above

SCHEDULE OF BIDDER'S PRICE

THE INFORMATION BELOW IS BEING REQUESTED BUT WILL NOT BE PART OF THE AWARD DECISION FOR THIS SOLICITATION.

BID PRICE SHEET FOR DAY PORTER

NOTE: THE SERVICES BELOW WILL BE USED AND REQUESTED AS FUNDING ALLOWS AND AS NEEDED. PRICE PROVIDES MUST STAY FIRM FOR ALL CONTRACT TERMS.

Day Porter Services	Amount	Per Sq Ft / Per Hour
Spray buff of resilient floors	\$ _____	Per Sq Ft
Floor stripping, waxing and sealing	\$ _____	Per Sq Ft
Carpet shampooing (bonnet method)	\$ _____	Per Sq Ft
Carpet shampooing (extraction method)	\$ _____	Per Sq Ft
Furniture polishing	\$ _____	Per Hour
Upholstery shampooing	\$ _____	Per Hour
Glass cleaning	\$ _____	Per Hour
Pressure cleaning	\$ _____	Per Hour
Day Porter Service (Monday – Friday)	\$ _____	Per Hour
Day Porter Service (Saturday – Sunday)	\$ _____	Per Hour

 Company Name

 Authorized Signature

COST PROPOSAL:

I, _____, _____
Name of authorized Officer per Sunbiz Title

of _____
Name of Firm as it appears on Sunbiz

hereby attest that I have the authority to sign this notarized certification and certify that the above referenced information is true, complete and correct.

Signature

Print Name

CONTRACT PRICE

The submittal responses shall be valid until such time as City Commission awards a contract as a result of this Bid.

No price increase will be accepted during the contract terms including any renewals.

CONTRACT TERM

This contract shall be in effect for a three (3) year period from the date of the issuance of a letter of award, or date of executed contract, whichever is later.

The contract shall expire on the last day of the three (3) year period.

The submittal responses shall be valid until such time as City Commission awards a contract as a result of this Bid.

The Contract shall remain in effect provided the services rendered by the awarded firm during the contract period are satisfactory and the funding is available as appropriated on an annual basis.

Notwithstanding anything to the contrary contained herein, the City of Hallandale Beach reserves the right to waive formalities in any proposal and further reserves the right to take any other action that may be necessary in the best interest of the City. The City further reserves the right to reject any or all proposals, with or without cause, to waive technical errors and informalities or to accept the proposal which in its judgment, best serves the City of Hallandale Beach.

CONFLICT OF INTEREST

If you are an employee, board member, elected official(s) or an immediate family member of any such person, please indicate the relationship in the form provided in the Form's Section Exhibit II. Pursuant to the City of Hallandale Beach Standards of ethics any potential conflict of interest must be disclosed and if requested, obtain a conflict of interest opinion or waiver from the City Commission prior to entering into a contract with the City of Hallandale Beach.

INSTRUCTIONS FOR SUBMITTAL OF RESPONSES

Firms are to submit responses only on a thumb drive that is searchable in adobe format. No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the proposal information provided on the thumb drive contains data that allows the reviewer to perform an “edit” “find” search your firm must test each thumb drive before it is submitted. Firms must make sure that the thumb drive is tested before submission. Do not place password on the thumb drives. Provide three (3) thumb drives with your firm’s submittal.

REFERENCES:

The City will conduct reference checks as a component of due diligence to determine the capability of firms to be able to perform the requirements of the project. The reference questions will be sent via email; therefore, please make sure that the references your firm provides are aware that they will be receiving a Reference Form from the City of Hallandale Beach to be completed by a deadline date.

Each firm responding to this Bid must provide five (5) verifiable references with knowledge of your firm’s contract performance with local government entities or private sector entities.

Each firm must provide the following information for the references provided and ensure that the contact information provided is up to date and accessible.

- Name of firm-company for which work was provided.
- Name of Reference (Project Manager) charged with managing said project. References shall be employees in senior level management positions.
- Type of services provided. Year services started and was completed.
- Dollar amount of contract.
- Phone # for Reference (Project Manager). Updated email address for Project Manager.

The references provided will be sent, via email, a Reference Form to complete. Please make sure that the references your firm provides are aware they will be receiving a Reference Form from the City of Hallandale Beach to complete by a deadline date.

I. DEFINITIONS

“City” the City of Hallandale Beach or the City Commission, a municipal corporation of the State of Florida.

“City’s Contract Administrator” means the City’s representative duly authorized by the City Commission and/or City Manager, to provide direction to the Contractor regarding services provided pursuant to this BID and the Contract.

“Contract” and “Contract Documents” means the agreement for Agreement for this Project to be entered into between the City and the Successful Proposer/Contractor.

“Contractor” the individual(s) or firm(s) to whom the award is made and who executes the Contract Documents.

“Disposal Charges” shall mean the prevailing per-ton rate charged at the Disposal Facility for the acceptance and disposal of Residential Waste, Commercial Solid Waste and other waste materials.

“Disposal Facility” shall mean the place or places specifically designated by the Successful Proposer, or the City, for the disposal of bulk material, yard waste and other materials collected under the terms of the contract.

“Local City of Hallandale Beach Vendor” pursuant to Chapter 23, Procurement, Section 23-6 of the Code of Ordinances of the City of Hallandale Beach, Florida.

“Notice to Proceed” means the written notice given by the City to the Contractor of the date and time for work to start.

“Ordinance” shall mean those parts of the Code of the City of Hallandale Beach governing solid waste Collection, Disposal and Recycling activities within the City.

“Project Manager” means the Contractor’s representative authorized to make and execute decisions on behalf of the Contractor.

“Proposal” means the proposal or submission submitted by a Proposer. The terms “Proposal” and “Bid” are used interchangeably and have the same meaning.

“Proposer” means one who submits a Proposal in response to a solicitation. The terms “Proposer” and “Bidder” are used interchangeably and have the same meaning.

“Proposal Documents” the Request for Proposals, Instructions to Proposers, Technical Specifications, plans and attachments and the proposed Contract Documents (including all Addenda issued prior to the opening of Proposals).

“Successful Proposer” means the qualified, responsible and responsive Proposer to whom City (on the basis of City’s evaluation as hereinafter provided) makes an award.

SUBMITTAL DUE DATE:

Reponses are Due: Friday, March 6, 2015 no later than 11:00 am.

RESPONSES MUST BE SUBMITTED IN A SEALED ENVELOPE AND MUST BE MAILED OR HAND DELIVERED TO AND LABELED AS FOLLOWS:

Your Firm’s Name
CITY OF HALLANDALE BEACH
CITY CLERK’S DEPARTMENT – EXECUTIVE OFFICES
400 SOUTH FEDERAL HIGHWAY – 2ND FLOOR
HALLANDALE BEACH, FL 33009
TITLED: Bid # FY 2014-2015-007
CUSTODIAL SERVICES

MANDATORY PRE-BID CONFERENCE:

Mandatory Pre-Bid Conference is being held **February 10, 2015 at 11:00 am**, City Hall Commission Chambers, 400 South Federal Highway, Hallandale Beach, FL 33009. In order for your Firm’s Proposal to be accepted a representative from your firm must have attended the Mandatory Pre-Bid Conference and ensure a representative from your firm signs in.

MANDATORY SITE INSPECTION:

Immediately following the pre-proposal conference, a mandatory site inspection of all locations will take place. **No questions will be answered during the site inspection. Any questions must be provided in writing to email below.**

LAST DAY FOR QUESTIONS:

Any questions are to be submitted via email to alues@cohb.org by no later than **February 13, 2015 no later than 11:00 am.**

BUDGET/FUNDING AVAILABLE FOR THIS PROJECT:

The City's funding available funding for this project is \$100,000.00

BID BOND:

Firm must provide with the submission a Bid Guarantee/Bond in the form of a Certified Check, or Cashier's Check, or Bid Bond in the amount of five percent (5%) of the total proposed project price, payable to the City of Hallandale Beach. These funds are not cashed. These funds are retained guaranteeing the firm submitting the bid will not withdraw the bid for such period of time as the Board provides a Resolution for award of contract. Per Code of Ordinance No. 2013-03, Section 23-3 if firm withdraws the bid, or awarded firm does not furnish bonds as required, and does not accept a contract that is awarded, the Bid Guarantee Bond is forfeited.

PERFORMANCE AND LABOR MATERIAL PAYMENT BOND:

Performance and Labor Material Payment Bond in an amount equivalent to 100% of the yearly contract cost. The submission of the Performance and Labor Material Payment Bond is due within fifteen (15) days after receipt of Notification of Award. The Notification of Award is the day Commission meeting is held to award the contract. The Procurement Department will notify the awarded firm of this date via a letter. A Performance and Labor Materials Payment Bond must be provided in an amount equal to 100% of the Contract price issued by a surety company licensed to do business in the State of Florida. (F.S. 255.05). On approval of any Contract change increasing the Contract price, Contractor shall ensure that the performance bond and payment bond are increased so that each reflects the total Contract price as increased.

If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent.

BID TENTATIVE SCHEDULE

THE DATES SHOWN BELOW ARE TENTATIVE AND ARE NOT BINDING AND MAY BE SUBJECT TO CHANGE.

BID DOCUMENT RELEASED	JANUARY 26, 2015
MANDATORY PRE-BID CONFERENCE MANDATORY SITE INSPECTION IMMEDIATELY FOLLOWING	FEBRUARY 10, 2015 11 AM
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN FEBRUARY 13, 2015 BY NO LATER THAN 11 AM
DEADLINE FOR RECEIPT OF RESPONSES	<u>MARCH 6, 2015</u> <u>BY NO LATER THAN 11 AM</u>
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

QUESTIONS REGARDING BID:

For information pertaining to this Bid, contact the Procurement Department (954) 457-1333. Such contact shall be for clarification purposes only. Changes, if any, to the scope of the services or proposal procedures will be transmitted only by written addendum.

LIST OF CITY ADMINISTRATORS	
1.	CITY MANAGER
	Renee C. Miller
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1300
2.	DIRECTOR OF PUBLIC WORKS
	Steven F. Parkinson, P.E., PWLF
	630 NW 2nd Street
	Hallandale Beach, Florida 33009
	(954) 457-1623
3.	PROCUREMENT DIRECTOR
	Andrea Lues
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954)457-1332
4.	OPERATIONS MANAGER
	Gary Gibson
	630 NW 2nd Street
	Hallandale Beach, FL 33009
	(954)457-1618
5.	SENIOR PROCUREMENT SPECIALIST
	Joann Wiggins
	400 South Federal Highway
	Hallandale Beach, FL 33009
	(954)457-1331
6.	PROCUREMENT SPECIALIST
	Tom Camaj
	400 South Federal Highway
	Hallandale Beach, FL 33009
	(954)457-1374

INSURANCE REQUIREMENTS:

The Contractor that will submit a response to the bid will be required to obtain and maintain the following insurance requirements for the life of the contract. The Certificate of Insurance will be required to be provided within the time specified in the notification provided by the Procurement Department after award of contract by the Commission.

Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of any resulting contract the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as City's review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations *assumed* by Contractor under any resulting contract.

Commercial General Liability. Contractor agrees to maintain Commercial General Liability at a limit of liability not less than **\$1,000,000** Each Occurrence **\$2,000,000** Annual Aggregate. Contractor agrees it's coverage will not contain any restrictive endorsement(s) excluding or limiting Product/Completed Operations, Independent Contractors, Broad Form Property Damage, X-C-U Coverage, Contractual Liability or Cross Liability. The Operator agrees any Self-Insured-Retention or deductible shall not exceed \$25,000.

Business Automobile Liability. Contractor agrees to 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 Operator does not own automobiles, Operator agrees to 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.

Contractor's Pollution Legal Liability. Contractor agrees to maintain Contractor's Pollution Legal Liability at a limit of liability not less than \$1,000,000 Each Occurrence \$2,000,000 Annual Aggregate. The CONTRACTOR agrees the policy shall include a minimum three (3) year Discovery (tail) reporting period, and a Retroactive Date that equals or precedes the effective date of the Contract, or the performance of Work hereunder. The Contractor agrees the Self-Insured-Retention shall not exceed \$25,000. This coverage may be provided on a Per-Project Basis.

Worker's Compensation & Employer's Liability. The Contractor agrees to maintain its own Worker's Compensation & Employers Liability Insurance. (NOTE: Elective exemptions or coverage through an employee leasing arrangement will NOT satisfy this requirement).

Commercial Umbrella/Excess Liability. Contractor agrees to maintain either a Commercial Umbrella or Excess Liability at a limit of liability not less than **\$5,000,000** Each Occurrence **\$5,000,000** Aggregate. The Contractor agrees to endorse the City as an "Additional Insured" on

the Commercial Umbrella/Excess Liability, unless the Commercial Umbrella/Excess Liability provides coverage on a pure/true follow-form basis, or the City is automatically defined as an Additional Protected Person. The Contractor agrees any Self-Insured-Retention or deductible shall not exceed \$25,000.

Additional Insured Endorsements. The Contractor agrees to endorse the City as an Additional Insured on the Commercial General Liability with a CG 2010 10 01 Additional Insured - Owners, Lessees, or Contractors, or similar endorsement providing equal or broader Additional Insured coverage. If a CG2010 07 04 Additional Insured – Owners, Lessees, or Contractors – Scheduled Person or Organization endorsement is provided by the Operator’s Commercial General Liability, then the additional endorsement of GC2037 10 01 Additional Insured – Owners, Lessees, or Contractors – Completed Operations shall be required to provide back coverage for the contractor’s “your work” as defined in the policy and liability arising out of the products-completed operations hazard.. **(Attach an actual copy of the endorsement(s)...contact your insurance agent).**

Additionally, Contractor agrees to endorse the City as an “Additional Insured” under the Commercial Umbrella/Excess Liability and the Inland Marine Builders Risk Insurance as also provided herein.

The name of the organization endorsed as Additional Insured for all endorsement shall read “City of Hallandale Beach”.

Deductibles, Coinsurance Penalties & Self-Insured Retention. Contractor agrees to 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 City, the Contractor agrees, when requested by City, to maintain a Commercial Surety Bond in an amount equal to said deductible amount.

Waiver of Subrogation. Contractor agrees by entering into this written Contract to a Waiver of Subrogation in favor of the City, Contractor, sub-Contractor, 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 Operator to enter into a pre-loss agreement to waive subrogation without an endorsement, the Operator agrees to 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 that specifically prohibits such an endorsement, or voids coverage should the Operator enter into such an agreement on a pre-loss basis.

Right to Revise or Reject. Contractor agrees the City reserves the right, but not the obligation, to review or 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 City 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 of its poor financial condition or failure to operating legally in the State of Florida. In such events, City shall provide Operator written notice of such revisions or rejections.

No Representation of Coverage Adequacy. The coverages, limits or endorsements required herein protect the primary interests of the City, and the Contractor agrees in no way should these coverages, limits or endorsements required 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 of Insurance. Contractor agrees to provide City a Certificate of Insurance evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect, and Certificates of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available by Contractor's insurer. If the Contractor receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Contractor agrees to notify the City by fax within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance. When notified by City, the Contractor agrees not continue work pursuant to this Contract, unless all required insurance remains in effect.

The City shall have the right, but not the obligation, of prohibiting Contractor from entering the Work site until a new Certificate of Insurance is provided to the City evidencing the replacement coverage. The Contractor agrees the City reserves the right to withhold payment to Contractor until evidence of reinstated or replacement coverage is provided to the City. If the Contractor fails to maintain the insurance as set forth herein, the Contractor agrees the City 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 City.

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

1. Clearly indicate the City has been endorsed on the Commercial General Liability with a CG 2010 10 01 Additional Insured - Owners, Lessees, or Contractors – Schedule Person or Organization, or similar endorsement providing equal or greater Additional Insured coverage, or collectively the CG2010 07 04 Additional Insured – Owners, Lessees, or Contractors – Scheduled Person or Organization and GC2037 10 01 Additional Insured

– Owners, Lessees, or Contractors – Completed Operations, if applicable. (Attach an actual copy of the endorsement...contact your insurance agent).

2. Clearly indicate the City is endorsed as an Additional Insured on the Commercial Umbrella/Excess Liability and Inland Marine Builder's Risk Insurance
3. Clearly indicate the project name and project number.
4. Clearly identify each policy's limits, flat & percentage deductibles, sub-limits, or self-insured retentions, which exceed the amounts or percentages set forth herein.
5. Clearly indicated Certificate Holder(s) as follows:

City of Hallandale Beach
400 South Federal Highway
Hallandale Beach, Florida 33009
6. Clearly indicate the City is endorsed as an Additional Insured on the Commercial Umbrella/Excess Liability.
7. Clearly indicate the project name and project number.

SUBCONTRACTORS' INSURANCE REQUIREMENTS:

CONTRACTORs shall include all subcontractors as it's insured under its policies or shall furnish separate certificates and all endorsements for each subcontractor's coverage. All overages for subcontractors shall be subject to all the requirements stated herein.