



# THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323 • SUNRISE, FLORIDA 33351-6704 • TEL 954-765-6120

**DONNIE CARTER**  
*Director of Purchasing*

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May 21, 2001

### ADDENDUM NO. 1 RFP # 22-008B

DR. FRANK TILL  
*Superintendent of Schools*

### JANITORIAL CLEANING SERVICES FOR ADMINISTRATIVE SITES

#### TO ALL PROPOSERS:

This Addendum amends the above referenced RFP in the following particulars only:

1. Attached are the responses to the questions received.
2. **DELETE:** Page i of i Page  
**INSERT:** Page i of i Page - **REVISED-**
3. **DELETE:** Page 1 of 18 Pages  
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4. **DELETE:** Page 5 of 18 Pages  
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5. **DELETE:** Page 6 of 18 Pages  
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6. **DELETE:** Page 7 of 18 Pages  
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7. **DELETE:** Page 11 of 18 Pages  
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8. **DELETE:** Page 15 of 18 Pages  
**INSERT:** Page 15 of 18 Pages **REVISED-**
9. **DELETE:** Attachment B, Page 1 of 13 Pages  
**INSERT:** Attachment B, Page 1 of 13 Pages - **REVISED-**
10. **DELETE:** Attachment B, Page 13 of 13 Pages  
**INSERT:** Attachment B, Page 13 of 13 Pages -**REVISED-**
11. **INSERT:** Attachment G, Form 4530, Drug-Free Workplace Program

This Addendum is for informational purposes only and need not be returned with your RFP. By virtue of signing the "Required Response Form", Page 1 of RFP 22-008B, proposer certifies acceptance of this Addendum.

Sincerely,

Charles V. High, C.P.M., A.P.P.  
Purchasing Agent III

CH/lr

Page 1 of 17 Pages

➤ **QUESTION #1:**

In order to prepare an accurate bid and establish the proper square footage and which will be used for billing the cleaning service, can you indicate, of the areas listed under "Design" in the 2000 Facilities Inventory listings, attached to the floor plans, which are considered Office space, Main Corridor Area, Stair Well and Parking Garage? Specifically, are "Covered Walkways" considered garage area and "Inside Circulation" main corridors? The way the measurements are represented may result in every bidder developing a different square foot count.

**ANSWER TO QUESTION #1:**

The 2000 Facilities Inventory sheets are marked accordingly for office space, corridor, stairwell and parking garage areas with square footages. The 2000 Facilities Inventory sheets are to be used in conjunction with the Building Plans in order to prepare your proposal.

➤ **QUESTION #2:**

The job of cleaning the exterior glass face of a building like KCW is usually priced by contractors in a lump sum amount rather than by the square foot. Will it be acceptable to submit the total cost of the job rather than the cost of a square foot? If it is not acceptable, do you have blue prints, etc., that shows the square footage of all the faces, levels, and the dome of the building?

**ANSWER TO QUESTION #2:**

Cleaning of exterior glass of KCW, Metric and North Central Area Superintendent offices must be per square foot due to the variation of the size of the buildings and exterior glass of each building. No. The exterior glass face of the KCW building is approximately 100,000 square feet. There are no blue prints for the exterior glass of KCW.

➤ **QUESTION #3:**

Are the mechanical, electrical and telephone rooms considered office space? Do these areas need to be cleaned daily? If so, will cleaning crews be able to access rooms identified as telephone, electrical and mechanical and if so, is a key provided or will someone be available to open the doors?

**ANSWER TO QUESTION #3:**

No. The mechanical, electrical and telephone rooms will not be serviced under this RFP.

➤ **QUESTION #4:**

The RFP requires a quote for the cleaning of the building's exterior glass. Will this have to include the cleaning of the outside walls that go from street level to the second floor?

**ANSWER TO QUESTION #4:**

No cleaning of outside walls that go from street level to the second floor will be required under this RFP.

➤ **QUESTION #5:**

The floor plan for the lobby of the KCW building was not included in the package distributed. Could one be made available? Or can you provide an accurate count of how many feet of floor need to be crystallized?

**ANSWER TO QUESTION #5:**

Floor plan for the lobby area of KCW is included on the floor plans and includes square footages of this area. Reference 2000 Facilities Inventory sheets and Building Plans in order to prepare your proposal .

➤ **QUESTION #6:**

Is the footage for all outside windows to be cleaned available, and if so, what is it?

**ANSWER TO QUESTION #6:**

See answer to Question #2.

➤ **QUESTION #7:**

Attachment B, Page 12, Item 2.9.4, Cleaning Emergencies During Work Day, requires awardee to handle emergencies, with custodians on hand, at no additional cost. Attachment B, Page 1, Item 2.1, indicates awardee's services to be performed between 2:00 p.m. and 11:00 p.m., Monday through Friday. If a cleaning emergency occurs before or after this time frame, for instance at 8:00 a.m. or on a weekend, will this still be a no cost service and if so, will this indicate that service is expected 24 hours per day, 7 days per week? Also, does cleaning need to be performed on all holidays, and if not, please provide which ones are exempt. Would you please define "cleaning emergency"?

**ANSWER TO QUESTION #7:**

A cleaning emergency is defined as cleaning which would require immediate action for the safety of the occupants of the building. If a cleaning emergency exists before or after cleaning hours, SBBC Maintenance Department will handle cleaning emergencies. Service hours have been revised, See Attachment B, Page 1 of 13 Pages – REVISED-. Also, See Attachment B, Page 1 of 13 Pages – REVISED- for holidays.

➤ **QUESTION #8:**

Is there a daytime porter at the KCW building? If so, will he/she have any interface or will share any responsibilities with awardee's personnel?

**ANSWER TO QUESTION #8:**

No.

➤ **QUESTION #9:**

Attachment B, Page 13, Item 2.9.11, **Reports:** Awardee(s) shall provide SBBC with a weekly attendance and/or sign-in sheet for each school location assigned. Should the word "school" be interpreted to mean the KCW building, the METRIC building and the Superintendent's building?

**ANSWER TO QUESTION #9:**

See Attachment B, Page 13 of 13 Pages – REVISED.

➤ **QUESTION #10:**

Based on the nature and traffic of the loading dock, what specific cleaning is expected in that area?

**ANSWER TO QUESTION #10:**

None. Cleaning of the loading dock is performed by SBBC Maintenance Department.

➤ **QUESTION #11:**

Does the Mail Room need to be cleaned daily? If so, what are the hours of operation of the Mail Room and the loading dock?

**ANSWER TO QUESTION #11:**

See Attachment B, Page 4 of 13 Pages, Section 2.3.9. Hours of the mailroom and loading dock are 7:00 a.m. to 5:00 p.m.

➤ **QUESTION #12:**

The floor plans identify some areas by numbers lower than 400 and higher than 827 but there are no references to them in the facilities inventory listings. Is the square footage of these areas included in the rooms listed and if so, which ones are they? If not, does the square footage of these areas need to be included in the bid and if so, could you provide them?

**ANSWER TO QUESTION #12:**

All floor plan numbers are listed in the 2000 Facilities Inventory sheets and correspond to the location numbers on the Building Plans and states the square footage for each numbered area for KCW and Metric. North Central Area Superintendent's Office floor plans include the building plans and square footages on the same plans.

➤ **QUESTION #13:**

The floor plans identify the stairwells of the KCW building as carpeted (Room Numbers 002, 004A, 007, etc.). Is this correct? The stairs we saw during the walk through were not carpeted.

**ANSWER TO QUESTION #13:**

No. The 2000 Facilities Inventory sheets lists the above room numbers as concrete.

➤ **QUESTION #14:**

Will parking spaces be provided to the awardee's cleaning personnel? If so, where will it be located?

**ANSWER TO QUESTION #14:**

Yes. Parking spaces will be provided to awardee's cleaning personnel on the outside ground floor parking lot(s).

➤ **QUESTION #15:**

Do we need to bid on all 48,199 Net Square Feet Rental (NSRF) indicated in the floor plans of the North Central Area Superintendent's office building? Some of these offices are occupied by tenants other than SBBC personnel. Do we need to clean those offices? If so, will they abide by the same schedule, 2:00 p.m. to 11:00 p.m. as the KCW and METRIC buildings?

**ANSWER TO QUESTION #15:**

Cleaning shall be performed in accordance with Attachment B and the square footages as indicated in the Building Plans for North Central Area Superintendent's office building(s). Yes, all offices occupied by tenants shall be cleaned in accordance with RFP specifications. Yes, tenants will abide by the same schedule as stated in Attachment B, Page 1 of 13 Pages – REVISED –.

➤ **QUESTION #16:**

May I bid the cost in Section 3.9 for only one building?

**ANSWER TO QUESTION #16:**

No. Costs must be for all three buildings and for any additional sites which may be added during the term of the contract.

➤ **QUESTION #17:**

Do we use the square footage of the building space for the window cleaning or actual square footage of window space and if so, what is the glass square footage? RFP Page 5 of 18, 3.9.9.

**ANSWER TO QUESTION #17:**

See answer to Question #2.

➤ **QUESTION #18:**

Is this a mandatory proposer's conference? 4.0 page 7 of 18.

**ANSWER TO QUESTION #18:**

No.

➤ **QUESTION #19:**

Will there be a C.P.I. increase in the contract Sec. 7.0, Section 7.11, Page 11 of 16? Also, will there be a minimum wage adjustment if minimum wages go up?

**ANSWER TO QUESTION #19:**

See Page 11 of 18 Pages - **REVISED** -, Section 7.14.

➤ **QUESTION #20:**

Will banking facility specifications be the same as for the administrative facilities?

**ANSWER TO QUESTION #20:**

Yes.

➤ **QUESTION #21**

Exterior glass cleaning square footage?

**ANSWER TO QUESTION #21**

See answer to Question #2.

➤ **QUESTION #22**

Can square footage of each administrative site be included in addendum?

**ANSWER TO QUESTION #22**

Square footages of each administrative site are included in the 2000 Facilities Inventory sheets and Building Plans. A copy of these site plans can be picked up at the Purchasing Department, 7720 W. Oakland Park Boulevard, Sunrise, Florida, 33351 or site plans can be mailed.

➤ **QUESTION #23**

What is the square footage of glass (windows) in the KCW Building?

**ANSWER TO QUESTION #23**

See answer to Question #2.

➤ **QUESTION #24**

Are we required to do anything with Attachment A for the RFP? If so, please instruct us or tell us where in the RFP the instructions are detailed? Is Attachment D to be used for additional references?

**ANSWER TO QUESTION #24**

See Section 3.10.3, Page 6 of 18 Pages. Attachment A will be required to be submitted by the successful proposer(s) of the referenced RFP.

➤ **QUESTION #25**

Can you provide the pricing for the current contract?

**ANSWER TO QUESTION #25**

Pricing submitted by the current vendor Sunshine Cleaning Systems, Inc.

Office Areas	\$6,049.00 per month
Kitchen Areas	\$ 460.00 per month
Bathroom Areas	\$1,350.00 per month
Main Corridor Area	\$ 575.00 per month
Elevator Areas	\$ 255.00 per month
Stair Well Areas	\$ 75.00 per month
Parking Garage Areas	\$ 395.00 per month
Parking Garage Pressure Clean	\$5,995.00 semi-annually
Exterior Glass Cleaning (1 <sup>st</sup> Floor)	\$ 75.00 per month
Exterior Glass Cleaning (2 <sup>nd</sup> Floor +)	\$4,435.00 semi-annually
Crystallize Marble Floors (main lobby)	\$5,995.00 per occurrence
Board Room	\$ 150.00 per month
Pressure Clean Sidewalks/Patios	\$ 275.00 semi-annually
Strip and Wax Mailroom Floor	\$ 395.00 3 times a year

➤ **QUESTION #26**

Is it possible to have a list with names of companies certified by the School Board for janitorial services as minority companies?

**ANSWER TO QUESTION #26**

AAA & Associates, Incorporated	JFS Company
AAS Company, Incorporated	Johnson's Professional Cleaning, Incorporated
Advance Nationwide Printers	Kleen Rite Janitorial, Incorporated
After Hours Cleaning Service, Incorporated	L & B Janitorial Services, Incorporated
Amar Hardware, Incorporated	Lace Food Service Corporation
American Expert Services Incorporated	Le Counte Building Maintenance
B & B Maid and Janitorial Services, Incorporated	Little Haiti Cleaning & Maintenance Service
Best's Maintenance and Janitorial Services, Incorporated	Mackimum Cleaning, Incorporated
CMT Janitorial and Decorating Services, Incorporated	Meatex, Incorporated
Calloway Janitorial Service	Medical Supplies, Incorporated
Century Cleaning Incorporated	Miami African Spot, Incorporated
Chemical Sales Corporation	Mop & Glo Enterprize
Chi-Ada Corporation	Mrs. Robinson, Incorporated
Cinderella Maids Housekeeping & Janitorial Services	Multi Products Distributor
Colonial Paper Company	Mungin enterprises d/b/a Service Master
Custom Building Cleaning Services Corporation	N & K Enterprises, Incorporated
Dammel Cleaning Enterprises, Incorporated d/b/a/ Maid to Perfection	N & M Enterprises, Incorporated
Deanna Enterprises, Incorporated d/b/a/ A1A Employment of Miami	NAPM Enterprises, Incorporated
DHJ - DEB Enterprises, Incorporated	National Wholesale Service, Incorporated
Digos Enterprises	Nieco Corporation
District Healthcare & Janitorial Supply, Incorporated	Noel Noble d/b/a Cleaning Connection
Diversified Chemical and Supply, Incorporated	Orims & Orims Cleaning Services, Incorporated
Diversified Sales & Service, Incorporated	P. Davis Janitorial Services, Incorporated
Ebtek Products, Incorporated	Pabco Industries
Elite Cleaning Service, Incorporated	Perfect Products Company
EMF Enterprise, Incorporated	Preferred Building Services, Inc.
Emily K. Evans Cleaning Service, Inc.	Pro Plus, Incorporated
Enterprise Janitorial Services, Incorporated	Ray "B" Clean Incorporated
Environmental Management Supplies II, Incorporated	Raybar Enterprises, Incorporated d/b/a Century Building Services
Expert Cleaning Service	Reliable Custodial Maintenance & Supplies
Foliage-N-Things d/b/a Florzone Service	Roberts Maintenance
G & M Enterprises	S & A Janitorial Services
Generic Chemical, Incorporated	S.Q.C., Incorporated d/b/a Meade Products
Gilliland & Haven, Incorporated d/b/a Your Cleaning Services	Sandra Campbell d/b/a Snapper Enterprises
Gipson & Associates	She & She Cleaning Services, Incorporated
Golden Cleaning & Maintenance Services, Incorporated	South Florida Maintenance Services
High-Purr Janitorial and Maintenance	THAC Enterprises, Incorporated
Inside & Out One Stop Janitorial and Maintenance Service Incorporated	The Bear Group, Incorporated
International Building Services, Incorporated	The Key 2 Cleaning
JCL Maintenance Services, Incorporated d/b/a U.S. Lawns of East	United Maintenance Systems, Incorporated
JEM & W Corporation	Vista Building Maintenance Services, Incorporated
Jerrie's Extra Cleaning Services	We Make Scents, Incorporated
	Zurgui Construction Services, Incorporated



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Attachment A - M/WBE Utilization Report

Attachment B – Janitorial Cleaning Specifications

Attachment C - References

Attachment D – M/WBE Participation

Attachment E – Site Plans for Kathleen C. Wright Administration Center, North Central Area Superintendent's Offices and Metric.

Attachment F - Statement of "No" Response

Attachment G – Drug Free Workplace Programs

**REQUEST FOR PROPOSALS (RFP) 22-008B**  
**1.0 REQUIRED RESPONSE FORM**

RELEASE DATE: April 20, 2001

TITLE: **Janitorial Cleaning Services for Administration Sites**

This Proposal must be submitted to the **Purchasing Department of The School Board of Broward County, Florida, 7720 W. Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704, on or before 2:00 p.m. May 30, 2001** and plainly marked **RFP 22-008B, Janitorial Cleaning Services for Administrative Sites**. Proposals received after 2:00 p.m. on date due will not be considered.

One complete, original proposal (clearly marked as such) and eight copies, including this **REQUIRED RESPONSE FORM** (Page 1 of RFP 22-008B), must be fully executed and returned on or before 2:00 p.m. on date due to the Purchasing Department in accordance with the submittal requirements. Proposal must contain all information required to be included in the proposal as described herein.

**PROPOSER INFORMATION**

PROPOSER (firm name): \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY AND STATE: \_\_\_\_\_

PROPOSER TELEPHONE: \_\_\_\_\_ PROPOSER FAX: \_\_\_\_\_

PROPOSER TOLL FREE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT PERSON'S ADDRESS: \_\_\_\_\_

CONTACT TELEPHONE: \_\_\_\_\_ CONTACT FAX: \_\_\_\_\_

CONTACT TOLL FREE: \_\_\_\_\_

INTERNET E-MAIL ADDRESS: \_\_\_\_\_ INTERNET URL: \_\_\_\_\_

PROPOSER TAXPAYER IDENTIFICATION NUMBER: \_\_\_\_\_

**Proposal Certification**

I hereby certify that: I am submitting the following information as my company's proposal; I agree to complete and unconditional acceptance of the contents of Pages 1 through 18 inclusive of this Request for Proposals, and all appendices and the contents of any Addenda released hereto; I agree to be bound to any and all specifications, terms and conditions contained in the Request for Proposals, and any released Addenda and understand that the following are requirements of this RFP and failure to comply will result in disqualification of proposal submitted; proposer has not divulged, discussed, or compared the proposal with other proposers and has not colluded with any other proposer or party to any other proposal; proposer acknowledges that all information contained herein is part of the public domain as defined by the State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this proposal are true and accurate.

Signature of Authorized Representative

Date

Name of Authorized Representative

Title of Authorized Representative

**NOTE: Entries must be completed in ink or typewritten.** This original Required Response Form must be fully executed and submitted with this Proposal (see Section 3.4).

**3.0 INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL (Continued)**

3.9 **Cost of Services:** Below is a list of menu items for service areas that will be performed during the term of the contract. Depending on the site location, not all locations will require the same service areas as listed below. Awardee(s) must be able to provide cleaning for all service areas as stated below and clean according to the specifications of **Attachment B**. Awardee(s) shall provide all required labor, supervision, equipment and other related items in order to perform the services as stated herein at the firm fixed costs as stated below. Proposer's prices are to be individually quoted as specified below, in accordance with the terms, conditions and specifications contained in this RFP. **Each unit price shall be billed only when the service is performed and be billed monthly to SBBC.** Unit price must be per square foot and enter with two decimal points to the right, (i.e. \$1.14). Failure to provide a unit price per square foot **for all items listed** shall result in disqualification of proposal. **No additional costs will be allowed.**

		<u>Unit Price</u>
3.9.1	Office Areas (all floors) (See Attachment B and Section 2.3.1)	\$ _____ per sq.ft. per month
3.9.2	Kitchen Areas (all floors) (See Attachment B and Section 2.3.2)	\$ _____ per sq.ft. per month
3.9.3	Restroom Areas (all floors) (See Attachment B and Section 2.3.3)	\$ _____ per sq.ft. per month
3.9.4	Main Corridor Area (See Attachment B and Section 2.3.4)	\$ _____ per sq.ft. per month
3.9.5	Elevator Areas (all floors) (See Attachment B and Section 2.3.5)	\$ _____ per sq.ft. per month
3.9.6	Stair Well Areas (all floors) (See Attachment B and Section 2.3.6)	\$ _____ per sq.ft. per month
3.9.7	Parking Garage Area (all floors) (See Attachment B and Section 2.3.7)	\$ _____ per sq.ft. per month
3.9.8	Parking Garage Pressure Clean (all floors) (See Attachment B and Section 2.3.7)	\$ _____ per sq.ft. per month
3.9.9	Exterior Glass Cleaning (1st floor only) (See Attachment B and Section 2.3.8)	\$ _____ per sq.ft. per month
3.9.10	Exterior Glass Cleaning (2nd floor through 14th floor) (See Attachment B and Section 2.3.8)	\$ _____ per sq.ft. per month
3.9.11	Crystallize Marble Floors (See Attachment B and Section 2.3.4)	\$ _____ per sq.ft. per month
3.9.12	KCW Board Room (1st floor) (See Attachment B and Section 2.3.1)	\$ _____ per sq.ft. per month
3.9.13	Pressure Clean Side Walks and Patio Areas (See Attachment B and Section 2.3.8)	\$ _____ per sq.ft. per month
3.9.14	Strip and Wax Vinyl Composition Tile (VCT) Floors (See Attachment B and Sections 2.3.2, 2.3.4, 2.3.5, 2.3.7 and 2.3.9)	\$ _____ per sq.ft. per month

**3.0 INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL (Continued)**

3.10 **M/WBE Information:**

3.10.1 Is your firm a certified M/WBE firm by SBBC or is your firm a certified M/WBE firm by the Department of Management Services, Division of Purchasing, State of Florida, as per Chapter 287.0943, Florida Statutes, as currently enacted or as amended from time to time?

If yes, provide certification number: \_\_\_\_\_

If no, identify the M/WBE firm or firms who will be working with you on this engagement and respond to 3.10.2 and 3.10.3 below.

Name of Firm: \_\_\_\_\_

Name of Firm Principal: \_\_\_\_\_

Address from which primary services will be provided:

\_\_\_\_\_

Telephone No.: \_\_\_\_\_

Facsimile No.: \_\_\_\_\_

Federal Taxpayer No.: \_\_\_\_\_

Certification No.: \_\_\_\_\_

3.10.2 Indicate the extent and nature of the M/WBE's work with specificity, as it relates to these services, including the percentage of the total costs which will be received by the M/WBE firm in connection with this proposal. **(Complete Attachment D).**

3.10.3 The awardee will be required to submit a monthly M/WBE Utilization Report **(See Attachment A)** which will track payments to M/WBE(s). This report is required 15 days after the end of each month, whether the M/WBE(s) received payments or not, until all committed remuneration has been received by the M/WBE. State your willingness to comply with this requirement.

3.10.4 Awardee must provide the M/WBE office a 30 day written notice for substitution of an M/WBE vendor.

3.11 **DRUG-FREE WORKPLACE PROGRAM:** This form should be filled out and submitted with proposal for proposers who have established a drug-free workplace program. (See Attachment G)

#### **4.0 SITE VISITS, PROPOSER'S CONFERENCE AND INTERPRETATIONS**

SBBC will conduct **site visits** at the following locations on the date and time indicated below:

	<b><u>DATE AND TIME</u></b>
1. Kathleen C. Wright Administrative Center 600 SE 3 <sup>RD</sup> Avenue, Lobby Area Ft. Lauderdale, Florida 33301 Phone: (954) 765-6009	May 7, 2001, 9:00 a.m.
2. Multicultural/ESOL Program Services (METRIC) 1441 S. Federal Highway Ft. Lauderdale, Florida 33316 Phone: (954) 765-6680	May 7, 2001, 2:00 p.m.
3. North Central Area Superintendent's Office 7770 W. Oakland Park Boulevard Sunrise, Florida 33351 Phone: (954) 765-6107 <b>(Note: Proposers to meet in the lobby of 7720 West Oakland Park Boulevard, Sunrise, Florida 33351 before proceeding to the North Central Area Superintendent's Office.)</b>	May 8, 2001, 10:00 a.m.

Note: Proposers may contact these locations only for directions for the site. Proposers must **NOT** contact these locations for supplemental information or questions about this RFP.

All proposers interested in submitting a proposal for this service should arrive at the dates and times indicated above. All proposers must meet at the front office (lobby area) at each location listed above. SBBC will conduct the site visit in order for proposers to review the physical characteristics of each location and familiarize themselves with the full scope of the RFP requirements, including, but not limited to, building or compound layouts and accessibility. After the site visit, questions concerning the janitorial cleaning of the sites or the RFP must be submitted in writing, in accordance with Section 4.0. **No questions will be answered during the site visit.**

A Proposers' Conference will be held on May 9, 2001 in the Technology and Support Services Center, Purchasing Department, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704 beginning at 10:00 a.m. Representatives from all interested companies are encouraged to attend.

The purpose of the Proposers' Conference is to allow prospective proposers to bring forth questions they may have, to allow prospective proposers to be aware of questions other proposers may have, and to stimulate discussions that will generate questions in an effort to assist prospective proposers in preparing the best and most comprehensive proposal for submission to SBBC. **The purpose of the Proposers' Conference is not to answer questions.** All questions submitted will be answered to all proposers via Addenda. All questions shall be submitted in accordance with Special Condition 7.9. Any information given, by any party, at the Proposers' Conference is not binding on SBBC. Only the information provided in the RFP or via Addenda shall be considered by proposers.

In addition, a representative from SBBC Minority Women Business Enterprise (M/WBE) Department will be present to address issues regarding M/WBE participation. M/WBE certified vendors are invited to attend.

Any questions concerning any condition or requirement of this RFP must be received in the Purchasing Department **in writing on or before May 11, 2001**. Submit all questions to the attention of the individual stated in Section 7.9 of this RFP. If necessary, an Addendum will be issued. Any verbal or written information which is obtained other than by information in this RFP document or by Addenda shall not be binding on the School Board.

## 7.0 SPECIAL CONDITIONS (Continued)

- 7.11 **CONTRACT TERM:** The purpose of this RFP is to establish a **contract beginning August 18, 2001, or date of award, or whichever is later and continuing through August 31, 2003.** The term of the contract may, by mutual agreement between SBBC and the awardee, upon final School Board approval, be extended for two additional one year periods and, if needed, 90 days beyond the expiration date of the final renewal period. The Board, through its Purchasing Department, will, if considering to renew, request a letter of intent to renew from each awardee, prior to the end of the current contract period. The awardee will be notified when the recommendation has been acted upon by the School Board. The successful awardee(s) agrees to this condition by signing its proposal.
- 7.12 **JOINT VENTURES:** In the event multiple proposers submit a joint proposal in response to the RFP, a single proposer shall be identified as the Prime Proposer. If offering a joint proposal, Prime Proposer must include the name and address of all parties of the joint proposal. Prime Proposer shall provide all bonding and insurance requirements, execute any Contract, complete the **REQUIRED RESPONSE FORM** shown herein, have overall and complete accountability to resolve any dispute arising within this contract. Only a single contract with one proposer shall be acceptable. Prime Proposer responsibilities shall include, but not be limited to, performing of overall contract administration, preside over other proposers participating or present at SBBC meetings, oversee preparation of reports and presentations, and file any notice of protest and final protest as described herein. Prime Proposer shall also prepare and present a consolidated invoice(s) for services performed. SBBC shall issue only one check for each consolidated invoice to the Prime Proposer for services performed. Prime Proposer shall remain responsible for performing services associated with response to this RFP.
- 7.13 **INSURANCE REQUIREMENTS:**  
Proof of the following insurance will be furnished by any awardee to the Board by Certificate of Insurance within 15 days of notification by SBBC. Such certificate must contain a provision for notification to the Board 30 days in advance of any material change in coverage or cancellation. **SBBC shall be named as an additional insured under the General Liability policy.** The insurance information must be submitted on an insurance carrier's Certificate of Insurance.
- 7.13.1 General Liability Insurance, with bodily injury limits of not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
- 7.13.2 Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with this RFP, with bodily injury limits of liability of not less than \$1,000,000 per person; and \$1,000,000 per occurrence and property damage limits of not less than \$1,000,000.
- 7.13.3 Worker's Compensation in accordance with Florida Statutory limits and Employer's Liability Insurance.
- Prior to the commencement of any work the awardee must provide SBBC Purchasing Department with a Certificate of Insurance which is evidence of the above coverage and with SBBC named as an additional insured.
- 7.14 **PRICE ADJUSTMENTS:** Unit prices offered, for Section 3.9, shall remain firm through August 31, 2002. A request for unit price adjustments with proper documentation, justifying the adjustment, shall be submitted, in writing, to the Purchasing Department sixty days prior to the anniversary date of the contract. Any unit price adjustments, for the following year, shall have written approval from SBBC prior to invoicing. Any unit price adjustments invoiced without prior written approval from SBBC shall not be paid and the invoice returned to the awardee for correction. Unit price adjustments shall take effect only when awarded vendor has received written approval from SBBC. Any unit price adjustments, if allowed by SBBC, shall be negotiated in good faith with the awarded vendor(s). SBBC reserves the right to reject any unit price adjustments.

**JANITORIAL CLEANING SPECIFICATIONS**

1. **School Board Responsibilities:**

- 1.1 The School Board shall provide reasonable storage space(s) for awardee(s) to use that will be necessary for the performance of the services required herein. The School Board shall have access to the rooms for the purpose of inspection for compliance to fire, health, and any other applicable regulations. The use of such rooms shall be the responsibility of awardee(s) and any damage to property, theft of property, or injury to persons resulting from the use of such rooms shall be the liability of the awardee(s). The School Board will not be responsible in any way for the awardee's supplies, equipment, materials, or personal belongings that may be damaged by fire, theft, accident, or any other incident.
- 1.2 The School Board will supply to awardee(s) light, power, hot and cold water as may be required for the cleaning of premises under the terms of this contract.
- 1.3 All cleaning supplies and appropriate Material Safety Data Sheets (MSDS) will be furnished by SBBC upon request.

2. **Awardee(s) Responsibilities and Technical Specifications:**

- 2.1 **Hours of Service:** All services will be required to be performed between the hours of 6:00 p.m. to 11:00 p.m., Monday through Friday with a ½ hour break for lunch (dinner), two fifteen minute breaks will be allowed unless otherwise communicated by a SBBC representative. SBBC location may require the awardee(s) to alter work days or work hours in order to meet special SBBC location or building schedule requirements. These services shall involve no additional cost to the School Board. The following holidays will be observed: Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Thanksgiving Day, 4th of July, Memorial Day and Labor Day.
- 2.2 **Definitions of Service:** **Daily Service/Care** is defined as five days per business week Monday through Friday. **Weekly Service** is defined as one day per business week, specific day to be determined by a SBBC representative. **Monthly Service** is defined as one business day a month, specific business day to be determined by a SBBC representative. **Annual Service** is defined as once a year. **Quarterly Service** is defined as the 2<sup>nd</sup> Wednesday of January, April, July and October. **Twice yearly, three times a year, every six months and other special cleaning requirements** will be scheduled by a SBBC representative as per specifications. **Periodic Care** (as required) is defined as a specific routine or schedule as indicated by the Building Manager.
- 2.3 Schedule of cleaning and areas to be cleaned are as follows:

2.3.1 **OFFICE AREAS, KCW BOARD ROOM**

Vacuum entire floor and traffic area, pick up paper clips, etc.....	daily
Empty waste cans and replace can liners .....	daily
Empty recycle waste cans or boxes .....	daily
Clean water fountains & sanitize fountain surfaces & cabinets .....	daily
Clean and wetmop non-carpeted floors.....	daily
Spot clean interior windows.....	daily
Spot clean hard floors and carpet.....	daily
Spot clean doors to offices .....	daily
Spot clean desktops and book cases .....	daily
Dust air conditioning vents .....	weekly
Clean doors and jams.....	weekly
Clean kick plates with stainless steel cleaner .....	2 times weekly
Dust filing cabinets, tops of partitions, window sills, book shelves and chairs.....	weekly
High speed buff floors in hallways .....	weekly
Remove dust from blinds.....	monthly
Dust ceiling and corners for cobwebs.....	monthly
Strip and wax floors in hallways, if applicable .....	3 times yearly
Shampoo and clean entire carpets.....	3 times yearly
Thoroughly clean interior windows .....	quarterly
Clean all inside glass windows.....	monthly

**JANITORIAL CLEANING SPECIFICATIONS (Continued)****2. Awardee(s) Responsibilities and Technical Specifications (Continued):**

## 2.9 Miscellaneous Rules and Regulations (Continued):

- 2.9.9 Unauthorized Work: Any work which may be performed by the awardee(s) prior to receipt of a purchase order, work done contrary to or regardless of the instructions by SBBC or any extra work performed without written authorization, will be considered unauthorized work and at the expense of the awardee(s) and will not be paid by SBBC.
- 2.9.10 Suspension: Awardee's services may be suspended by SBBC if there is perceived breach of security, use of personnel by the awardee(s) who are unknown to SBBC, personnel who pose a threat to the security of SBBC by action, deed or appearance, and/or failure of the awardee(s) to comply with personnel identification requirements. Such suspensions shall be canceled upon the awardee(s) resolving the matter to the satisfaction of SBBC.
- 2.9.11 Reports: Awardee(s) shall provide SBBC with a weekly attendance and/or sign-in sheet for each building location assigned. Attendance and hours shall be recorded daily, or in accordance with the work schedule of services. A legible copy of this report shall be provided weekly to SBBC District Maintenance Department. This report shall verify all hours worked, and serve as a documented personnel attendance log. In addition, awardee(s) shall provide SBBC with a weekly inspection report for each location. The inspection report will verify awardee(s) has performed all required services.
- 2.9.12 Payments: Florida statute prohibits advance payment for services received. Invoices will be processed after performance. SBBC payment policy is a minimum of net 30 days after date of receipt of an invoice. Discounts offered will not be a consideration in determining award. If proposer offers a discount for prompt payment, SBBC requests that the proposer indicate this in their submitted proposal in order for SBBC to promptly pay the invoice within the time prescribed by the proposer.
- 2.9.13 Inspections: SBBC District Maintenance Department or designee reserves the right to make, or cause to be made, such inspections as are deemed necessary to assure that the requirements of these specifications are being fulfilled. If the awardee(s) fails to comply with the specifications, it may be cause for a penalty or termination of this contract.
- 2.9.14 Penalty: Penalty provisions for non-performance: In the event an awardee fails to perform any of the obligations required of contractor or to provide the required janitorial services in a good workmanlike manner, the School Board may suspend or withhold an amount of payment to an awardee(s) of any monies to be paid to awardee(s) pursuant to the contract. Such penalties shall be canceled upon the awardee(s) resolving the matter to the satisfaction of SBBC.
- 2.9.15 Auditing: SBBC reserves the right at any time to audit all reports and paperwork concerning this contract. Awardee(s) will be required to have SBBC auditor(s) review and copy any or all reports and paperwork under the Sunshine Law.
- 2.9.16 Meetings: Meetings with the awardee(s) may be called by SBBC's District Maintenance Department. A representative(s) from the awardee's firm will be required to attend when notified.



**ATTACHMENT G**

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**SWORN STATEMENT PURSUANT TO SECTION 287.087, FLORIDA STATUTES, AS CURRENTLY ENACTED OR AS AMENDED FROM TIME TO TIME, ON PREFERENCE TO BUSINESSES WITH DRUG-FREE WORKPLACE PROGRAMS.**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

This sworn statement is submitted to The School Board of Broward County, Florida,

by \_\_\_\_\_  
(Print individual's name and title)

for \_\_\_\_\_  
(Print name of entity submitting sworn statement)

whose business address is \_\_\_\_\_  
\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_  
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)

I certify that I have established a drug-free workplace program and have complied with the following:

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

\_\_\_\_\_  
(Signature)

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

Personally Known \_\_\_\_\_

OR Produced identification \_\_\_\_\_

\_\_\_\_\_  
(Type of identification)

Notary Public - State of \_\_\_\_\_

My commission expires \_\_\_\_\_

\_\_\_\_\_  
(Printed, typed or stamped commissioned name of notary public)

FORM: #4530