

Issue Date: February 26, 2019

Non-Mandatory Pre-Proposal Conference with Facility Site Visits:

March 14, 2019 @ 1:00 p.m.

at RTS Transit Facility,

34 SE 13th Road,

First Floor, Conference Room 5110

Gainesville, Florida

Bid Due Date: March 28, 2019 @ 3:00 p.m. local time

REQUEST FOR PROPOSAL

RFP NO. RTSX-190033-DS

JANITORIAL SERVICES FOR REGIONAL TRANSIT SYSTEM FACILITIES

Procurement Representative:

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City of Gainesville
200 East University Avenue, Room 339 – Gainesville, Florida 32601

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**CITY OF GAINESVILLE
REQUEST FOR PROPOSALS FOR
JANITORIAL SERVICES FOR REGIONAL TRANSIT SYSTEM FACILITIES**

SECTION I – REQUEST FOR PROPOSAL OVERVIEW & PROPOSAL PROCEDURES

RFP#: RTSX-190033-DS

Due Date: March 28, 2019

A. INTRODUCTION/BACKGROUND

It is the intent of the City of Gainesville to obtain proposals for janitorial services for maintenance and cleaning services for RTS facilities.

Successful proposer is responsible for furnishing all equipment, supplies and consumables (i.e. can liners, toilet paper, paper towels, hand soap, floor cleaner, wax, etc.) necessary to fulfill the obligations and requirements of this proposal. Refer to 5. General Requirements regarding City’s final approval of all chemical/cleaners before using/storing at RTS facilities.

B. RFP TIME TABLE

The anticipated schedule for the RFP and contract approval is as follows:

RFP available for distribution	February 26, 2019
Non-Mandatory Pre-Proposal Conference with Facility Site Visits	March 14, 2019 (1:00 p.m. local time)
Deadline for receipt of questions	March 19, 2019
Deadline for receipt of proposals	March 28, 2019 (3:00 p.m. local time)
Evaluation/Selection process	Week of April 8, 2019
Oral presentations, if conducted	Week of April 22, 2019
Projected award date	June 2019
Projected contract start date	August 2019

C. PROPOSAL SUBMISSION

One original and 4 copies (a total of 5) of the complete proposal must be received by March 28, 2019 at 3:00 p.m. local time at which time all proposals will be publicly opened. In addition, proposer should provide one (1) electronic copy of their proposal in PDF format on a CD or USB flash drive. Electronic document should not be password protected, encrypted, etc.

The original, all copies, and the separate sealed price envelope, if required, must be submitted in a sealed envelope or container stating on the outside the proposer’s name, address, telephone number, RFP title, number and due date and delivered to:

City of Gainesville
General Government Procurement
200 East University Avenue, Room 339
Gainesville, Florida 32601

Hand-carried and express mail proposals may be delivered to the above address **ONLY** between the hours of 8:00 a.m. and 5:00 p.m., local time, Monday through Friday, excluding holidays observed by the City.

Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

Any proposal received after 3:00 p.m. (local time), March 28, 2019 will not be considered and will be returned unopened.

Both the Technical Proposal and the Price Proposal, if required to be submitted in a separate envelope, must be signed by an officer of the company who is legally authorized to enter into a contractual relationship in the name of the proposer, and proposer(s) must affix their company's corporate seal to both Proposals. In the absence of a corporate seal, the Proposals must be notarized by a Notary Public.

The submittal of a proposal by a proposer will be considered by the City as constituting an offer by the Proposer to perform the required services at the stated fees.

D. NON-MANDATORY PRE-PROPOSAL CONFERENCE

A non-mandatory pre-proposal conference with facility site visits has been scheduled for Thursday, 1:00 p.m. on March 14, 2019 at RTS Transit Facility,

34 SE 13th Road, First Floor, Conference Room 5110. At that time, prospective proposers or their representatives may discuss any questions pertaining to the project. Site visits by the Proposer during pre-proposal conference is highly recommended, although not required. Proposer should inspect the work sites where the services will be performed in order to obtain a full understanding of the requirements. **There will not be another opportunity provided to tour the sites outside of this meeting.**

E. CONTACT PERSON

The contact person for this RFP is Daphyne SESCO, Procurement Specialist 3, at (352) 334-5021 or email sescoda@cityofgainesville.org in Procurement. Explanation(s) desired by proposer(s) regarding the meaning or interpretation of this RFP must be requested from the contact person, in writing, as is further described below.

To ensure fair consideration and consistent and accurate dissemination of information for all proposers, the City prohibits communication to or with any department, employee, or agent evaluating or considering the proposals during the submission process, except as authorized by the contact person.

During the blackout period as defined herein, except as pursuant to an authorized appeal, no person may lobby, as defined herein, on behalf of a competing party in a particular procurement process, City officials or employees except the Procurement designated staff contact in the Procurement division. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

The blackout period means the period between the issue date which allows for immediate submittals to the City of Gainesville Procurement Division for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract. Lobbying means when any natural person, for compensation, seeks to influence the governmental decision-making, to encourage the passage, defeat or modification of any proposal, recommendation or decision by City officials and employees, except as authorized by procurement documents.

F. ADDITIONAL INFORMATION/ADDENDA

Requests for additional information or clarifications must be made in writing no later than the date specified in the RFP Timetable. The request must contain the proposer's name, address, phone number, and facsimile number. Electronic facsimile will be accepted at (352) 334-3163.

Facsimiles must have a cover sheet which includes, at a minimum, the proposer's name, address, number of pages transmitted, phone number, and facsimile number.

The City will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Proposal Due Date. Proposers should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

It is the proposer's responsibility to be sure all addenda were received. The proposer should verify with the designated contact persons prior to submitting a proposal that all addenda have been received. Proposers are required to acknowledge the number of addenda received as part of their proposals.

G. LATE PROPOSALS, LATE MODIFICATIONS AND LATE WITHDRAWALS

Proposals received after the Proposal Due Date and time are late and will not be considered. Modifications received after the Proposal Due Date are also late and will not be considered. Letters of withdrawal received after the Proposal Due Date or after contract award, whichever is applicable, are late and will not be considered.

H. RFP POSTPONEMENT/CANCELLATION/WAIVER OF IRREGULARITIES

The City may, at its sole and absolute discretion, reject any and all, or parts of any and all, proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP or in the proposals received as a result of this RFP.

I. COSTS INCURRED BY PROPOSERS

All expenses involved with the preparation and submission of proposals to the City, or any work performed in connection therewith shall be borne by the proposer(s). No payment will be made for any responses received, nor for any other effort required of or made by the proposer(s) prior to commencement of work as defined by a contract approved by the City Commission.

J. ORAL PRESENTATION

The City may require proposers to give oral presentations in support of their proposals or to exhibit or otherwise demonstrate the information contained therein.

K. EXCEPTION TO THE RFP

Proposers may take exceptions to any of the terms of this RFP unless the RFP specifically states where exceptions may not be taken. Should a proposer take exception where none is permitted, the proposal will be rejected as non-responsive. All exceptions taken must be specific, and the Proposer must indicate clearly what alternative is being offered to allow the City a meaningful opportunity to evaluate and rank proposals.

Where exceptions are permitted, the City shall determine the acceptability of the proposed exceptions and the proposals will be evaluated based on the proposals as submitted. The City, after completing evaluations, may accept or reject the exceptions. Where exceptions are rejected, the City may request that the Proposer furnish the services or goods described herein, or negotiate an acceptable alternative.

L. CONFIDENTIAL AND/OR EXEMPT INFORMATION

Florida's Public Records Law

All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, formatting, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by the agency, are public records. (Section 119.011(12), Florida Statutes). Every person who has custody of a public record shall permit the record to be inspected and copied by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public records. (Section 119.07(1)(a), Florida Statutes). Accordingly, all responses to bids, and the documentation and materials attached to bids or provided to the City in connection with a bid are considered to be available for public inspection and copying unless the public record is confidential and/or exempt.

How to Designate Information as Confidential and/or Exempt

If a bidder believes that its response contains information that is confidential and/or exempt (as defined by Florida or Federal law) and should be withheld from disclosure to the public, in such cases the bidder must:

1. Provide a **redacted** hard copy of its response which will be available for public inspection.
2. Provide an electronic copy of the **redacted** document in a pdf format (CD or flash drive).

3. Provide one (1) original and three (3) **unredacted** copies of the proposal in a separate envelope, with the confidential and/or exempt information highlighted in yellow.
4. On the outside of the envelope containing the **unredacted** document, provide a general description of the information bidder has designated as confidential and/or exempt, and provide a reference to the appropriate Florida or Federal statute supporting the confidential and/or exempt classification.

How the City will Handle Material Identified as Confidential and/or Exempt

The City's evaluators will be provided with the complete proposal, including any confidential and/or exempt information. The City evaluators will maintain the confidentiality of the information through the evaluation process, including any recorded evaluation team meetings.

In the event a public record request is made to view the information which bidder claims is confidential and/or exempt, the City will notify the bidder and give the bidder a reasonable opportunity (generally 2 business days) to institute appropriate legal action to prevent the disclosure of the information claimed as confidential and/or exempt.

All public records submitted to the City, including those claimed as confidential and/or exempt, will be retained by the City and will not be returned to a bidder at the conclusion of the bidding process.

City's Position Regarding Claims of Confidential and/or Exempt Information

The City offers no opinion as to whether a bidder's reference to any Florida or Federal statute is correct and/or accurate. The City does not warrant or guarantee that any information designated by a bidder as confidential and/or exempt from disclosure conforms to the requirements of Florida or Federal law.

Bidder to Defend, Indemnify, and Hold City Harmless in the Event of a Public Records Request

Bidders should be aware that the designation of information as confidential and/or exempt may be challenged in court by any person or entity. By designating information as confidential and/or exempt, the bidder agrees to defend the City, its employees, agents and elected and appointed officials ("Indemnified Parties") against all claims and actions (whether or not a lawsuit is commenced) related to a bidder's designation of information as confidential and/or exempt, and to hold harmless the Indemnified Parties for any award to a plaintiff for damages, costs and attorneys' fees, and for costs and attorneys' fees (including those of the City Attorney's office) incurred by the City by reason of any claim or action arising out of or related to a bidder's designation of information as confidential and/or exempt.

Waiver of Claim of Confidential and/or Exempt

Failure to comply with the requirements above shall be deemed a waiver by a bidder to claim that the information in its proposal is confidential and/or exempt.

M. QUALIFICATIONS OF PROPOSERS

As a part of the Proposal evaluation process, City may conduct a background investigation of proposer, including a record check by the Gainesville Police Department. Proposer's submission of a Proposal constitutes acknowledgment of the process and consent to such investigation.

No proposal shall be accepted from, nor will any contract be awarded to, any proposer who is in arrears to City upon any debt, fee, tax or contract, or who is a defaulter, as surety or otherwise, upon any obligation to City, or who is otherwise determined to be irresponsible or unreliable by City.

If Proposer is determined to be irresponsible or unreliable, City will notify Proposer of its finding, including evidence used, and allow proposer an informal hearing and the opportunity to come into compliance within three business days of notification.

N. NEGOTIATIONS

The City may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the proposer's best terms from a cost or price and technical standpoint.

The City reserves the right to enter into contract negotiations with the selected proposer. If the City and the selected proposer cannot negotiate a successful contract, the City may terminate said negotiations and begin negotiations with the next selected proposer. This process will continue until a contract has been executed or all proposers have been rejected. No proposer shall have any rights against the City arising from such negotiations.

O. RIGHTS OF APPEAL

Participants in this RFP solicitation may protest RFP specifications or award in accordance with Section 41-580 of the City of Gainesville’s Financial Services Procedures Manual.

P. RULES; REGULATIONS; LICENSING REQUIREMENT

The proposer shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, including those applicable to conflict of interest and collusion. Proposers are presumed to be familiar with all Federal, State and local laws, ordinances, codes and regulations that may in any way affect the services offered.

Q. REVIEW OF PROPOSALS

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFP. A responsive proposal is one which follows the requirements of the RFP, includes all required documentation, is submitted in the format outlined in the RFP, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may deem your proposal non-responsive.

R. LOCAL SMALL AND SERVICE-DISABLED VETERAN BUSINESS PARTICIPATION

It is the policy of the City of Gainesville that all local small and service-disabled veteran businesses as defined in the Local Small Business Procurement Program Policies and Procedures, have the maximum practical opportunity to participate in contracting opportunities provided by the City. In keeping with this policy, each proposer is asked to state whether it will utilize small and service-disabled veteran that are eligible for assistance to perform work on the project(s) being advertised. For firms not yet certified by the City, a small and service-disabled veteran application may be requested and submitted to the Office of Equal Opportunity. Applications can be downloaded from the Office of Equal Opportunity website at <http://www.cityofgainesville.org/OfficeofEqualOpportunity.aspx>. To be considered as a certified small and/or service-disabled veteran, a proposer must have a current certificate at the time of the solicitation submittal due date. For more information on certified small and service-disabled veteran businesses, please visit the Office of Equal Opportunity’s website.

S. LIVING WAGE

- This contract is a covered service. (See Living Wage Decision Tree - Exhibit C attached hereto)
- This contract is **not** a covered service.

The Living Wage ordinance, Ordinance 020663, as amended at Ordinance 030168, and as shown on the City’s web page, applies to certain contracts for specific “Covered Services,” which the City has determined may include services purchased under this Contract, depending upon the cost/price of the contract awarded. A copy of the ordinance, as amended, will be attached to and made a part of the executed contract. Bidders/Proposers should consider the effect/cost of compliance, if any, with the requirements of the Living Wage Ordinance if the services purchased are “Covered Services”, the prime contract amount exceeds the threshold amount, the bidder/proposer meets the definition of Service Contractor/Subcontractor (and is not otherwise excluded from the application of the ordinance) and the ordinance provisions, which are incorporated herein, apply to any Covered Employees.

If applicable, the adjusted Living Wage for this contract will be \$12.3798 per hour (Living Wage with Health Benefits) or \$13.6298 per hour if Health Benefits are not offered.

If applicable, a successful Service Contractor/Subcontractor shall be required to execute the certification, attached as Exhibit B hereto, prior to the City executing the contract. Once executed, such certification will become part of the contract; however, failure to sign such certification will prevent execution of the contract, may result in forfeiture of any applicable bid or proposal bond, and could result in other adverse action.

During the performance of this contract, the Contractor agrees as follows:

- (1) The Contractor shall comply with the provisions of the City of Gainesville's living wage requirements, as applicable. Failure to do so shall be deemed a breach of contract and shall authorize the City to withhold payment of funds until the living wage requirements have been met.
- (2) The Contractor will include the provision of (1) above in each subcontract for Covered Services with a Service Contractor/Subcontractor, as defined herein, so that the provisions of (1) above will be binding upon each such Service Contractor/Subcontractor. The Contractor will take such action with respect to any such subcontract as may be directed by the contract administrator as a means of enforcing such provisions; provided, however, the City shall not be deemed a necessary or indispensable party in any litigation between the contractor and a subcontractor concerning compliance with living wage requirements.

T. LOCAL PREFERENCE

In bidding of, or letting contracts for procurement of, supplies, materials, equipment and services, as described in the purchasing policies, the city commission, or other purchasing authority, may give a preference to local businesses in making such purchase or awarding such contract in an amount not to exceed five percent of the local business' total bid price, and in any event the cost differential should not exceed \$25,000.00. Total bid price shall include not only the base bid price but also all alterations to that base bid price resulting from alternates which were both part of the bid and actually purchased and awarded by the City Commission or other authority. In the case of requests for proposals, letter of interest, best evaluated bids, qualifications or other solicitations and competitive negotiation and selection in which objective factors are used to evaluate the responses. Local Businesses are assigned five (5) percent of the total points of the total evaluation points. If Local Preference is requested by the proposer, the attached Exhibit A must be submitted with the proposal.

Local business means the vendor has a valid business tax receipt, issued by the City of Gainesville at least six months prior to bid or proposal opening date, to do business in said locality that authorizes the business to provide the goods, services, or construction to be purchased, and a physical business address located within the limits of said locality, in an area zoned for the conduct of such business, from which the vendor operates or performs business on a day-to-day basis. Post office boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In order to be eligible for local preference, in the Bid or RFP evaluation, the vendor must provide a copy of the business tax receipt and Zoning Compliance Permit. Exhibit -A-(Attach Codified document)

U. RECORDS/AUDIT

Contractor shall maintain records sufficient to document their completion of the scope of services established by this Contract. These records shall be subject at all reasonable time to review, inspect, copy and audit by persons duly authorized by the City. These records shall be kept for a minimum of three (3) years after completion of the Contract. Records which relate to any litigation, appeals or settlements of claims arising from performance under this Order shall be made available until a final disposition has been made of such litigation, appeals, or claims.

V. INVESTIGATION OF ALLEGED WRONGDOINGS, LITIGATION/SETTLEMENTS/FINES/PENALTIES

The City Commission specifically requests that responders to this document indicate in writing any investigations of wrongdoings, litigation and/or settlements, and fines or penalties (anywhere in the U.S) involving the Contractor and specific Contractors listed as projected to provide services to the City. You may be required to respond to questions on this subject matter.

W. NON-DISCRIMINATION POLICY AND COMMERCIAL NON-DISCRIMINATION REQUIREMENT

As a condition of entering into this agreement, the company represents and warrants that it will comply with Title VI and Title VII of the Civil Rights Act of 1964 and all other federal, state or local laws prohibiting discrimination. The company shall not discriminate on the basis of race, color, religion, gender, national origin, marital status, sexual orientation, age, disability or gender identity, or other unlawful forms of discrimination in the solicitation, selection, hiring, commercial treatment of subcontractors, vendors, suppliers or commercial customers, nor shall the company retaliate against any person for reporting instances of such discrimination.

The City reserves the right to investigate any claims of illegal discrimination by the Contractor and in the event a finding of discrimination is made and upon written notification thereof, the Contractor shall take all necessary steps to cure and rectify such action to the reasonable satisfaction of the City. The company understands and agrees that a violation of this clause shall be considered a material breach of this agreement and may result in termination of this agreement, disqualification of the company from participating in City contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party."

For more information on this policy and requirement, please visit the Office of Equal Opportunity's website.

X. ART IN PUBLIC PLACES

In 1989, the City of Gainesville adopted an ordinance (Art in Public Places) requiring that, "each appropriation for the original construction or major renovation of a local government building which provides public access shall include an amount of at least one (1) percent of the total appropriation for the construction or major renovation of the building to be used for the acquisition of art". Compliance with the Art in Public Places ordinance is required for this project and will require coordination between the Contractor, architect and an artist. A copy of the ordinance is available upon request.

Y. DAVIS-BACON

It will be the responsibility of the contractor to check with the department project manager to determine if compliance with the Davis Bacon Act and the DOL regulations are required.

SECTION II – SCOPE OF SERVICES

A. INTENT

It is the intent of the City of Gainesville to obtain proposals for janitorial services for maintenance and cleaning services for RTS facilities.

Successful proposer is responsible for furnishing all equipment, supplies and consumables (i.e. can liners, toilet paper, paper towels, hand soap, floor cleaner, wax, etc.) necessary to fulfill the obligations and requirements of this proposal. Refer to 5. General Requirements regarding City's final approval of all chemical/cleaners before using/storing at RTS facilities.

B. MINIMUM REQUIREMENTS

Refer to Section IV Technical Requirements, 16. Additional Requirements.

SECTION III – PROPOSAL FORMAT

Instructions to proposers: Proposals must contain each of the below enumerated documents, each fully completed, signed, and notarized as required. Proposals submitted which do not include the following items may be deemed non-responsive and may not be considered for contract award.

A. FORMAT AND CONTENTS OF PROPOSAL

1. Table of Contents

The table of contents should outline in sequential order the major areas of the proposal, and all pages of the proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the table of contents.

2. Technical Proposals

The technical proposal is a narrative which addresses the scope of work, the proposed approach to the work, the schedule of the work, and any other information called for by the RFP which the proposer deems relevant.

3. Price Proposal

The price proposal is a presentation of the proposer's total offering price including the estimated cost for providing each component of the required goods or services.

Proposers should indicate the dollar amount which will be attributed to each sub-contractor, if any.

If a prescribed format for the price proposal is appended, proposers must use it; otherwise, proposers may use formats of their choice.

4. Qualifications

The response to the minimum qualification requirements contained below is a list of the minimum qualification requirements prescribed for the RFP. Proposers must provide documentation which demonstrates their ability to satisfy all of the minimum qualification requirements. Proposers who do not meet the minimum qualification requirements or who fail to provide supporting documentation will not be considered for award. If a prescribed format, or required documentation for the response to minimum qualification requirements is stated below, proposers must use said format and supply said documentation.

A copy of your Business tax receipt and Zoning Compliance Permit should be submitted with the proposal if a local preference is requested.

B. QUALIFICATIONS/STATEMENT OF QUALIFICATIONS

Refer to Section IV Technical Requirements, 16. Additional Requirements.

- All proposers shall carry the required City, County, State and/or Federal licenses that apply to their business practices. *Provide copies of current applicable licenses/permits.*
- Proposers must have been in the janitorial services business for at least five years servicing accounts of a size similar to RTS. *Provide documentation such as business licenses/permits showing firm has been in business for the last five years.*
- Proposers are required to provide three (3) recent references for similar work completed within the last three (3) years. *Complete **Attachment I-Business References Form**.*
- Proposers are required to provide a list identifying resources for both equipment and personnel to be used in providing janitorial services to RTS facilities. *Complete **Attachment J-Equipment/Personnel Form**.*
- Proposers must demonstrate financial stability. *Provide copies of the last two years of financial statements.*

SECTION IV – EVALUATION CRITERIA AND PROCEDURES

A. EVALUATION CRITERIA

1.0 SELECTION AND EVALUATION CRITERIA

Proposals will be evaluated in accordance with the procedures described in the City's Professional Services Evaluation Handbook. The proposals will be evaluated in four stages: Technical Qualifications Evaluation, Written Proposal Evaluation and/or Presentation/Interview Evaluation, and Other Factors as deemed appropriate. The City shall consider the ability of the firm's professional personnel, willingness to meet time and budget requirements, workload, location, past performance, volume of previous work with the City, and location. The Evaluation process provides a structured means for consideration of all these areas.

1.1 Technical Qualifications Evaluation

The Technical Qualifications Evaluation will assess each responding firm's ability based on experience and qualifications of key team members, the firm's capability of meeting time and budget requirements, and the firm's record with regard to this type of work, particularly in the City of Gainesville or in the State of Florida. This stage does not involve review and evaluation of a proposal addressing the project scope of work. Consideration will be given to the firm's current workload, financial stability, and the location where the majority of the technical work will be produced. The City will not be impressed with excessive amounts of boilerplate, excessive numbers of resumes, excessive length of resumes, excessive numbers of photographs, work that distant offices have performed, or work not involving personnel to be assigned to the proposed project.

1.2 Written Proposal Evaluation

The Written Proposal Evaluation will assess the firm's understanding of the project and the proposed approach to be undertaken as addressed in a written proposal. The evaluation process will assess how effectively the requirements of the scope of services have been addressed. The written proposal should identify a project manager and other key members of the project/service team. It should relate the capabilities of the project/service team to the requirements of the scope of services.

1.3 Presentation/Interview Evaluation

The Proposal Presentation/Interview Evaluation is based on an oral presentation that addresses both the technical qualifications of the firm and the approach to the project. Importance is given to the firm's understanding of the project scope of work, the placement of emphasis on various work tasks, and the response to questions. The evaluation process will assess the project manager's capability and understanding of the project and his/her ability to communicate ideas. The role of key members of the project/service team should be established based on the scope of services and the firm's approach to the project/service. The role of any subcontracted firm in the proposal should be clearly identified. Unique experience and exceptional qualifications may be considered with emphasis on understanding of the project/service, particularly "why it is to be done" as well as "what is to be done." The City of Gainesville will not be impressed with excessive boilerplate, excessive participation by "business development" personnel, and the use of "professional" presenters who will not be involved in the project or future presentations.

1.4 Other factors

The Other Factors to be considered, based upon the specific project (but not limited to), are those items, such as SBPP and/ or Local Preference. Fee proposals, when requested and deemed appropriate, are also to be considered in the evaluation process, where the request for such fees is in accordance with the City's Procurement Policies and Procedures.

B. SELECTION PROCESS

The contractor(s) will be selected from the qualified vendors submitting responses to this Request for Proposals. The selection process will be as follows:

1. Evaluators consisting of staff will review the written proposals. The evaluation process provides a structured means for consideration of all proposals.
2. Upon review and evaluation, the City may request oral presentations from the top ranked vendors. During the oral presentations, the vendors shall further detail their qualifications, approach to the project and ability to furnish the required services. These presentations shall be made at no cost to the City. Firms selected for further presentations should provide one (1) electronic copy of materials presented in PDF format on a CD.

3. Prior to final ranking of firms, the apparent top ranked vendor will be required to furnish proof to the City that it complies with the specifications.
4. The final ranking of firms will be in accordance with the procedures described in the City's Professional Services Evaluation Handbook. If required, the final ranking of firms will be presented to the City Commission. The City Commission will be requested to approve the recommended ranking and authorize negotiation and execution of the contract beginning with the top ranked vendor.
5. Provided that the City Commission approves the ranking and an award, the City will negotiate a contract with the top ranked proposer. Should the City be unable to negotiate a satisfactory contract with the top ranked vendor, negotiations will be terminated with that proposer and negotiations will be initiated with the second most qualified proposer, and so on until a satisfactory contract is negotiated.

SECTION V – GENERAL PROVISIONS

A. CONTRACT AWARD

The award(s), if any, shall be made to the proposer(s) whose proposal(s) shall be deemed by the City to be in the best interest of the City. The decision of the City of whether to make the award(s) and which proposal is in the best interest of the City shall be final.

The Contract to be entered into with the successful proposer will designate the successful proposer as the City's Contractor and will include, but not be limited to, the following terms and conditions.

B. GENERAL TERMS AND CONDITIONS

Following are the General Terms and Conditions, supplemental to those stated elsewhere in the Request for Proposals, to which the Vendor must comply to be consistent with the requirements for this Request for Proposals. Any deviation from these or any other stated requirements should be listed as exceptions in a separate appendix of the proposal.

1. **Public Entity Crimes.** Section 287.133 (2)(a), Florida Statutes, contains the following provisions: "A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity, in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."
2. **Tie Bids.** Whenever two or more bids which are equal with respect to price, quality and service are received, preference shall be given in the following order: (1) Bidders submitting the attached Drug-Free Workplace form with their bid/proposal certifying they have a drug free workplace in accordance with Section 287.087, Florida Statutes; (2) Bidders located within the City of Gainesville, if not subject to the Local Preference Ordinance; (3) Bidders located within Alachua County; (4) Bidders located within the State of Florida; (5) coin toss. In the case where Federal funds are being utilized, articles 2,3 and 4 will not apply.
3. **Drugfree Workplace.** Preference shall be given to submitters providing a certification with their qualifications certifying they have a drug-free workplace whenever two or more bids which are equal with respect to price, quality, and service are received in accordance with Section 287.087, Florida Statutes. The attached form should be filled out and returned with the qualifications in order to qualify for this preference.
4. **Indemnification.** The Contractor shall agree to indemnify and save harmless the City, its officers, agents, and employees, from and against any and all liability, claims, demands, fines, fees, expenses, penalties, suits, proceedings, actions and costs of action, including attorney's fees for trial and on appeal, of any kind and nature arising or growing out of or in any way connected with the performance of the contract whether by act or omission or negligence of the Contractor, its agents, servants, employees or others, or because of or due to the mere existence of the Contract between the parties.
5. **Insurance.** Contractor shall provide proof of insurance in an amount as noted below:

Worker's Compensation Insurance providing coverage in compliance with Chapter 440, Florida Statutes.

Public Liability Insurance (other than automobile) consisting of broad form comprehensive general liability insurance including contractual coverage \$1,000,000 per occurrence (combined single limit for bodily injury and property damage).

The City shall be an additional insured on such Public Liability Insurance and the Contractor shall provide copies of endorsements naming the City as additional insured.

Automobile Liability Insurance

Property Damage \$500,000 per occurrence (combined single limit for bodily injury and property damage).

The Contractor shall furnish the City a certificate of insurance in a form acceptable to the City for the insurance required. Such certificate or an endorsement provided by the Contractor must state that the City will be given thirty (30) days' written notice (except the City will accept ten (10) days written notice for non-payment) prior to cancellation or material change in coverage.

6. Sovereign Immunity. Nothing in the executed contract shall be interpreted that the City waives its sovereign immunity granted under Section 768.28, Florida Statutes.
7. Term. The term of the contract will commence upon final execution and will continue until September 30, 2024, subject to funding in subsequent fiscal years.
8. Termination. The contract will provide termination by either party without cause upon 30 days prior written notice to the other party. In the event of termination, the Contractor will be compensated for services rendered up to and including the day of termination.
9. Applicable Law. The contract and the legal relations between the parties hereto shall be governed and construed in accordance with the laws of the State of Florida. Venue in the courts of Alachua County, Florida.
10. Joint Bidding/Cooperative Purchasing Agreement. All bidders submitting a response to this invitation to bid agree that such response also constitutes a bid to all State Agencies and Political Subdivisions of the State of Florida under the same terms and conditions, for the same prices and the same effective period as this bid, should the bidder deem it in the best interest of its business to do so. This agreement in no way restricts or interferes with any State Agency or Political Subdivision of the State of Florida to rebid any or all items.
11. Subcontractors. All successful contractors specific to construction in the amount of \$300 thousand or more to include material suppliers shall be required to provide information of subcontractors in addition to sub and sub subcontractors prior to final payment under the contract.
12. Florida Public Records Act.
Florida has a very broad public records law and certain records of a contractor may be considered public records. Accordingly, by entering into an agreement with the City, contractor must:
 1. Keep and maintain public records required by the public agency to perform the service.
 2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
 4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS (PROJECT MANAGER, PHONE NUMBER, EMAIL, ADDRESS).

SECTION VI – TECHNICAL SPECIFICATIONS

1. SCOPE

- 1.1 The provisions contained in this section are intended to be cooperative with, to supplement, or to modify instructions to Proposers, Special Provisions and General Conditions; and, in case of any conflict with such sections, the intent of any and all Technical Specifications shall govern.
- 1.2 The City of Gainesville's Regional Transit System (RTS) is requesting proposals from qualified providers of janitorial services for maintenance and cleaning services at various RTS facilities.

Successful proposer is responsible for furnishing all equipment, supplies and consumables (i.e. can liners, toilet paper, paper towels, hand soap, floor cleaner, wax, etc.) necessary to fulfill the obligations and requirements of this proposal. Refer to 5. General Requirements regarding City's final approval of all chemical/cleaners before using/storing at RTS facilities.

2. DESCRIPTION OF THE WORK

Refer to **Attachment A-Cleaning Levels and Frequencies** and to **Attachment B-Cleaning Summary Example** for insight.

2.1 DAILY SERVICES

- 2.1.1 All waste paper receptacles or other type trash cans will be emptied into containers outside the building. Receptacles will be spot cleaned for spills and odors before returning to the original position. The proper liner shall be placed in the receptacle and replaced as needed. Receptacles will be completely cleaned as often as needed.
- 2.1.2 All drinking fountains will be cleaned with approved cleaners and wiped dry.
- 2.1.3 All hard and tile floor areas will be swept with treated dust mops and where required, spots cleaned daily with a wet mop and the appropriate cleaning solution for spills, stains, etc. All hard and tile floors shall be swept, mopped with a suitable cleaner, scrubbed, rinsed and damp mopped relatively dry twice a week. This includes stairways and landings. In areas where a finish needs to be applied or reapplied in order to retain a high gloss, the floor area must be completely clean prior to refinishing.
- 2.1.4 All traffic lanes and heavy use areas of all carpeted areas will be vacuumed daily and spot cleaned for spillages. All carpeted areas under leg base obstructions will be vacuumed weekly and carpeted areas under flush base obstructions will be vacuumed as required. All vacuums used will be of a double motor type set to the proper height adjustment.
- 2.1.5 Entrance glass doors, interior glass doors and mirrors will be cleaned each visit. Any inside glass, such as transom windows, or window walls will be cleaned weekly. All other interior glass and exterior first floor glass area entrance will be cleaned once every three months and should be performed simultaneously with the cleaning of blinds and/or drapes associated with each individual window.
- 2.1.6 Computer room areas shall be dry cleaned using spray buff system to prevent damage to electrical equipment.
- 2.1.7 Outside entrance stoops and porches shall be swept each visit. Trash cans and ash trays located in these areas shall be emptied each day.
- 2.1.8 Restrooms, commodes, urinals, showers, and lavatories will be cleaned by using detergents and any other materials necessary to keep them free from discoloration, encrustation, dirt, scum and objectionable odors. Sanitary napkin disposal units will be emptied each visit. Fingerprints and all soap and soil spots will be washed off mirrors, doors, partitions, walls, and woodwork. Floors will be swept and mopped with a germicidal detergent solution.
- 2.1.9 Toilet room dispensers, paper towels, toilet tissue, and hand soap shall be checked daily and replenished as needed.
- 2.1.10 Clean and disinfect counter tops and exteriors of appliances in break rooms, including the café on the 2nd floor of the Administration building.
- 2.1.11 Clean inside and out of microwaves.
- 2.1.12 Clean and disinfect table and chair of the outside drivers lounge breakroom.

2.1.13 Clean and polish elevator doors and interior.

2.2 WEEKLY SERVICE

2.2.1 Clean all partition glass, window walls, transom windows and display cases on the interior part of the building.

2.2.2 All room corners, tops of baseboards will be swept with a counter brush; corners, edges of floors, and areas under leg base obstructions will be cleaned daily; floor areas under flush base obstructions will be cleaned as needed.

2.2.3 All other furniture, including chairs, cabinets, clothes racks, picture frames, ledges, doors, window kedges or any other furniture that is part of the area to be cleaned will be dusted weekly. Dusting will be required above and below eye height. Any foreign matter that cannot be removed when dusting will be spot cleaned with appropriate cleaners. Furniture with fabric upholstery should be vacuumed rather than dusted and spot cleaned with appropriate cleaners as needed.

2.2.4 Clean telephones with appropriate cleaners at least weekly but more often if necessary.

2.3 SERVICE EVERY THREE MONTHS

2.3.1 Clean ceiling panels and vents.

2.3.2 Sweep or vacuum internal non-glass walls to remove cob webs.

2.3.3 Deep clean all carpeted areas and remove all spots and stains, if possible. Carpets will be cleaned using a method approved by RTS, once every three (3) months, or as requested by the RTS Contract Manager or his designee for an additional fee. All carpet cleaning will be performed by trained technicians using professional cleaning equipment and techniques.

2.3.4 Clean all interior glass not previously specified and exterior first floor glass with appropriate cleaners. This includes window frames and mullions.

2.3.5 Clean all blinds and/or vacuum drapes. This should be performed simultaneously with associated window cleaning.

2.4 SERVICE EVERY 4 MONTHS

Note: Contractor shall notify the Contract Manager at least one week prior to performing any of the following services.

2.4.1 Completely strip and clean all tile flooring and other flooring which is not non-wax flooring and apply 3 coats new finish appropriate for floor type.

2.5 SERVICE EVERY 12 MONTHS

Clean all first floor and second floor exterior glass windows. This should occur simultaneously with interior windows.

2.6 EMERGENCY SERVICE

Emergency service will be provided within two (2) hours after Contract Manager notifies the Contractor of such a need.

3. FACILITIES

The following facilities are to be included in this contract:

3.1 WORK LOCATIONS

- Rosa Park Transfer Station and Butler Plaza Park n Ride.
 - Rosa Park Transfer Station 460 sqft w/3 restrooms, 12,000 sqft Landing pad
 - Butler Plaza Park n Ride 540 sqft w/4 restrooms, 12,000 sqft Landing pad
- RTS main facilities at 34 SE 13th Rd.
 - Building A 27,000 sqft w/12 restrooms 2 with showers
 - Building C 12,000 sqft w/4 restroom 2 with showers
 - Building D 820 sqft w/2 restrooms

Note: Square footage in buildings to be cleaned should be verified by the contractor. Estimated square footage is provided only to give proposer a rough idea of the size of the cleaning task. Refer to **Attachment C-Occupied Building Hours** (subject

to change). Refer to **Attachment D-Areas of Buildings to be Cleaned** for areas of the buildings at 34 SE 13th Rd that you will be responsible for cleaning.

The RTS Facility Supervisor, under whose direction the work shall be performed, shall be consulted as to the manner of start time of work so as to cause a minimum of interruption at each facility. Refer to **Attachment E-Flooring Square Footage** for sqft of carpeted areas and sqft of bio-based tiled areas.

- **Special Conditions:**

Shift changes occur daily and janitors should NOT be cleaning in the locker rooms/Restrooms/Breakrooms during this time. Vault room cleaning time will be coordinated.

4. GENERAL REQUIREMENTS

- 4.1 Proposer should include a list identifying resources for both personnel and equipment to be used in providing janitorial services to RTS facilities.
- 4.2 Successful proposer will supply all janitorial supplies and chemicals/cleaners. Current supplies already owned by RTS will be used before replacing with another brand supply.
- 4.3 Successful proposer must submit a list of chemical/cleaners, including MSDS information, to the Contract Manager for approval before using/storing at RTS facilities. All chemicals shall be stored in clearly marked containers with all necessary warning and precautionary labels readily displayed. Containers shall not be left uncapped unnecessarily. Copies of Material Safety Data Sheets shall be posted for each chemical present.
- 4.4 RTS will provide an area for the Contractor to store equipment and supplies. Areas utilized by the Contractor shall be kept in a neat and organized manner.
- 4.5 All normal safety practices shall be observed by the Contractor when performing work at RTS facilities.
- 4.6 The Contractor shall be responsible for securing all facilities during their work and upon their completion of work and for safekeeping of any keys required.
- 4.7 All chemicals and supplies used shall be approved by the RTS Contract Manager or his designee. RTS desires safer bio based chemicals be used. Contractor shall provide all supplies and equipment need to do the job.
- 4.8 Contractor shall not deviate from the minimum specifications unless prior approval is received from the RTS Contract Manager or his designated representative.
- 4.9 If items that require immediate repair are discovered during routine cleaning activities, immediately contact the Contract Manager. All other items discovered should be reported by the next business day.

5. COMMUNICATIONS BOARD

- 5.1 The Contractor shall maintain a communications board at each location. This board shall be used as the central location for posting and relaying information in regards to the contract, etc. At a minimum, it may include the following information:
 - a) Emergency Contacts
 - b) RTS Contract Technical Specifications
 - c) Service Schedules
 - d) Cleaning Personnel and their work schedules
 - e) Daily Cleaning Tasks
 - f) Weekly Cleaning Tasks/Schedules
 - g) Quarterly Cleaning Tasks/Schedules
 - h) Comment Forms
 - i) Material Safety Data Sheets for products being used

5.2 PROACTIVE APPROACH

Contractor represents and warrants that it will continually endeavor to identify and recommend procedures and programs to RTS.

6. HOLIDAY SERVICE SCHEDULE

Generally no service will be required on the following RTS Holidays. RTS operates during most holidays. Requested services may be required during those days. Since these are seven day a week services, there shall be no extra charge to RTS for services performed on holidays.

- Veterans' Day
- Thanksgiving Day (Closed)
- Day after Thanksgiving
- Christmas Eve
- Christmas Day (Closed)
- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Memorial Day
- Independence Day
- Labor Day

7. REPORTING

7.1 Along with the monthly invoice, Contractor shall provide the RTS Contract Manager or his designee with a report updating on work performed and anticipated dates for next scheduled monthly and quarterly tasks.

7.2 NOTIFICATION OF NEEDED REPAIRS

The Proposer shall promptly notify the RTS Facility Representative of needed repairs and/or damages to soap, paper towel and other restroom dispensers, as well as other damaged or malfunctioning lighting fixtures, plumbing fixtures and building accessories which are observed during the performance of services. Proposer shall report all vandalism and/or damage of RTS property to the Facility Supervisor immediately upon discovery.

8. FREQUENCY OF SERVICE

The frequency of service shall be determined and/or adjusted according to the hours of operation. RTS reserves the right to increase and/or decrease the frequency of service without penalty or just cause.

9. PERSONNEL

- a) Contractor's employees shall follow all rules and regulations of RTS.
- b) All personnel shall be in good health and free of contagious diseases.

10. CONTRACTOR RESPONSIBILITY

The successful Proposer(s) shall be responsible for all training, coordination, and supervision of its personnel associated with the cleaning of RTS facilities. These activities include, but are not limited to, the following:

- Recruit, screen, and train personnel.
- Provide a line manager who shall be responsible for the performance of the Contract and remain the Proposer's contact person for the duration of the Contract. The Manager must have an active, phone number twenty-four hours per day, seven days per week with the capability of communicating via voice or text.
- Furnish a detailed list of all supplies, materials, and equipment necessary for the proper performance of the service. The detailed list should include product name, manufacturer's name and address, area suppliers, and current Materials Safety Data Sheets (MSDS). The Proposer shall not use any material or supplies that RTS determines would be unsuitable for the purpose, or offensive or harmful.
- Provide all necessary cleaning equipment needed for performance of the work under this Contract. Such equipment shall be of the type customarily used in work of this kind, and shall meet the approval of RTS. Such approval shall not be unreasonably withheld. Equipment deemed by RTS to be of improper type or design or inadequate for the purpose intended shall be replaced by the Proposer.
- Provide adequate field supervision to ensure cleaning staff arrive at assigned locations on time, are fit for duty as mandated by RTS and perform their duties throughout their assigned shift in accordance with RTS standards.
- Provide cleaning staff employees with a Porter's Manual or a "How To Manual, supplied by the Proposer, and submit said manual to the RTS. The Porter's Manual or "How To Manual", shall include the duties specific to each for each location. The manual shall reflect the information that is required from the requirements of this solicitation to perform all tasks.
- Introduce a detailed plan for providing supervision.

- Develop an internal monitoring system that will ensure service quality, to include weekly scheduled written inspections with a copy to RTS. RTS may choose to inspect the cleaning with the Proposer.
- Strictly adhere to the Contract Terms and Conditions described herein.

11. JANITORIAL SUPPLIES

The Proposer shall provide all chemicals, paper products, equipment, etc to complete the required services. Proposer may be requested to submit samples. The quantities of supplies listed on **Attachment F-Estimated Annual Usage** are estimates only and not to be considered as the actual amount that will be purchased in any fiscal year. RTS neither implies nor guarantees a specific level of usage under this RFP. **Attachment F** does not reflect all items RTS currently uses, only some of high usage. Manufacturers' brand names and model numbers, when used, are for reference to indicate the character or quality desired. Equal items will be considered, provided your offer clearly describes the item. Offers for equal items must state the manufacturers brand and model number, or level of quality. The determination by RTS as to what items are equal is final and conclusive. When manufacturer's brands, model numbers or level of quality is not stated by Proposer, the offer will be considered exactly as specified. Proposer will be responsible for providing and changing dispensers. Refer to **Attachment F** for current yearly usage of most paper products and high usage products.

Specified products for RTS:

- TJ0922A Torx TOILET TISSUE 9" 1000FT
- RB800 Torx Roll Towel 8x800'
- MK520A Tork Uni Nat Multifold
- SANITIZER, GOJO PUR #5456-04
- Scott Pro Soap #91552
- Magic Hand Soap 120oz bottles 23588-Z4

All services shall include the supplies necessary for the suppliers to properly clean and maintain the facilities.

12. STANDARDS OF PERFORMANCE/WORKMANSHIP AND TERM DEFINITIONS

These standards are an outline of general expectations of cleanliness, but are not meant to replace or supersede the latest industry standards or materials and equipment manufacturers' recommendations. Each of the Contractor's Employee's shall be equipped with the necessary equipment to carry out the proper performance of the cleaning as specified. This equipment shall be available and in possession of the Contractor's Employee's at all times while carrying out their duties. Refer to **Attachment G-APPA's Five Levels of Clean**.

- 12.1 **Backup Staff:** The Contractor shall provide sufficient backup staff to cover absenteeism or extend existing work force hours to compensate for absent staff. The backup staff shall adhere to the same background and security screenings as regular staff.
- 12.2 **Blinds:** Blinds shall be cleaned with a vacuum cleaner using tools designed for cleaning blinds.
- Standard: Blinds shall be free of dust and give an overall clean appearance.
- 12.3 **Buffing:** All polished areas will be buffed sufficiently for maximum gloss and uniform sheen leaving no soiling or heavy marks in order for the buffing to be satisfactory or acceptable.
- 12.4 **Character of Supervisors and Workers:** The Contractor shall at all times employ sufficient skilled labor in accordance with Federal, State, and Local labor laws; and the proper equipment for completing the required tasks in the manner and time required by the Contract. All equipment that is to be used shall be of sufficient size and in such mechanical condition as to produce a satisfactory quality of work. Any person employed by the Contractor who, in the opinion of the Contract Administrator who, does not perform their work in a proper manner or is intemperate or disorderly shall, at the written request of the Contract Administrator, be removed from the work site by the Contractor and shall not be employed again in any portion of the work without the approval of the Contract Administrator. Should the Contractor fail to remove such person as required above, or fail to furnish suitable and sufficient personnel for the proper execution of the work, the Contractor Administrator may suspend the work by written notice until such orders by the Contract Administrator are followed by the Contractor. The Contractor shall hold the City harmless from damages or claims for compensation that may occur in the enforcement of this section. The Contractor will supervise and direct all work. The Contractor will be solely responsible for the means, methods, and safety practices of the employees, subcontractors, techniques, sequences, and procedures when performing work. The Contractor will employ and maintain on the work site a qualified working Supervisor who shall have been designated in writing by the Contractor as the Contractors' representative. The Supervisor shall have full authority to act on the behalf of the Contractor and all communications given to the Supervisor shall be binding as if given to the Contractor. The Supervisor shall be present on site at all times as required to perform adequate supervision and coordination of the work.

- 12.5 **Chrome Surfaces:** Cleaning chrome requires the removal of surface spots, fingerprints, smudges, etc., with the appropriate chrome polish.
- Standard: Surfaces will present a clean uniform shining appearance free of all soil, marks, smudges, streaks.
- 12.6 **Contract Manager:** The Contract Manager will be responsible for the management and scheduling of work to be performed under this contract and shall possess applicable experience in the management of commercial janitorial services at facilities similar in size and complexity of those included in this contract.
- 12.7 **Crew Supervisor:** A Crew Supervisor that is engaged in directing the work to be accomplished under this contract shall possess applicable experience in directing commercial janitorial services in a supervisory capacity at facilities similar in size and complexity of those included in this contract.
- 12.8 **Damp Mopping:** Damp mopping requires the use of mops to remove excess solution for purposes of removing light soil, dirt, liquid or other foreign material from a floor that does not require the complete mopping of the area or when the area is not soiled sufficiently to require wet mopping.
- Standard: A damp mopped floor shall be free of all dirt, debris soil, liquids or other foreign material. All splash marks/spots on walls and furniture/fixtures shall be removed before completion of the damp mopping task. All items moved to accomplish this task shall be returned to their original positions.
- 12.9 **Damage and/or Theft:** Contractor shall be responsible for any loss as a result or theft of damage to Buildings as a result of negligence or misconduct, including money, securities, office supplies, fixtures, equipment or personal effects belonging to RTS employees if it was caused by Contractor or its employees, Contractor shall use care to insure cleaning equipment, materials, and supplies do not mark, scratch, or discolor any surface, including furniture, walls, floors, etc. and Contractor remains fully liable to RTS for such damage as may occur.
- 12.10 **Disinfecting:** Disinfecting is the application of a germicidal solution to surfaces to kill or neutralize 99.9% of the material containing or supporting the growth of bacterial/viral organisms. Surfaces should remain “wet” for a minimum of 10 minutes or per manufacturer’s recommendation.
- Standard: Surfaces shall be as free of material containing living bacteria, viruses, or other contaminations that are capable of causing infections.
- 12.11 **Dispenser Cleaning and Service:** Dispenser cleaning/service requires damp wiping dispensers with a disinfectant, checking/refilling of all towel, toilet tissue, seat covers, soap, or any other dispensers which may be identified by the Contract Administrator.
- Standard: Dispensers will be disinfected, present a clean uniform shining appearance free of all soil, marks, smudges, streaks and will have an adequate supply of the applicable dispensed products.
- 12.12 **Dusting:** Normal or low dusting includes all levels up to six (6) feet in height. All high dusting will be above six (6) feet high.
- Standard: Items shall be free of any laden airborne materials, streaks, smudges, and cobwebs. Laden airborne matter shall be removed by either mechanical, chemical, or manual means. Devices, which merely displace or redistribute the matter, such as feather dusters, will not be used, unless treated to attract and hold the matter. All items moved to accomplish this task shall be returned to their original position.
- 12.13 **Employees:** All cleaning personnel will be provided with a minimum of eight hours of documented training before the cleaner can work alone in any RTS building. This training can be in-class training, on the job training or a combination. However, no cleaner will be assigned to work alone until the training hours are completed. Proof of training must be provided to the Facility Representative upon request. This will include a payroll log and a log signed by the trainer verifying hours and items trained in.
- 12.14 **Entrance Glass:** Cleaning of glass is cleaning the inside and outside glass surfaces and the surrounding boundary of the applicable entrance area.
- Standard: Glass shall be free of streaks, smudges, fingerprints, etc. Surfaces surrounding the entrance shall be free of dirt, dust, fingerprints, and have a clean appearance.
- 12.15 **Entrance Mats:** Carpet mats shall be vacuumed with a commercial vacuum before spot cleaning. Entrance mats made of rubber or polyester shall be swept, shaken, vacuumed. Entrance mats shall be lifted, moved to remove soil and moisture underneath, and replaced.
- Standard: There shall be no dirt left on surfaces.

- 12.16 **Equipment:** Shall include but not be limited to mops, mop bucket, brooms, vacuum cleaners, floor buffer, carpet cleaner, sponges, squeegees; ladders and rags.
- 12.17 **Extra Work:** No extra charge will be made for work of an occasional, accident or emergency nature (with the exception of work caused by fire, smoke, excessive water or vandalism), created in the normal course of business conducted within a Building.
- 12.18 **Fixtures:** Cleaning of restroom & kitchen fixtures and fountains require the removal of dust, dirt, debris, spots, stains, and smears from sinks, slop sinks, toilets, urinals, and fountains with a germicidal solution.
- Standard: Fixtures will be disinfected and there shall be no dust, dirt, spots or debris on the fixtures.
- 12.19 **Floor Sweeping:** A satisfactory or acceptable swept floor will not have dust streaks, marks, dirt in corners, behind doors, or under furniture. Furniture or other equipment moved during sweeping will be replaced. Wall bases, equipment, doors, and furniture will not be disfigured by sweeping mop or broom. After sweeping, the room will appear orderly and well attended.
- 12.20 **Furniture:** Cleaning of furniture and tables requires dusting and/or damp wiping or vacuuming. Standard: Surfaces are to be free of dirt, dust, debris, marks, and film.
- 12.21 **Glass/Window:** Glass and window cleaning requires the removal of dirt, soil, smudges, fingerprints, and other foreign material from glass window, doors, partitions, or any other items, which may consist in whole or part of a glass, or similar material including mirrors.
- Standard: Glass surfaces shall be free of all dirt, soil, smudges, streaks, smears, film, or any other foreign substances. All excess spray/solution must be removed from any surrounding trim or surfaces and glass/window surfaces shall have a uniformly bright appearance. Any items moved to accomplish this task must be returned to their original positions.
- 12.22 **Identification and Uniforms** - The Contractor's work force shall be neat and clean in appearance and shall wear a uniform with the Contractor's name and/or logo permanently affixed to it. Uniforms shall consist of shirt and full-length pants, and be mutually agreed to by the Contractor and RTS. Closed-toe and heeled shoes shall be worn for proper safety of tasks being performed. Employees shall wear an identification badge with the employee's picture, name and company name on the face of the badge. The badge must be worn in plain sight, above the waist at all times while the employee is on RTS property. This requirement includes all remote locations. The Contractor's employees are required to provide proper identification when requested by RTS or security personnel. Any employee that does not comply with this requirement shall be required to leave RTS facilities. There is no exception to this requirement, which is to ensure only authorized Contractor employees are in RTS facilities. It is also desirable that vehicles used by the Contractor's employees be identifiable. This could be "**JANITORIAL SVCS for RTS**" accomplished by temporary fixation of signage on the dashboard indicating the Contractor's name, or other method mutually agreed upon by Contractor and RTS.
- 12.23 **Inspections and Reporting Requirements:** A roster of all employees will be presented monthly to the Transit Facilities Supervisor. It will indicate the names of the employees, the hours that they work and the particular duties they perform.

Monthly reports shall be prepared, signed, and dated by the Contractor's Supervisor for the facility and contain the following information as a minimum:

- a) Checklist of all tasks performed for each facility and the signature of the employee who performed them.
- b) Discrepancies from the routine work scheduled and an explanation of the circumstances involved.
- c) Any damage or defect of RTS property where the Contractor has responsibility should be documented on reports with sufficient description and identified location for follow up by the Transit Facilities Supervisor.
- d) Signature of the Contractor's Supervisor attesting that they have reviewed and agreed with the employee work summary, any and all problems and/or complaints or minor nature.
- e) In addition, all daily, twice weekly, weekly, monthly, quarterly, semi-annual, and annual tasks shall be clearly listed on the monthly report. RTS will verify the information presented on the invoice with the monthly report. If the Contractor fails to provide reports in a timely manner, this shall be sufficient cause to immediately terminate the contract. All monthly reports shall be delivered to the Transit Facilities Supervisor. Monthly reports and forms are the responsibility of the Contractor
- f) The City Representative at the facility will make frequent inspections of work performed and report findings of unsatisfactory performance to the Contractor.
- g) Contractor supervisory personnel shall make monthly on-site inspections to assure that work is being performed in accordance with specifications. Contractor's supervisory personnel shall provide the City Representative with an electronic verification of a monthly report of inspection, noting deficiencies to be corrected. Copies of the Contractor's on-site inspections reports will be forwarded to the City Representative once a month, on the first of every month.

- h) Contractor supervisory personnel shall make monthly on-site inspections to assure that work is being performed in accordance with specifications. Contractor's supervisory personnel shall provide the City Representative with an electronic verification of a monthly report of inspection, noting deficiencies to be corrected. Copies of the Contractor's on-site inspections reports will be forwarded to the City Representative once a month, on the first of every month.
- i) The Contractor will provide written notice in the form of an e-mail to the City Representative of any faulty or improper conditions, which might need repair or other attention. In the event of non-janitorial issues (i.e. broken window, etc), contracted employees will be expected to notify the City Representative.
- j) The Contractor should direct any questions or complaints to the City Representative.
- 12.24 **Metal Cleaning:** Metal is acceptably and satisfactorily cleaned when all surfaces are without deposits or tarnish and it has a uniformly bright appearance with all adjacent surfaces wiped free of cleaner.
- 12.25 **Microwaves:** Requires cleaning inside and outside surfaces, especially the handles with a germicidal detergent solution.
- Standard: Outside surfaces shall present an overall clean appearance.
- 12.26 **Performance:** The Contractor will be held responsible for the satisfactory performance of the work in accordance with the intent of the specifications. These specifications are presented as guidelines for the Contractor, and should not be construed as limiting in any way the tasks that must be completed in order to provide an environment seen as receiving the highest level of janitorial and cleaning that is typical and customary for "Class A" buildings. From time to time, RTS may use quality control inspections or other measures to evaluate, in its sole opinion, the satisfactory performance of Contractor. Contractor's personnel shall abide by all Building rules and regulations.
- 12.27 **Policing:** Policing is picking up paper, trash, empty bottles, containers, and other discarded materials; spillages, accidents, plumbing failures, and inclement weather.
- Standard: Area(s) being policed shall be free of debris. Area(s) shall present an overall clean appearance.
- 12.28 **Policing Restrooms:** Inspect, pick up/sweep trash, check paper products, spot mop, touch up and disinfect the toilets, sinks, mirrors, door handles and other high touch surfaces.
- 12.29 **Polish Removal:** Satisfactory or acceptable polish or wax removal is accomplished when surfaces including wall bases have all polish or wax removed and the surface has been rinsed with clean water, and it is clean, uniform in appearance and free of streaks, spots, and standing water.
- 12.30 **Polishing:** Polishing requires the use of a high-speed floor machine and a clean pad designed for polishing or buffing. Standard: The floor should have a "non-yellowed" high-gloss appearance.
- 12.31 **Prohibited Items** - Contractor's employees shall be prohibited in the use or possession of the following items while working on RTS premises: guns, knives, other weapons, alcohol and/or controlled substances. Contractor's employees shall not be under the influence of alcohol or illegal drugs. Any employee violating this policy shall be removed immediately from RTS facilities and replaced with acceptable personnel.
- 12.32 **Receptacles and Cleaning:** Cleaning and disinfecting receptacles is defined as wiping or washing containers with a germicidal solution and replacing plastic liners.
- Standard: Receptacles shall be considered properly cleaned when both the inside and outside are clean, free of stains, dried refuse and odors, and a plastic liner replaced, if necessary.
- 12.33 **Refinishing:** A surface is acceptably polished or refinished when the previous finish has been completely removed, the area completely clean and free of all marks, and a new finish appropriate for the floor type applied yielding a maximum gloss and uniform sheen.
- 12.34 **Refrigerators:** Requires cleaning outside surfaces, especially the handles with a germicidal detergent solution.
- Standard: Outside surfaces shall present an overall clean appearance.
- 12.35 **Restrooms:** Cleaning of restrooms requires the removal of trash, cleaning of floors, fixtures, urinals, toilets, receptacles, faucets, handles, dispensers, walls, partition stalls, and doors with a germicidal solution. All glass, chrome, and stainless steel surfaces shall be cleaned and buffed to a shine.
- Standard: Restrooms shall be considered properly cleaned when walls are cleaned, floors are mopped and fixtures, urinals, toilets, waste receptacles, wash basins, faucets, handles, dispensers, partition stalls, and doors are cleaned with a germicidal solution. All glass, chrome, and stainless steel surfaces shall be cleaned and buffed to a shine, waste receptacles emptied, and dispensers refilled.

- 12.36 **RTS and Personal Property of RTS Personnel:** The Contractor shall direct their employees against the unauthorized reading and disclosing of materials and documents available in the facilities and against unauthorized use of RTS and personal property, such as: telephone, radios, typewriters, copy machines, computers, terminals, fax machines, calculators, etc. which may be in any of the facilities. The Contractor shall be responsible to see that Contractor's employees do not disturb papers on desks, tables, or cabinets, and do not open desk drawers or cabinets. Found item(s) shall be turned in at the end of each shift to the Contractor's supervisor. The supervisor shall return the item(s) to the RTS Facilities Supervisor within twenty-four (24) hours.
- 12.37 **Safety:** Contractor shall have sole responsibility for instructing its employees in appropriate safety measures, and shall not permit them to place brooms, mops, machines, or other equipment in traffic lanes or other locations so as to create safety hazards. Safety procedures shall be in effect at all times.
- 12.38 **Scrubbing:** Machine scrubbing requires the use of mechanized scrubbing/vacuum machines to be more aggressive than wet mopping; this may include large areas such as halls, lobbies, garages, ramps, or similar large areas which would otherwise require extensive labor to complete in a reasonable time period.
- Standard: Machine scrubbing shall be held to the same quality standard as wet mopping and shall remove all scuff marks.
- 12.39 **Scrubbing, Cleaning and Dry-Cleaning:** A satisfactory or acceptable scrubbed floor or cleaned carpet has no embedded dirt, cleaning solution, film, stains, marks, or water.
- 12.40 **Security:** Contractor recognizes that the maintenance of tight building security is of utmost importance and a pattern of failure to follow the guidelines herein relating thereto shall be grounds for automatic cancellation of this Agreement.
- Contractor shall comply with the provisions of this Agreement.
 - Supervisor's name, work history file, and telephone number shall be made available to RTS upon request. Contractor shall notify RTS upon any and every change in building supervisor.
 - Building keys will be distributed to Contractor by RTS.
 - Contractor will be held strictly responsible for all keys and all other necessary keys. In the event Contractor loses or misplaces keys, it is understood that Contractor shall bear all related costs to re-key all necessary locks associated with lost or misplaced keys.
 - Contractor will be held strictly responsible for making sure all building exterior doors are securely locked before leaving the building. In the event that meetings are being conducted beyond the hours of the normal cleaning time, RTS will be responsible for insuring that the doors to these specific areas are securely locked before leaving the building. Any problem with any lock should be immediately reported to RTS. In the event of cancellation of this Agreement, Contractor shall immediately return all building keys to RTS.
- 12.41 **Service Level (Acceptable Quality):** The level of services as outlined in these Specifications shall consistently be maintained. During the Contract period, the Contract Administrator will conduct monthly inspections of the facilities under this Contract. The inspections are based on standards for commercial facilities within the maintenance industry.
- 12.42 **Shower Curtain/Doors:** Cleaning of curtains/doors requires washing curtains with an approved cleaner that will disinfect, eliminate fungus and green mold.
- Standard: Washed with a germicidal solution with no mold and/or odor remaining.
- 12.43 **Shower Stalls:** Cleaning of shower stalls is defined as the removal of soap scum, mold, stains, and odors from surfaces (including grout) and cleaning the entire enclosure with a germicidal solution or steam cleaning.
- Standard: Walls, ceiling, enclosures, grout, and fixtures are cleaned with a germicidal solution and chrome is buffed to shine. There shall be no mold and/or odor remaining.
- 12.44 **Shower Safety Mats:** Cleaning of mats requires washing mats with an approved cleaner that will eliminate fungus and mold.
- Standard: Shower safety mats shall be considered properly cleaned when they are washed with a germicidal solution.
- 12.45 **Smoking Area:** Ash butt containers outside any buildings shall be cleaned by Contractor's employees once per week as well as the designated area where smoking is allowed to be free from cigarette butts and debris.
- Standard: Smoking area is to be policed and free of cigarette butts and debris.
- 12.46 **Spot Cleaning:** Spot cleaning requires the removal of dirt, soil, debris, liquids, stains, or other foreign materials from carpeted areas which can be accomplished by cleaning only the immediately affected area where cleaning the whole area would not be necessary. Spot cleaning may be accomplished by any of the methods contained herein and as dictated by the circumstances of the soiling. Carpet spots shall be removed immediately with an approved carpet cleaning solution in such a manner, which will not leave rings or discoloration.

- Standard: Spot cleaning shall remove completely any evidence of the soiling which necessitated the cleaning, and return the finish of the area affected to its pre-soiled condition without evidence of occurrence or cleaning.
- 12.47 **Subcontracts:** Contractor shall be responsible for all work performed under this Contract and shall keep all work under its control. Any and all subcontractors used on this work shall be under the direct supervision of the Contractor and shall be considered as its employees.
- 12.48 **Supplies:** Contractor shall furnish at its expense all equipment, tools and supplies to perform the work. The equipment, tools and supplies shall include but not be limited to: tile cleaner, disinfectants, deodorant blocks, trash can liners, toilet tissue, paper towels, seat covers, hand soap, glass cleaner, and stainless steel cleaner.
- 12.49 **Supervision:** The Proposer shall arrange for Contract Manager and/or Crew Supervisor for the services required. The Contract Manager and/or Crew Supervisor shall be available at all times when the contract work is in progress, to receive notices, reports, or requests from the Facility Representative or his/her representative. Contract Manager and/or Crew Supervisor's work, at a minimum, shall consist of daily continual inspections, work assignment preparation, supervision and substitution for absent workers and end of shift inspections and shall be on site the entire time during cleaning operations.
- 12.50 **Sweeping or Dust Mopping:** Sweeping/dust mopping requires the removal of loose dirt, dust, debris, and other foreign material through either manual or mechanized methods, as appropriate for the location and situation.
- Standard: A swept area shall be free of all loose dirt, grit, lint, dust, debris, or other foreign material with no build up in corners, crevices, under or around furniture parts. All items moved to remove dirt shall be returned to their original location.
- 12.51 **Training:** Contractor shall have an ongoing training program for all its staff. Contractor shall provide only personnel that have been fully trained for performance of this work. Supervisors shall have been trained in supervision as well as technical training in janitorial services.
- 12.52 **Trash/Waste Removal:** Trash/waste removal requires the collection of all materials, which have been placed into appropriate containers, and taken to a specified site for disposal.
- Standard: All trash/waste and soiled liners shall be removed from all trash/waste containers, and a new trash/waste liner shall be fitted into all such containers.
- 12.53 **Unauthorized Personnel:** Employees of the Contractor shall not be assisted nor accompanied by any individual that is not an employee of the Contractor, while performing duties related to the contract. This includes friends, children and/or other relatives. Employees of the Contractor that violate this stipulation shall be deemed objectionable to RTS and shall not be allowed to work in the facilities.
- 12.54 **Uniform and Appearance Standards:** The Proposer's employees shall be neat and clean in appearance and shall wear a uniform that clearly identifies them as an employee of the Proposer.
- A standard uniform will be presented to RTS for approval after award of proposal to Proposer.
- 12.55 **Vacuuming:** Vacuuming requires the mechanical removal of loose dust, dirt, soil, debris, and other foreign material from carpeted floors and other items (e.g. couches, chairs, walls, curtains/drapes), which require this method of cleaning.
- Standard: There shall be no evidence of any dust or dirt or any other loose foreign material. Materials shall be left in a lint free state. All items moved during this process shall be returned to their original positions.
- 12.56 **Wet Mopping:** Wet mopping requires the removal of built up dirt, soil, liquids, or other foreign materials from a floor using clean cotton or similar yarn type string mops (24 oz.) and mechanically wrung out so as to have sufficient neutral detergent and water solution or disinfecting detergent and water solution. This shall include rinsing if required or as recommended by the detergent manufacturer.
- Standard: A wet mopped floor shall be free of all dirt, debris, soil, liquids, or other foreign material. It will present a uniform appearance free of streaks, smudges, heel marks, or any other marks, which can be reasonably removed through this cleaning method. All splash marks/spots on walls and furniture/fixtures shall be removed before completion of the wet mopping task. All items moved to accomplish this task shall be returned to their original positions.

13. SPECIFIC REQUIREMENTS – CUSTODIAL SERVICES

Upon starting of contract, contractor will thoroughly clean facilities. Facilities will be brought up to industry standards. Items below are examples of what will be expected. Refer to **Attachment B-Cleaning Summary Example** for insight. Cleaning Log

– must sign in a log sheet to reflect the name, time and date of the last Proposer’s employee who performed the cleaning service. Refer to **Attachment A-Cleaning Levels and Frequencies**.

13.1 **Color Coding System:** A cleaning color coding system will be used. This is to prevent cross contamination and confusion. Mops, rags, microfiber, brushes, pails, mop buckets, and etc. will be color coded. Examples of such a system are having everything red for restrooms. Red mop buckets, red mop heads, red rags for cleaning urinals and toilets, red bottle heads for bathroom cleaning disinfectant, red scrub brushes. White for common areas, office areas, and so forth.

13.2 **Common Area/Office Areas:**

a) Refuse – Containers

- 1) **Empty Containers/Replace Liner:** All refuse and recycling containers shall be completely emptied and a clean, appropriately sized liner installed.
- 2) **Wipe Clean Containers:** Containers shall be damp wiped clean to remove stains, smudges, and dried refuse.
- 3) **Recycling Containers:** Recycling Containers for all recyclables are to be emptied and a clean, appropriately sized liner installed. Do not empty containers marked for shredding or battery recycling.
- 4) **Clean & Disinfect Waste Receptacles:** Containers shall be cleaned and disinfected so as to remove stains, smudges, and dried refuse.

b) Clean & Disinfect

- 1) **Clean Doors, Walls, and Frames:** Remove finger marks, furniture rubs, and scuff marks from walls, doors, frames, and kick plates.
- 2) **Clean and Disinfect Handles, Handrails, and Covers:** Clean and disinfect door handles, handrails, electrical switch plates, and outlet covers.
- 3) **Clean and Disinfect Drinking Fountains:** Stainless steel fountains are to be cleaned with a stainless cleaner, disinfected, inside and out, as well as fixtures. Fountains are to be free of water spots, stains, and smudges.
- 4) **Clean and Disinfect Communication Equipment:** Disinfect and remove dirt, smudges, and finger marks from telephones.
- 5) **Wipe Counters, Cabinets and Appliances:** Cabinet fronts and pulls, countertops, tables, towel dispensers, and appliances; exterior of refrigerator; and interior and exterior of microwave are to be cleaned so as to remove finger marks, smudges, food residue and left in a dust/dirt free condition.
- 6) **Clean and Disinfect Sinks & Faucets:** Stainless steel sinks, faucets, and handles are to be cleaned and disinfected with a disinfectant to remove all stains, spills, and food debris.
- 7) **Restocking Dispensers:** dispensers (paper towel and soap) are to be checked. Dispensers shall be filled as needed.

c) Furniture

- 1) **Furniture Placement:** Furniture, chairs, refuse, and recycle containers are to be placed back in their appropriate locations.
- 2) **Furniture – Damp Wipe:** Furniture shall be damp wiped with disinfectant to remove stains, smudges, and dried refuse.
- 3) **Furniture – Vacuuming:** Upholstered furniture shall be vacuumed clean, debris, and lint free.

d) Dusting

- 1) **Dust Horizontal Surfaces:** Horizontal surfaces, window ledges, light fixtures, picture frames, and the like are to be dust free.
- 2) **Dust Furniture:** Common area furnishings, directory signage, tables, and chairs are to dust free.
- 3) **High Dust – Vents, Grilles, Lighting, Etc.:** High dusting shall be anything over 6’ from the floor including vents, grilles, exhaust fans, light fixtures, clocks, door tops, and frames.

e) Windows, Glass, and Blinds

- 1) All glass, frames, sills and hardware are to be kept cleaned and polished.
- 2) Complete window cleaning is to be done on a scheduled basis.
- 3) Window coverings and hardware are to be kept clean and dust free.
- 4) Pictures, display cases and misc. glass are to be kept clean and dust free.
- 5) Entry glass shall be cleaned and streak free inside and out.

f) Flooring – Carpet

- 1) Vacuum Carpet: Carpeted areas of lobbies, conference rooms, hallways, corridors, entrances, including entrance mats are to be thoroughly vacuumed dirt free. Furnishings (chairs, wastebaskets, etc.) are to be moved and returned to their original locations to provide for vacuuming.
- 2) Vacuum with Edging Tool – All Corners: Carpet edges and corners where floor and wall intersect, where floor and thresholds meet or around the bases of any object permanently placed on a carpet surface are to be vacuumed with an edging tool.
- 3) Routine Spot Clean Carpet: Carpet is to be kept in a stain-free condition. The Contract Administrator and the Contractor shall agree as to whether carpet shampooing/extraction supersedes spot cleaning.
- 4) Baseboard Cleaning: Baseboards (wood, vinyl, rubber) shall be kept cleaned with an appropriate product so as not to discolor or scratch.

g) Flooring – Ceramic Tile

- 1) Sweep Ceramic Tile Floors: Ceramic tile flooring shall be swept with a broom so as to leave the floor in a dirt (dust) free state.
- 2) Damp Mop and Disinfect Ceramic Tile Floors: Ceramic tile floor surfaces shall be damp mopped with a disinfectant.
- 3) Machine Scrub Ceramic Tile Floors: Ceramic tile floor surfaces shall be machine scrubbed with an effective detergent cleaner and neutralized. Ceramic tile flooring shall be maintained to remove stains, smudges, scuff marks, and dried refuse.
- 4) Baseboard Cleaning: Baseboards shall be cleaned with an appropriate product so as not to discolor or scratch.

h) Flooring – Resilient Bio-Based Tile

- 1) Sweep Tile Floors: Resilient tile flooring shall be swept with a broom or dust mopped so as to leave the floor in a dirt (dust) free state.
- 2) Damp Mop Tile Floors: Resilient floor surfaces shall be damp mopped to remove any dirt and all spills. Scuff marks or stains are not expected to be removed with damp mopping.
- 3) Baseboard Cleaning: Baseboards (vinyl, rubber) shall be cleaned with an appropriate product so as not to discolor or scratch.
- 4) Bio-based tile surface floors are to be re-coated with a minimum of 1 coat of sealer and 3 coats of polish when stripped.

i) Flooring - Concrete

- 1) Sweep Concrete Floors: Concrete floors shall be swept with a broom so as to leave the floor in a dirt (dust) free state.
- 2) Damp Mop Concrete Floors: Concrete floor surfaces shall be damp mopped to remove any dirt and all spills. Scuff marks or stains are not expected to be removed with damp mopping.
- 3) Baseboard Cleaning: Baseboards (wood, vinyl, rubber, and concrete, steel) shall be cleaned with an appropriate product so as not to discolor or scratch.

j) Stairs

- 1) Sweeping Stairwells: Stairs and landings shall be swept with a broom; dust mopped, or vacuumed so as to leave the treads in a dirt (dust) free state.
- 2) Handrails: All handrails will be wiped down and disinfected.

13.3 **Restrooms/Showers/Locker Rooms**

a) Refuse – Containers

- 1) Empty Containers/Replace Liner: All refuse containers shall be completely emptied and a clean, appropriately sized liner installed.
- 2) Wipe Clean Containers: Containers shall be damp wiped clean to remove stains, smudges, and dried refuse.
- 3) Clean & Disinfect Waste Receptacles: Containers shall be cleaned and disinfected so as to remove stains, smudges, and dried refuse.
- 4) Partitions and doors are to be spot cleaned using disinfectant.

b) Clean & Disinfect

- 1) Clean Doors, Walls, and Frames: Remove finger marks, scuff marks, and debris from walls, doors, frames, and kick plates.
- 2) Clean and Disinfect Handles, Handrails, and Covers: Clean and disinfect door handles, handrails, electrical switch plates, and outlet covers.
- 3) All drains will be treated with a drain maintainer. That includes floor drains, sink drains, urinals, etc.
- 4) Prime Floor Drains: Floor drains are to be flushed with a drain maintainer so as to clean out the traps and eliminate odors

c) Restroom Fixtures

- 1) Restocking Dispensers: Restroom dispensers (paper towel, seat covers, toilet paper, soap, etc.) are to be checked daily. Dispensers shall be filled as needed.
- 2) Clean Dispensers, Walls, and Partition: Clean dispensers, walls, and partitions to be free of soap scum, finger prints, dirt, smudges, and graffiti.
- 3) Clean and Disinfect Restroom Fixtures: Clean and disinfect all porcelain and stainless steel sinks, faucets, handles, toilets, flush urinals, and urinal partitions to be free of deposits, stains, soap, and odors.
- 4) Clean and Disinfect Fixture Exteriors: Fixtures (sinks, faucets, toilets, urinals) exteriors, undersides, and bases are to be cleaned and disinfected with an appropriate cleaner so as to remove any deposits which may occur.
- 5) Clean and Polish Chrome and Stainless Steel: Plumbing fixtures are to be cleaned and polished so as to produce a shiny appearance.
- 6) Hospital Disinfectant Sanitizer Fungicide Mildew stat Virucide cleaning agent will be used.

d) Showers

- 1) Restocking Dispensers: Shower soap dispensers are to be checked daily. Dispensers shall be filled as needed or as directed by the Contract Administrator.
- 2) Clean and Disinfect Shower Stalls: Shower stalls shall be cleaned and disinfected to be free of deposits, stains, and soap scum. Shower stalls shall be maintained to be mold and mildew free. The Contract Administrator and the Contractor shall agree as to when steam cleaning is needed..
- 3) Clean and Disinfect Shower Doors/Shower Curtains: Shower doors/curtains shall be cleaned and disinfected to be free of deposits, stains, and soap scum. Shower doors/curtains shall be maintained to be mold and mildew free.
- 4) Clean and Polish Chrome and Stainless Steel: Plumbing fixtures are to be cleaned and polished so as to produce a shiny appearance.
- 5) Walls will be cleaned daily, free from buildup and discoloration.

e) Dusting

- 1) Dust Horizontal Surfaces: Horizontal surfaces, window ledges, light fixtures, picture frames, and the like are to be dust free.
- 2) High Dust – Vents, Grilles, Lighting, Etc.: High dusting shall be anything over 6' from the floor including vents, grilles, exhaust fans, light fixtures, clocks, door tops, and frames.

f) Glass

- 1) Clean Mirrors: Mirrors shall be kept clean, fog, and streak free.

Flooring – Ceramic Tile

- 2) Sweep Ceramic Tile Floors: Ceramic tile flooring shall be swept with a broom so as to leave the floor in a dirt (dust) free state.
- 3) Damp Mop and Disinfect Ceramic Tile Floors: Ceramic tile floor surfaces shall be damp mopped with a disinfectant.
- 4) Machine Scrub Ceramic Tile Floors: Ceramic tile floor surfaces shall be machine scrubbed with an effective detergent cleaner and neutralized. Ceramic tile flooring shall be maintained to remove stains, smudges, scuff marks, and dried refuse.
- 5) Baseboard Cleaning: Baseboards (ceramic tile) shall be cleaned with an appropriate product so as not to discolor or scratch.

14. MISCELLANEOUS

- 14.1 The Contractor will furnish all labor, equipment, cleaning supplies, supervision, transportation, and payment for custodial services. Additional services to perform high interior and exterior window washing services may be requested. Glass should be cleaned per manufacturer's recommendations using products and methods consistent with those recommendations and that of the industry. Contractor shall use environmentally-friendly products, whenever possible, pre-approved by the RTS.
- 14.2 A copy of all keys to dispensers will be provided to the Transit Facilities Supervisor.
- 14.3 The Contractor shall maintain the janitor closets in a clean, neat, and orderly fashion.
- 14.4 All work shall be performed under the supervision of a qualified supervisor.
- 14.5 The Contractor will ensure that his/her employees comply with all OSHA and RTS policies, regulations, and practices.
- 14.6 The Contractor's personnel will conduct themselves on site in a workmanlike manner at all times.
- 14.7 Transit Facilities Supervisor or designated representative will inspect work performed by the Contractor on a regular basis. In the event of work performance deficiencies, the Contract Administrator or designated representative will notify the Contractor. Notification may be verbal or written. The City may choose to require the Contractor to rectify the deficiency within 24 hours. The Contractor is encouraged to schedule inspection times/dates with the Transit Facilities Supervisor or designee.
- 14.8 The Contractor shall, if applicable, establish a work schedule as set forth in the contract, maintenance agreement, or requisition. In no case shall work be performed before or after the schedule times without approval by the Transit Facilities Supervisor. In addition, the Contractor will provide a periodical cleaning form showing the completion of work for that time period.
- 14.9 This contract provides a building schedule which includes the days, and times each facility is currently occupied. In the event, this schedule is changed or modified; RTS will provide adequate notification to the Contractor.
- 14.10 The Contractor will provide a list of employees to the City and each employee shall carry an identification card issued by RTS to be worn in a visible location on their person at all times while performing services on RTS premises. No temporary employee will be allowed to work on RTS premises without prior authorization from RTS. The Contractor shall not allow children, pets, and non-employees on the premises.
- 14.11 The Contractor or his/her employees must not remove or consume any property belonging to RTS, RTS employees, or General Public. This policy includes any articles that may be deposited for disposal in trash receptacles.
- 14.12 Materials and/or equipment belonging to the City will not be transferred from one job site to another by the Contractor without permission of the Contract Administrator.
- 14.13 The Contractor and his/her employee may not use RTS property, including telephones, Fax, or copy machines, ladders, lifts, maintenance equipment, or the like, for personal use unless given permission by an authorized RTS representative.
- 14.14 Smoking shall not be permitted in any area, except in a designed smoking area.
- 14.15 The Contractor and his/her employees, if working after normal business hours, will ensure that all doors, windows, and gates giving access to RTS buildings are secured. All lights, except night lights, will be turned off before leaving the premises. Failure to properly secure RTS buildings may result in termination.
- 14.16 The Contractor may be issued necessary building key set(s) as well as electronic door card keys. In no case shall the Contractor make duplicates of any RTS issued key(s). Contractor will be responsible for payment of all lost keys and/or rekeying facility.
- 14.17 The Contractor shall report any building damage or potential hazard immediately to the Transit Facilities Supervisor by telephone during normal business hours. For life-threatening emergencies, calls shall be directed to 911.
- 14.18 Hazardous conditions shall be immediately remedied or secured by the Contractor's qualified and trained personnel to prevent further damage and/or protection of all personnel from exposure or injury. Specifically, as regards to Blood borne Pathogen Compliance; the Contractor shall also be responsible for training and protecting any and all employees of the Contractor, while engaged in the performance of any work or services by the Contractor under this agreement, as to the safeguards used and

precautions taken, for the proper handling of infectious materials. Verification of training must be presented with submittal of proposals to the City.

- 14.19 Incidents, altercations, or accidents involving facility visitors, Contractor's employees or RTS employees shall be reported to the Transit Facilities Supervisor within 24 hours. All incidents, altercations, or accidents involving Contractor personnel require a written report from the Contractor describing the incident or accident.

15. BUILDING SECURITY/ACCESS CONTROL

- 15.1 RTS's main facility has locked rooms for janitorial equipment and supplies for the Proposer and his/her employees in each building. Rosa Park Transfer Station and Butler Plaza Park n Ride do not have locked rooms for janitorial equipment and supplies for the Proposer and his/her employees. Storage space is minimal at each of those locations.

- 15.2 Access cards and keys will be furnished to the Proposer for all buildings for access at the time of assignment. The Proposer shall be responsible for safe keeping of all access cards and keys in their custody, and will be responsible for replacement costs if card access and/or keys are lost and not returned. This cost can be either to replace the key or card access or rekeying of the facility.

- 15.3 Any lost access cards and keys shall be reported immediately to the RTS Facilities Representative. The Proposer will be charged for the replacement of any lost access cards or keys. If the security of an area where a key is lost necessitates replacement of lock cylinders, locks or any other hardware, the Proposer shall pay the cost of such replacement for re-keying or key replacements for employees. If any access cards or keys issued to the Proposer during the term of the contract not returned at the expiration date of the contract, replacement keys or hardware replacement shall be billed to the Contractor.

15.4 Butler Plaza Park N' Ride and Rosa Parks Transfer Station

- a) Monday–Sunday
- b) Ticket Booth should be cleaned after 6 pm, Between the hours of 8am-5pm any need to go in the ticket booth should be kept at a minimum.
 - All waste paper and recycling receptacles will be emptied into approved outdoor bin and liner replaced. Receptacles will be spot cleaned for spills and odors.
 - All drinking fountains will be cleaned with approved cleaners and wiped dry.
 - Restrooms, commodes, urinals, and lavatories will be cleaned by using germicidal detergents and any other materials necessary to keep them free from germs, discoloration, encrustation, dirt, scum and objectionable odors. Sanitary napkin disposal units will be emptied each visit. Fingerprints and all soap and soil spots will be washed off mirrors, doors, partitions, walls, and woodwork. Floors will be swept and mopped using germicidal detergents.
- c) Daily
 - All building floor areas will be swept with treated dust mops and where required, spots cleaned daily with a wet mop and the appropriate cleaning solution for spills, stains, etc.
 - Entrance glass doors, interior glass doors and mirrors will be spot cleaned as needed.
 - All exterior trash cans and ash trays shall be emptied into approved outdoor bin and liner replaced at least once daily, more frequent if necessary. Receptacles will be spot cleaned for spills and odors.
 - Outside landings, stoops, patio and porches areas shall be swept or blown off, any spills or stains shall be cleaned.
 - Pick up litter around facility daily (including parking lot, flower beds, and grassy areas).
 - Remove any cobwebs.
 - Wipe/wash/clean benches.
- d) Twice Weekly
 - All hard and tile floors shall be swept, mopped with a suitable cleaner, scrubbed, rinsed and damp mopped.
- e) Weekly
 - All windows and glass, such as transom windows, display cases or window walls will be cleaned inside and out.
 - All other furniture, including chairs, cabinets, clothes racks, picture frames, ledges, doors, window kedges or any other furniture that is part of the area to be cleaned will be dusted weekly.
 - Dusting will be required above and below eye height. Any foreign matter that cannot be removed when dusting will be spot cleaned with appropriate cleaners. •Furniture with fabric upholstery should be vacuumed rather than dusted and spot cleaned with appropriate cleaners as needed.
 - Tile walls and grout will be scrubbed and cleaned.
- f) Monthly
 - Clean and/or dust as needed ceiling tiles, light fixtures and ceiling vents.

- Clean all walls.
- Clean all grout.
- Deep clean all floors.

g) Pressure Washing of Platforms

- Quarterly pressure washing passenger platforms of two (2) terminal locations which are approximately 12,000 square feet of cleaning area each. Pressure washing must be scheduled through the RTS Facilities Representative. Care must be taken around art work.

h) Pressure Washing of Sidewalks

- Annual pressure washing of sidewalks at the Rosa Park Transfer Station. Pressure washing must be scheduled through the RTS Facilities Representative. Refer to **Attachment H-Rosa Parks Transfer Station** for areas to be pressure washed and for the map of the property line.

16. ADDITIONAL REQUIREMENTS

Documentation for the following requirements is requested to be provided with the bid response. Missing documentation will be requested shortly after the closing date. Failure to provide the information and/or to meet the required minimums will result in your response being considered non-responsive and not considered for award.

- All proposers shall carry the required City, County, State and/or Federal licenses that apply to their business practices. *Provide copies of current applicable licenses/permits.*
- Proposers must have been in the janitorial services business for at least five years servicing accounts of a size similar to RTS. *Provide documentation such as business licenses/permits showing firm has been in business for the last five years.*
- Proposers are required to provide three (3) recent references for similar work completed within the last three (3) years. *Complete **Attachment I-Business References Form**.*
- Proposers are required to provide a list identifying resources for both equipment and personnel to be used in providing janitorial services to RTS facilities. *Complete **Attachment J-Equipment/Personnel Form**.*
- Proposers must demonstrate financial stability. *Provide copies of the last two years of financial statements.*

17. ATTACHMENTS

Attachments A-H are for your reference regarding the level of cleaning we would like and our supply usage. Attachments I and J are to be completed and submitted with your proposal.

Attachment A	Cleaning Levels and Frequencies
Attachment B	Cleaning Summary Example
Attachment C	Occupied Building Hours (subject to change)
Attachment D	Areas of Buildings to be Cleaned
Attachment E	Flooring Square Footage
Attachment F	Estimated Annual Usage
Attachment G	APPA's Five Levels of Clean
Attachment H	Rosa Parks Transfer Station
Attachment I	Business Reference Form
Attachment J	Equipment/Personnel Form

The quantities listed on **Attachment F** are estimates only and not to be considered as the actual amount that contractor will purchase in any fiscal year. RTS neither implies nor guarantees a specific level of usage under this RFP. **Attachment F** does not reflect all items RTS currently uses, only those of high usage.

SECTION VII – PRICE PROPOSAL

Proposers are to provide rates below which will remain firm for each year of the contract. The City reserves the right to add additional facilities during the life of this contract at the *Item 11 Sqft Rate* listed below, if applicable.

Item	Facility/ Building	Location	Est. Sq. Ft.	Award -	10/1/2020 -	10/1/2021 -	10/1/2022 -	10/1/2023 -
				9/30/2020	9/30/2021	9/30/2022	9/30/2023	9/30/2024
				Monthly Rate				
1	Admin/Ops Building A	34 SE 13th Rd	27,000	\$	\$	\$	\$	\$
2	Maintenance Garage Building C	34 SE 13th Rd	11,000	\$	\$	\$	\$	\$
3	Fuel Center Building D	34 SE 13th Rd	820	\$	\$	\$	\$	\$
4	Rosa Park Transfer Station	700 SE 3rd St	460	\$	\$	\$	\$	\$
5	Park N' Ride	4231 SW 30th Ave	540	\$	\$	\$	\$	\$
Monthly Total				\$	\$	\$	\$	\$

Item	Facility/ Building	Location	Award -	10/1/2020 -	10/1/2021 -	10/1/2022 -	10/1/2023 -
			9/30/2020	9/30/2021	9/30/2022	9/30/2023	9/30/2024
			One Add'l Cleaning Per Day				
Rate to Add one (1) more frequency of Policing Restrooms Per Day							
6	Admin/Ops Building A	34 SE 13th Rd	\$	\$	\$	\$	\$
7	Maintenance Garage Building C	34 SE 13th Rd	\$	\$	\$	\$	\$
8	Drivers Lounge Restrooms Building A	34 SE 13th Rd	\$	\$	\$	\$	\$
9	Rosa Parks Transfer Station Restrooms	700 SE 3rd St	\$	\$	\$	\$	\$
10	Park N' Ride Restrooms	4231 SW 30th Ave	\$	\$	\$	\$	\$

Item	Service	Unit of Measure	Award -	10/1/2020 -	10/1/2021 -	10/1/2022 -	10/1/2023 -
			9/30/2020	9/30/2021	9/30/2022	9/30/2023	9/30/2024
			Rate/Cost Per				
11	Clean Additional Facilities	Rate Per Sqft	\$	\$	\$	\$	\$
12	Clean Carpeting	Cost Per Sqft	\$	\$	\$	\$	\$
13	Machine Clean Upholstered Chairs	Rate Per Chair	\$	\$	\$	\$	\$
14	Floor Stripping/Repolishing	Cost Per Sqft	\$	\$	\$	\$	\$
15	Special Services (non-emergency, planned)	Rate Per Hour	\$	\$	\$	\$	\$
16	Emergency Call-Out	Rate Per Hour	\$	\$	\$	\$	\$

SECTION VII – PRICE PROPOSAL

Continued...

FOR INFORMATIONAL PURPOSES ONLY

Living Wage

This contract is a Living Wage covered service. Although the Living Wage Ordinance may not apply to your submittal based on the Living Wage Decision Tree, to assist the City in its efforts to collect data we are requesting that you provide your Bid Prices as if the Living Wage rate did apply. **(Your response will not affect consideration of your submittal in any manner.)**

If the Living Wage Ordinance did apply, please indicate your bid price below.

_____ Dollars (\$_____)

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

_____ does:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's 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 the drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify 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 (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Bidder's Signature

Date

DEBARRED AND SUSPENDED BIDDERS:

Breach of Contract

1. **Scope.**
This policy prescribes policies and procedures relating to:
 - (a) the debarment of bidders for cause;
 - (b) the suspension of bidders for cause under prescribed conditions;
and,
 - (c) the rejection of bids, revocation of acceptance and termination of contracts for cause.
 It is directly applicable to the advertised and negotiated purchases and contracts, for equipment and services of the City.
2. **General.**
Debarment and suspension are measures which may be invoked by the City either to exclude or to disqualify bidders and contractors from participation in City contracting or subcontracting. These measures should be used for the purpose of protecting the interests of the City and not for punishment. To assure the City the benefits to be derived from the full and free competition of interested bidders, these measures should not be instituted for any time longer than deemed necessary to protect the interests of the City, and should preclude awards only for the probable duration of the period of non-responsibility.
- 2.1 **Definitions.**
 - (a) "Debarment" means, in general, an exclusion from City contracting and subcontracting for a reasonable, specified period of time commensurate with the seriousness of the offense, improper conduct or inadequate performance.
 - (b) "Suspension" means a disqualification from City contracting and subcontracting for a temporary period of time because a concern or individual is suspected upon adequate evidence (See Section 6) of engaging in criminal, fraudulent, improper conduct or inadequate performance.
 - (c) A "debarment list" or "debarred bidders list" means a list of names of concerns or individuals against whom any or all of the measures referred to in this policy have been invoked.
 - (d) "Bidders" means, wherever the term is used in this policy, an offerors bidding pursuant to an invitation for bids or a request for proposals.
 - (e) "Affiliates" means business concerns which are affiliates of each other when either directly or indirectly one concern or individual controls or has the power to control another, or when a third party controls or has the power to control both.
 - (f) "Business operations" means commercial or industrial activity engaged in regularly and continuously over a period of time for the purpose of receiving pecuniary benefit or otherwise accomplishing an objective. "Business operations" constitute and are equivalent to "carrying on business", "engaged in business", "doing business".
3. **Establishment and Maintenance of a List of Concerns or Individuals Debarred or Suspended.**
 - (a) The Procurement Division shall establish and maintain on the basis contained in Sections 6 and 6.1, a consolidated list of concerns and individuals to whom contracts will not be awarded and from whom bids or proposals will not be solicited.
 - (b) The list shall show as a minimum the following information:
 - (1) the names of those concerns or individuals debarred or suspended (in alphabetical order) with appropriate cross-reference where more than one name is involved in a single action;
 - (2) the basis of authority for each action;
 - (3) the extent of restrictions imposed; and,
 - (4) the termination date for each debarred or suspended listing.
 - (c) The list shall be kept current by issuance of notices of additions and deletions.
4. **Treatment to be Accorded Firms or Individuals Debarred or Suspended**
Firms or individuals listed by the Procurement Division as debarred or suspended shall be treated as follows.
 - (a) **Total restrictions.** A contract shall not be awarded to a concern or individual that is listed on the basis of a Section 5(a)(1), (2) or (3) felony "conviction", or to any concern, corporation, partnership, or association in which the listed concern or individual has actual control or a material interest; nor shall bids or proposals be solicited therefrom. However, when it is determined essential in the public interest by the City Commission, an exception may be made with respect to a particular procurement action where the individual or concern is effectively the sole source of supply or it is an emergency purchase.
 - (b) **Restrictions on subcontracting.** If a concern or individual listed on the debarred and suspended bidders list is proposed as a subcontractor, the Procurement Division shall decline to approve subcontracting with that firm or individual in any instance in which consent is required of the City before the subcontract is made, unless it is determined by the City to grant approval City Commission essential to public interest and the individual or concern is effectively the sole source of supply or it is an emergency purchase.
5. **Causes and Conditions Applicable to Determination of Debarment.**
Subject to the following conditions, the Procurement Division is authorized to debar a firm or individual in the public interest for any of the following causes occurring within ten (10) years of debarment.
 - (a) **Causes**

- (1) "Conviction" for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract, or subcontract thereunder, or in the performance of such contract or subcontract.
- (2) "Convictions" of embezzlement, theft, forgery, issuance of worthless checks, bribery, falsification or destruction of records, perjury, or receiving stolen property where the conviction is based upon conduct which arose out of, or was related to, business operations of the bidder.
- (3) "Conviction" for bid-rigging activities arising out of the submission of bids or proposals.
- (4) Violation of contract provisions, as set forth below, of a character which is regarded by the City to be so serious as to justify debarment action:
 - (i) willful failure to perform in accordance with the specifications or within the time limit provided in the contract;
 - (ii) a record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts. Failure to perform or unsatisfactory performance caused by acts beyond the control of the firm or individual as a contractor shall not be considered to be a basis for debarment.
- (5) Debarment by any other governmental agency.

(b) Conditions.

- (1) Debarment for any of the causes set forth in this section shall be made only upon approval of the Procurement Division.
- (2) The existence of any of the causes set forth in (a) of this section does not necessarily require that a firm or individual be debarred except as provided in 4(a). In each instance, whether the offense or failure, or inadequacy of performance, be of criminal, fraudulent, or serious nature, the decision to debar shall only be made if supported by a preponderance of the credible evidence available. Likewise, all mitigating factors may be considered in determining the seriousness of the offense, failure, or inadequacy of performance, in deciding whether debarment is warranted. The actual or apparent authority of an involved individual, the present relationship of involved individuals with the bidder, the past performance of the individual or concern, and the relationship of the violation to the services or materials involved shall be considered.
- (3) The existence of a cause set forth in (a)(1), (2), and (3) of this section shall be established by criminal "conviction" by a court of competent jurisdiction. In the event that an appeal taken from such conviction results in reversal of the "conviction", the debarment shall be removed upon the request of the bidder (unless other causes for debarment exists). For the purposes of this policy, the following shall have the same effect as a "conviction": pleading guilty or nolo contendere, or being found guilty by a jury or court of, the offense in question, regardless of whether probation is imposed and adjudication withheld.
- (4) The existence of a cause set forth in (a)(4) and (5) of this section shall be established by a preponderance of credible evidence by the Procurement Division.
- (5) Debarment for the cause set forth in (a)(5) of this section (debarment by another agency) shall be proper if one of the causes for debarment set forth in (a)(1) through (4) of this section was the basis for debarment by the original debarring agency. Such debarment may be based entirely on the record of facts obtained by the original debarring agency, or upon a combination of such facts and additional facts.

5.1 Period of Debarment.

- (a) Debarment of a firm or individual shall be for a reasonable, definitely stated period of time commensurate with the seriousness of the offense or the failure or inadequacy of performance. As a general rule, a period of debarment shall not exceed five (5) years. However, when partial or total debarment for an additional period is deemed necessary, notice of the proposed additional debarment shall be furnished to that concern or individual in accordance with Section 8.
- (b) A debarment may be removed or the period thereof may be reduced by the City Manager upon the submission of an application supported by documentary evidence, setting forth appropriate grounds for the granting of relief; such as newly discovered material evidence, reversal of a conviction, bona fide change of ownership or management, or the elimination of the causes for which the debarment was imposed. The City Manager may request additional information, shall consider all relevant facts, and shall render a decision within twenty (20) days of receipt of the application unless a longer period is warranted under the circumstances.

6. Suspension of Bidders.

- (a) Suspension is a drastic action and, as such, shall not be based upon an unsupported accusation. In assessing whether evidence exists for invoking a suspension, consideration should be given to the amount of credible evidence which is available, to the existence or absence of corroboration as to important allegations, as well as to the inferences which may properly be drawn from the existence or absence of affirmative facts. This assessment should include an examination of basic documents, such as contracts, inspection reports, and correspondence. In making a determination to suspend, the Procurement Division shall consider the factors set forth in Section 5(b)(2). A suspension may be modified by the City Manager as described in Section 5.1(b).

6.1 Causes and Conditions Under Which the City May Suspend Contractors

- (a) The Procurement Division may, in the interest of the City, suspend a firm or individual when the firm or individual is suspected, upon credible evidence, of having committed one or more the following act(s) within three (3) years of the date of suspension:

- (1) Commission of fraud or a criminal offense as an incident to obtaining, attempting to obtain, or in the performance of a public contract;
- (2) Violation of statutes concerning bid-rigging activities out of the submission of bids and proposals; and,
- (3) Commission of embezzlement, theft, forgery, issuance of worthless checks, bribery, falsification, or destruction of records, perjury, receiving stolen property. Commission of any other offense indicating a lack of business integrity or business honesty which seriously and directly affects the question of present responsibility as a City contractor.

6.2 Period of Suspension.

- (a) All suspension shall be for temporary period pending the completion of an investigation and such legal proceedings as may ensue. In the event that prosecution has not been initiated within twelve (12) months from the date of the suspension, the suspension shall be terminated. Upon removal of suspension, consideration may be given to debarment in accordance with Section 5 of this policy.

7. Scope of Debarment or Suspension.

- (a) A debarment or suspension may include all known affiliates of a concern or individual.
- (b) Each decision to include a known affiliate within the scope of a proposed debarment or suspension is to be made on a case-by-case basis, after giving due regard to actual or apparent authority of the controlling concern or individual and similarity of the services provided by the affiliate to those provided by the debarred individual or concern.
- (c) The criminal, fraudulent, or seriously improper conduct of an individual may be imputed to the business concern with which he is connected, where such impropriety was accomplished within the course of his official duty or apparent authority, or was effected by him with the knowledge and approval of that concern. When the individual was an officer of the concern, knowledge and approval may be presumed. Likewise, where a concern is involved in criminal, fraudulent, or seriously improper conduct, any individual who was involved in the commission of the impropriety may be debarred or suspended.

8. Notice of Debarment or Suspension.

When the Procurement Division seeks to debar or suspend a concern or individual (or any affiliate thereof) for cause, it shall furnish that party with a written notice:

- (1) stating that debarment or suspension is being considered;
- (2) setting forth the reasons for the proposed action;
- (3) indicating that such party will be afforded an opportunity for a hearing if requested within ten (10) days; and,
- (4) indicating that such party may make a written response in accordance with Section 9(a).

9. Response to Notice of Debarment or Suspension.

- (a) In lieu of requesting a hearing within the prescribed ten (10) day period, the party may, within said ten (10) day period, notify the City of its intent to provide a written reply and submit written evidence to contest the debarment or suspension. Such written evidence must be submitted within twenty (20) days after receipt of the notice of proposed debarment or suspension in order for it to be considered.
- (b) Whatever response is received to the notice of intent to debar or suspend, such will be considered in determining whether debarment or suspension action will be made. Where a reply is received to the notice of intent to debar or to suspend, and evidence to refute such action is furnished but no hearing is requested, the information furnished will be considered in determining the action to be taken.
- (c) If a hearing is requested, it shall be conducted by the City Manager. The hearing will be held at a location convenient to the City as determined by the City Manager and on a date and at a time stated. An opportunity shall be afforded to the firm or individual to appear with witnesses and counsel, to present facts or circumstances showing cause why such firm or individual should not be debarred or suspended. The proceeding shall be of an informal nature as determined by the City Manager. After consideration of the facts, the City Manager shall notify the firm or individual of the final decision.
- (d) If no response is made to the notice of debarment or suspension within the first ten (10) day period, the decision of the Procurement Division shall be deemed final and the party so notified.

10. Rejection of Bids, Breach of Contract.

- (a) Previously solicited and/or accepted bids may be rejected or acceptance revoked prior to beginning of performance upon discovery by the City that the bidder or its affiliates have committed any act which would have been cause for debarment.
- (b) If after a contract is awarded and performance has been begun the City discovers that the bidder or its affiliates have committed any act prior to award or acceptance which would have been cause for debarment had it been discovered prior to solicitation or acceptance, the City may consider such to be a material breach of the contract and such shall constitute cause for termination of the contract.
- (c) If after bids have been solicited and/or accepted or after a contract is awarded and performance begun, the City discovers that the bidder or its affiliates committed any act prior to award or acceptance which would have been cause for debarment or suspension had it been discovered prior to solicitation or acceptance, the City may require additional satisfactory assurances that such act(s) have not occurred and that the contract can and will be faithfully performed. If additional assurances are requested and are not satisfactory or if the bidder or its affiliates fail to immediately cooperate with all reasonable requests, including requests for information reasonably calculated to lead to the discovery of relevant

evidence, then such may be considered a material breach of the contract and such shall constitute cause for termination of the contract.

ARTICLE X. LOCAL PREFERENCE POLICY*

***Editor's note:** Section 9 of Ord. No. 001261 states: "This ordinance shall become effective October 1, 2004, and shall be reviewed by the City Commission October 1, 2005, and unless extended by action of the City Commission, shall be deemed repealed effective March 31, 2006, provided that it shall remain applicable to new contracts solicited prior to repeal."

Sec. 2-620. Findings of fact.

The city annually spends significant amounts on purchasing personal property, materials, and contractual services and in constructing improvements to real property or to existing structures. The dollars used in making those purchases are derived, in large part, from taxes, fees, and utility revenues derived from local businesses in the corporate city limits of Gainesville, and the city commission has determined that funds generated in the community should, to the extent possible, be placed back into the local economy. Therefore, the city commission has determined that it is in the best interest of the city to give a preference to local businesses in the corporate city limits of Gainesville in making such purchases whenever the application of such a preference is reasonable in light of the dollar-value of proposals received in relation to such expenditures.

(Ord. No. 001261, § 1, 3-29-04)

Sec. 2-621. Definition.

"Local business" means the vendor has a valid occupational license, issued by the City of Gainesville at least six months prior to bid or proposal opening date, to do business in said locality that authorizes the business to provide the goods, services, or construction to be purchased, and a physical business address located within the limits of said locality, in an area zoned for the conduct of such business, from which the vendor operates or performs business on a day-to-day basis. Post office boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In order to be eligible for local preference, the vendor must provide a copy of the occupational license.

(Ord. No. 001261, § 2, 3-29-04)

Sec. 2-622. Local preference in purchasing and contracting.

In bidding of, or letting contracts for procurement of, supplies, materials, equipment and services, as described in the purchasing policies, the city commission, or other purchasing authority, may give a preference to local businesses in making such purchase or awarding such contract in an amount not to exceed five percent of the local business' total bid price, as described below, and in any event the cost differential should not exceed \$25,000.00. Total bid price shall include not only the base bid price but also all alterations to that base bid price resulting from alternates which were both part of the bid and actually purchased or awarded by the city commission or other authority. In the case of requests for proposals, letters of interest, best evaluated bids, qualifications or other solicitations and competitive negotiation and selection in which objective factors are used to evaluate the responses, local businesses are assigned five percent of the total points of the total evaluation points.

(Ord. No. 001261, § 3, 3-29-04)

Sec. 2-623. Exceptions to local preference policy.

The preference set forth in this Article X shall not apply to any of the following purchases or contracts:

- (1) Good or services provided under a cooperative purchasing agreement;
- (2) Contracts for professional services procurement of which is subject to the Consultants' Competitive Negotiation Act (F.S. § 287.055) or subject to any competitive consultant selection policy or procedure adopted or utilized by the city commission or charter officer;
- (3) Purchases or contracts which are funded, in whole or in part, by a governmental entity and the laws, regulations, or policies governing such funding prohibit application of that preference; or
- (4) Purchases made or contracts let under emergency or noncompetitive situations, or for litigation related legal services, etc., as such are described in the city's purchasing policies;
- (5) Purchases with an estimated cost of \$50,000.00 or less;
- (6) Application of local preference to a particular purchase, contract, or category of contracts for which the city commission is the awarding authority may be waived upon written justification and recommendation of the charter

officer and approval of the city commission. The preferences established herein in no way prohibit the right of the city commission or other purchasing authority to compare quality or fitness for use of supplies, materials, equipment and services proposed for purchase and compare qualifications, character, responsibility and fitness of all persons, firms, or corporations submitting bids or proposals. Further, the preferences established herein in no way prohibit the right of the city commission or other purchasing authority from giving any other preference permitted by law in addition to the preference authorized herein.

(Ord. No. 001261, § 4, 3-29-04)

Sec. 2-624. Application, enforcement.

The local preference shall apply to new contracts for supplies, materials, equipment and services first solicited after October 1, 2004. This article shall be implemented in a fashion consistent with otherwise applicable city purchasing policies and procedures.

(Ord. No. 001261, § 5, 3-29-04)

CITY OF GAINESVILLE

CERTIFICATION OF COMPLIANCE WITH LIVING WAGE

The undersigned hereby agrees to comply with the terms of the Living Wage Ordinance and to pay all covered employees, as defined by City of Gainesville Ordinance 020663 as amended at 030168 (Living Wage Ordinance), during the time they are directly involved in providing covered services under the contract with the City of Gainesville for Janitorial Services for Regional Transit System Facilities a living wage of \$_____ per hour to covered employees who receive Health Benefits from the undersigned employer and \$_____ per hour to covered employees not offered health care benefits by the undersigned employer.

Name of Service Contractor/Subcontractor:_____

Address:_____

Phone Number:_____

Name of Local Contact Person_____

Address:_____

Phone Number:_____

\$_____
(Amount of Contract)

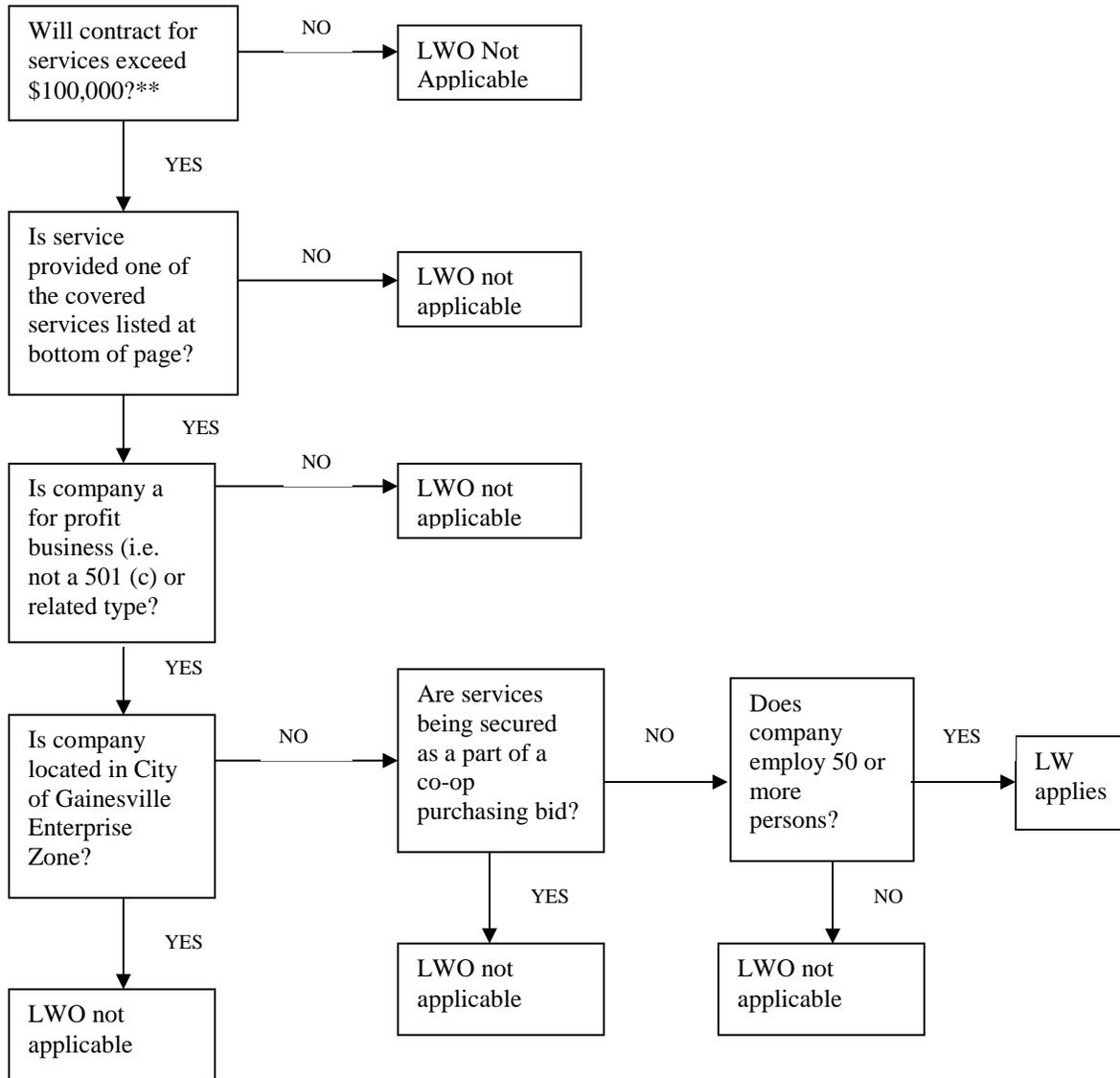
Signature:_____ Date:_____

Printed Name:_____

Title:_____

LIVING WAGE DECISION TREE

While not all encompassing, the following is provided as a guideline for contractors in determining whether the City of Gainesville Living Wage Ordinance applies to their firm in the performance of specified service contracts for covered services* with the City. Contractors are advised to review the entire text of the Living Wage Ordinance in conjunction with this guideline.



***Covered Services:** food preparation and/or distribution; custodial/cleaning; refuse removal; maintenance and repair; recycling; parking services; painting/refinishing; printing and reproduction services; landscaping/grounds maintenance; agricultural/forestry services; and construction services
****Total value of contract.**

PROPOSAL RESPONSE FORM – SIGNATURE PAGE

(submit this form with your proposal)

TO: City of Gainesville, Florida
200 East University Avenue
Gainesville, Florida 32601

PROJECT: **Janitorial Services for Regional Transit System Facilities**

RFP#: **RTSX-190033-DS**

RFP DUE DATE: **March 28, 2019 @ 3:00 p.m. (local time)**

Proposer’s Legal Name: _____

Proposer’s Alias/DBA: _____

Proposer’s Address: _____

PROPOSER’S REPRESENTATIVE (to be contacted for additional information on this proposal)

Name: _____ Telephone Number: _____

Date: _____ Fax Number: _____

Email Address: _____

ADDENDA

The Proposer hereby acknowledges receipt of Addenda No.’s _____, _____, _____, to these Specifications.

TAXES

The Proposer agrees that any applicable Federal, State and Local sales and use taxes, which are to be paid by City of Gainesville, are included in the stated bid prices. Since often the City of Gainesville is exempt from taxes for equipment, materials and services, it is the responsibility of the Contractor to determine whether sales taxes are applicable. The Contractor is liable for any applicable taxes which are not included in the stated bid prices.

LOCAL PREFERENCE (check one)

Local Preference requested: YES NO

A copy of your Business tax receipt and Zoning Compliance Permit should be submitted with your bid if a local preference is requested.

QUALIFIED LOCAL SMALL AND/OR DISABLED VETERAN BUSINESS STATUS (check one)

Is your business qualified as a Local Small Business in accordance with the City of Gainesville Small Business Procurement Program? (Refer to Definitions) YES NO

Is your business qualified as a Local Service-Disabled Veteran Business in accordance with the City of Gainesville Small and Service-Disabled Veteran Business Procurement Program? (Refer to Definitions) YES NO

SERVICE-DISABLED VETERANS’ BUSINESS (check one)

Is your business certified as a service-disabled veterans’ business? YES NO

LIVING WAGE COMPLIANCE

See Living Wage Decision Tree (refer to Exhibit C hereto)

Check One:

- Living Wage Ordinance does not apply
(check all that apply)
 - Not a covered service
 - Contract does not exceed \$100,000
 - Not a for-profit individual, business entity, corporation, partnership, limited liability company, joint venture, or similar business, who or which employees 50 or more persons, but not including employees of any subsidiaries, affiliates or parent businesses.
 - Located within the City of Gainesville enterprise zone.

- Living Wage Ordinance applies and the completed Certification of Compliance with Living Wage is included with this bid.

NOTE: If Contractor has stated Living Wage Ordinance does not apply and it is later determined Living Wage Ordinance does apply, Contractor will be required to comply with the provision of the City of Gainesville’s living wage requirements, as applicable, without any adjustment to the bid price.

SIGNATURE ACKNOWLEDGES THAT: (check one)

- Proposal is in full compliance with the Specifications.
- Proposal is in full compliance with specifications except as specifically stated and attached hereto.

Signature also acknowledges that Proposer has read the current City of Gainesville Debarment/Suspension/Termination Procedures and agrees that the provisions thereof shall apply to this RFP.

(CORPORATE SEAL)

ATTEST:

PROPOSER:

Signature

Signature

By: _____

By: _____

Title: _____

Title: _____

**CITY OF GAINESVILLE
GENERAL GOVERNMENT
PROCUREMENT DIVISION SURVEY
BID INFORMATION**

RFP #: RTSX-190033-DS

DUE DATE: March 28, 2019 @ 3:00 p.m.

SEALED PROPOSAL ON: Janitorial Services for Regional Transit System Facilities

IF YOU DO NOT BID

Please check the appropriate or explain:

- _____ 1. Not enough bid response time.
- _____ 2. Specifications not clear.
- _____ 3. Do not submit bids to Municipalities.
- _____ 4. Current work load does not permit time to bid.
- _____ 5. Delay in payment from Governmental agencies.
- _____ 6. Do not handle this item.
- _____ 7. Other: _____

Company: _____

Address: _____

Are you a minority business? yes _____ no _____

RFP (09/22/03)
Rev. local pref. 10/1/04;7/25/05;10/05;4/06;10/06;3/07;10/11;05/12;03/16;7/19/17

This form Document No. P04-213 is a legal instrument approved by the City Attorney. Any deviations from its intended use should be authorized by the City Attorney

ATTACHMENTS

ATTACHMENT A-Cleaning Levels and Frequencies

#181049A

ENTRANCES, LOBBIES, RECEPTION, FOYER – APPA Level 2	FREQUENCY
1. Tiled and resilient floors will be dust mopped and damp mopped/washed	Daily
2. Doormats will be vacuumed, lifted and cleaned under.	Daily
3. Carpeted areas will be vacuumed and spot cleaned.	Daily
4. Litter receptacles will be emptied and cleaned.	Daily
5. Door glass and partition glass will be cleaned both sides.	Daily
6. Door glass will be kept free (clean) of stains, marks, etc.	Daily
7. Entrance doorframes, side glass panels and top glass panels will be cleaned.	Daily
8. Finger and other marks will be removed from wall to 2 m. high.	1x wk
9. Horizontal surfaces will be dusted.	1x wk
10. Stainless steel kick plates will be cleaned.	1x wk
11. Exterior garbage containers (within 5m) will be emptied and damp wiped.	Daily

STAIRS AND LANDINGS – APPA Level 2	FREQUENCY
1. Stairs and landings will be swept and damp mopped/washed/vacuumed.	Daily
2. Doors will be kept free of finger marks.	Daily
3. Handrails will be dusted and damp wiped	2x wk
4. Walls will be spot cleaned to 2m high	1x wk
5. Stainless steel kick plates will be cleaned	1x wk

CORRIDORS, HALLWAYS – APPA Level 2	FREQUENCY
1. Tiled and resilient floors will be dust mopped and damp mopped.	Daily
2. Carpeted floors will be vacuumed and spot cleaned.	Daily
3. Horizontal surfaces will be dusted.	1x wk
4. Waste receptacles will be emptied and cleaned.	Daily
5. Drinking fountains will be cleaned.	Daily
6. Walls will be spot cleaned to 2 m. high.	1x wk
7. Tiled and resilient floors will be sprayed and buffed.	1x mth
8. Door glass and partition glass will be completely cleaned both sides.	1x wk

ELEVATORS – APPA Level 1	FREQUENCY
1. Floors will be dust mopped and damp mopped/washed	Daily
2. Doors and wall will be kept free of marks	Daily
3. Glass ceiling panels will be cleaned	1x mth
4. Stainless steel panels will be polished	1xwk

LOUNGES, BREAKROOM – APPA Level 2	FREQUENCY
1. Supplies will be replenished.	Daily
2. Upholstered furniture will be vacuumed.	1x wk
3. Tables will be damp wiped.	Daily
4. Receptacles will be emptied and cleaned.	Daily
5. Walls will be spot cleaned to 2 m. high.	1x wk
6. Chairs will be damp wiped.	1x wk
7. Floors will be dust mopped and damp mopped/washed.	Daily
8. Stainless steel sinks and counters will be cleaned.	Daily

ATTACHMENT A-Cleaning Levels and Frequencies

OFFICES – APPA Level 2	FREQUENCY
1. Tiled and resilient floors will be dust mopped and damp mopped.	1x wk
2. Carpets will be vacuumed and spot cleaned.	1x wk
3. Wastebaskets and recycling bins will be emptied and cleaned.	2x wk
4. Furniture and horizontal ledges will be dusted.	1x wk
5. Finger marks will be removed from walls and partitions will be spot cleaned to a height of 2 m.	1x wk
6. Telephones will be cleaned and disinfected.	1x wk
7. Horizontal and vertical blinds dusted.	2x yr
8. Horizontal and vertical blinds thoroughly cleaned per manufactures recommendations.	1x yr

WASHROOMS, SHOWERS, CHANGE ROOMS – APPA Level 1	FREQUENCY
1. All fixtures will be cleaned, i.e. bowls, urinals, basins, mirrors, chrome surfaces and interface.	Daily
2. Waste receptacles will be emptied and cleaned.	Daily
3. All supplies will be replenished.	Daily
4. Walls will be spot cleaned to a height of 2 m.	Daily
5. Walls will be washed floor to ceiling and grout scrubbed clean.	1x mth
6. Toilet partitions will be damp wiped.	1x wk
7. Floors will be swept and washed.	Daily
8. Floor drains will be primed.	1x wk
9. Walls and toilet partitions will be kept free of graffiti.	Daily
10. Floor drains will be cleaned and floor drain lids lifted and cleaned.	1x mth

BREAKROOM AND CIRCULATION AREAS – APPA Level 1	FREQUENCY
1. Floors will be swept and damp mopped/washed.	Daily
2. Walls will be spot cleaned up to a height of 2 m.	Daily
3. Waste will be removed to outside container.	Daily
4. Horizontal ledges will be wiped.	1x wk
5. Glass doors will be cleaned.	Daily
6. Chairs, tables and table legs will be damp wiped	1x wk
7. Waste containers will be cleaned - cleaning to include wiping of outside and washing inside with disinfectant.	1x wk

MEETING ROOMS, CONFERENCE ROOMS, MULTI PURPOSE ROOMS – APPA Level 1	FREQUENCY
1. Garbage picked up.	Daily
2. Carpets vacuumed.	Daily
3. Upholstered furniture vacuumed.	1x wk
4. Tables damp wiped (policed daily).	3x wk
5. Walls spot cleaned to a height of 2 m.	1x wk
6. Chairs damp wiped.	1x wk
7. Carpets spot cleaned.	Daily
8. Door glass and partition glass will be cleaned both sides.	Daily
9. Door and glass will be kept free (clean) of stains, marks, etc.	Daily

TRAINING ROOMS – APPA Level 2	FREQUENCY
1. Carpets will be vacuumed and spot cleaned.	Daily
2. Tiled, painted, resilient floors will be dust mopped and damp mopped/washed.	Daily
3. Waste receptacles will be emptied and cleaned.	Daily
4. Desks, tables, counters, sills and ledges will be dusted.	1x wk
5. White boards will be cleaned.	1x wk
6. Vents will be cleaned.	1x mth
7. Door glass and partition glass will be cleaned both sides.	1x mth
8. Horizontal and vertical blinds will be dusted.	1x mth
9. Horizontal and vertical blinds thoroughly cleaned per manufactures recommendations.	1x yr

ATTACHMENT A-Cleaning Levels and Frequencies

COMPUTER LABORATORIES – APPA Level 2	FREQUENCY
1. Carpets will be vacuumed and spot cleaned.	Daily
2. Tiled and resilient floors will be dust mopped and damp mopped/washed.	Daily
3. Waste receptacles will be emptied and cleaned.	Daily
4. Desks, counters, sills and ledges will be dusted.	1x wk
5. Door glass and partition glass will be cleaned both sides.	1x mth
6. Horizontal and vertical blinds will be dusted.	1x mth
7. Horizontal and vertical blinds spray thoroughly cleaned per manufactures recommendations.	1x yr

GENERAL OFFICE SPACE / WORKROOM AREAS / AREAS NOT SPECIFIED – APPA Level 2	FREQUENCY
1. Tiled and resilient floors will be dust mopped and damp mopped.	2x wk
2. Carpets will be vacuumed and spot cleaned.	2x wk
3. Wastebaskets and recycling bins will be emptied and cleaned.	2x wk
4. Furniture and horizontal ledges will be dusted and spot cleaned.	1x wk
5. Finger marks will be removed from walls and partitions will be spot cleaned to a height of 2m.	1x wk
6. Telephones will be cleaned and disinfected.	1x wk
7. Horizontal and vertical blinds dusted.	1x mth
8. Horizontal and vertical blinds thoroughly cleaned per manufactures recommendations.	1x yr
9. All graffiti shall be removed as it appears	Daily
10. Window ledges and tracks will be dusted and wiped	1x mth
11. All metal surfaces, including push plates and kick plates will be cleaned and polished	1x mth
12. Spot cleaning of ceramic tile grout	1x mth
13. Floor will be spray buffed	1x mth
14. Dust exterior doors and frames of lockers, partitions, and ledges	1x wk
15. Thoroughly clean all floor drains – flush with water and an enzyme product	1x wk
16. Finger marks will be removed from glass desks, table tops, door glass, and display cases	3x wk
17. Exterior sidewalk cleaning; all sidewalk extensions of buildings to be swept and kept clean 5 meters on either side of and perpendicular to entrance	Daily
18. All outside garbage receptacles at building entrance to be emptied	Daily
19. Clean and sanitize all waste receptacles, sinks, tables and countertops	Daily
20. Clean the interior of all paper towel and soap dispensers	1x mth

BUTLER PLAZA PARK N' RIDE AND ROSA PARKS TRANSFER STATION	FREQUENCY
1. Restrooms cleaned after 6 pm, and policed at 9 am.	Mon-Sun
2. Ticket Booth cleaned after 6 pm, and policed at 9 am.	Mon-Fri
3. All waste paper and recycling receptacles will be emptied into approved outdoor bin and liner replaced. Receptacles will be spot cleaned for spills and odors.	Daily
4. All drinking fountains will be cleaned with approved cleaners and wiped dry.	Daily
5. All building floor areas will be swept with treated dust mops and where required, spots cleaned daily with a wet mop and the appropriate cleaning solution for spills, stains, etc.	Daily
6. Entrance glass doors, interior glass doors and mirrors will be spot cleaned as needed.	Daily
7. All exterior trash cans and ash trays shall be emptied into approved outdoor bin and liner replaced at least once daily, more frequent if necessary. Receptacles will be spot cleaned for spills and odors.	Daily
8. Outside landings, stoops, patio and porches areas shall be swept or blown off, any spills or stains shall be cleaned.	Daily
9. Pick up litter around facility daily (including parking lot, flower beds, and grassy areas).	Daily
10. Remove any cobwebs.	Daily

ATTACHMENT A-Cleaning Levels and Frequencies

BUTLER PLAZA PARK N' RIDE AND ROSA PARKS TRANSFER STATION (continued)	FREQUENCY
11. All hard and tile floors shall be swept, mopped with a suitable cleaner, scrubbed, rinsed and damp mopped.	2x wk
12. All windows and glass, such as transom windows, display cases or window walls will be cleaned inside and out. All other furniture, including chairs, cabinets, clothes racks, picture frames, ledges, doors, window kedges or any other furniture that is part of the area to be cleaned will be dusted weekly. Dusting will be required above and below eye height. Any foreign matter that cannot be removed when dusting will be spot cleaned with appropriate cleaners. Furniture with fabric upholstery should be vacuumed rather than dusted and spot cleaned with appropriate cleaners as needed.	1x wk
13. Tile walls and grout will be scrubbed and cleaned.	1x wk
14. Spot clean grout	1x wk
15. Clean and/or dust as needed ceiling tiles, light fixtures and ceiling vents.	4x yr
16. Clean all walls.	4x yr
17. Clean all grout.	4x yr
18. Machine Scrub all floors.	4x yr

PERIODIC TASKS	FREQUENCY
Horizontal and vertical blinds thoroughly cleaned per manufactures recommendations.	1x yr
Buff floors	1x mth
Scrub and recoat floors (done between stripping and refinishing floors)	2x yr
Strip and refinish floors	2x yr
Sweep/dust mop hard floors	Daily
Spot mop hard floors	As Needed
Damp mop hard floors	2x wk
Machine scrub hard floors	1x mth
Vacuum supply and return air vents	1x mth
Vacuum high traffic areas / common areas	Daily
Vacuum offices	2x wk
Full carpet extraction	4x yr
Carpet spot removal	As Needed
Wipe down touch points with disinfectant	Daily
Machine scrub hard floors	4x yr
Clean/disinfect water fountains	Daily
PERIODIC TASKS	Frequency
Spot clean interior glass	Daily
Glass doors cleaned	Daily
Transom windows, window walls, partition glass, and display cases will be cleaned	1x mth
All other interior glass and exterior first floor glass area entrances will be cleaned	4x yr
Wipe down window ledges	1x wk
Clean all exterior glass	1x yr
Telephones disinfected	1x wk
Dust ceilings and fixtures in ceiling	1x mth
Wash walls ceiling to floor	1x yr
Wash walls and ceilings in restrooms and showers	1x yr

ATTACHMENT B-Cleaning Summary Example

The reception area represents our customer's first impression. We want it to always be bright, clean and inviting. Every individual needs a clean work environment. A well organized and clean workplace helps to make everyone more productive.

Cleaning tasks for the reception area and office spaces include:

1. Empty waste receptacles and replace liners. Wash as needed.
2. Vacuum all carpets and mats
3. Mop all hard floors
4. Dust all horizontal surfaces of desks, chairs, tables and other furniture
5. Damp wipe all horizontal surfaces with disinfectant
6. Mop all hard floors with disinfectant
7. Remove cobwebs from front entry and immediate surrounding areas
8. Remove fingerprints and marks from around light switches and door frames
9. Clean glass doors inside and out
10. Wipe all internal glass
11. Polish all brass and bright work on doors and cabinets
12. Spot clean walls and painted surface
13. Collect all garbage, papers, bottles etc. from front entrance
14. Ensure all areas are clean & arranged neatly

Break Room & Washroom

A clean and sanitized washroom is a must in any working environment to ensure safety and reduce the risk of spreading germs. Same thing goes for a kitchen or break room where employees eat. It is imperative that these spaces be clean and sanitary even if no food preparation is done there.

15. Stock toilet tissue, hand towels, facial tissues and hand soap
16. Empty waste receptacles and wipe if needed and replace bin liners as required
17. Clean and polish mirrors
18. Wipe hand towel dispensers/hand dryers
19. Wipe down doors and sills – remove all dust and prints
20. Clean and sanitize all basins. Polish all bright work
21. Dust partitions, tops of mirrors and frames
22. Remove splash marks from walls and partitions around basins
23. Mop clean restroom and kitchen floors with disinfectant
24. Elevator and Stairs
25. Remove garbage from all areas
26. Polish all brass and bright work
27. Vacuum and mop all hard floors
28. Spot clean internal glass in doors
29. Toilets/urinals to be cleaned and disinfected on both sides and disinfected/sanitized and wiped dry

WEEKLY CLEANING

30. Spray buff all hard floors.
31. Clean all glass inside & outside.

MONTHLY CLEANING

32. Vacuum vents and chairs

Restroom Cleaning Procedures

A clean, well-maintained restroom promotes health and hygiene and reduces the spread of infection and disease. It is essential that janitorial staffs follow consistent restroom cleaning procedures. Not only does this prevent cross contamination, but it also improves efficiency and reduces overall labor time.

Section 1: Safety Precautions

Before beginning with any cleaning task, be sure that you fully understand how to use the chemicals and equipment required for the job. It is mandated by OSHA that every employee has a right to know about the possible chemical hazards within their workplace.

A safety data sheet (SDS) will provide the information regarding the chemicals within your building. Read and understand the SDS, as well as the product label for every product that you use. Your supervisor will show you where to find your SDS information and will also help you read and understand each sheet. Be careful not to use cleaning chemicals on any surface for which they are not intended. Be especially cautious when using acid cleaners. Never mix chemicals. It could cause serious or even fatal injury.

ATTACHMENT B-Cleaning Summary Example

Wear the proper personal protective equipment (PPE) to protect yourself from exposure to cleaning chemicals. Gloves, a mask and goggles will prevent chemical splashes from coming into contact with your skin and eyes.

Practice universal precautions when cleaning any blood or body fluid spills, or soiled materials that could contain these or other potentially infectious substances.

Note: Refer to OSHA's bloodborne pathogen standards for more information. Quick Reference Guide to the Bloodborne Pathogens Standard

Section 2: Preparation

When preparing for restroom cleaning, first review the supply checklist then begin to set up the cart with all supplies that will be needed, such as: soap and paper dispenser refills, cloths, bowl mops and other proper cleaning equipment.

Load the cart with all the properly labeled cleaners that will be needed. Be sure that the correct dilution rates are used according to the manufacturer's recommendations. A chemical management system ensures that dilution rates are correct and makes your job faster and easier.

Display the proper caution signs to warn of wet floors and close the restrooms to patrons before beginning to clean.

Section 3: Daily Cleaning Procedures

Remember these three rules of restroom cleaning:

Rule #1: Always clean top to bottom.

Rule #2: Clean from dry to wet.

Rule #3: Work towards the exit door.

Cleaning Toilets and Urinals Part 1

As you know, toilets and urinals can be tough and unpleasant to clean. By applying the proper disinfectant to the bowls ahead of time, your job will be less troublesome with cleaner results.

- First, flush each unit. This is done to ensure that the unit is free of contamination and determine if it's working properly. Report any damage or malfunctioning units to your supervisor or maintenance department.
- It is good practice to back-flush commodes before cleaning. Do this by inserting the bowl mop several times into the bowl throat, forcing the water up and over the bowl trap. This eliminates the water in the bowl, allowing more of the surface to be cleaned and less dilution of the cleaner.
- For urinals, remove debris with your gloves on and place the urinal screen on a paper towel while you clean.
- Apply a disinfectant solution to the interior and exterior surfaces of all urinals and toilets.
- Let it stand and move on to "dry cleaning."

High Dusting

Practicing the "top to bottom" rule, begin by using a long handled high duster to remove dust from ceiling corners, wall vents, tops of partitions, door frames, window sills, light fixtures and other high areas that may gather dust. This can be done once or twice a week.

Trash Removal

Empty all trash receptacles and disposal units for sanitary napkins. Remove the contents and replace the liners. Never compress the trash and always be careful of sharp objects that may be sticking out of the liners. Spray the receptacles with disinfectant spray such as Betco Glybet II.

Dispensers:

- Soap Dispensers
- Check the soap dispenser and refill when necessary.
- Follow the manufacturer's instructions for opening, filling and securing each type of soap dispensing unit.
- Clean the exterior of the soap dispensers with a damp cloth and a disinfectant solution. If necessary, remove any buildup around the delivery area. Allow it to air dry.

Paper Towel Dispensers

- Unlock the dispenser and refill the paper towels. When opening, be careful not to let the fall open; it could cause injury and a mess.
- Replace and add more towels as needed to fill the unit. Try not to overfill the dispenser because it makes the towels difficult to pull out. Check to make sure they release easily.

ATTACHMENT B-Cleaning Summary Example

- Close and lock the dispenser making sure it is secure.
- Damp wipe the outside of the towel dispenser or the hand dryer with a disinfectant solution and allow it to air dry.

Toilet Tissue Dispensers

- Unlock the dispensers for the toilet tissue holders. Remove the roll and damp wipe the inside of the holder to remove any paper dust using a disinfectant solution. Allow it to air dry.
- Install a new roll of tissue. Be sure the roll unwinds over the top of the roll and not from underneath. This allows it to be pulled out more easily and avoids unrolling and wasting of the product.
- Close and re-lock the dispenser. Damp wipe the outside of the dispenser with disinfectant solution.
- Restock any other dispensing units in the restroom such as tampons or toilet seat covers. Damp wipe the units with disinfectant solution. Report any equipment, including dispensers that look damaged or do not work properly, to your supervisor.

Dry Floor Care

Dust mop the floor starting at the farthest corner and working towards the door. Collect the dirt with a dustpan and place it in the proper trash receptacle.

Sinks and Countertops

- Clean sinks by first using a paper towel to remove any hair or debris. Spray disinfectant inside of the sink and exterior surfaces including all metal handles, faucets and the plumbing until covered. Allow the product to stand for at least 10 minutes for proper disinfection. Wipe using a clean cloth or sponge.

Mirrors and Glass Surfaces

- Clean mirrors and glass surfaces. Spray cleaner from the bottom to the top. Using a clean cloth, wipe the surface from the top to the bottom to prevent streaking.
- Note: Be careful how you use your damp cloths or sponges. Avoid using the same cloth for cleaning the toilet, the mirrors and the sink. This reduces the risk of cross-contamination.

Spot Cleaning

Spot clean with disinfectant solution to remove any stains and dirt from walls and switches. Make sure to spray the cleaner on the cloth or sponge when cleaning light switches or fixtures.

Cleaning Toilets and Urinals Part 2:

- Now that the disinfectant has had ample contact time, you can continue cleaning the toilets and urinals.
- Clean the inside of the toilet with the bowl mop paying close attention to the underside of the flush rim. This prevents the accumulation of bacteria that can spread disease and create unpleasant odors.
- Flush toilet to rinse the bowl. Use the clean water to rinse your bowl mop.

Flush Toilet Again

- Wipe down the exterior surfaces of the fixture with a clean cloth.
- Damp wipe all the flush handles and all other chrome. Allow the disinfectant to air dry.
- Use a bowl cleaner to de-scale the flush rim once a week. Remove water by back-flushing with a bowl mop. Saturate the mop with the cleaner and wet all surfaces thoroughly. Rinse by flushing. Only use the bowl cleaner on the interior of the bowl and NEVER on the seat. Acid residue could cause harm to skin.
- For urinals, use a bowl mop and wash the pre-sprayed disinfectant from the top to the bottom.
- Replace the urinal screens.

Tubs and Showers

- When cleaning tubs and showers, first remove all gross soils.
- Apply a tub and shower disinfectant to the walls and floors of a tiled shower stall. Be sure to read the label for dilution recommendations. Thoroughly wet all surfaces including the door tracks, doors, walls, soap dish, faucets and showerhead.

Allow approximately ten minutes of contact time. Wipe with a nonabrasive scrub pad or sponge.

Rinse thoroughly.

Always use a nonacid disinfectant on fixtures. Acid disinfectants are highly corrosive. Dry all surfaces carefully to prevent slips and falls.

Final Spot Cleaning

ATTACHMENT B-Cleaning Summary Example

Do final spot cleaning on the places that are most often touched in a restroom. Spray disinfectant on the handles of urinals, toilet seats, doors and towel dispensers as a final precaution to reduce cross-contamination.

Wet Mopping

- Wet mop the floor with a disinfectant solution starting from the farthest corner of the room working toward the exit door. Go along the baseboards first to keep them from getting splashed.
- Apply the solution from the mop bucket moderately with special attention given to toilet areas, urinals and sinks.
- Be sure to change the solution once it becomes visibly diluted or contaminated with soil; or at the very least after every three restrooms regardless of visible contamination.

Section 4: Detail Cleaning Procedures

Special cleaning requires detail procedures. Certain things like cleaning stains from the grout need to be done approximately once per month. Others, like cleaning ceilings and walls, are done approximately once per year or sooner, if needed.

Detail Cleaning Tasks:

- To clean higher fixtures such as lights or vents, wipe them down with a neutral cleaner.
- Spray and wipe the insides of trash and sanitary napkin receptacles with disinfectant when they become visibly soiled.
- Remove any graffiti with a product specifically designed for graffiti removal. Be sure to read the label before using the product.
- Cleaning grout on tile floors needs to be done periodically and requires special equipment. Scrub the grout using a grout-scrubbing machine.
- If you notice odor coming from restroom or shower drains, use an enzymatic drain maintainer. Use product a minimum of three times a week to maintain drains.

Section 5: Cleanup Procedures for your Equipment

- When finished with all necessary procedures and all surfaces are dry, remove posted signs.
- Wash all equipment thoroughly.
- Properly discard mop bucket solutions when cleaning is complete at the end of the day.
- Hang mops to dry.

Section 6: Summary

Be sure to practice good safety precautions:

- Understand product labels and SDS information.
- Wear the proper personal protective equipment (PPE).
- Follow OSHA's blood borne pathogen standards with regard to blood and bodily fluid cleanup.
- Post caution signs before cleaning.
- Review your supply checklist and stock your cart.
- Know your daily procedures and the routine in which to perform them.
- Remember these rules when cleaning and disinfecting a restroom:
 - Always clean top to bottom.
 - Clean from dry to wet.
 - Work towards the exit door.
- Know your detail and periodic cleaning procedures and when to perform them.
- Be sure to always clean up and wash your equipment at the end of your shift or at the end of a workday.
- Report any damaged or non-functioning dispensers.

ATTACHMENT C-Occupied Building Hours

(subject to change)

#181049A

Location	Currently Staffed
Butler Plaza ticket booth	Mon-Fri, 8am-5pm
Rosa Park Ticket booth	Mon-Fri, 8am-5pm
Building A 1st Floor	Mon-Fri, 7am-6pm
Building A 2nd Floor	Mon-Fri, 7am-6pm
Building A Drivers Lounge	Mon-Sun, Various times for areas
Building D	Mon-Sun, 5pm-4am
Building C	Sun 10pm-Fri 10:30pm, Various times for area
Building C South East offices	Mon-Fri, 8am-5pm
Building C North East offices	Mon-Fri, Only one office at the time occupied, per 8 hr shift

ATTACHMENT D-Areas of Buildings to be Cleaned

Building A 1st Floor

#181049A

PONIKVAR ASSOCIATES

ARCHITECTS

720 S.W. 2ND AVENUE
GAINESVILLE, FLORIDA 32601
PHONE (352) 373-1108 FAX (352) 376-1087

RTS BUS FLEET MAINTENANCE & OPERATIONS FACILITY

Gainesville, Florida

for City of Gainesville

RECORDED DRAWING

CONFORMED DOCUMENTS

APRIL 14, 2009

DRAWN BY: ANS
CHECKED BY: JMS

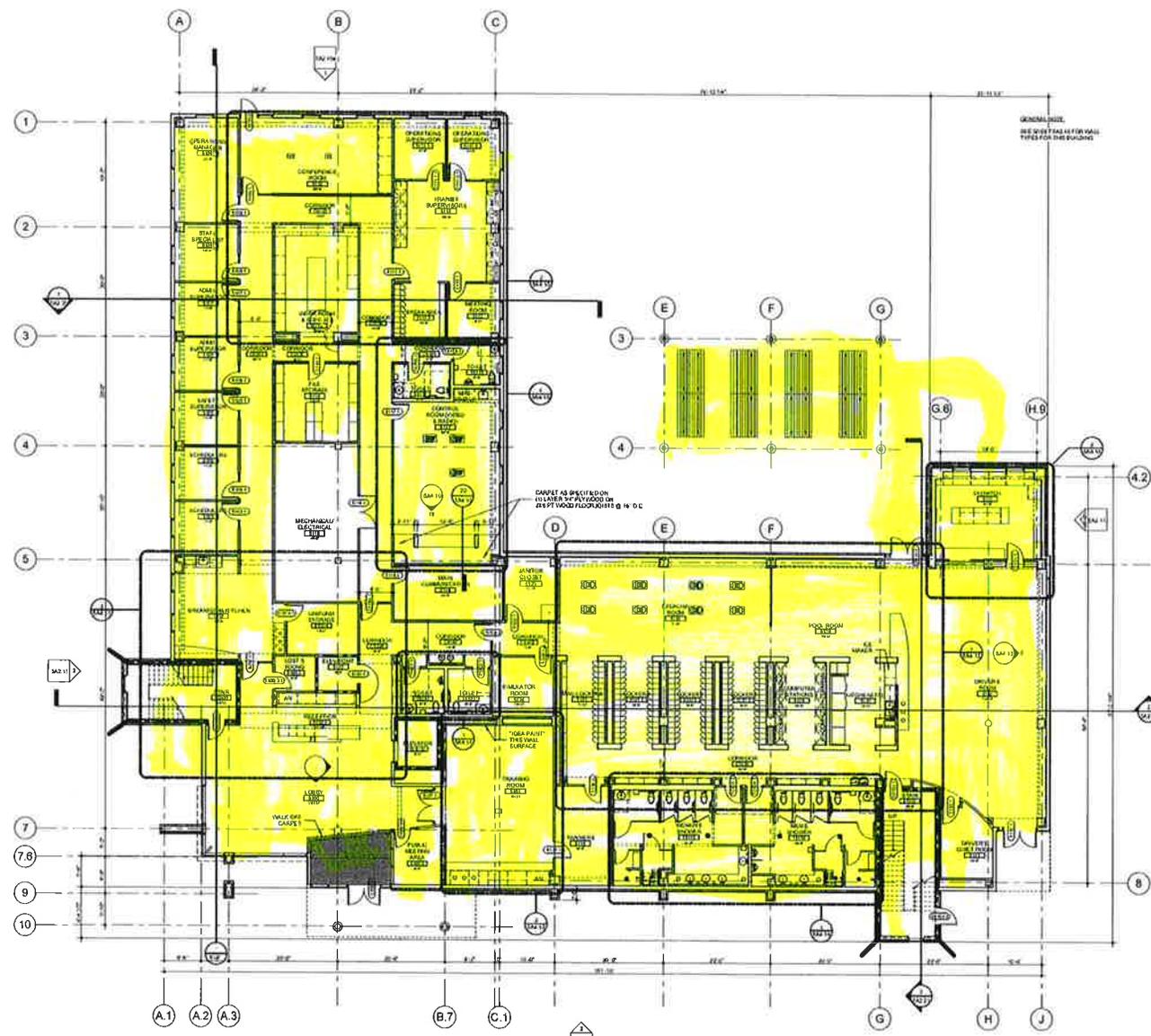
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NO.	DESCRIPTION	DATE

PLANS CHECKED BY: GATE CHECKED

ARCHITECTURAL FLOOR PLAN - FIRST FLOOR

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ARCHITECTURAL FLOOR PLAN - FIRST FLOOR

ATTACHMENT D-Areas of Buildings to be Cleaned

Building C 1st Floor

#181049A

PONIKVAR ASSOCIATES

ARCHITECTS

120 SW 9th Avenue
Gainesville, Florida
Phone: (352) 928-9278
Fax: (352) 928-1201

RTS BUS FLEET MAINTENANCE & OPERATIONS FACILITY

Gainesville, Florida

for
City of Gainesville

RECORD DRAWING

CONFORMED DOCUMENTS

APRIL W. POKRVAR ARCHITECT

DRAWN BY: JLB
ARCHITECT PROJECT NO: 181049

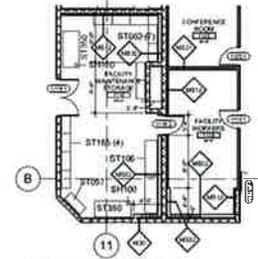
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NO.	DESCRIPTION	DATE

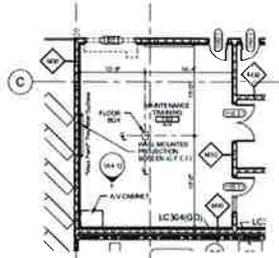
PLANNED CHECKED BY: JLB
DATE CHECKED: 03/18/2018

ARCHITECTURAL FLOOR PLAN - FIRST FLOOR (CONT.)

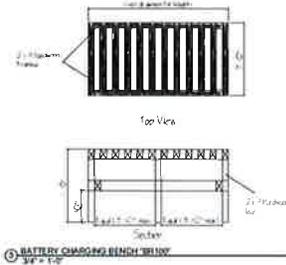
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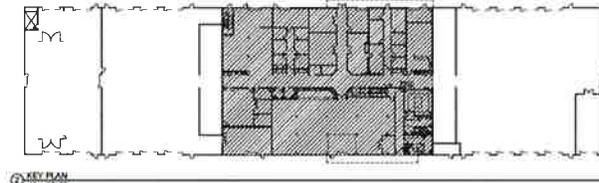
Partial Floor Plan - First Floor
1/8" = 1'-0"



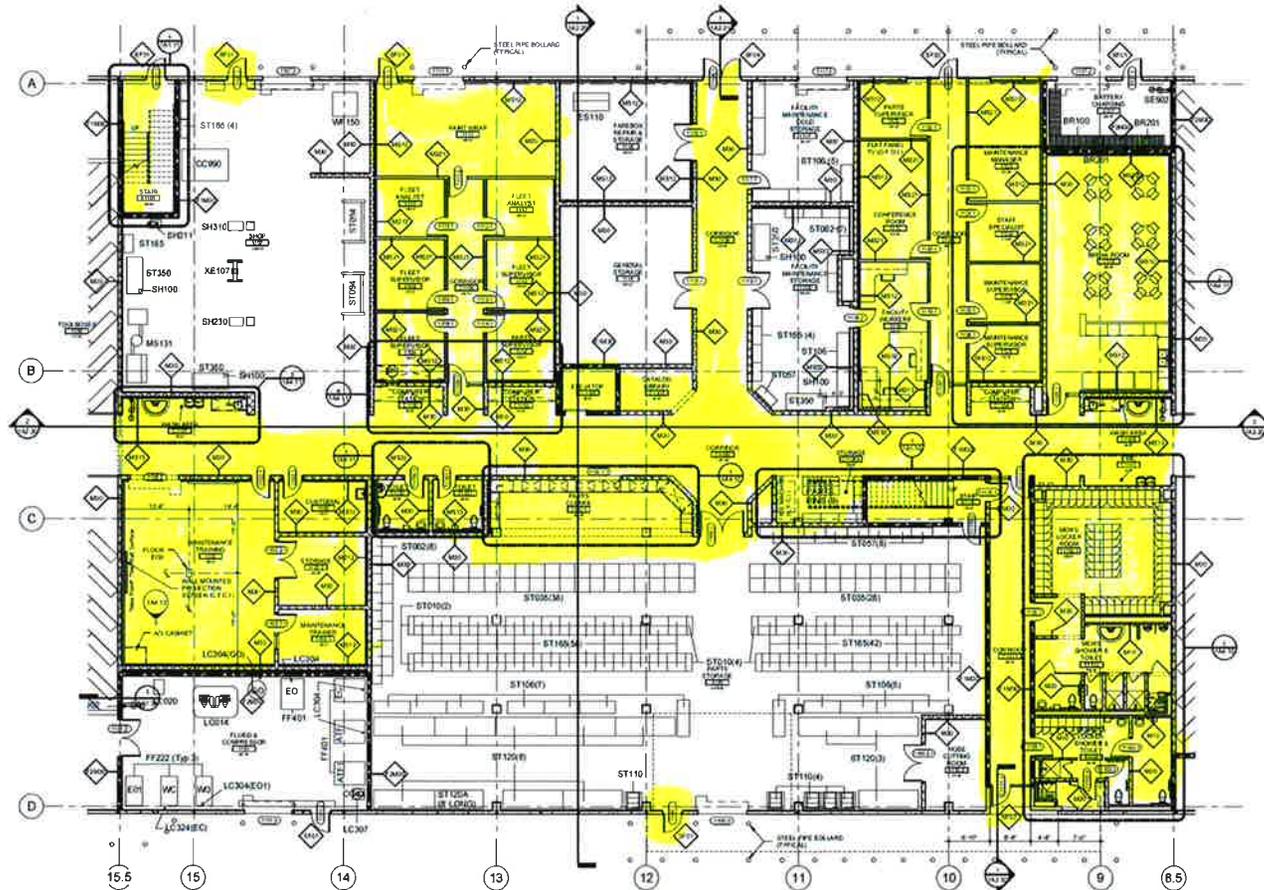
Partial Floor Plan - First Floor
1/8" = 1'-0"



BATTERY CHARGING BENCH (SHOWN)
3/8" = 1'-0"



KEY PLAN
1/8" = 1'-0"



INTERIOR PARTITION
1/8" = 1'-0"

ATTACHMENT D-Areas of Buildings to be Cleaned

Building C 2nd Floor

#181049A

PONIKVAR ASSOCIATES

ARCHITECTS

120 BUNN AVENUE
GAINESVILLE, FLORIDA 32601
PHONE: (352) 371-1100 FAX: (352) 371-1001

RTS BUS FLEET MAINTENANCE & OPERATIONS FACILITY

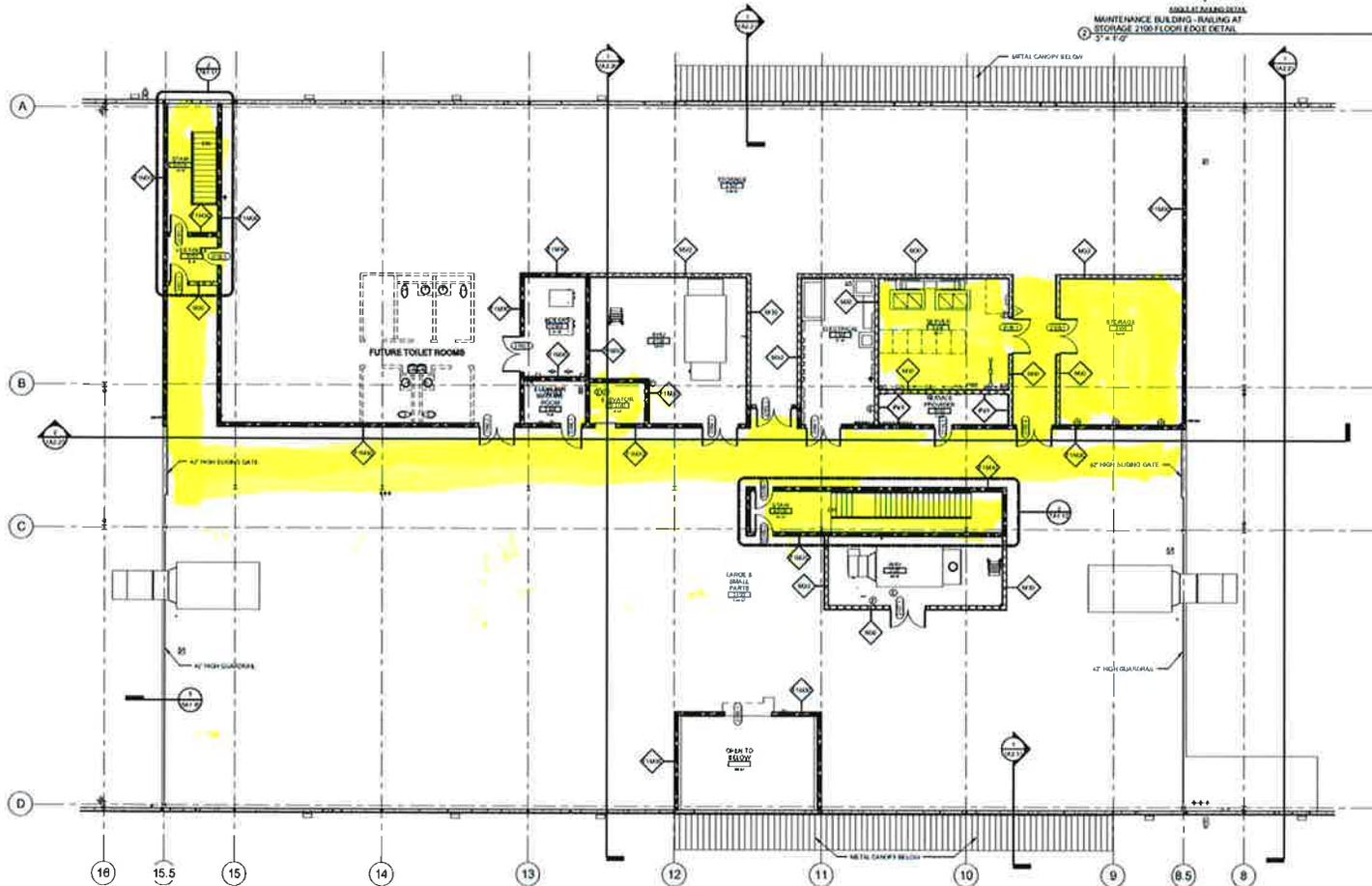
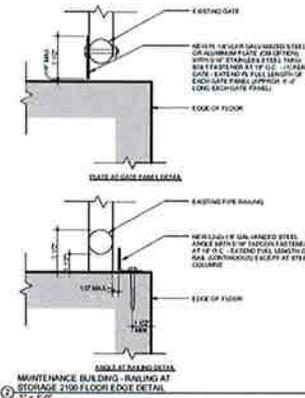
Gainesville, Florida

for
City of Gainesville

RECORD DRAWING:
DATE: 05/11/11
BY: [Signature]
CHECKED BY: [Signature]
PROJECT NO. 181049A

CONFORMED DOCUMENTS

APRIL 11, 2011
DRAWN BY: ANDREW B. PROJECT NO. 181049A
DATE: 04/29/11
NO. DATE
PLANS CHECKED BY: [Signature]
PROJECT NO. 181049A
FLOOR PLAN - SECOND FLOOR (CONT.)



ARCHITECTURAL FLOOR PLAN - SECOND FLOOR (CONT.)
1/8\"/>

1A1.13

ATTACHMENT D-Areas of Buildings to be Cleaned

Building D

#181049A

PONIKVAR ASSOCIATES

ARCHITECTS

120 BY 2ND AVENUE
GAINESVILLE FLORIDA
PHONE: 352-375-1173
FAX: 352-375-1181

RTS BUS FLEET MAINTENANCE & OPERATIONS FACILITY

Gainesville, Florida

for City of Gainesville

RECORD DRAWING

CONFORMED DOCUMENTS

APRIL W. PONIKVAR ARCHITECT

DRAWN BY: JAF
ARCHITECT'S PROJECT NO: 11002

DATE: 24 Nov 2015

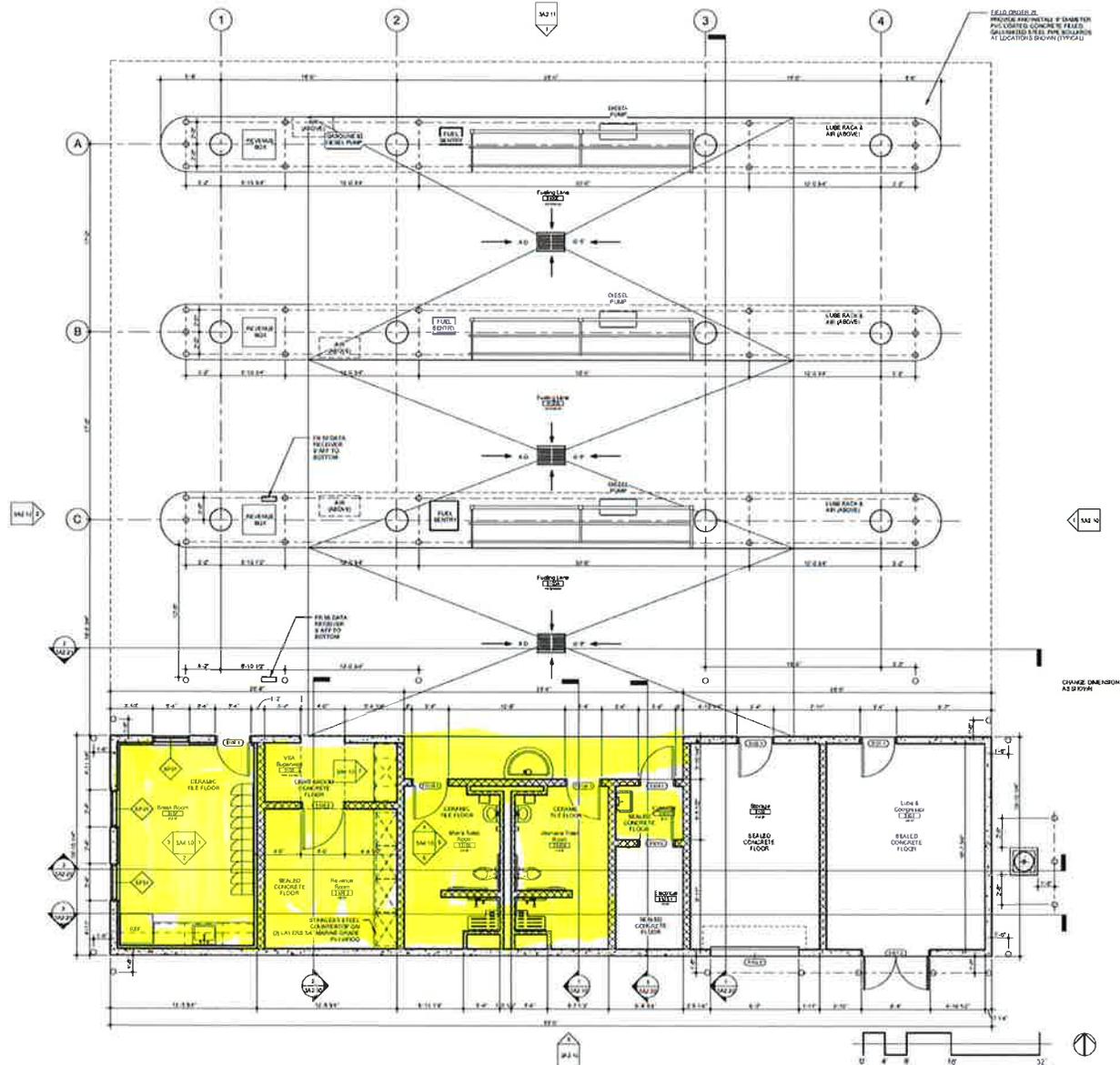
NO.	DESCRIPTION	DATE

PLANS CHECKED BY: GIBSON

DATE CHECKED:

ARCHITECTURAL FLOOR PLAN

3A1.10



ATTACHMENT E-Flooring Square Footage

#181049A

Location	Sq. Ft Carpet	Sq.Ft	# Bathrooms
Building A Ops/Admin		Bio Based Tile	
Drivers Lounge		3276	
Dispatch Office		311	
Room 5111.3*		102	
Room 5119*		202	
Room 5203*		263	
1st Floor	4,944		6
2nd Floor	11,175		6
Total	16,119	4154	12
Building C Garage			4
Fleet Supervisors Offices		925	
Maintenance Offices		1155	
Breakroom		788	
Server Room 2106*		440	
Total		3308	4
Building D Fuel Center			2
Total			2
Rosa Parks Transfer Station			3
Total		182 Linoleum	3
Butler Plaza Park n Ride			4
Total			4

*Repolish once every 1 year

ATTACHMENT F-Estimated Annual Usage

#181049A

Item	Manufacture #	Cases	# in Case	Total
Urinal Mats		14	6	96
Urinal Screen with NonPara Blocks		7	12	96
CLEANER, S/S SHEILA SHINE AERO 10oz		2	12	24
Tork Uni Nat Multifold	MK520A	60		
Tork Roll Towel 8x800'	RB800	130	6	
Tork Toilet Tissue 9" 1000FT	TJ0922A	120	12	
Sanitizer, GOJO PUR #5456-04	5456	16	4	64
Bags, Trash 40"X46" Black 1.2MIL		100		
Bags, Trash 30"X36" Black .57mil		25		
Bag, Trash 43"x48" 22mil		30		
Bag, Trash 24"x32" .35mil Black		15		
Magic Hand Soap 120oz bottles	23588-Z4	12	4	48
Sanitary Napkin Liners 10 x 9 x 3.25 inches (H x W x D)		4	250	
Buckeye Eco E23 Neutral Disinfectant - 1.25 L		6	4	24
Harvard Chemicals Sani 64 1 gallon		8	4	32
Scott Pro Soap #91552		20	6	120
Sheila Shine Stainless Steel Cleaner 10oz aerosol		2	12	24

Item	Manufacture #
Impact Urinal Mats	1520
AirWorks Premier Urinal Screen with Block, Assorted Scents	AWSP007
	AWSP234
	AWSP229
	AWSP231
	AWSP233
	AWSP235
HOSPECO Urinal Screen with Non-Para Block	1901
Hospico Sanitary Napkin Bags 250bag/case	HS-6141
Harvard Chemicals Sani 64 Complete, Chemically Balanced Disinfectant, Sanitizer, Virucide, Fungicide, and Mildewstat: · Cleans and disinfects in one step. · Effective Deodorizer, Kills odor causing bacteria · Most notable kill claims include: HIV-1 (Aids), H1N1 (Swine Flu), Staph, MRSA, Hepatitis B & C, Herpes Simplex Type 1 & 2, Salmonella and many more. 1:64 (2oz/gallon) dilution ratio	cleans mirrors, glass, countertops, restrooms, hard tile floors

APPA's Five Levels of Clean

The following is a summary of key indicators for each of APPA's five levels of cleanliness. The lower the score higher the level of cleanliness.

Level 1—Orderly Spotlessness indicators

- Floors and base molding shine and/or are bright and clean; colors are fresh.
- There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Lights all work and fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste and are clean and odor free.

Level 2—Ordinary Tidiness indicators

Same as Level 1 with the following exceptions

- There can be up to two-days worth of dust, dirt, stains, or streaks on floors and base molding
- Dust, smudges, and fingerprints are noticeable on vertical and horizontal surfaces

Level 3—Casual Inattention indicators

- Floors are swept or vacuumed clean, but upon close observation, there can be stains. A buildup of dirt and/or floor finish in corners and along walls can be seen.
- There are dull spots and/or matted carpet in walking lanes. There are streaks or splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints. Lamps all work and fixtures are clean.
- Trash containers and pencil sharpeners hold only daily waste and are clean and odor free.

Level 4—Moderate Dinginess indicators

- Floors are swept or vacuumed clean, but are dull, dingy, and stained. There is a noticeable buildup of dirt and/or floor finish in corners and along walls.
- There is a dull path and/or obviously matted carpet in the walking lanes. Base molding is dull and dingy with streaks or splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, marks, smudges, and fingerprints. Lamp fixtures are dirty, and some lamps (up to 5 percent) are burned out.
- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked. Trash containers smell sour.

Level 5—Unkempt Neglect indicators

- Floors and carpets are dull, dirty, scuffed, and/or matted. There is a conspicuous buildup of old dirt and/or floor finish in corners and along walls. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.

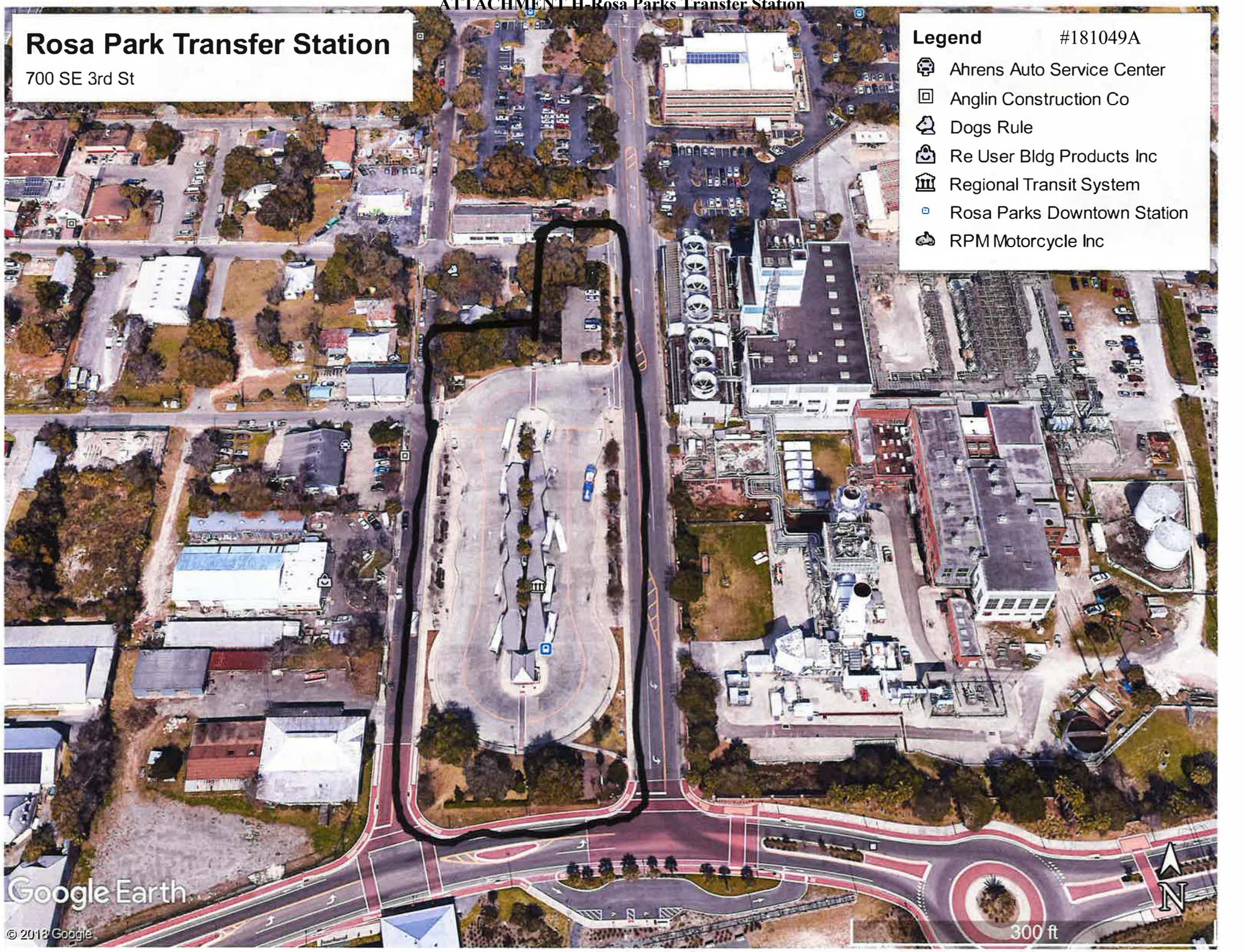
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprints, all of which will be difficult to remove. Lack of attention is obvious.
- Light fixtures are dirty with dust balls and flies. Many lamps (more than 5 percent) are burned out.
- Trash containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.

Rosa Park Transfer Station

700 SE 3rd St

Legend #181049A

- Ahrens Auto Service Center
- Anglin Construction Co
- Dogs Rule
- Re User Bldg Products Inc
- Regional Transit System
- Rosa Parks Downtown Station
- RPM Motorcycle Inc



ATTACHMENT I-Business Reference Form

#181049A

PROJECT: Janitorial Services for Regional Transit System Facilities

BIDDER NAME: _____

Number of years your firm has been doing this type of work: _____ years

Provide information for three references of similar janitorial jobs performed within the past three years. You may include photos or other pertinent information.

#1 Year(s) services provided (i.e. 1/2015 to 12/2018): _____

Company Name: _____

Address: _____

City, State Zip: _____

Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address (if available): _____

#2 Year(s) services provided (i.e. 1/2015 to 12/2018): _____

Company Name: _____

Address: _____

City, State Zip: _____

Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address (if available): _____

#3 Year(s) services provided (i.e. 1/2015 to 12/2018): _____

Company Name: _____

Address: _____

City, State Zip: _____

Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address (if available): _____

Signature: _____

Date: _____

ATTACHMENT J-Equipment/Personnel Form

#181049A

Copy form as needed

<u>Equipment Make and Model</u>	<u>Year (age)</u>	<u>Use of Equipment</u>
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____
7) _____	_____	_____
8) _____	_____	_____

<u>Personnel Name</u>	<u>Years with firm</u>	<u>Years Experience</u>
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____
7) _____	_____	_____
8) _____	_____	_____