



# CITY MANAGER'S OFFICE

RUSH

## CITY MANAGER SIGNATURE REQUEST ROUTING FORM

Rev: 10 | Revision Date: 06/12/2025

### SECTION 1 | SUMMARY INFORMATION

Date: 9/16/25

☒ Agenda Item ☐ Commission Memo ☐ Letter (to external agency) ☐ Other Document

Document Title/Purpose: Service Agreement for Janitorial Services Citywide (Rebid) -  
(ITB 494-3; Encompass Onsite, LLC)

Commission Meeting Date: 9/3/2025 CAM #: 25-0718 Item #: CP-1

CAM attached: ☒ Yes ☐ No Action Summary Attached: ☒ Yes ☐ No CIP FUNDED: ☐ Yes ☒ No

Community Investment Plan (CIP) Project defined as having a life of at least 10 years and a cost of at least \$100,000 and shall mean improvements to real property (land, buildings, or fixtures) that add value and/or extend useful life, including major repairs such as roof replacement. Term "real property" includes land, real estate, realty, or real.

### SECTION 2 | REQUESTOR (CHARTER OFFICE/DEPARTMENT)

Charter Office: \_\_\_\_\_ Router Name: \_\_\_\_\_ Ext: \_\_\_\_\_

Department: Finance-Procurement Router Name: Matthew Eaton Ext: x5141

Department Approval (Director/Chief) Name: Glenn Marcos Init.: [Signature] Date: 9/16/25

\*Return Document To: Matthew Eaton Department: Finance-Procurement Ext: x5141

\*REMINDER: Once review and signature at the last level of government (Federal, State, County) is complete, scan the final record copy and send to the City Clerk's Office.

Scan Date: \_\_\_\_\_ Attach Certified Resolution #: \_\_\_\_\_ Original form route to CAO: ☒ Yes ☐ No

### THE FOLLOWING SECTIONS ARE FOR CHARTER OFFICE USE ONLY

### SECTION 3 | CITY ATTORNEY'S OFFICE (CAO): CAO signed/routed Required ☒ Yes ☐ No

Is the attached Granicus document final? ☒ Yes ☐ No Number of Originals Attached: 1

Attorney's Name: Patricia SaintVil-Joseph Approved as to Form: ☐ Yes ☐ No Initials: [Signature]

Route to: Finance (if applicable) Date: \_\_\_\_\_ Route to: CCO Date: \_\_\_\_\_

### SECTION 4 | CITY CLERK'S OFFICE (CCO)

City Clerk Office Receive and Scan Date: \_\_\_\_\_ Number of Originals: \_\_\_\_\_

Route to CMO Date: \_\_\_\_\_ Route to Mayor Date: \_\_\_\_\_

### SECTION 5 | CITY MANAGER'S OFFICE (CMO)

LOG #: SEP 70 Date Received: 9/17/25 Received From: CAO

To CM/ACM: ☐ R. Williams ☐ C. Cooper ☐ A. Fajardo ☐ S. Grant ☒ [Signature] ☐ B. Rogers

Approved Init.: [Signature] for continuous routing to Rickelle Williams, City Manager/Executive Director

Disapproved: \_\_\_\_\_ Comments: \_\_\_\_\_

Executive Assistant Route to CCO Date: 9/17/25



**CITY OF FORT LAUDERDALE  
City Commission Agenda Memo  
REGULAR MEETING**

**#25-0718**

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**TO:** Honorable Mayor & Members of the  
Fort Lauderdale City Commission

**FROM:** Rickelle Williams, City Manager

**DATE:** September 3, 2025

**TITLE:** Motion Approving an Agreement for Invitation to Bid (ITB) Event No. 494-3,  
Janitorial Services Citywide (Rebid) - Encompass Onsite, LLC -  
\$492,196.64 - (**Commission Districts 1, 2, 3 and 4**)

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**Recommendation**

Staff recommends the City Commission approve an agreement, in substantially the form attached, for Janitorial Services Citywide (Rebid) with Encompass Onsite, LLC, for a two (2)-year term and a contract amount of \$492,196.64, and authorize the City Manager, or designee, to execute said agreement with one (1) contract renewal option for an additional three (3)-year term and a potential contract amount of \$1,230,491.60.

**Background**

The Parks and Recreation Department serves as the contract administrator for all citywide janitorial cleaning services which currently encompasses 29 City-owned facilities and locations. The proposed contract includes the cleaning of offices, conference rooms, common areas, restrooms, and elevators, ensuring the cleanliness of the work environment for City employees and patrons.

The City's current janitorial contractor, Marsden South, L.L.C. (Marsden), declined to exercise the renewal option of the contract. Pursuant to Section 2-178(c)(13) of the Procurement Ordinance and incorporated into its bid contract, the Chief Procurement Officer extended Marsden's contract until September 17, 2025, to prepare and allow for the award of a new competitive solicitation.

On June 13, 2025, the Procurement Services Division issued Invitation to Bid (ITB) No. 494-3, for Janitorial Services Citywide (Rebid) to improve the specifications as recommended by the janitorial/custodial industry experts during the preceding Invitation to Bid (ITB) No. 448-7, which was cancelled on April 23, 2025, to update the details and requirements in the scope of services.

On July 3, 2025, ITB No. 494-3, for Janitorial Services Citywide (Rebid) opened with a total of nineteen (19) bid submissions. Vexean Cleaning Service LLC's bid was deemed non-responsive for failure to submit a fair and reasonable bid.

The lowest, responsive, and responsible bidder is Encompass Onsite, LLC, as it met all the solicitation requirements. Therefore, staff recommends Encompass Onsite, LLC for award.

### **Resource Impact**

Funds for this agreement in the amount of \$28,292.34 are available in the FY 2025 Budget in the accounts listed below:

<b>Funds available as of August 4, 2025</b>					
<b>ACCOUNT NUMBER</b>	<b>COST CENTER NAME (Program)</b>	<b>CHARACTER/ ACCOUNT NAME</b>	<b>AMENDED BUDGET (Character)</b>	<b>AVAILABLE BALANCE (Character)</b>	<b>AMOUNT</b>
10-001-6034-572-30-3222	General Parks Maintenance	Services/Materials / Custodial Services	\$10,013,263	\$482,426.23	\$1,729.50
10-461-8011-545-30-3222	Parking Enforcement	Services/Materials / Custodial Services	\$337,337	\$97,735	\$300.84
10-461-8001-545-30-3222	Transportation & Mobility Admin Support	Services/Materials / Custodial Services	\$144,609	\$26,784	\$1,262.94
10-461-8015-545-30-3222	CPG/Riverwalk Center	Services/Materials / Custodial Services	\$524,109	\$24,298	\$300.84
10-581-2233-516-30-3222	Radio Communications	Services/Materials / Custodial Services	\$1,670,451	\$288,239	\$130.44
10-468-1460-542-30-3222	Executive Airport	Services/Materials / Custodial Services	\$3,351,573	\$1,295,097	\$3,349.02
10-450-7301-536-30-3222	Distribution & Collection Operations	Services/Materials / Custodial Services	\$5,349,508	\$4,089,482	\$2,145.90
10-583-7070-519-30-3222	Fleet Services	Services/Materials / Custodial Services	\$14,283,922	\$1,796,004	\$350.70
10-450-7316-536-30-3222	Installation/Repairs Operations	Services/Materials / Custodial Services	\$497,666	\$249,949	\$665.28
10-450-7102-539-30-3222	Project Management	Services/Materials / Custodial Services	\$3,087,999	\$28,887	\$324.24
10-140-3101-524-30-3222	Building Permits	Services/Materials / Custodial Services	\$3,275,367	\$519,084	\$10,890.96
10-430-6091-539-30-3222	Cemetery System Maintenance	Services/Materials / Custodial Services	\$649,965	\$233,591	\$1,251.66
10-543-2120-519-30-3222	Claims Administration	Services/Materials / Custodial Services	\$390,829	\$86,000	\$616.32
10-545-9070-519-30-3222	Benefits Administration	Services/Materials / Custodial Services	\$397,850	\$29,742	\$793.26
10-470-7342-538-30-3222	Stormwater Maintenance	Services/Materials / Custodial Services	\$2,055,914	\$405,904	\$542.34
20-101-1530-552-30-3222	NFP Redevelopment	Services/Materials / Custodial Services	\$813,769	\$134,052	\$472.68
10-001-4001-522-30-3222	Fire Rescue Administration	Services/Materials / Custodial Services	\$189,452	\$22,232	\$2,421.30
10-001-1202-514-30-3222	City Attorney	Services/Materials / Custodial Services	\$1,250,248	\$277,399	\$374.46
10-001-3240-554-30-3222	Housing Grants Management / Operating Services	Services/Materials / Management/Operating Services	\$126,660	\$120,698	\$369.66
<b>TOTAL AMOUNT ►</b>					<b>\$28,292.34</b>

### **Strategic Connections**

This item is a FY 2025 Commission Priority, advancing the Public Spaces and Community Initiatives.

This item supports the *Press Play Fort Lauderdale 2029* Strategic Plan, specifically advancing:

- The Public Places Focus Area, Goal 5: Build a beautiful and welcoming community.

This item advances the *Fast Forward Fort Lauderdale 2035* Vision Plan: We Are Here.

This item supports the Advance Fort Lauderdale 2040 Comprehensive Place specifically advancing:

- The Public Places Focus Area
- The Parks, Recreation & Open Space Element
- Goal 2: Be a community with high quality parks and recreational facilities that highlight the character of our City.

### **Attachments**

Exhibit 1 - Solicitation

Exhibit 2 - Bid Tabulation

Exhibit 3 - Agreement

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Prepared by: Glenn Marcos, Chief Procurement Officer, Finance  
Abraham Gopaul, Project Manager II, Parks and Recreation  
Heather Rose, Senior Procurement Specialist, Finance  
Matthew Eaton, Senior Administrative Assistant, Finance

Department Directors: Carl Williams, Parks and Recreation  
Linda Short, Finance



details

File #: 250718    Version: 1

Type: CONSENT PURCHASE

Title: Motion Approving an Agreement for Invitation to Bid (ITB) Event No. 494-3, Janitorial Services Citywide (Rebid) - Encompass Onsite, LLC - \$492,196.64 - (Commission Districts 1, 2, 3 and 4)

Mover: Ben Sorensen                      Second: Steven Glassman

Result: **Pass**

Agenda note:

Minutes note:

Action: **APPROVED**

Action text: **APPROVED**

consent votes (5:0)

<div>5 records</div>		Group	Export
Person Name			Vote
<u>John C. Herbst</u>			Yea
<u>Steven Glassman</u>			Yea
<u>Pam Beasley-Pittman</u>			Yea
<u>Ben Sorensen</u>			Yea
<u>Dean J. Trantalis</u>			Yea



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Foreign Limited Liability Company

**ENCOMPASS ONSITE, LLC**

### Filing Information

**Document Number** M20000000871  
**FEI/EIN Number** 20-1888766  
**Date Filed** 01/22/2020  
**State** DE  
**Status** **ACTIVE**

### Principal Address

2100 NW 62nd Street  
Suite 110  
FT. LAUDERDALE, FL 33309

Changed: 10/08/2024

### Mailing Address

2100 NW 62nd Street  
Suite 110  
FT. LAUDERDALE, FL 33309

Changed: 10/08/2024

### Registered Agent Name & Address

Corporate Access INC  
236 E 6th Avenue  
Tallahassee, FL 32303

Name Changed: 03/07/2023

Address Changed: 03/07/2023

### Authorized Person(s) Detail

#### **Name & Address**

Title **MGR**

**Haywood, Marcell D**  
6555 POWERLINE RD, STE. 304  
FT. LAUDERDALE, FL 33309

Annual Reports

Report Year	Filed Date
2023	02/23/2023
2024	01/24/2024
2025	01/24/2025

Document Images

<a href="#">01/24/2025 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/24/2024 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/09/2023 -- STATEMENT OF FACT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/07/2023 -- AMENDED ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/06/2023 -- AMENDED ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/23/2023 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/08/2022 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/24/2021 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/22/2020 -- Foreign Limited</a>	<a href="#">View image in PDF format</a>

## SERVICE AGREEMENT FOR JANITORIAL SERVICES CITYWIDE (REBID)

THIS SERVICE AGREEMENT for janitorial services citywide (rebid) for the City of Fort Lauderdale ("Agreement"), made this 17th day of September, 2025 ("Effective Date"), is by and between the **City of Fort Lauderdale**, a Florida municipality ("City"), with its principal address located at 101 NE 3rd Avenue, Suite 2100, Fort Lauderdale, Florida 33301, and **Encompass Onsite, LLC**, a Delaware limited liability company authorized to conduct business in the State of Florida ("Contractor") with its principal address located at 2100 Northwest 62<sup>nd</sup> Street, Suite 110, Fort Lauderdale, Florida 33309; Email: [stacy.mcconnell@encompassonsite.com](mailto:stacy.mcconnell@encompassonsite.com); Phone: (877) 750-7767, (individually, "Party" and collectively, "Parties").

NOW THEREFORE, for and in consideration of the mutual promises and covenants set forth herein and other good and valuable consideration, the City and the Contractor covenant and agree as follows:

### WITNESSETH:

#### I. DOCUMENTS

The following documents (collectively, "Contract Documents") are hereby incorporated into and made part of this Agreement:

- (1) Invitation to Bid Event No. 494-3 - Janitorial Services Citywide (Rebid), including any and all exhibits and addenda prepared by the City of Fort Lauderdale, ("ITB" or "**Exhibit A**").
- (2) The Contractor's response to the ITB, dated July 1, 2025, ("**Exhibit B**"), except that any language contained in Exhibit B suggesting that any part of Exhibit B is confidential is deleted by this reference.

All Contract Documents may also be collectively referred to as the "Documents." In the event of any conflict between or among the Documents or any ambiguity or missing specifications or instruction, the following priority is established:

- A. First, this Agreement dated September 17, 2025 and any attachments.
- B. Second, Exhibit A.
- C. Third, Exhibit B.

#### II. SCOPE

The Contractor shall provide janitorial services citywide for the City's Parks and Recreation Department, in accordance with the terms, conditions, and specifications outlined in the ITB (the "Work").

Unless otherwise specified herein, the Contractor shall perform all Work under the general direction of the City as set forth in the Contract Documents. The Parties agree that the Scope of Services is a description of Contractor's obligations and responsibilities, and is deemed to include preliminary considerations and prerequisites, and all labor, materials, equipment, and tasks which are such an inseparable part of the work described that exclusion would render performance by Contractor impractical, illogical, or unconscionable.

Contractor acknowledges and agrees that the City's Contract Administrator has no authority to make changes that would increase, decrease, or otherwise modify the Scope of Services to be provided under this Agreement. Any change orders to the Scope of Services or amendments to the Contract Documents must be authorized by the City Manager, or designee, and approved by the City Commission whenever required in compliance with the Charter and Code of Ordinances for the City of Fort Lauderdale.

By signing this Agreement, the Contractor represents that it has thoroughly reviewed the documents incorporated into this Agreement by reference and that it accepts the description of the work and the conditions under which the Work is to be performed.

### **III. TERM OF AGREEMENT**

The initial term of this Agreement shall commence on September 18, 2025, and shall end on September 17, 2027. The City reserves the right to extend this Agreement for one (1) additional three (3)-year term, provided all terms, conditions and specifications contained herein remain the same, and the extension is mutually agreed to in writing and signed by both Parties. In the event the term of this Agreement extends beyond the end of any fiscal year of City, to wit, September 30th, the continuation of this Agreement beyond the end of the City's fiscal year shall be subject to and conditioned upon both the appropriation and the availability of funds.

### **IV. COMPENSATION**

The Contractor agrees to provide the services, materials, or both, as specified in the Contract Documents at the cost specified in Exhibit B. It is acknowledged and agreed by Contractor that the amount listed in Exhibit B is the maximum payable and constitutes a limitation upon City's obligation to compensate Contractor for Contractor's services related to this Agreement. This maximum amount, however, does not constitute a limitation of any sort upon Contractor's obligation to perform all items of work required by or which can be reasonably inferred from the Scope of Services. Except as otherwise provided in the solicitation, no amount shall be paid to Contractor to reimburse Contractor's expenses

### **V. METHOD OF BILLING AND PAYMENT**

Contractor may submit proper invoices for compensation no more often than



monthly, but only after the services for which the invoices are submitted have been completed. An original invoice plus one copy are due within fifteen (15) days of the end of the month. Invoices shall designate the nature of the services performed and/or the goods provided.

City shall pay Contractor within forty-five (45) days of receipt of Contractor's proper invoice, as provided in the Florida Local Government Prompt Payment Act, as may be amended from time to time.

To be deemed proper, all invoices must comply with the requirements set forth in this Agreement and must be submitted on the form and pursuant to instructions prescribed by the City's Contract Administrator. Payment may be withheld for failure of Contractor to comply with a term, condition, or requirement of this Agreement.

Notwithstanding any provision of this Agreement to the contrary, City may withhold, in whole or in part, payment to the extent necessary to protect itself from loss on account of inadequate or defective work that has not been remedied or resolved in a manner satisfactory to the City's Contract Administrator or failure to comply with this Agreement. The amount withheld shall not be subject to payment of interest by City.

## **VI. GENERAL CONDITIONS**

### **A. Indemnification**

Contractor shall protect and defend at Contractor's expense, counsel being subject to the City's approval, and indemnify and hold harmless the City and the City's representatives, employees, volunteers, elected and appointed officials, and agents from and against any and all losses, penalties, fines, damages, settlements, judgments, claims, costs, charges, expenses, or liabilities, including any award of attorney fees and any award of costs, in connection with or arising directly or indirectly out of any act or omission by the Contractor or by any officer, employee, agent, invitee, subcontractor, or sublicensee of the Contractor. The provisions and obligations of this section shall survive the expiration or earlier termination of this Agreement. To the extent considered necessary by the City Manager, any sums due Contractor under this Agreement may be retained by City until all of City's claims for indemnification pursuant to this Agreement have been settled or otherwise resolved, and any amount withheld shall not be subject to payment of interest by City.

### **B. Intellectual Property**

Contractor shall protect and defend at Contractor's expense, counsel being subject to the City's approval, and indemnify and hold harmless the City from and against any and all losses, penalties, fines, damages, settlements, judgments, claims, costs, charges, royalties, expenses, or liabilities,

including any award of attorney fees and any award of costs, in connection with or arising directly or indirectly out of any infringement or allegation of infringement of any patent, copyright, or other intellectual property right in connection with the Contractor's or the City's use of any copyrighted, patented or un-patented invention, process, article, material, or device that is manufactured, provided, or used pursuant to this Agreement. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

#### **C. Termination for Cause**

The aggrieved party may terminate this Agreement for cause if the party in breach has not corrected the breach within ten (10) days after written notice from the aggrieved party identifying the breach. The City Manager may also terminate this Agreement upon such notice as the City Manager deems appropriate under the circumstances in the event the City Manager determines that termination is necessary to protect the public health or safety. The Parties agree that if the City erroneously, improperly, or unjustifiably terminates for cause, such termination shall be deemed a termination for convenience, which shall be effective thirty (30) days after such notice of termination for cause is provided.

This Agreement may be terminated for cause for reasons including, but not limited to, Contractor's repeated (whether negligent or intentional) submission for payment of false or incorrect bills or invoices, failure to perform the work to the City's satisfaction; or failure to continuously perform the work in a manner calculated to meet or accomplish the objectives as set forth in this Agreement.

#### **D. Termination for Convenience**

The City reserves the right, in its best interest as determined by the City, to cancel this Agreement for convenience by giving written notice to the Contractor at least thirty (30) days prior to the effective date of such cancellation. In the event this Agreement is terminated for convenience, Contractor shall be paid for any services performed to the City's satisfaction pursuant to the Agreement through the termination date specified in the written notice of termination. Contractor acknowledges and agrees that he/she/it has received good, valuable, and sufficient consideration from City, the receipt and adequacy of which are hereby acknowledged by Contractor, for City's right to terminate this Agreement for convenience.

#### **E. Cancellation for Unappropriated Funds**

The City reserves the right, in its best interest as determined by the City, to cancel this Agreement for unappropriated funds or unavailability of funds by

giving written notice to the Contractor at least thirty (30) days prior to the effective date of such cancellation. The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the Agreement into a subsequent fiscal period is subject to appropriation of funds, unless otherwise provided by law.

#### **F. Insurance**

As a condition precedent to the effectiveness of this Agreement, during the term of this Agreement and during any renewal or extension term of this Agreement, the Contractor, at the Contractor's sole expense, shall provide insurance of such types and with such terms and limits as noted below. Providing proof of and maintaining adequate insurance coverage are material obligations of the Contractor. The Contractor shall provide the City a certificate of insurance evidencing such coverage. The Contractor's insurance coverage shall be primary insurance for all applicable policies. The limits of coverage under each policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under this Agreement. All insurance policies shall be from insurers authorized to write insurance policies in the State of Florida and that possess an A.M. Best rating of A-, VII or better. All insurance policies are subject to approval by the City's Risk Manager.

The coverages, limits, and endorsements required herein protect the interests of the City, and these coverages, limits, and endorsements may not be relied upon by the Contractor for assessing the extent or determining appropriate types and limits of coverage to protect the Contractor against any loss exposure, whether as a result of this Agreement or otherwise. The requirements contained herein, as well as the City's review or acknowledgement, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the Contractor under this Agreement.

The following insurance policies and coverages are required:

##### **Commercial General Liability**

Coverage must be afforded under a Commercial General Liability policy with limits not less than:

- \$1,000,000 each occurrence and \$2,000,000 aggregate for Bodily Injury, Property Damage, and Personal and Advertising Injury
- \$1,000,000 each occurrence and \$2,000,000 aggregate for Products and Completed Operations

Policy must include coverage for contractual liability and independent contractors.

The City, a Florida municipality, its officials, employees, and volunteers are to be covered as an additional insured with a CG 20 26 04 13 Additional Insured – Designated Person or Organization Endorsement or similar endorsement providing equal or broader Additional Insured Coverage with respect to liability arising out of activities performed by or on behalf of Contractor. The coverage shall contain no special limitation on the scope of protection afforded to the City, its officials, employees, and volunteers.

Fidelity/Dishonesty and/or Commercial Crime

Coverage must be afforded in an amount not less than \$500,000 per loss for dishonest acts of Contractor's employees, including but not limited to theft of money, personal property, vehicles, materials, supplies, equipment, tools, etc. Third-party coverage must be included under the policy.

Business Automobile Liability

Coverage must be afforded for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage in an amount not less than \$1,000,000 combined single limit each accident.

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

Workers' Compensation and Employer's Liability

Coverage must be afforded per Chapter 440, Florida Statutes (2024). Any person or entity performing work for or on behalf of the City must provide Workers' Compensation insurance. Exceptions and exemptions will be allowed by the City's Risk Manager, if they are in accordance with Florida Statutes.

Contractor waives, and Contractor shall ensure that Contractor's insurance carrier waives, all subrogation rights against the City, its officials, employees, and volunteers for all losses or damages. The City requires the policy to be endorsed with WC 00 03 13 Waiver of our Right to Recover from Others or equivalent.

Contractor must be in compliance with all applicable State and federal workers' compensation laws, including the U.S. Longshore and Harbor Workers' Compensation Act and the Jones Act, if applicable.

Insurance Certificate Requirements

- a. Contractor shall provide the City with valid Certificates of Insurance (binders are unacceptable) no later than ten (10) days prior to the start of work contemplated in this Agreement.
- b. Contractor shall provide to the City a Certificate of Insurance having

a thirty (30) day notice of cancellation; ten (10) days' notice if cancellation is for nonpayment of premium.

- c. In the event that the insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested, and addressed to the certificate holder.
- d. In the event the Agreement term or any surviving obligation of Contractor following expiration or early termination of the Agreement goes beyond the expiration date of the insurance policy, Contractor shall provide the City with an updated Certificate of Insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. The City reserves the right to suspend the Agreement until this requirement is met.
- e. The Certificate of Insurance shall indicate whether coverage is provided under a claims- made or occurrence form. If any coverage is provided on a claims-made form, the Certificate of Insurance must show a retroactive date, which shall be the effective date of the initial contract or prior.
- f. The City shall be covered as an Additional Insured on all liability policies, with the exception of Workers' Compensation.
- g. The City shall be granted a Waiver of Subrogation on Contractor's Workers' Compensation insurance policy.
- h. The title of the Agreement, Bid/Contract number, event dates, or other identifying reference must be listed on the Certificate of Insurance.

The Certificate Holder should read as follows:

City of Fort Lauderdale  
401 SE 21<sup>st</sup> Street  
Fort Lauderdale, FL 33316

Contractor has the sole responsibility for all insurance premiums and shall be fully and solely responsible for any costs or expenses as a result of a coverage deductible, co-insurance penalty, or self-insured retention; including any loss not covered because of the application of such deductible, co-insurance penalty, self-insured retention, or coverage exclusion or limitation. Any costs for adding the City as an Additional Insured shall be at Contractor's expense.

If Contractor's primary insurance policy/policies do not meet the minimum requirements as set forth in this Agreement, Contractor may provide



evidence of an Umbrella/Excess insurance policy to comply with this requirement.

Contractor's insurance coverage shall be primary insurance in respect to the City's interests, a Florida municipality, its officials, employees, and volunteers. Any insurance or self-insurance maintained by the City shall be non-contributory.

Any exclusion or provision in any insurance policy maintained by Contractor that excludes coverage required in this Agreement shall be deemed unacceptable and shall be considered breach of contract.

All required insurance policies must be maintained until the Agreement work has been accepted by the City, or until this Agreement is terminated, whichever is later. Any lapse in coverage may be considered breach of contract. In addition, Contractor must provide to the City confirmation of coverage renewal via an updated certificate of insurance should any policies expire prior to the expiration of this Agreement. The City reserves the right to review, at any time, coverage forms and limits of Contractor's insurance policies.

Contractor shall provide notice of any and all claims, accidents, and any other occurrences associated with this Agreement to Contractor's insurance company or companies and the City's Risk Management office as soon as practical.

It is Contractor's responsibility to ensure that any and all of Contractor's independent contractors and subcontractors comply with these insurance requirements. All coverages for independent contractors and subcontractors shall be subject to all of the applicable requirements stated herein. Any and all deficiencies are the responsibility of Contractor. The City reserves the right to adjust insurance limits from time to time at its discretion with notice to Contractor.

#### **G. Environmental, Health and Safety**

Contractor shall place the highest priority on health and safety and shall maintain a safe working environment during performance of the Work. Contractor shall comply, and shall secure compliance by its employees, agents, and subcontractors, with all applicable environmental, health, safety and security laws and regulations, and performance conditions in this Agreement. Compliance with such requirements shall represent the minimum standard required of Contractor. Contractor shall be responsible for examining all requirements and determine whether additional or more stringent environmental, health, safety and security provisions are required for the Work. Contractor agrees to utilize protective devices as required by applicable laws, regulations, and any industry or Contractor's health and safety plans and regulations, and to pay the costs and expenses thereof,

and warrants that all such persons shall be fit and qualified to carry out the Work.

#### **H. Standard of Care**

Contractor represents that it is qualified to perform the Work, that Contractor and subcontractors possess current, valid state and/or local licenses to perform the Work, and that their services shall be performed in a manner consistent with that level of care and skill ordinarily exercised by other qualified contractors under similar circumstances.

#### **I. Rights in Documents and Work**

Any and all reports, photographs, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of City; and Contractor disclaims any copyright in such materials. In the event of and upon termination of this Agreement, any reports, photographs, surveys, and other data and documents prepared by Contractor, whether finished or unfinished, shall become the property of City and shall be delivered by Contractor to the City's Contract Administrator within seven (7) days of termination of this Agreement by either Party. Any compensation due to Contractor shall be withheld until Contractor delivers all documents to the City as provided herein.

#### **J. Audit Right and Retention of Records**

City shall have the right to audit the books, records, and accounts of Contractor and Contractor's subcontractors that are related to this Agreement. Contractor shall keep, and Contractor shall cause Contractor's subcontractors to keep, such books, records, and accounts as may be necessary in order to record complete and correct entries related to this Agreement. All books, records, and accounts of Contractor and Contractor's subcontractors shall be kept in written form, or in a form capable of conversion into written form within a reasonable time, and upon request to do so, Contractor or Contractor's subcontractor, as applicable, shall make same available at no cost to City in written form.

Contractor and Contractor's subcontractors shall preserve and make available, at reasonable times for examination and audit by City in Broward County, Florida, all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for the required retention period of the Florida public records law, Chapter 119, Florida Statutes (2024), as may be amended from time to time, if applicable, or, if the Florida Public Records Act is not applicable, for a minimum period of three (3) years after termination of this Agreement. If any audit has been initiated and audit findings have not been resolved at the end of the retention period or three (3) years, whichever is longer, the books, records, and accounts shall be retained until resolution of the audit findings. If the Florida

public records law is determined by City to be applicable to Contractor and Contractor's subcontractors' records, Contractor and Contractor's subcontractors shall comply with all requirements thereof; however, Contractor and Contractor's subcontractors shall violate no confidentiality or non-disclosure requirement of either federal or state law. Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for City's disallowance and recovery of any payment upon such entry.

Contractor shall, by written contract, require Contractor's subcontractors to agree to the requirements and obligations of this Section.

The Contractor shall maintain during the term of the Agreement all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this Agreement.

#### **K. Public Entity Crime Act**

Contractor represents that the execution of this Agreement will not violate the Public Entity Crime Act, Section 287.133, Florida Statutes (2024), as may be amended from time to time, which essentially provides that a person or affiliate who is a contractor, consultant, or other provider and who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to City, may not submit a bid on a contract with City for the construction or repair of a public building or public work, may not submit bids on leases of real property to City, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under an Agreement with City, and may not transact any business with City in excess of the threshold amount provided in Section 287.017, Florida Statutes (2024), as may be amended from time to time, for category two purchases for a period of 36 months from the date of being placed on the convicted vendor list. Violation of this Section shall result in termination of this Agreement and recovery of all monies paid by City pursuant to this Agreement and may result in debarment from City's competitive procurement activities.

#### **L. Independent Contractor**

Contractor is an independent contractor under this Agreement. Services provided by Contractor pursuant to this Agreement shall be subject to the supervision of the Contractor. In providing such services, neither Contractor nor Contractor's agents shall act as officers, employees, or agents of City. No partnership, joint venture, or other joint relationship is created hereby. City does not extend to Contractor or Contractor's agents any authority of any kind to bind City in any respect whatsoever.

#### **M. Inspection and Non-Waiver**

Contractor shall permit the representatives of City to inspect and observe the Work at all times.

The failure of the City to insist upon strict performance of any other terms of this Agreement or to exercise any rights conferred by this Agreement shall not be construed by Contractor as a waiver of the City's right to assert or rely on any such terms or rights on any future occasion or as a waiver of any other terms or rights.

#### **N. Assignment and Performance**

Neither this Agreement nor any right or interest herein shall be assigned, transferred, or encumbered without the written consent of the other Party. In addition, Contractor shall not subcontract any portion of the work required by this Agreement, except as provided in the Schedule of Subcontractor Participation. City may terminate this Agreement, effective immediately, if there is any assignment, or attempted assignment, transfer, or encumbrance, by Contractor of this Agreement or any right or interest herein without City's prior written consent.

Contractor represents that each person who will render services pursuant to this Agreement is duly qualified to perform such services by all appropriate governmental authorities, where required, and that each such person is reasonably experienced and skilled in the area(s) for which he or she will render his or her services.

Contractor shall perform Contractor's duties, obligations, and services under this Agreement in a skillful and respectable manner. The quality of Contractor's performance and all interim and final product(s) provided to or on behalf of City shall be comparable to the best local and national standards.

In the event Contractor engages any subcontractor in the performance of this Agreement, Contractor shall ensure that all of Contractor's subcontractors perform in accordance with the terms and conditions of this Agreement. Contractor shall be fully responsible for all of Contractor's subcontractors' performance, and liable for any of Contractor's subcontractors' non-performance and all of Contractor's subcontractors' acts and omissions. Contractor shall defend at Contractor's expense, counsel being subject to City's approval or disapproval, and indemnify and hold City and City's officers, employees, and agents harmless from and against any claim, lawsuit, third party action, fine, penalty, settlement, or judgment, including any award of attorney fees and any award of costs, by or in favor of any of Contractor's subcontractors for payment for work performed for City by any of such subcontractors, and from and against any claim, lawsuit, third party action, fine, penalty, settlement, or judgment,

including any award of attorney fees and any award of costs, occasioned by or arising out of any act or omission by any of Contractor's subcontractors or by any of Contractor's subcontractors' officers, agents, or employees. Contractor's use of subcontractors in connection with this Agreement shall be subject to City's prior written approval, which approval City may revoke at any time.

#### **O. Conflicts**

Neither Contractor nor any of Contractor's employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with Contractor's loyal and conscientious exercise of judgment and care related to Contractor's performance under this Agreement.

Contractor further agrees that none of Contractor's officers or employees shall, during the term of this Agreement, serve as an expert witness against City in any legal or administrative proceeding in which he, she, or Contractor is not a party, unless compelled by court process. Further, Contractor agrees that such persons shall not give sworn testimony or issue a report or writing, as an expression of his or her expert opinion, which is adverse or prejudicial to the interests of City in connection with any such pending or threatened legal or administrative proceeding unless compelled by court process. The limitations of this section shall not preclude Contractor or any persons in any way from representing themselves, including giving expert testimony in support thereof, in any action or in any administrative or legal proceeding.

In the event Contractor is permitted pursuant to this Agreement to utilize subcontractors to perform any services required by this Agreement, Contractor agrees to require such subcontractors, by written contract, to comply with the provisions of this Section to the same extent as Contractor.

#### **P. Schedule and Delays**

Time is of the essence in this Agreement. By signing, Contractor affirms that it believes the schedule to be reasonable; provided, however, the Parties acknowledge that the schedule might be modified as the City directs.

#### **Q. Materiality and Waiver of Breach**

City and Contractor agree that each requirement, duty, and obligation set forth herein was bargained for at arm's-length and is agreed to by the Parties in exchange for *quid pro quo*, that each is substantial and important to the formation of this Agreement and that each is, therefore, a material term hereof.

City's failure to enforce any provision of this Agreement shall not be deemed



a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

**R. Compliance With Laws**

Contractor shall comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations in performing Contractor's duties, responsibilities, and obligations pursuant to this Agreement.

**S. Severance**

In the event a portion of this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable, the provisions not having been found by a court of competent jurisdiction to be invalid or unenforceable shall continue to be effective.

**T. Limitation of Liability**

The City desires to enter into this Agreement only if in so doing the City can place a limit on the City's liability for any cause of action for money damages due to an alleged breach by the City of this Agreement, so that its liability for any such breach never exceeds the sum of \$1,000. Contractor hereby expresses its willingness to enter into this Agreement with Contractor's recovery from the City for any damage action for breach of contract or for any action or claim arising from this Agreement to be limited to a maximum amount of \$1,000 less the amount of all funds actually paid by the City to Contractor pursuant to this Agreement.

Accordingly, and notwithstanding any other term or condition of this Agreement, Contractor hereby agrees that the City shall not be liable to Contractor for damages in an amount in excess of \$1,000 which amount shall be reduced by the amount actually paid by the City to Contractor pursuant to this Agreement, for any action for breach of contract or for any action or claim arising out of this Agreement. Nothing contained in this paragraph or elsewhere in this Agreement is in any way intended to be a waiver of the limitation placed upon City's liability as set forth in Section 768.28, Florida Statutes (2024), as may be amended or revised.

**U. Jurisdiction, Venue, Waiver, Waiver of Jury Trial**

The Agreement shall be interpreted and construed in accordance with, and governed by, the laws of the state of Florida. The Parties agree that the exclusive venue for any lawsuit arising from, related to, or in connection with this Agreement shall be in the state courts of the Seventeenth Judicial Circuit in and for Broward County, Florida. If any claims arising from, related to, or in connection with this Agreement must be litigated in federal court,

the Parties agree that the exclusive venue for any such lawsuit shall be in the United States District Court or United States Bankruptcy Court for the Southern District of Florida. **BY ENTERING INTO THIS AGREEMENT, THE PARTIES HEREBY EXPRESSLY WAIVE ANY AND ALL RIGHTS EITHER PARTY MIGHT HAVE TO A TRIAL BY JURY OF ANY ISSUES RELATED TO THIS AGREEMENT. IF A PARTY FAILS TO WITHDRAW A REQUEST FOR A JURY TRIAL IN A LAWSUIT ARISING OUT OF THIS AGREEMENT AFTER WRITTEN NOTICE BY THE OTHER PARTY OF VIOLATION OF THIS SECTION, THE PARTY MAKING THE REQUEST FOR JURY TRIAL SHALL BE LIABLE FOR THE REASONABLE ATTORNEYS' FEES AND COSTS OF THE OTHER PARTY IN CONTESTING THE REQUEST FOR JURY TRIAL, AND SUCH AMOUNTS SHALL BE AWARDED BY THE COURT IN ADJUDICATING THE MOTION.**

#### **V. Amendments**

No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by the City's Mayor and/or City Manager, as determined by the City Charter and Ordinances of the City of Fort Lauderdale, Florida, and Contractor, or others delegated authority to or otherwise authorized to execute same on their behalf.

#### **W. Prior Agreements**

This document represents the final and complete understanding of the Parties and incorporates or supersedes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein. The Parties agree that there is no commitment, agreement, or understanding concerning the subject matter of this Agreement that is not contained in this written document. Accordingly, the Parties agree that no deviation from the terms hereof shall be predicated upon any prior representation or agreement, whether oral or written.

#### **X. Payable Interest**

Except as required and provided for by the Florida Local Government Prompt Payment Act, City shall not be liable for interest for any reason, whether as prejudgment interest or for any other purpose, and in furtherance thereof Contractor waives, rejects, disclaims and surrenders any and all entitlement it has or may have to receive interest in connection with a dispute or claim based on or related to this Agreement.

## **Y. Representation of Authority**

Each individual executing this Agreement on behalf of a party hereto hereby represents and warrants that he or she is, on the date he or she signs this Agreement, duly authorized by all necessary and appropriate action to execute this Agreement on behalf of such party and does so with full legal authority.

## **Z. Uncontrollable Circumstances ("Force Majeure")**

The City and Contractor will be excused from the performance of their respective obligations under this Agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

1. The non-performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

2. The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

3. No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and

4. The non-performing party uses its best efforts to remedy its inability to perform. Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the Agreement shall be extended by a period equal to that during which either Party's performance is suspended under this Section.

## **AA. Scrutinized Companies**

The Contractor certifies that it is not on the Scrutinized Companies that Boycott Israel List created pursuant to Section 215.4725, Florida Statutes (2024), and that it is not engaged in a boycott of Israel. The City may terminate this Agreement at the City's option if the Contractor is found to have submitted a false certification as provided under subsection (5) of

Section 287.135, Florida Statutes (2024), as may be amended or revised, or been placed on the Scrutinized Companies that Boycott Israel List created pursuant to Section 215.4725, Florida Statutes (2024), as may be amended or revised, or is engaged in a boycott of Israel.

**BB. Public Records**

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES (2024), TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY CLERK'S OFFICE, 1 EAST BROWARD BOULEVARD, SUITE 444, FORT LAUDERDALE, FLORIDA 33301, PHONE: 954-828-5002, EMAIL: PRRCONTRACT@FORTLAUDERDALE.GOV.**

Contractor shall comply with public records laws, and Contractor shall:

1. Keep and maintain public records required by the City to perform the service.
2. Upon request from the City's custodian of public records, provide the City 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 Chapter 119, Florida Statutes (2024), as may be amended or revised, 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 Agreement term and following completion of the Agreement if the Contractor does not transfer the records to the City.
4. Upon completion of the Agreement, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of the Agreement, 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 Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

## **CC. Non-Discrimination**

The Contractor shall not discriminate against its employees based on the employee's race, color, religion, gender, gender identity, gender expression, marital status, sexual orientation, national origin, age, disability, or any other protected classification as defined by applicable law.

1. The Contractor certifies and represents that the Contractor offers the same health benefits to the domestic partners of its employees as are offered its employees' spouses or offers its employees the cash equivalent of such health benefits because it is unable to provide health benefits to its employees' domestic partners, and that the Contractor will comply with Section 2-187, Code of Ordinances of the City of Fort Lauderdale, Florida, (2024), as may be amended or revised, ("Section 2-187"), during the entire term of this Agreement.
2. The Contractor certifies and represents that it will comply with Section 2-187, Code of Ordinances of the City of Fort Lauderdale, Florida ("Section 2-187").
3. The City may terminate this Agreement if the Contractor fails to comply with Section 2-187.
4. The City may retain all monies due or to become due until the Contractor complies with Section 2-187.
5. The Contractor may be subject to debarment or suspension proceedings. Such proceedings will be consistent with the procedures in Section 2-183 of the Code of Ordinances of the City of Fort Lauderdale, Florida.

## **DD. E-Verify**

As a condition precedent to the effectiveness of this Agreement, pursuant to Section 448.095, Florida Statutes (2024), as may be amended or revised, the Contractor and its subcontractors shall register with and use the E-Verify system to electronically verify the employment eligibility of newly hired employees.

1. The Contractor shall require each of its subcontractors, if any, to provide the Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Contractor shall maintain a copy of the subcontractor's affidavit for the duration of this Agreement and in accordance with the public records requirements of this Agreement.
2. The City, the Contractor, or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly



violated Section 448.09(1), Florida Statutes (2024), as may be amended or revised, shall terminate the Agreement with the person or entity.

3. The City, upon good faith belief that a subcontractor knowingly violated the provisions of Section 448.095(2), Florida Statutes (2024), as may be amended or revised, but that the Contractor otherwise complied with Section 448.095(2), Florida Statutes (2024), as may be amended or revised, shall promptly notify Contractor and order the Contractor to immediately terminate the contract with the subcontractor, and the Contractor shall comply with such order.

4. An Agreement terminated under Sections 448.095(2)(c)1. or 2., Florida Statutes (2024), as may be amended or revised, is not a breach of contract and may not be considered as such. If the City terminates this Agreement under Section 448.095(2)(c), Florida Statutes (2024), as may be amended or revised, the Contractor may not be awarded a public contract for at least one year after the date on which the Agreement was terminated. The Contractor is liable for any additional costs incurred by the City as a result of termination of this Agreement.

5. Contractor shall include in each of its subcontracts, if any, the requirements set forth in this Section DD., including this subparagraph, requiring any and all subcontractors, as defined in Section 448.095(1)(j), Florida Statutes (2024), as may be amended or revised, to include all of the requirements of this Section DD. in their subcontracts. Contractor shall be responsible for compliance by any and all subcontractors, as defined in Section 448.095(1)(j), Florida Statutes (2024), as may be amended or revised, with the requirements of Section 448.095, Florida Statutes (2024), as may be amended or revised.

#### **EE. Notices**

Whenever either party desires to give notice unto the other, it shall be given by written notice, sent certified by U.S. Mail, return receipt requested or via nationally recognized overnight or express delivery courier addressed to the party to whom it is intended, at the places last specified, and the places for giving notice shall remain such until they are changed by written notice in compliance with this subsection. For the present, the parties designate the following as respective places for giving notice, to wit:

AS TO CITY: Rickelle Williams  
City Manager  
City Fort Lauderdale  
101 NE 3<sup>rd</sup> Ave, Suite 2100  
Fort Lauderdale, FL 33301

With a copy to: D'Wayne M. Spence  
Interim City Attorney

City of Fort Lauderdale  
1 East Broward Blvd., Suite 1320  
Fort Lauderdale, Florida 33301

FOR CONTRACTOR: Marcell D. Haywood  
Manager  
Encompass Onsite, LLC  
2100 NW 62<sup>nd</sup> Street, Suite 110  
Fort Lauderdale, Florida 33309

**FF. Anti-Human Trafficking**

As a condition precedent to the effectiveness of this Agreement, the CONTRACTOR shall provide the City with an affidavit on a form approved by the City and signed by an officer or a representative of the CONTRACTOR under penalty of perjury attesting that the CONTRACTOR does not use coercion for labor or services as defined in Section 787.06, Florida Statutes (2024), as may be amended or revised.

**[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]**

IN WITNESS WHEREOF, the City and the Contractor execute this Agreement as follows:

CITY

CITY OF FORT LAUDERDALE, a  
Florida municipality.

ATTEST:

*D.R.S.*

David R. Soloman, City Clerk



*Rickelle Williams*

Rickelle Williams  
City Manager

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

*9/17/25*

Approved as to Form and Correctness:  
D'Wayne M. Spence, Interim City Attorney

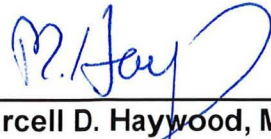
By: \_\_\_\_\_

Patricia Saint-Vil-Joseph  
Assistant City Attorney

**CONTRACTOR**

ENCOMPASS ONSITE, LLC, a Delaware limited liability company authorized to conduct business in the State of Florida.

WITNESSES

By:   
**Marcell D. Haywood, Manager**

  
Signature

David Blumenthal  
Print Name

  
Signature

Tina Diehl  
Print Name


(CORPORATE SEAL)

STATE OF Florida :  
COUNTY OF Broward :

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 5th day of September, 2025, by **Marcell D. Haywood**, as **Manager**, for **ENCOMPASS ONSITE, LLC**, a Delaware limited liability company authorized to conduct business in the State of Florida.

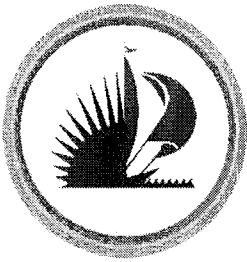
(NOTARY SEAL)



  
Notary Public, State of Florida  
(Signature of Notary Public)

Marlene Lorena Pena  
(Print, Type, or Stamp Commissioned  
Name of Notary Public)

Personally Known ☒ OR Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

**Event # 494-3****Name:** Janitorial Services Citywide (Rebid)

**Description:** The City of Fort Lauderdale, Florida (City) is seeking bids from qualified, experienced, and licensed firm(s), hereinafter referred to as the Contractor or Bidder, to provide janitorial services for the City, in accordance with the terms, conditions, and specifications contained in this Invitation to Bid (ITB).

Site visits are scheduled for this ITB on June 19, 20, and 23 beginning each day at 8:30 a.m. The times reflected for each site visit after the first location on each day, is an estimate, and may vary depending on the flow of the day. Refer to Exhibit B for the site visit schedule. It is strongly suggested that all Contractors attend the site visits starting at the beginning of each day at 8:30 a.m.

Prices quoted shall be firm for the initial contract term of two years. No cost increases shall be accepted in this initial contract term. Please consider this when providing pricing for this Invitation to Bid.

**Buyer:** ROSE, HEATHER**Status:** Pending Award**Event Type:** IFB**Currency:** USD**Sealed Bid:** Yes**Respond To All Lines:** Yes**Q & A Allowed:** Yes**Number Of Amendments:** 3**Display Bid Tabulation:** Display When Event Closed For Bidding Or Canceled**Event Dates****Preview:****Q & A Open:** 06/13/2025 05:05:00 PM**Open:** 06/13/2025 05:00:00 PM**Q & A Close:** 06/24/2025 05:00:00 PM**Close:** 07/03/2025 02:00:00 PM**Dispute Close:****Questions**

Question	Response Type	Attachment
Did you complete the required forms?	Yes No Text	Required Forms Packet.pdf

**Attachments**

## Event # 494-3: Janitorial Services Citywide (Rebid)

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Name	Attachment
General Conditions.pdf	General Conditions.pdf
Exhibit A_Location List.pdf	Exhibit A_Location List.pdf
Exhibit_B_Site Visit Schedule.pdf	Exhibit_B_Site Visit Schedule.pdf
Specifications_Event 494.pdf	Specifications_Event 494.pdf
Exhibit C_Event 176 Bid Tabulation.pdf	Exhibit C_Event 176 Bid Tabulation.pdf
Addendum 1_Event 494.pdf	Addendum 1_Event 494.pdf

### Contacts

Name	Email Address
HEATHER ROSE	hrose@fortlauderdale.gov

### Commodity Codes

Commodity Code	Description
486-83	Sanitizing and Disinfecting Supplies, Janitorial, Environmen
910-39	Janitorial/Custodial Services
958-63	Janitorial Management Services

### Line Details

#### Line 1: Executive Airport - 6000 NW 21st Ave

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**Description:** Executive Airport

6000 NW 21 Avenue

Tile/Vinyl: 2631 SF, Carpet: 6376 SF

Suggested Completion for Office Spaces: Mon-Fri 9:30-11:30 am

# of Restrooms Male / Female / Unisex: 2/2/0

## Event # 494-3: Janitorial Services Citywide (Rebid)

---

Suggested Completion for Restrooms: Mon-Fri 9:30-11:30 am

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III – Technical Specifications.

**Item:** 1. EXECUTIVE AIRPORT    Executive Airport - 6000 NW 21st Ave

**Commodity Code:** 910-39    Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 4941

**Quantity:** 1.0000

**Unit of Measure:** WK

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

## Line 2: U.S. Customs Office - 1601 NW 56 Street

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**Description:** U.S. Customs Office

1601 NW 56 Street

Ceramic Tile: 174 SF, Carpet: 764 SF

Suggested Completion for Office Spaces: Sun-Sat 9:30 AM-11:30 AM

# of Restrooms Male / Female / Unisex: 3/3/2

Suggested Completion for Restrooms: Sun-Sat 9:30 AM-11:30 AM

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III – Technical Specifications.

**Item:** 2. U.S. CUSTOMS OFFICE    U.S. Customs Office - 1601 NW 56 Street

**Commodity Code:** 910-39    Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 4942

**Quantity:** 1.0000

**Unit of Measure:** WK

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On** No

## Event # 494-3: Janitorial Services Citywide (Rebid)

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**Charges  
Allowed:**

### Line 3: Helistop - 201 SE 2 Avenue, (6th fl parking garage)

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**Description:** Helistop

201 SE 2 Avenue, (6th fl parking garage)

Ceramic Tile: 56 SF, Vinyl Tile: 1116 SF

Suggested Completion for Office Spaces: Mon-Fri 8 AM - 5 PM

# of Restrooms Male / Female / Unisex: 0/0/1

Suggested Completion for Restrooms: Mon-Fri 8 AM - 5 PM

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III - Technical Specifications.

**Item:** 3. HELISTOP Helistop - 201 SE 2 Avenue, (6th fl parking garage)

**Commodity Code:** 910-39 Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 4943

**Quantity:** 1.0000

**Unit of Measure:** WK

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

### Line 4: Radio Shop/Communications - 220 SW 14 Avenue, Bldg. 5

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**Description:** Radio Shop/Communications

220 SW 14 Avenue, Bldg. 5

Vinyl: 980 SF

Suggested Completion for Office Spaces: Tues & Fri 5 PM-9 pm

# of Restrooms Male / Female / Unisex: 0/0/0

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III - Technical Specifications.



## Event # 494-3: Janitorial Services Citywide (Rebid)

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**Item:** 4. RADIO SHOP/COMMUNICATIONS      Radio Shop/Communications - 220 SW 14 Avenue, Bldg. 5

**Commodity Code:** 910-39      Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 4944

**Quantity:** 1.0000

**Unit of Measure:** WK

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

## Line 5: Facilities Maintenance - 220 SW 14 Avenue, Bldg. 3 & 7

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**Description:** Facilities Maintenance

220 SW 14 Avenue, Bldg. 3 & 7

VCT: 2664 SF Ceramic Tile, 494 SF VCT, 435 SF Laminate

Suggested Completion for Office Spaces: Tues - Fri 5 PM-9 PM

# of Restrooms Male / Female / Unisex: 0 / 0 / 0

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III – Technical Specifications.

**Item:** 5. FACILITIES MAINTENANCE      Facilities Maintenance - 220 SW 14 Avenue, Bldg. 3 & 7

**Commodity Code:** 910-39      Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 4945

**Quantity:** 1.0000

**Unit of Measure:** WK

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

## Line 6: Parks Compound (Restrooms)

---

Event # 494-3: Janitorial Services Citywide (Rebid)

**Description:** Parks Compound (Restrooms)

220 SW 14 Avenue

Ceramic Tile: 449 SF

# of Restrooms Male / Female / Unisex: 2 / 1 / 1

Suggested Completion for Restrooms: Mon-Fri 5 PM - 9 pm

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III - Technical Specifications.

**Item:** 6. PARKS COMPOUND (RESTROOMS) Parks Compound (Restrooms)

**Commodity Code:** 910-39 Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 4946

**Quantity:** 1.0000

**Unit of Measure:** WK

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

Line 7: Parks Operations - 220 SW 14 Avenue Bldg 4A

**Description:** Parks Operations

220 SW 14 Avenue Bldg 4A

Vinyl Tile: 3594 SF

Suggested Completion for Office Spaces: Tues & Fri 5 PM- 9 PM

0 Restrooms

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III - Technical Specifications.

**Item:** 7. PARKS OPERATIONS Parks Operations - 220 SW 14 Avenue Bldg 4A

**Commodity Code:** 910-39 Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 4947

## Event # 494-3: Janitorial Services Citywide (Rebid)

---

**Quantity:** 1.0000

**Unit of WK  
Measure:**

**Require Yes  
Response:**

**Price Breaks No  
Allowed:**

**Allow Alternate No  
Responses:**

**Add On No  
Charges  
Allowed:**

### Line 8: Fleet Services Offices 1, 2, and 3

---

**Description:** Fleet Services 1- Office: 220 SW 14 Avenue Bldg 8

Vinyl: 860 SF

Fleet Services 2 - Fire Logistics Area: 1300 SW 1 St

Carpet: 575 SF

Fleet Services 3 - Vendor Shop Office: 220 SW 14th Ave Shop Offices

Vinyl Tiles: 676 SF, Carpet: 34 SF, Concrete: 1115 SF, Ceramic Tiles: 498 SF

Suggested Completion for Office Spaces: Mon, Wed, & Fri: 5 - 9 pm

# of Restrooms Male / Female / Unisex: 2 / 2 / 0

Suggested Completion for Restrooms: Monday, Wednesday, & Friday: 5 PM - 9PM

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III - Technical Specifications.

**Item:** 8. FLEET SERVICES OFFICES 1-3 Fleet Services Offices 1, 2, and 3

**Commodity 910-39 Janitorial/Custodial Services  
Code:**

**Manufacturer MFC  
Code:**

**Division:** DIV

**Manufacturer 4948  
Number:**

**Quantity:** 1.0000

**Unit of WK  
Measure:**

**Require Yes  
Response:**

**Price Breaks No  
Allowed:**

**Allow Alternate No  
Responses:**

**Add On No  
Charges  
Allowed:**

### Line 9: Solid Waste Office - 220 SW 14 Avenue, Bldg 4B

---

## Event # 494-3: Janitorial Services Citywide (Rebid)

---

**Description:** Solid Waste Office

220 SW 14 Avenue, Bldg 4B

Vinyl Tile: 3481 SF

Suggested Completion for Office Spaces: Mon-Wed-Fri 5 - 9 pm

# of Restrooms Male / Female / Unisex: 0 / 0 / 0

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III - Technical Specifications.

**Item:** 9. SOLID WASTE OFFICE     Solid Waste Office - 220 SW 14 Avenue, Bldg 4B

**Commodity Code:** 910-39     Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 4949

**Quantity:** 1.0000

**Unit of Measure:** WK

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

## Line 10: Sustainable Development Dept - 700 NW 19 Avenue

---

**Description:** Sustainable Development Dept

700 NW 19 Avenue

Ceramic Tile: 2300 SF, Vinyl Tile: 2100 SF, Carpet: 30,220 SF

Suggested Completion for Office Spaces: Mon - Fri 10:00 am - 2:00 pm

# of Restrooms Male / Female / Unisex: 3 / 3 / 0

Suggested Completion for Restrooms: Two Cleaning Daily Mon - Fri 10:00 am - 2:00 pm, Night cleaning 4 PM - 8 PM

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III - Technical Specifications.

**Item:** 10. SUSTAINABLE DEVELOPMENT DEPT     Sustainable Development Dept - 700 NW 19 Avenue

**Commodity Code:** 910-39     Janitorial/Custodial Services

## Event # 494-3: Janitorial Services Citywide (Rebid)

---

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 49410

**Quantity:** 1.0000

**Unit of Measure:** WK

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

## Line 11: Safety Training Center - 1901 NW 6 Street

---

**Description:** Safety Training Center

1901 NW 6 Street

Ceramic Tile: 218 SF, Concrete: 1035 SF, LVT: 1431 SF

Suggested Completion for Office Spaces: Mon - Fri 4 PM - 7 PM

# of Restrooms Male / Female / Unisex: 1 / 0 / 1 (Shower 3, Locker Room 1)

Suggested Completion for Restrooms: Mon - Fri 4 PM - 7 PM

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III – Technical Specifications.

**Item:** 11. SAFETY TRAINING CENTER      Safety Training Center - 1901 NW 6 Street

**Commodity Code:** 910-39      Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 49411

**Quantity:** 1.0000

**Unit of Measure:** WK

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

## Line 12: Public Works Admin - 949 NW 28 Street

---

**Description:** Public Works Admin

949 NW 28 Street, Oakland Park

## Event # 494-3: Janitorial Services Citywide (Rebid)

---

Ceramic Tile: 1242 SF, Vinyl Tile: 5315 SF, Carpet: 7892 SF

Suggested Completion for Office Spaces: Mon - Fri 6 PM - 11 PM

# of Restrooms Male / Female / Unisex: 4 / 4 / 1

Suggested Completion for Restrooms: Mon - Fri 6 PM - 11 pm

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III - Technical Specifications.

**Item:** 12. PUBLIC WORKS ADMIN      Public Works Admin - 949 NW 28 Street

**Commodity Code:** 910-39      Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 49412

**Quantity:** 1.0000

**Unit of Measure:** WK

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

## Line 13: Survey Trailer - 949 NW 38 Street

---

**Description:** Survey Trailer

949 NW 38 Street, Oakland Park

Vinyl Tile: 971 SF, Carpet: 771 SF

Suggested Completion for Office Spaces: Mon, Wed & Fri 6 PM - 11 PM

# of Restrooms Male / Female / Unisex: 1 / 1 / 1

Suggested Completion for Restrooms: Mon, Wed, & Fri 6 PM - 11 pm

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III - Technical Specifications.

**Item:** 13. SURVEY TRAILER      Survey Trailer - 949 NW 38 Street

**Commodity Code:** 910-39      Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 49413

## Event # 494-3: Janitorial Services Citywide (Rebid)

---

**Quantity:** 1.0000

**Unit of WK  
Measure:**

**Require Yes  
Response:**

**Price Breaks No  
Allowed:**

**Allow Alternate No  
Responses:**

**Add On No  
Charges  
Allowed:**

### Line 14: Central Maint Shop - 4250 NW 10 Avenue

---

**Description:** Central Maint Shop

4250 NW 10 Avenue

Vinyl Tile: 925 SF (Include 672 VCT), Concrete: 1800 SF (Include 370 Terr), Carpet: 850 SF

Suggested Completion for Office Spaces: Mon - Fri 6 - 11 PM (Includes showers & locker rooms)

# of Restrooms Male / Female / Unisex: 3 / 1 / 0

Suggested Completion for Restrooms: Mon - Fri 6 - 11 PM

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III – Technical Specifications.

**Item:** 14. CENTRAL MAINT SHOP Central Maint Shop - 4250 NW 10 Avenue

**Commodity 910-39 Janitorial/Custodial Services  
Code:**

**Manufacturer MFC  
Code:**

**Division:** DIV

**Manufacturer 49414  
Number:**

**Quantity:** 1.0000

**Unit of WK  
Measure:**

**Require Yes  
Response:**

**Price Breaks No  
Allowed:**

**Allow Alternate No  
Responses:**

**Add On No  
Charges  
Allowed:**

### Line 15: Transportation & Mobility Dept. - 290 NE 3 Avenue

---

**Description:** Transportation & Mobility Dept.

290 NE 3 Avenue

Ceramic Tile: 425 SF, Vinyl Tile: 877 SF, Carpet: 8517 SF

## Event # 494-3: Janitorial Services Citywide (Rebid)

---

Suggested Completion for Office Spaces: Mon - Fri 5- 10 PM

# of Restrooms Male / Female / Unisex: 2 / 2 / 2

Suggested Completion for Restrooms: Mon - Fri 5 - 10 PM

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III – Technical Specifications.

**Item:** 15. TRANSPORTATION & MOBILITY    Transportation & Mobility Dept. - 290 NE 3 Avenue

**Commodity Code:** 910-39    Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 49415

**Quantity:** 1.0000

**Unit of Measure:** WK

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

## Line 16: City Prosecutor's Office - 600 S Andrews Ave Ste # 503

---

**Description:** City Prosecutor's Office

600 S Andrews Ave Ste # 503

Ceramic Tile: 2246 SF

Suggested Completion for Office Spaces: Mon, Wed, & Fri 5 PM

# of Restrooms Male / Female / Unisex: 0 / 0 / 1

Suggested Completion for Restrooms: Mon, Wed, & Fri 5PM

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III – Technical Specifications.

**Item:** 16. CITY PROSECUTOR'S OFFICE    City Prosecutor's Office - 600 S Andrews Ave Ste # 503

**Commodity Code:** 910-39    Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 49416

**Quantity:** 1.0000

**Unit of Measure:** WK



## Event # 494-3: Janitorial Services Citywide (Rebid)

---

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

### Line 17: Lauderdale Memorial Cemetery - 2001 SW 4th Ave

---

**Description:** Lauderdale Memorial Cemetery (Includes Maintenance Shed)

2001 SW 4th Ave

Ceramic Tile: 1300 SF, Vinyl Tile: 261 SF, Carpet: 2100 SF

Suggested Completion for Office Spaces: Mon - Sat 5 PM - 9 PM

# of Restrooms Male / Female / Unisex: 1 / 1 / 3

Suggested Completion for Restrooms: Mon - Fri 5PM - 9 PM

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III – Technical Specifications.

**Item:** 17. LAUDERDALE MEMORIAL CEMETERY      Lauderdale Memorial Cemetery - 2001 SW 4th Ave

**Commodity Code:** 910-39      Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 49417

**Quantity:** 1.0000

**Unit of Measure:** WK

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

### Line 18: Sunset Memorial Cemetery - 3201 NW 19th St

---

**Description:** Sunset Memorial Cemetery (Includes Maintenance Shed)

3201 NW 19th St

Carpet: 1200 SF, Ceramic Tile: 1040 SF

Suggested Completion for Office Spaces: Mon - Sat 5 PM - 9 PM (Includes Maintenance Shed)

## Event # 494-3: Janitorial Services Citywide (Rebid)

---

# of Restrooms Male / Female / Unisex: 1 / 1 / 2

Suggested Completion for Restrooms: Mon - Sat 5PM - 9 PM

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III – Technical Specifications.

**Item:** 18. SUNSET MEMORIAL CEMETERY     Sunset Memorial Cemetery - 3201 NW 19th St

**Commodity Code:** 910-39     Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 49418

**Quantity:** 1.0000

**Unit of Measure:** WK

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

## Line 19: DSD Satelite Building - 521 NE 4th Ave

---

**Description:** DSD Satelite Building

521 NE 4th Ave

Carpet: 7000 SF, Vinyl Tile: 1000 SF

Suggested Completion for Office Spaces: Two Cleaning Daily Mon - Fri 10:00 AM - 2:00 PM, Night cleaning Mon - Fri 4 PM - 8 PM

# of Restrooms Male / Female / Unisex: 2 / 2 / 1

Suggested Completion for Restrooms: Two Cleaning Daily Mon - Fri 10:00 AM - 2:00 PM, Night cleaning Mon - Fri 4 PM - 8 PM

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III – Technical Specifications.

**Item:** 19. DSD SATELITE BUILDING     DSD Satelite Building - 521 NE 4th Ave

**Commodity Code:** 910-39     Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 49419

**Quantity:** 1.0000

**Unit of Measure:** WK

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

## Event # 494-3: Janitorial Services Citywide (Rebid)

---

**Add On** No  
**Charges**  
**Allowed:**

### Line 20: Health and Wellness Center - 4750 N Federal Hwy Suite 300

---

**Description:** Health and Wellness Center

4750 N Federal Hwy Suite 300

Vinyl Tile: 2431 SF, Carpet: 257 SF

Suggested Completion for Office Spaces: Mon - Fri 6PM - 8 PM

# of Restrooms Male / Female / Unisex: 0 / 0 / 2

Suggested Completion for Restrooms: Mon - Fri 6PM - 8 PM

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III – Technical Specifications.

**Item:** 20. HEALTH AND WELLNESS CENTER Health and Wellness Center - 4750 N Federal Hwy Suite 300

**Commodity Code:** 910-39 Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 49420

**Quantity:** 1.0000

**Unit of Measure:** WK

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On** No  
**Charges**  
**Allowed:**

### Line 21: Fire Administration/FS 2 - 528 NW 2 Street

---

**Description:** Fire Administration/FS 2 (1st and 3rd Floor and Stairwell)

528 NW 2 Street

Ceramic Tile: 300 SF, LVT: 8000 SF, Concrete: 1032 SF

Suggested Completion for Office Spaces: Mon - Fri 4:30 PM - 9 PM

# of Restrooms Male / Female / Unisex: 2 / 2 / 0

## Event # 494-3: Janitorial Services Citywide (Rebid)

---

Suggested Completion for Restrooms: Mon - Fri 6 PM - 9pm

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III - Technical Specifications.

**Item:** 21. FIRE ADMINISTRATION/FS 2 Fire Administration/FS 2 - 528 NW 2 Street

**Commodity Code:** 910-39 Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 49421

**Quantity:** 1.0000

**Unit of Measure:** WK

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

## Line 22: Fire Station 53/EOC - 2200 Executive Airport Way

---

**Description:** Fire Station 53/EOC

2200 Executive Airport Way

Ceramic Tile: 6000 SF, Carpet: 8000 SF

Suggested Completion for Office Spaces: Mon; Wed, & Fri 1:30 PM - 4:30 PM

# of Restrooms Male / Female / Unisex: 1 / 1 / 0

Suggested Completion for Restrooms: Mon; Wed, & Fri 1:30 PM - 4:30 PM

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III - Technical Specifications.

**Item:** 22. FIRE STATION 53/EOC Fire Station 53/EOC - 2200 Executive Airport Way

**Commodity Code:** 910-39 Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 49422

**Quantity:** 1.0000

**Unit of Measure:** WK

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges** No

## Event # 494-3: Janitorial Services Citywide (Rebid)

---

**Charges  
Allowed:**

### Line 23: Fire Logistics Warehouse - 120 NW 10 Ave, Oakland Park

---

**Description:** Fire Logistics Warehouse

120 NW 10th Ave, Unit D, Oakland Park 33309

Vinyl Laminate: 1200 SF

Suggested Completion for Office Spaces: Mon, Wed, & Fri: 11:00 am - 3:00 PM

# of Restrooms Male / Female / Unisex: 0 / 0 / 1

Suggested Completion for Restrooms: Mon, Wed, & Fri: 11:00 am - 3:00 PM

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III – Technical Specifications.

**Item:** 23. FIRE LOGISTICS WAREHOUSE      Fire Logistics Warehouse - 120 NW 10 Ave, Oakland Park

**Commodity Code:** 910-39      Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 49423

**Quantity:** 1.0000

**Unit of Measure:** WK

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

### Line 24: AES Maintenance Building - 2200 Executive Airport Way

---

**Description:** AES Maintenance Building

2200 Executive Airport Way

Ceramic Tile: 1646 SF

Suggested Completion for Office Spaces: Mon-Fri 9:30 AM-11:30 AM

# of Restrooms Male / Female / Unisex: 1 / 1 / 1

Suggested Completion for Restrooms: Mon-Fri 9:30 AM-11:30 AM

Event # 494-3: Janitorial Services Citywide (Rebid)

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III – Technical Specifications.

<b>Item:</b> 24. AES MAINTENANCE BUILDING    AES Maintenance Building - 2200 Executive Airport Way		
<b>Commodity</b> 910-39    Janitorial/Custodial Services		
<b>Code:</b>		
<b>Manufacturer</b> MFC	<b>Division:</b> DIV	<b>Manufacturer</b> 49424
<b>Code:</b>		<b>Number:</b>
<b>Quantity:</b> 1.0000	<b>Unit of WK</b>	
	<b>Measure:</b>	
<b>Require</b> Yes	<b>Price Breaks</b> No	<b>Allow Alternate</b> No
<b>Response:</b>	<b>Allowed:</b>	<b>Responses:</b>
<b>Add On</b> No		
<b>Charges</b>		
<b>Allowed:</b>		

Line 25: Community Redevelopment Agency (CRA) - 914 NW 6th 110 & 200

**Description:** Community Redvelopment Agency (CRA) - Suites 110 &200

914 NW 6th (Suite 110 - 1st Floor)

Concrete: 2136 SF (1st Floor)

914 NW 6th (Suite 200 - 2nd Floor)

Concrete: 4000 SF (2nd Floor)

Suggested Completion for Office Spaces: Mon - Fri 4:30 PM - 9 PM

1st Floor # of Restrooms Male / Female / Unisex: 0/0/1

2nd Floor # of Restrooms Male / Female / Unisex: 1 / 1 / 0

Mon - Fri 4:30 PM - 9 PM

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III – Technical Specifications.

<b>Item:</b> 25. CRA    Community Redevelopment Agency (CRA) - 914 NW 6th 110 & 200		
<b>Commodity</b> 910-39    Janitorial/Custodial Services		
<b>Code:</b>		
<b>Manufacturer</b> MFC	<b>Division:</b> DIV	<b>Manufacturer</b> 49425
<b>Code:</b>		<b>Number:</b>
<b>Quantity:</b> 1.0000	<b>Unit of WK</b>	
	<b>Measure:</b>	

## Event # 494-3: Janitorial Services Citywide (Rebid)

---

**Measure:**

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

## Line 26: Housing and Community Development - 914 NW 6th St.103 1st F.

---

**Description:** Housing and Community Development

914 NW 6th Suite 103 1st Floor

Concrete: 2260 SF, Cermaic Tile: 700 SF

Suggested Completion for Office Spaces: Mon - Fri 4:30 PM - 9 PM

# of Restrooms Male / Female / Unisex: 1 / 1 / 0

Suggested Completion for Restrooms: Mon - Fri 4:30 PM - 9 PM

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III – Technical Specifications.

**Item:** 26. HOUSING AND COMMUNITY DEV. Housing and Community Development - 914 NW 6th St.103 1st F.

**Commodity Code:** 910-39 Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 49426

**Quantity:** 1.0000

**Unit of Measure:** WK

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

## Line 27: Transportation & Mobility Satellite Office - 150 SE 2 St

---

**Description:** Transportation & Mobility Dept. Satellite Office

150 SE 2nd Street Suite 128

Vinyl Tile: 650 SF

## Event # 494-3: Janitorial Services Citywide (Rebid)

---

Suggested Completion for Office Spaces: Mon & Thurs 9 AM - 5 PM

# of Restrooms Male / Female / Unisex: 0 / 0 / 1

Suggested Completion for Restrooms: Mon & Thurs 9 AM - 5 PM

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III – Technical Specifications.

**Item:** 27. TAM SATELLITE OFFICE 1 Transportation & Mobility Satellite Office - 150 SE 2 St

**Commodity Code:** 910-39 Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 49427

**Quantity:** 1.0000

**Unit of Measure:** WK

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

## Line 28: Steam Cleaning of Carpeted Area, Per Square Yard

---

**Description:** Steam cleaning of carpeted areas, cost per square yard. Bidder must provide cost for steam cleaning of carpeted areas.

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III – Technical Specifications.

**Item:** STEAM CLEAN - CARPET Steam Cleaning of Carpeted Area, Per Square Yard

**Commodity Code:** 910-39 Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 49428

**Quantity:** 1.0000

**Unit of Measure:** SY

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

## Line 29: Steam cleaning of chairs, cost per unit cleaned

---

**Description:** Steam cleaning of chairs, cost per unit cleaned. Bidder must provide cost for steam cleaning of chairs.



## Event # 494-3: Janitorial Services Citywide (Rebid)

---

Steam cleaning of chairs, cost per unit cleaned. Bidder must provide cost for steam cleaning of chairs.

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III – Technical Specifications.

**Item:** STEAM CLEAN - CHAIRS     Steam cleaning of chairs, cost per unit cleaned

**Commodity Code:** 910-39     Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 49429

**Quantity:** 1.0000

**Unit of Measure:** EA

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

## Line 30: Steam cleaning of sofas, cost per unit cleaned

---

**Description:** Steam cleaning of sofas, cost per unit cleaned. Bidder must provide cost for steam cleaning of sofas.

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III – Technical Specifications.

**Item:** STEAM CLEAN - SOFA     Steam cleaning of sofas, cost per unit cleaned

**Commodity Code:** 910-39     Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 49430

**Quantity:** 1.0000

**Unit of Measure:** EA

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

## Line 31: Electrostatic disinfecting spraying cost per square foot

---

**Description:** Electrostatic disinfecting spraying cost per square foot. Bidder must provide cost for Electrostatic disinfecting spraying.

This line item shall be executed in accordance with all sections of the ITB and in particular Section III – Technical Specifications.

## Event # 494-3: Janitorial Services Citywide (Rebid)

---

**Item:** ELECTRO. DISINFECTING SPRAYING    Electrostatic disinfecting spraying cost per square foot

**Commodity Code:** 910-39    Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 49431

**Quantity:** 1.0000

**Unit of Measure:** SF

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

## Line 32: Transportation & Mobility Office 2

---

**Description:** Transportation & Mobility Dept.

Satellite 2    150 SE 2nd Street Suite 136

Vinyl Tile: 650 SF

Suggested Times for Office Spaces: Mon & Thurs 9 AM - 5 PM

# of Restrooms Male / Female / Unisex: 0/0/1

Suggested Times for Restrooms: Mon & Thurs 9 AM - 5 PM

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III – Technical Specifications.

**Item:** 28. TAM SATELLITE 2    Transportation & Mobility Office 2

**Commodity Code:** 910-39    Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 49432

**Quantity:** 1.0000

**Unit of Measure:** WK

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

## Line 33: Storm Water Office - Plant A

---

## Event # 494-3: Janitorial Services Citywide (Rebid)

---

**Description:** Storm Water Office - Plant A

1901 NW 6th Street, FL 33311

Vinyl Tile: 475 SF, Ceramic tile: 50 SF

Suggested Times for Office Spaces: Mon, Wed, & Fri 6 PM - 10 PM

# of Restrooms Male / Female / Unisex: 0/0/1 (Future)

Suggested Times for Restrooms: Mon, - Fri 6 PM - 10 PM

This line item shall be executed in accordance with all sections of the ITB and in particular, Section III - Technical Specifications.

**Item:** 29. STORM WATER OFFICE - PLANT A      Storm Water Office - Plant A

**Commodity Code:** 910-39      Janitorial/Custodial Services

**Manufacturer Code:** MFC

**Division:** DIV

**Manufacturer Number:** 49433

**Quantity:** 1.0000

**Unit of Measure:** WK

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

## SECTION I – INTRODUCTION AND INFORMATION

### 1.1 Purpose

The City of Fort Lauderdale, Florida (City) is seeking bids from qualified, experienced, and licensed firm(s), hereinafter referred to as the Contractor or Bidder, to provide janitorial services for the City, in accordance with the terms, conditions, and specifications contained in this Invitation to Bid (ITB).

### 1.2 Point of Contact

For information concerning procedures for responding to this solicitation, contact Procurement Specialist, Heather Rose at (954) 828-5142 or email at [hrose@fortlauderdale.gov](mailto:hrose@fortlauderdale.gov). Such contact shall be for clarification purposes only.

For information concerning technical specifications, please utilize the question / answer feature provided by the City's on-line strategic sourcing platform. Questions of a material nature must be received prior to the cut-off date specified in the ITB schedule. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum. Bidders please note: No part of your bid can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a bid will be considered evidence that the Bidder has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire bid response must be submitted in accordance with all specifications contained in this solicitation. The questions and answers submitted in the City's on-line strategic sourcing platform shall become part of any contract that is created from this ITB.

### 1.3 Site Visits

**Site visits are scheduled for this ITB on June 19, 20, and 23 beginning each day at 8:30 a.m. The times reflected for each site visit after the first location on each day, is an estimate, and may vary depending on the flow of the day. Refer to Exhibit B for the site visit schedule. It is strongly suggested that all Contractors attend the site visits starting at the beginning of each day at 8:30 a.m.**

While attendance is not mandatory, tours at other times might not be available. It is the sole responsibility of the Contractor to become familiar with the scope of the City's requirements and systems prior to submitting a bid. No variation in price or conditions shall be permitted based upon a claim of ignorance. It is strongly suggested that all Bidders attend the pre-bid meeting and/or site visit.

It will be the sole responsibility of the Bidder to attend the pre-bid/site visit to inspect the City's location(s) facilities systems prior to submitting a bid. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a bid will be considered evidence that the Bidder has familiarized themselves with the nature and extent of the work, equipment, materials, and labor required.

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

#### **1.4 CITY'S ON-LINE STRATEGIC SOURCING PLATFORM**

The City of Fort Lauderdale uses its own on-line strategic sourcing platform to administer the competitive solicitation process, including but not limited to soliciting bids, issuing addenda, posting results, and issuing notification of an intended decision. There is no charge to register and download the ITB from the City's on-line strategic sourcing platform. Bidders are strongly encouraged to read the supplier tutorials available in the City's on-line strategic sourcing platform well in advance of their intention of submitting a bid to ensure familiarity with the use of the City's on-line strategic sourcing platform. The City shall not be responsible for a Bidder's inability to submit a Bid by the end date and time for any reason, including issues arising from the use of the City's on-line strategic sourcing platform.

It is the sole responsibility of the Bidder to ensure that their bid is submitted electronically through the City's on-line strategic sourcing platform no later than the time and date specified in this solicitation. PAPER BID SUBMITTALS WILL NOT BE ACCEPTED. BIDS MUST BE SUBMITTED ELECTRONICALLY VIA the City's on-line strategic sourcing platform.

#### **1.5 Electronic Bid Openings**

Please be advised that effective immediately, and until further notice, all Invitation to Bids, Request for Proposals, Request for Qualifications, and other solicitations led by the City of Fort Lauderdale will be opened electronically via the City's on-line strategic sourcing platform at the date and time indicated on the solicitation. All openings will be held on the City's on-line strategic sourcing platform.

Anyone requesting assistance or having further inquiry in this matter must contact the Procurement Specialist indicated on the solicitation, via the Question-and-Answer forum on the City's on-line strategic sourcing platform before the Last Day for Questions indicated in the Solicitation.

## **SECTION II - SPECIAL TERMS AND CONDITIONS**

### **2.1 General Conditions**

ITB General Conditions (Form G-107, Rev. 08/23) are included and made a part of this ITB.

### **2.2 Addenda, Changes, and Interpretations**

It is the sole responsibility of each firm to notify the Procurement Specialist utilizing the question / answer feature provided by the City's on-line strategic sourcing platform and request modification or clarification of any ambiguity, conflict, discrepancy, omission, or other error discovered in this competitive solicitation. Requests for clarification, modification, interpretation, or changes must be received prior to the Question and Answer (Q & A) Deadline. Requests received after this date may not be addressed. Questions and requests for information that would not materially affect the scope of services to be performed, or the solicitation process will be answered within the question / answer feature provided by the City's on-line strategic sourcing platform and shall be for clarification purposes only. Material changes, if any, to the scope of services or the solicitation process will only be transmitted by official written addendum issued by the City and uploaded to the City's on-line strategic sourcing platform as a separate addendum to the ITB. Under no circumstances shall an oral explanation given by any City official, officer, staff, or agent be binding upon the City and should be disregarded. All addenda are a part of the competitive solicitation documents, and each firm will be bound by such addenda. It is the responsibility of each to read and comprehend all addenda issued.

### **2.3 Changes and Alterations**

Bidder may change or withdraw a Bid at any time prior to Bid submission deadline; however, no oral modifications will be allowed. Modifications shall not be allowed following the Bid deadline.

### **2.4 Bidder's Costs**

The City shall not be liable for any costs incurred by Bidders in responding to this ITB.

### **2.5 Pricing/Delivery**

Bidder shall quote a firm, fixed price for all services stated in the ITB. All costs including travel shall be included in your cost. The City shall not accept any additional costs including any travel associated with coming to the City of Fort Lauderdale.

### **2.6 Price Validity**

Prices provided in this Invitation to bid (ITB) shall be valid for at least One-Hundred and Twenty (120) days from time of ITB opening unless otherwise extended and agreed upon by the City and Bidder. The City shall award contract within this time period or shall request to the recommended awarded vendor an extension to hold pricing, until products/services have been awarded.

### **2.7 Invoices/Payment**

The City will accept invoices no more frequently than once per month. Each invoice shall fully detail the related costs and shall specify the status of the particular task or project as of the date of the invoice with regard to the accepted schedule for that task or project. Payment will be made within forty-five (45) days after receipt of an invoice acceptable to the City, in accordance with the Florida Local Government Prompt Payment Act. If, at any time during the contract, the City shall not approve or accept the Contractor's work product, and agreement cannot be reached between the City and the Contractor to resolve the problem to the City's satisfaction, the City shall negotiate with the Contractor on a payment for the work completed and usable to the City.

Payment terms will be considered to be net 45 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last, in accordance with the Florida Local Government Prompt Payment Act. Bidder may offer cash discounts for prompt payment, but they will not be considered in determination of award.

## **2.8 Related Expenses/Travel Expenses**

All costs including travel are to be included in your bid. The City will not accept any additional costs.

## **2.9 Payment Method**

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City has transitioned from traditional paper checks to payment by credit card via MasterCard or Visa. This allows you as a vendor of the City of Fort Lauderdale to receive your payment fast and safely. No more waiting for checks to be printed and mailed. Payments will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, firms must presently have the ability to accept credit card payment or take whatever steps necessary to implement acceptance of a credit card before the commencement of a contract. See Contract Payment Method form attached.

## **2.10 Mistakes**

The Bidder shall examine this ITB carefully. The submission of a bid shall be prima facie evidence that the Bidder has full knowledge of the scope, nature, and quality of the work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed. Ignorance of the requirements will not relieve the Bidder from liability and obligations under the Contract.

## **2.11 Acceptance of Bids / Minor Irregularities**

**2.11.1** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variances to specifications contained in bids which do not make the bid conditional in nature and minor irregularities in the solicitation process. A minor irregularity shall be a variation from the solicitation that does not affect the price of the contract or does not give a bidder an advantage or benefit not enjoyed by other bidders, does not adversely impact the interests of other firms, or does not affect the fundamental fairness of the solicitation process. The City also reserves the right to reissue an ITB.

**2.11.2** The City reserves the right to disqualify Bidder during any phase of the competitive solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud or other illegal practices on the part of the Bidder.

## **2.12 Modification of Services**

**2.12.1** While this contract is for services provided to the department referenced in this ITB, the City may require similar work for other City departments. Successful Bidder agrees to take on such work unless such work would not be considered reasonable or become an undue burden to the Successful Bidder.

**2.12.2** The City reserves the right to delete any portion of the work at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished and approved by the City on any portion of a contract resulting from this ITB, the Successful Bidder shall be paid for the work

completed on the basis of the estimated percentage of completion of such portion to the total project cost.

**2.12.3** The City may require additional items or services of a similar nature, but not specifically listed in the contract. The Successful Bidder agrees to provide such items or services and shall provide the City prices on such additional items or services. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items or services from other vendors, or to cancel the contract upon giving the Successful Bidder thirty (30) days written notice.

**2.12.4** If the Successful Bidder and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Successful Bidder will submit a revised budget to the City for approval prior to proceeding with the work.

**2.13 Non-Exclusive Contract**

Bidder agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services from another vendor at the City's sole option.

**2.14 Sample Contract Agreement**

A sample of the formal agreement template, which may be required to be executed by the awarded vendor can be found at our website.

**2.15 Responsiveness**

In order to be considered responsive to the solicitation, the firm's bid shall fully conform in all material respects to the solicitation and all of its requirements, including all form and substance.

**2.16 Responsibility**

In order to be considered as a responsible firm, firm shall be fully capable to meet all of the requirements of the solicitation and subsequent contract, must possess the full capability, including financial and technical, to perform as contractually required, and must be able to fully document the ability to provide good faith performance.

**2.17 Minimum Qualifications**

To be eligible for award of a contract in response to this solicitation, the Bidder must demonstrate that they have successfully completed services for a minimum of five (5) years, as specified in the Technical Specifications / Scope of Services section of this solicitation, are normally and routinely engaged in performing such services, and are properly and legally licensed to perform such work. In addition, the Bidder must have no conflict of interest with regard to any other work performed by the Bidder for the City of Fort Lauderdale.

**2.17.1** Firm or principals shall have no record of judgments, pending lawsuits against the City or criminal activities involving moral turpitude and not have any conflicts of interest that have not been waived by the City Commission.



- 2.17.2** Neither firm nor any principal, officer, or stockholder shall be in arrears or in default of any debt or contract involving the City, (as a party to a contract, or otherwise); nor have failed to perform faithfully on any previous contract with the City.

**2.18 Lobbying Activities**

ALL CONTRACTORS PLEASE NOTE: Any contractor submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-11-42, and Resolution No. 07-101, Lobbying Activities. Copies of Ordinance No. C-11-42 and Resolution No. 07-101 may be obtained from the City Clerk's Office, located at 1 East Broward Boulevard, Suite 444, Fort Lauderdale, Florida 33301.

**2.19 Local Business Preference**

**2.19.1** Section 2-186, Code of Ordinances of the City of Fort Lauderdale, provides for a local business preference. In order to be considered for a local business preference, a Bidder must include the Local Business Preference Certification Statement of this ITB, as applicable to the local business preference class claimed at the time of Bid submittal:

**2.19.2** Upon formal request of the City, based on the application of a Local Business Preference the Bidder shall within ten (10) calendar days submit the following documentation to the Local Business Preference Class claimed:

- a. Copy of City of Fort Lauderdale current year business tax receipt, or Broward County current year business tax receipt, and
- b. List of the names of all employees of the Bidder and evidence of employees' residence within the geographic bounds of the City of Fort Lauderdale or Broward County, as the case may be, such as current Florida driver's license, residential utility bill (water, electric, telephone, cable television), or other type of similar documentation acceptable to the City.

**2.19.3** Failure to comply at time of Bid submittal shall result in the Bidder being found ineligible for the local business preference.

**2.19.4** The complete local business preference ordinance may be found on the City's web site: [Click Here](#)

**2.19.5 Definitions**

- a. The term "Class A business" shall mean any business that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of the city, and shall maintain a staffing level for the proposed work of at least fifty percent (50%) who are residents of the City of Fort Lauderdale.
- b. The term "Class B business" shall mean any business that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of the city, or shall maintain a staffing level for the proposed work of at least fifty percent (50%) who are residents of the City of Fort Lauderdale.
- c. The term "Class C business" shall mean any business that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of Broward County.

- d. The term "Class D business" shall mean any business that does not qualify as a Class A, Class B, or Class C business.

## **2.20 Disadvantaged Business Enterprise Preference**

**2.20.1** Section 2-185, Code of Ordinances of the City of Fort Lauderdale, provides for a disadvantaged business preference. In order to be considered for a disadvantaged business preference, a Bidder must include a certification from a government agency, as applicable to the disadvantaged business preference class claimed at the time of Bid/Proposal submittal:

**2.20.2** Upon formal request of the City, based on the application of a Disadvantaged Business Preference the Bidder shall within ten (10) calendar days submit the following documentation to the Disadvantaged Business Enterprise Preference Class claimed:

- a. Copy of City of Fort Lauderdale current year business tax receipt, or the Tri-County (Broward, Dade, West Palm Beach) current year business tax receipt, or proof of active Sunbiz status and
- b. List of the names of all employees of the Bidder and evidence of employees' residence within the geographic bounds of the City of Fort Lauderdale or the Tri- County, as the case may be, such as current Florida driver's license, residential utility bill (water, electric, telephone, cable television), or other type of similar documentation acceptable to the City.

**2.20.3** Failure to comply at time of Bid/Proposal submittal shall result in the Bidder being found ineligible for the Disadvantaged Business Enterprise Preference business preference.

**2.20.4** The complete disadvantaged business preference ordinance may be found on the City's web site: [Click Here](#)

### **2.20.5 Definitions**

- a. The term "Disadvantaged Class 1 Enterprise" shall mean any disadvantaged business enterprise that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of the city, and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the city's Procurement Manual.
- b. The term "Disadvantaged Class 2 Enterprise" shall mean any disadvantaged business enterprise that has established and agrees to maintain a permanent place of business within the limits of the city with full-time employees and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the city's Procurement Manual.
- c. The term "Disadvantaged Class 3 Enterprise" shall mean any disadvantaged business enterprise that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of the Tri-County area and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the City's Procurement Manual.
- d. The term "Disadvantaged Class 4 Enterprise" shall mean any disadvantaged business enterprise that does not qualify as a Class A, Class B, or Class C business,

but is located in the State of Florida and provides supporting documentation of its disadvantaged certification as established in the City's Procurement Manual.

## **2.21 Protest Procedure**

**2.21.1** Any Bidder who is not recommended for award of a contract and who alleges a failure by the City to follow the city's procurement ordinance or any applicable law, may follow the protest procedure as found in the city's procurement ordinance within five (5) days after a notice of intent to award is posted on the city's web site at the following link: [Click Here](#)

**2.21.2** The complete protest ordinance may be found on the city's web site at the following link: [Click Here](#)

## **2.22 Public Entity Crimes**

Contractor represents that the execution of this Agreement will not violate the Public Entity Crime Act, Section 287.133, Florida Statutes (2024), as may be amended or revised, which essentially provides that a person or affiliate who is a contractor, consultant, or other provider and who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to City, may not submit a bid on a contract with City for the construction or repair of a public building or public work, may not submit bids on leases of real property to City, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under an Agreement with City, and may not transact any business with City in excess of the threshold amount provided in Section 287.017, Florida Statutes (2024), as may be amended or revised, for category two purchases for a period of 36 months from the date of being placed on the convicted vendor list. Violation of this Section shall result in termination of this Agreement and recovery of all monies paid by City pursuant to this Agreement and may result in debarment from City's competitive procurement activities.

## **2.23 Subcontractors**

**2.23.1** If the Contractor proposes to use subcontractors in the course of providing these services to the City, this information shall be a part of the bid/proposal response. Such information shall be subject to review, acceptance, and approval of the City, prior to any contract award. The City reserves the right to approve or disapprove of any subcontractor candidate in its best interest and to require Contractor to replace subcontractor with one that meets City approval.

**2.23.2** Contractor shall ensure that all of Contractor's subcontractors perform in accordance with the terms and conditions of this Contract. Contractor shall be fully responsible for all of Contractor's subcontractors' performance, and liable for any of Contractor's subcontractors' non-performance and all of Contractor's subcontractors' acts and omissions. Contractor shall defend, at Contractor's expense, counsel being subject to the City's approval or disapproval, and indemnify and hold harmless the City and the City's officers, employees, and agents from and against any claim, lawsuit, third-party action, or judgment, including any award of attorney fees and any award of costs, by or in favor of any Contractor's subcontractors for payment for work performed for the City.

**2.23.3** Contractor shall require all its subcontractors to provide the required insurance coverage as well as any other coverage that the contractor may consider necessary, and any deficiency in the coverage or policy limits of said subcontractors will be the sole responsibility of the contractor.

**2.24 Bid Security – N/A**

**2.25 Payment and Performance Bond – N/A**

**2.26 Insurance Requirements**

**2.26.1** As a condition precedent to the effectiveness of this Agreement, during the term of this Agreement and during any renewal or extension term of this Agreement, the Contractor, at its sole expense, shall provide insurance of such types and with such terms and limits as noted below. Providing proof of and maintaining adequate insurance coverage are material obligations of the Contractor. The Contractor shall provide the City a certificate of insurance evidencing such coverage. The Contractor's insurance coverage shall be primary insurance for all applicable policies. The limits of coverage under each policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under this Agreement. All insurance policies shall be through insurers authorized or eligible to write policies in the State of Florida and possess an A.M. Best rating of A-, VII or better, subject to approval by the City's Risk Manager.

**2.26.2** The coverages, limits, and endorsements required herein protect the interests of the City, and these coverages, limits, and/or endorsements shall in no way be relied upon by the Contractor for assessing the extent or determining appropriate types and limits of coverage to protect the Contractor against any loss exposures, whether as a result of this Agreement or otherwise. The requirements contained herein, as well as the City's review or acknowledgement, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the Contractor under this Agreement.

**2.26.3** The following insurance policies and coverages are required:

**Commercial General Liability**

Coverage must be afforded under a Commercial General Liability policy with limits not less than:

- \$1,000,000 each occurrence and \$2,000,000 aggregate for Bodily Injury, Property Damage, and Personal and Advertising Injury
- \$1,000,000 each occurrence and \$2,000,000 aggregate for Products and Completed Operations

Policy must include coverage for contractual liability and independent contractors.

The City, a Florida municipality, its officials, employees, and volunteers are to be covered as an additional insured with a CG 20 26 04 13 Additional Insured – Designated Person or Organization Endorsement or similar endorsement providing equal or broader Additional Insured Coverage with respect to liability arising out of activities performed by or on behalf of Contractor. The coverage shall contain no special limitation on the scope of protection afforded to the City, its officials, employees, and volunteers.

**Fidelity/Dishonesty and/or Commercial Crime**

Coverage must be afforded in an amount not less than \$500,000 per loss for dishonest acts of Contractor's employees, including but not limited to theft of money, personal property, vehicles, materials, supplies, equipment, tools, etc. Third-party coverage must be included under the policy.

**Business Automobile Liability**

Proof of coverage must be provided for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage in an amount not less than the State of Florida required minimums unless a different amount is required by City Ordinance(s).

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

**Workers' Compensation and Employer's Liability**

Coverage must be afforded per Chapter 440, Florida Statutes (2023). Any person or entity performing work for or on behalf of the City must provide Workers' Compensation insurance. Exceptions and exemptions will be allowed by the City's Risk Manager, if they are in accordance with Florida Statute.

Contractor waives, and Contractor shall ensure that Contractor's insurance carrier waives, all subrogation rights against the City, its officials, employees, and volunteers for all losses or damages. The City requires the policy to be endorsed with WC 00 03 13 Waiver of our Right to Recover from Others or equivalent.

Contractor must be in compliance with all applicable State and Federal workers' compensation laws, including the U.S. Longshore and Harbor Workers' Compensation Act and the Jones Act, if applicable.

**2.26.4 Insurance Certificate Requirements**

- a. Contractor shall provide the City with valid Certificates of Insurance (binders are unacceptable) no later than ten (10) days prior to the start of work contemplated in this Agreement.
- b. Contractor shall provide to the City a Certificate of Insurance having a thirty (30) day notice of cancellation; ten (10) days' notice if cancellation is for nonpayment of premium.
- c. In the event that the insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested, and addressed to the certificate holder.
- d. In the event the Agreement term or any surviving obligation of Contractor following expiration or early termination of the Agreement goes beyond the expiration date of the insurance policy, Contractor shall provide the City with an updated Certificate of Insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. The City reserves the right to suspend the Agreement until this requirement is met.
- e. The Certificate of Insurance shall indicate whether coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the Certificate of Insurance must show a retroactive date, which shall be the effective date of the initial contract or prior.
- f. The City shall be covered as an Additional Insured on all liability policies, with the exception of Workers' Compensation.
- g. The City shall be granted a Waiver of Subrogation on Contractor's Workers' Compensation insurance policy.
- h. The title of the Agreement, Bid/Contract number, event dates, or other identifying reference must be listed on the Certificate of Insurance.

The Certificate Holder should read as follows:

City of Fort Lauderdale  
401 SE 21st Street

Fort Lauderdale, FL 33316

**2.26.5** Contractor has the sole responsibility for all insurance premiums and shall be fully and solely responsible for any costs or expenses as a result of a coverage deductible, co-insurance penalty, or self-insured retention; including any loss not covered because of the application of such deductible, co-insurance penalty, self-insured retention, or coverage exclusion or limitation. Any costs for adding the City as an Additional Insured shall be at Contractor's expense.

**2.26.6** If Contractor's primary insurance policy/policies do not meet the minimum requirements as set forth in this Agreement, Contractor may provide evidence of an Umbrella/Excess insurance policy to comply with this requirement.

**2.26.7** Contractor's insurance coverage shall be primary insurance in respect to the City's interests, a Florida municipality, its officials, employees, and volunteers. Any insurance or self-insurance maintained by the City shall be non-contributory.

**2.26.8** Any exclusion or provision in any insurance policy maintained by Contractor that excludes coverage required in this Agreement shall be deemed unacceptable and shall be considered breach of contract.

**2.26.9** All required insurance policies must be maintained until the contract work has been accepted by the City, or until this Agreement is terminated, whichever is later. Any lapse in coverage may be considered breach of contract. In addition, Contractor must provide to the City confirmation of coverage renewal via an updated certificate of insurance should any policies expire prior to the expiration of this Agreement. The City reserves the right to review, at any time, coverage forms and limits of Contractor's insurance policies.

**2.26.10** Contractor shall provide notice of any and all claims, accidents, and any other occurrences associated with this Agreement to Contractor's insurance company or companies and the City's Risk Management office as soon as practical.

**2.26.11** It is Contractor's responsibility to ensure that any and all of Contractor's independent contractors and subcontractors comply with these insurance requirements. All coverages for independent contractors and subcontractors shall be subject to all of the applicable requirements stated herein. Any and all deficiencies are the responsibility of Contractor. The City reserves the right to adjust insurance limits from time to time at its discretion with notice to Contractor.

**2.27 Insurance – Sub-Contractors**

Contractor shall require all its Sub-Contractors to provide the aforementioned coverage as well as any other coverage that the Contractor may consider necessary, and any deficiency in the coverage or policy limits of said Sub-Contractors will be the sole responsibility of the Contractor.

**2.28 Insurance for Collection of Credit Card Payments – N/A**

**2.29 Award of Contract**

Contractor must bid on all items. Partial bids will not be considered.

The City also reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding

process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City.

A Contract (the "Agreement") may be awarded by the City Commission. The City reserves the right to execute or not execute, as applicable, a contract with the Bidder(s) that is determined to be in the City's best interests. The City reserves the right to award a contract to more than one Bidder, at the sole and absolute discretion of the in the City.

**IN THE EVENT OF ANY CONFLICT OR DISCREPANCY BETWEEN BID/PROPOSAL PRICE(S) SUBMITTED BY BIDDER/PROPOSER ELECTRONICALLY INTO THE CITY'S ON-LINE STRATEGIC SOURCING PLATFORM UNIT PRICE FIELD(S), ANY OTHER FORMS OR ATTACHMENTS (WHETHER PART OF THE CITY'S SOLICITATION DOCUMENTS OR DOCUMENTS CREATED AND UPLOADED BY THE BIDDER/PROPOSER), OR ANOTHER SECTION/FIELD OF THE SYSTEM, THE ONLINE UNIT PRICE(S) INPUTTED ELECTRONICALLY INTO THE SYSTEM BY BIDDER/PROPOSER SHALL GOVERN.**

**2.30 Damage to Public or Private Property**

Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, vehicles, etc. on or around the job site. Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced at no additional cost to the City.

**2.31 Safety**

The Contractor(s) shall adhere to the Florida Department of Transportation's Uniform manual on Traffic Control for construction and maintenance work zones when working on or near a roadway. It will be the sole responsibility of the Contractor to make themselves and their employees fully aware of these provisions, especially those applicable to safety.

**2.32 Uncontrollable Circumstances ("Force Majeure")**

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

**2.32.1** The non-performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

**2.32.2** The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

**2.32.3** No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and

**2.32.4** The non-performing party uses its best efforts to remedy its inability to perform. Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to

that during which either party's performance is suspended under this Section.

**2.33 Canadian Companies**

In the event Contractor is a corporation organized under the laws of any province of Canada or is a Canadian federal corporation, the City may enforce in the United States of America or in Canada or in both countries a judgment entered against the Contractor. The Contractor waives any and all defenses to the City's enforcement in Canada, of a judgment entered by a court in the United States of America. All monetary amounts set forth in this Contract are in United States dollars.

**2.34 News Releases/Publicity**

News releases, publicity releases, or advertisements relating to this contract, or the tasks or projects associated with the project shall not be made without prior City approval.

**2.35 Approved Equal or Alternative Product Bids – N/A**

**2.36 Contract Period**

**The initial contract term shall commence upon date of award by the City and shall expire two years from that date. The City reserves the right to extend the contract for one, additional three- year term, providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.**

In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the City as authorized by the awarding authority. The extension period shall not extend for more than 270 days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

**2.37 Cost Adjustments**

**Prices quoted shall be firm for the initial contract term of two years. No cost increases shall be accepted in this initial contract term. Please consider this when providing pricing for this Invitation to Bid.**

Thereafter, any renewals which may be approved by the City shall be subject to the following: costs for the renewal term shall be subject to an adjustment only if increases or decreases occur in the industry. Such adjustment shall be based on the latest yearly percentage increase in the All-Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U.S. Department. of Labor and shall not exceed five percent (5%).

The yearly increase or decrease in the CPI shall be that latest Index published and available for the calendar year ending 12/31, prior to the end of the contract year then in effect, as compared to the index for the comparable month, one-year prior.

Any requested adjustment shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective on the beginning date of the approved contract extension.

The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs, and the matter cannot be resolved



to the satisfaction of the City, the Contract will be considered cancelled on the scheduled expiration date.

### **2.38 Service Test Period**

If the Contractor has not previously performed the services to the city, the City reserves the right to require a test period to determine if the Contractor can perform in accordance with the requirements of the contract, and to the City's satisfaction. Such test period can be from thirty to ninety days, and will be conducted under all specifications, terms and conditions contained in the contract. This trial period will then become part of the initial contract period.

A performance evaluation will be conducted prior to the end of the test period and that evaluation will be the basis for the City's decision to continue with the Contractor or to select another Contractor (if applicable).

### **2.39 Contract Coordinator**

The City may designate a Contract Coordinator whose principal duties shall be:

- Liaison with Contractor.
- Coordinate and approve all work under the contract.
- Resolve any disputes.
- Assure consistency and quality of Contractor's performance.
- Schedule and conduct Contractor performance evaluations and document findings.
- Review and approve for payment all invoices for work performed or items delivered.

### **2.40 Contractor Performance Reviews and Ratings**

The City Contract Coordinator may develop a Contractor performance evaluation report. This report shall be used to periodically review and rate the Contractor's performance under the contract with performance rating as follows:

Excellent	Far exceeds requirements.
Good	Exceeds requirements
Fair	Just meets requirements.
Poor	Does not meet all requirements, and contractor is subject to penalty provisions under the contract.
Non-compliance	Either continued poor performance after notice or a performance level that does not meet a significant portion of the requirements. This rating makes the Contractor subject to the default or cancellation for cause provisions of the contract.

The report shall also list all discrepancies found during the review period. The Contractor shall be provided with a copy of the report and may respond in writing if he takes exception to the report or wishes to comment on the report. Contractor performance reviews and subsequent reports will be used in determining the suitability of contract extension.

### **2.41 Substitution of Personnel**

It is the intention of the City that the Contractor's personnel proposed for the contract will be available for the contract term. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacement personnel are subject to City approval. In the event substitute personnel are not satisfactory to the City and the matter

cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the Contract for cause. See Section 5.09 General Conditions.

**2.42 Ownership of Work**

The City shall have full ownership and the right to copyright, otherwise limit, reproduce, modify, sell, or use all of the work or product produced under this contract without payment of any royalties or fees to the Contractor above the agreed hourly rates and related costs.

**2.43 Condition of Trade-In Equipment – N/A**

**2.44 Conditions of Trade-In Shipment and Purchase Payment – N/A**

**2.45 Verification of Employment Status**

Any Contractor/Consultant assigned to perform responsibilities under its contract with a State agency is required to utilize the US Department of Homeland Security's E-Verify system (per Executive Order Number 11-02) to verify the employment eligibility of: (a) all persons employed during the contract term by the Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by the Contractor to perform work pursuant to the contract with the State agency.

E-VERIFY Affirmation Statement must be completed and submitted with Bidder's response to this ITB.

**2.46 Service Organization Controls – N/A**

**2.47 Warranties of Usage**

Any estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

**2.48 Rules and Submittals of Bids**

The signer of the bid must declare that the only person(s), company or parties interested in the bid as principals are named therein; that the bid is made without collusion with any other person(s), company or parties submitting a bid; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the bid has full authority to bind the principal bidder.

**2.49 Bid Tabulations/Intent to Award**

Notice of Intent to Award Contract/Bid, resulting from the City's Formal solicitation process may be found at: [Click Here](#). Tabulations of receipt of those parties responding to a formal solicitation may be found at: [Click Here](#). Any interested party may call the Procurement Services Division at 954-828-5933, or email [ProcurementSupport@fortlauderdale.gov](mailto:ProcurementSupport@fortlauderdale.gov), for more information.

**2.50 Public Records**

All bids will become the property of the City. The Bidder's response to the ITB is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 (2024) ("Public Records Law"). The City shall permit public access to all documents, papers, letters, or other material submitted in connection with this ITB and any resulting Contract to be executed for this ITB, subject to the provisions of Chapter 119.07 of the Florida Statutes (2024). Any language contained in the Bidder's response to the ITB purporting to require confidentiality of any portion of the Bidder's response to the ITB, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to

Florida law, shall be void. If a Bidder submits any documents or other information to the City which the Bidder claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Bidder shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Bidder must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Bidder's response to the ITB constitutes a Trade Secret. The city's determination of whether an exemption applies shall be final, and the Bidder agrees to defend, indemnify, and hold harmless the city and the city's officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the city's treatment of records as public records. In the event of Contract award, all documentation produced as part of the Contract shall become the exclusive property of the City.

**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 AT [PRRCONTRACT@FORTLAUDERDALE.GOV](mailto:PRRCONTRACT@FORTLAUDERDALE.GOV), 954-828-5002, CITY CLERK'S OFFICE, ONE EAST BROWARD BOULEVARD, SUITE 444, FORT LAUDERDALE, FLORIDA 33301.**

Contractor shall:

1. Keep and maintain public records required by the City in order to perform the service.
2. Upon request from the City's custodian of public records, provide the City 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 Chapter 119, Florida Statutes (2024), as may be amended or revised, 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 this contract if the Contractor does not transfer the records to the City.
4. Upon completion of the Contract, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of this 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 this Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

## **2.51 PCI (Payment Card Industry) Compliance**

Contractor agrees to comply with all applicable state, federal, and international laws, as well as industry best practices, governing the collection, access, use, disclosure, safeguarding, and destruction of protected information.

- **PCI Attestation of Compliance (AoC):**
  - Contractor must provide a current PCI Attestation of Compliance (AoC) signed by a PCI Qualified Security Assessor (QSA) at the time of proposal submission.
  - The AoC must be dated no older than one year. If the AoC exceeds this timeframe, a bridge letter signed by a QSA must be provided.
  - Failure to submit a valid AoC and, if applicable, a bridge letter, shall result in the bid being deemed non-responsive.
  - The City is the sole judge in determining the acceptability of the AoC and any accompanying documentation.
- **Ongoing PCI Compliance:**
  - Contractor and/or any subcontractor that handles credit card data must be, and remain, PCI compliant under the current standards.
  - Contractors must provide updated PCI compliance documentation, including a new AoC, upon request by the City of Fort Lauderdale.

Failure to maintain PCI compliance or to provide requested documentation may result in termination of the contract.

## SECTION III - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES

### 3.1 Objective

The stated janitorial services are generally required at the designated City facilities five (5) times weekly, and are to be provided Monday through Friday, after regular working hours. **Exceptions are noted by location, Exhibit A.**

**Site visits are scheduled for this ITB on June 19, 20, and 23 beginning each day at 8:30 a.m. The times reflected for each site visit after the first location on each day, is an estimate, and may vary depending on the flow of the day. Refer to Exhibit B for the site visit schedule. It is strongly suggested that all Contractors attend the site visits starting at the beginning of each day at 8:30 a.m.**

- A. Service at specified locations shall include cleaning of all offices, conference rooms, and common areas, including lobbies, hallways, waiting areas, janitorial closets, elevators (passenger and freight, if applicable), stairwells and landings (if applicable), breakrooms (kitchens), restrooms and restroom lobby areas.
- B. The Contractor shall perform services on each of the specified days, except for City observed holidays. When a City observed holiday falls on a regularly scheduled service day, and the City facility is not accessible to the Contractor, the Contractor shall perform the regularly scheduled services on the next workday following the holiday closure. Exceptions will require arrangements with the City's Facilities Maintenance Contract Administrator, or his designee.
- C. Adequate personnel shall be provided to ensure that the tasks are completed within a reasonable amount of time.

**The City reserves the right to add additional locations after award of this contract. The Successful Bidder agrees to provide such items or services and shall provide the City's Facilities Maintenance Contract Administrator, or designee, prices on such additional locations.**

### 3.2 Initial Cleaning Requirements

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

- A. By the first of each month, to the Facilities Maintenance Contract Administrator, or designee, the Contractor must forward in writing a list of services (cleaning) they will perform for that month in accordance with the specifications, listing the starting and completion date for each cleaning task.
- B. The frequency of cleaning listed in the specifications must be performed as specified unless modified in writing by the Facilities Maintenance Contract Administrator, or designee.
- C. All cleaning methods used to perform the cleaning outlined in the specifications must be those that are universally accepted in the commercial cleaning maintenance field. All cleaning requirements must be performed in its entirety in accordance with the specifications.

### 3.3 Personnel

- A. Contractor's employees are to present a professional appearance. Contractor's employees shall be neat, clean, well groomed, and courteous, properly uniformed and conduct themselves in a respectable manner while performing duties and while on City property.
- B. Employees shall wear an appropriate uniform as well as a nametag specifying the name of the employee and the Contractor's company name.
- C. At the time of bid submittal, the Contractor shall provide the City with a listing of all personnel assigned to the contract. In addition, the Contractor shall provide a listing of names, emergency telephone numbers and cell numbers of supervisory personnel assigned to the contract. It will be the Contractor's responsibility to keep this list up to date.
- D. The City's Facilities Maintenance Contract Administrator, or his designee may request the Contractor to remove any employee if it is determined that services are not being performed in accordance with the terms and conditions of the contract.
- E. The successful bidder will need to complete background checks on all employees that will be working on City property.

### **3.4 Supervision**

**Contractor shall provide an adequate number of trained and qualified supervisors capable of providing the necessary supervision to satisfy the contract during all service hours. Supervision must be by an on-site supervisor. The supervisor shall be responsible for monitoring and administration of personnel activities, and resolution of any service problems with designated City staff. Each supervisor, the night crew foreman and the day porter, shall be capable of verbal and written communication in the English language and shall be able to effectively communicate with the service workers to the satisfaction of the City's Facilities Maintenance Contract Administrator or designee.**

**The City's Facilities Maintenance Contract Administrator, or designee may request the Contractor to remove any supervisor if it is determined that services are not being performed in accordance with the terms and conditions of the contract.**

### **3.5 Unauthorized Personnel**

The Contractor's employees are not to be accompanied in their work areas on the premises by acquaintances, family members, or any other persons unless said person is an authorized Contractor employee. **The City of Fort Lauderdale prohibits teenagers, minors, or children to work in City owned buildings under this Agreement.**

### **3.6 Materials and Equipment**

- A. The Contractor shall provide all materials, supplies, and equipment as required to properly maintain the facilities and areas in an acceptable condition. This shall include all required maintenance and cleaning products, including, but not limited to: cleaners, disinfectants, floor care cleaners, and protective coatings, etc. It shall also include brooms, mops (wet and dry/dry dust mops), mop handles, dust mop handles, dust pans, bowl mops, bowl brushes, putty knives, dusters, sponges, rags, window squeegees, floor pads, rubber gloves, for trash removal, spray bottles, floor machines, vacuum cleaners, etc., needed to perform the cleaning.

**NOTE: All supplies must be used in accordance with the manufacturer's recommendations and instructions. All containers must be labeled with the manufacturer's brand name, name of product, and its recommended use.**

- B. All floor finishes, floor sealer, floor stripper, germicidal cleaner, disinfecting cleaner, carpet cleaner, supplies, detergents, defoamer, spotter metal and wood polishes, etc. must be registered with the United States Environmental Protection Agency (EPA). Contractor's employees must use protective gloved clothing when using (harsh) skin-irritating chemicals.
- C. Vacuum cleaners shall be equipped with a beater bar or double row of brushes with high suction. The bar or brush setting should be approximately 1/8" below the vacuum cleaner casing. It is recommended that vacuum cleaners are equipped with special HEPA type bags and is equipped with HEPA filters.
- D. All equipment used in the cleaning operation of any City of Fort Lauderdale building must be in good safe operating condition as required by OSHA. Equipment with broken or exposed electric wires will not be allowed to be used.

### **3.7 City-Furnished Supplies**

**The City will provide the Contractor with supplies such as toilet tissue, hand towels, feminine hygiene products, and hand soap to be used by City personnel in the restrooms. Can liners for all trash receptacles shall also be provided by the City but installed by the Contractor.**

### **3.8 Recyclable Materials**

All City buildings have recyclable containers and storage areas. It is the Contractor's responsibility to place recyclable paper and materials in the buildings designated recyclable bin or area and to prevent non-recyclable materials from entering the recycling stream. Any Contractor disposing of recyclable materials by placing the material in the trash or removing it from the premises may be charged, at the discretion of the City's Facilities Maintenance Contract Administrator, or designee, a deduction of the market value of the materials from the Contractor's monthly invoice. Any Contractor contaminating the recycling stream may be responsible for the costs incurred by the City as a result. All Contractor staff shall be trained and knowledgeable in the proper handling of recyclable materials.

### **3.9 Green Cleaning Requirements – Green Cleaning Plan**

The Contractor is encouraged to use green cleaning products and processes, to the degree feasible, and shall demonstrate such capability by submitting a green cleaning plan, that describes methods, materials, and equipment used under the contract. Green cleaning is a planned and organized approach to cleaning that is designed to protect the occupants and workers' health and reduce the impact on human health and the environment.

Unlike a traditional cleaning program, a green custodial program takes a holistic approach to building cleaning and goes beyond simple appearances to focus on occupant health and the environmental impacts. A list of green cleaning product attributes is found in the table below. Green cleaning products and processes include, but are not limited to products containing recycled content, environmentally preferable products and services, bio-based products, and products and services that minimize the use of energy, water, and other resources. Chemical concentrates that require dilutions are preferable compared to ready-to-use products and should be used whenever possible. Dilution control equipment should be employed to ensure correct dilutions of concentrates and to protect workers from exposure to

concentrated chemicals. In addition to compliance with these requirements, the Contractor shall follow all applicable standard industry practices including, but not limited to those published by the American Society of Testing Materials (ASTM), Carpet and Rug Institute (CRI), and applicable standards of the Environmental Protection Agency (EPA). The Contractor shall use safe and environmentally preferable products that, wherever feasible, are United States Department of Agriculture (USDA) designated bio-based products, Green Seal™ certified, UL ECOLOGO certified, and/or certified with the Design for the Environment (DfE) logo as approved by the EPA. With the exception of those products specifically provided by the City, the Contractor shall use only Green Seal certified products for the following categories: floor strippers, hand soaps, odor control/neutralizers, paper towels and upholstery and rug cleaners. For those categories not covered by the above standards preference will be given to those products meeting the California Code of Regulations maximum allowable VOC levels for the appropriate cleaning product category as cited in the California Air Resource Board Consumer Products Program. If cleaning products that meet these criteria are not available only then can the cleaning Contractor use other type of products. In such cases the Contractor shall continue to use to the extent possible the safest and most environmentally friendly products. All Contractor staff must be trained and knowledgeable in the Contractor's green cleaning procedures.



Green Purchase Product Criteria Custodial Products				
Product Use	Preferred Features	Hazards to Avoid	Example Products	Potential Web Resource for Green products
Cleaner	Non-toxic GreenSeal of Approval Low-VOC Biobased	Volatile hazardous chemicals, SARA 313 chemicals, Anti-microbial agents, Petroleum-based chemicals, Chlorine bleach	-HURRISAFE 9030 (PCI of America) -Simple Green Clean Building Bathroom (Sunshine Makers, Inc.)	www.ecooptions.homedepot.com www.all-greenjanitorialproducts.com www.seventhgeneration.com www.simplegreen.com
	Low-VOC Non-toxic GreenSeal of Approval Biobased NESHAP Compliant	Ammonium hydroxide and other caustic components	-3M Twist 'n Fill Floor Cleaner (3M) -Green Concepts 40 Neutral Floor and Hard Surface Cleaner (Eco Concepts Inc.) -General Purpose Floor Cleaner (Tough Guy)	www.ecooptions.homedepot.com www.all-greenjanitorialproducts.com www.seventhgeneration.com www.simplegreen.com www.biogreenclean.com
Floor Finish	Non-toxic Low-VOC GreenSeal of Approval CA Compliant	Zinc, stoddard solvent, metal-crosslinked polymers	-Dura ZF Floor Finish (Maintex, Inc.) -Green Link Floor Finish (Zep Manufacturing Company)	www.all-greenjanitorialproducts.com
Floor Stripper	GreenSeal of Approval Non-toxic CA Compliant	Ammonium, sodium hydroxide, and other caustic components	-Green Logic Floor Stripper (Core Products Company, Inc.) -Enviro Care Floor Strip	www.all-greenjanitorialproducts.com www.simplegreen.com www.biogreenclean.com
	Low-VOC Non-toxic GreenSeal of Approval	Volatile hazardous chemicals, SARA 313 chemicals	-BON-SA-45 Odor Neutralizer (Bioworld Products LLC) -Enzyme Odor Control (Ultimate Solutions, Inc.)	www.all-greenjanitorialproducts.com
Odor Control/Neutralizer				
Upholstery and Rug Cleaner	GreenSeal of Approval Biobased Non-toxic Low-VOC	SARA 313 chemicals (perchloroethylene)	-Shaw R2X Area Rug Spot Cleaner (Shield Industries, Inc.) -Rug Cleaner -Pride Shampoo (Chemco Industries, Inc.)	www.ecooptions.homedepot.com www.all-greenjanitorialproducts.com www.seventhgeneration.com www.simplegreen.com www.biogreenclean.com

#### General Website Resources:

- [www.greenseal.org](http://www.greenseal.org)
- [www.all-greenjanitorialproducts.com](http://www.all-greenjanitorialproducts.com)
- [www.UL.com](http://www.UL.com)
- [www.earteasy.com](http://www.earteasy.com)
- [www.responsiblepurchasing.org](http://www.responsiblepurchasing.org)

### **3.10 Building Security**

- A. Facilities may have designated staff available to provide entry to and exit from or they may be on an alarm system. Contractor's employees must be properly identified and are not to enter or leave buildings at will once reporting for duty. Entry and exit will be limited to the initial report for service and service completion time.
- B. The Contractor shall provide the City with a weekly attendance/sign-in sheet for each location awarded. Attendance and hours shall be recorded daily, or in accordance with the work schedule. A legible copy of this report shall be provided weekly to the Contract Administrator, or his designee. The report shall verify all hours worked and serve as a documented personnel attendance log.
- C. Contractor's employees are prohibited from using City telephones. Charges billed from use of telephones by Contractor's employees will be deducted from monies due the Contractor and will result in the employee being banned from the City sites and it may be cause to terminate the contract. The City's Facilities Maintenance Contract Administrator, or designee, will provide oversight.
- D. Charges billed to the City of Fort Lauderdale, due to the failure of the Contractor's employees to properly arm or disarm building's alarm systems, shall be deducted from the Contractor's monthly invoice. The City's Facilities Maintenance Contract Administrator, or designee will provide oversight.

### **3.11 Safety**

- A. The Contractor shall be responsible for instructing employees in safety measures considered appropriate. In addition, the Contractor shall not permit placing or use of mops, brooms or equipment in traffic lanes or other locations in such manner as to create safety hazards. The Contractor shall provide appropriate warning signs for slippery floor areas caused by cleaning or floor finishing operations. Contractor's employees shall be required to interrupt their work at any time to allow passage of personnel.
- B. The Contractor shall ensure that all employees have been trained and have access to Occupational Safety and Health Administration (OSHA) Exposure to Blood borne Pathogens Rule 29 CFR1910.1030. The Contractor shall ensure that personal protection equipment (PPE) is provided, and decontamination/disposal guidelines are in compliance.

### **3.12 Measurements**

The square footage noted per location are only estimates. Bidders will be responsible for their own measurements and must submit a firm, fixed price accordingly. There will be no adjustments, for increase or decrease of footage required for the job. Therefore, the total offer must be based on the accurate measurements by bidders during any site visit or inspection. Failure to do so will be at the bidder's risk.

### **3.13 Service Locations**

A complete listing of facilities and their preferred cleaning schedule within the facility is provided and attached as Exhibit A. The list provides estimated square footage and type of flooring in each location. Those times are to be considered specific for each location.

### **3.14 Schedule of Services – Offices/Corridors/Lounges/Foyers/Lobby**

- A. Daily
  - 1. Empty waste baskets, replace bag liner if ripped, soiled or wet.
  - 2. Dispose of refuse to an outside dumpster.

3. Empty recycle containers and deposit material into outside collection containers.
4. Empty and clean all ashtrays and cigarette receptacles (including those on stairwell landings and outside of building entrances)
5. Clean all table and counter surfaces not having paper or materials stored on them
6. Dispose of any cardboard packing or discarded materials or items left for removal to the outside dumpster.
7. Clean any area or item that obviously needs immediate attention due to incidental spills, leaks or debris.
8. Clean all glass to main entry doors.
9. Vacuum and damp mop all hard flooring (including elevators and stone surfaced flooring; spot clean any dirt or stains with appropriate cleaners and solvents as needed to maintain an acceptable appearance.
10. Vacuum all carpeting with approved Hepa vacuum cleaner
11. Refill hand towel dispensers.
12. Clean and sanitize drinking fountains.
13. Sweep/vacuum clean all landings and stairwells.
14. Spot cleaning any obvious stains or spills in carpeted areas with appropriate/approved cleaner(s).
15. Clean all wall plates, door hardware and stairwell railings

B. Weekly

1. Polish furniture.
2. Clean and polish all table and counter surfaces which are free of material.
3. Wipe down all interior window frames, and sills with damp cloth.
4. Clean all non-glass doors and door frames
5. Wipe down all shelving with damp cloth.
6. Vacuum all fabric covered furniture and partitions
7. Wipe down elevator walls, polish interior cab with all-purpose cleaning spray or furniture polish.
8. Clean all elevator hand railings and metallic wall panels with stainless steel cleaner/polish.

C. Bi-Weekly

1. Wipe down all walls and clean any spider webs from corners or ceilings.
2. Clean/dust all blinds and light fixtures.

D. Monthly

1. Dust and clean all air conditioning registers and air return vents.
2. Clean all vinyl furniture with vinyl cleaner.
3. Wipe down all walls and clean any spider webs from corners or ceilings.
4. Clean the interior window glass.
5. Clean baseboards

E. Quarterly

1. Scrub and rinse, hard floors (excluding stone surfaced flooring) utilizing proper floor care machinery (This service is to be provided within month of start-up of contract or trial period and performed every quarter thereafter).

F. Semi-annual

1. Strip, scrub, rinse, spray buff and apply 4 coats of wax to VCT flooring, utilizing proper floor care machinery. (This service is to be provided within the first month of start-up of contract or trial period and performed every six months thereafter).

### **3.15 Schedule of Services - Lavatories**

#### **A. Daily**

1. Clean all mirrors.
2. Replenish soap, toilet tissue and hand towels and feminine hygiene products.
3. Sweep, mop with disinfectant cleaner and rinse bathroom floors.
4. Clean urinals and commodes (inside and out).
5. Check the deodorizer block and replace it if necessary.
6. Wipe down all partitions.
7. Clean and disinfect basins and counter tops.
8. Empty and clean all waste receptacles including sanitary napkin baskets, replace liners if necessary.
9. Polish all chrome and stainless steel.
10. Clean all doors, including entry doors, metal kick plates, door handles or push plates

#### **B. Weekly**

1. Clean all interior window glass, frames and sills.
2. Clean showers (if applicable).
3. Clean locker tops (if applicable).
4. Wipe clean (with tile cleaner) all tiled wall areas.
5. City Hall – Pour at least one gallon of water down the floor drains.
6. Empty cigarette receptacles.

#### **C. Monthly**

Dust and clean all air conditioning registers and air return vents

#### **D. Quarterly**

Scrub and rinse all tile surfaces with a non-toxic tile cleaner.

### **3.16 Schedule of Services - Entrance**

#### **Daily**

Clean all doors (including glass doors) and frames, sweep mats, remove spider webs, remove gum.

### **3.17 Schedule of Services – Food Preparation Areas (small community kitchens not to include individual office space)**

#### **A. Daily**

1. Clean all counter space.
2. Vacuum and damp mop all flooring
3. Wipe clean all appliances (inside and outside microwaves and ovens), Refrigerators outside clean only
4. Clean and disinfect sink.
5. Refill hand towel dispensers

### **3.18 Additional Services**

In addition to the regular services mentioned above, Bidder is requested to provide costs for the following services. Estimated annual expenditure is \$20,000.

- A. Steam cleaning of carpeted areas, cost per square yard.
- B. Steam cleaning of chairs, cost per unit cleaned.
- C. Steam cleaning of sofas, cost per unit cleaned.
- D. Electrostatic disinfecting spraying cost per square foot.

### **3.19 Quality and Reporting - Reporting and Documentation**

- A. The Contractor shall provide the City's Facilities Maintenance Contract Administrator, or designee, with a comprehensive monthly report by the 5th business day of each month. This report shall detail services rendered at each location, any deficiencies encountered and their resolution, compliance with cleaning frequencies, and any other relevant performance metrics as reasonably requested by the City's Facilities Maintenance Contract Administrator, or designee. Such reports should serve as documentation to demonstrate ongoing compliance with the provisions of this contract.
- B. Within ten (10) business days of the contract award, the Contractor shall submit a comprehensive cleaning schedule plan to the City's Facilities Maintenance Contract Administrator, or designee. This plan must demonstrate the Contractor's ability to adequately meet the requirements outlined in Section 3.14, "Schedule of Services."

**CITY OF FORT LAUDERDALE  
GENERAL CONDITIONS**

These instructions and conditions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Procurement Services Division. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement. In this general conditions document, Invitation to Bid (ITB), Request for Qualifications (RFQ), and Request for Proposal (RFP) are interchangeable.

**PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:**

- 1.01 BIDDER ADDRESS:** The City maintains automated vendor address lists that have been generated for each specific Commodity Class item through our bid issuing service, BidSync. Notices of Invitations to Bid (ITB'S) are sent by e-mail to the selection of bidders who have fully registered with BidSync or faxed (if applicable) to every vendor on those lists, who may then view the bid documents online. Bidders who have been informed of a bid's availability in any other manner are responsible for registering with BidSync in order to view the bid documents. There is no fee for doing so. If you wish bid notifications be provided to another e-mail address or fax, please contact BidSync. If you wish purchase orders sent to a different address, please so indicate in your bid response. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 PACKING SLIPS:** It will be the responsibility of the awarded Contractor, to attach all packing slips to the OUTSIDE of each shipment. Packing slips must provide a detailed description of what is to be received and reference the City of Fort Lauderdale purchase order number that is associated with the shipment. Failure to provide a detailed packing slip attached to the outside of shipment may result in refusal of shipment at Contractor's expense.
- 1.04 PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 45 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.05 TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.06 BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that the bid and the prices quoted in the bid will be firm for acceptance by the City for a period of one hundred twenty (120) days from the date of bid opening unless otherwise stated in the ITB.
- 1.07 VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.

By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared by the City as conditional.

- 1.08 NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.09 MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its procurement activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term "Minority Business Enterprise" means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business" is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including Pakistani and East Indian.

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

**1.10 MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION**

It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and

procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he or she will be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

**1.11 SCRUTINIZED COMPANIES**

As a condition precedent to the effectiveness of this Agreement, subject to *Odebrecht Construction, Inc., v. Prasad*, 876 F.Supp.2d 1305 (S.D. Fla. 2012), *affirmed*, *Odebrecht Construction, Inc., v. Secretary, Florida Department of Transportation*, 715 F.3d 1268 (11th Cir. 2013), with regard to the "Cuba Amendment," the Contractor certifies that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and that it does not have business operations in Cuba or Syria, as provided in section 287.135, Florida Statutes (2023), as may be amended or revised. As a condition precedent to any contract for goods or services of any amount and as a condition precedent to the renewal of any contract for goods or services of any amount, the Contractor certifies that it is not on the Scrutinized Companies that Boycott Israel List created pursuant to Section 215.4725, Florida Statutes (2023), and that it is not engaged in a boycott of Israel. The City may terminate this Agreement at the City's option if the Contractor is found to have submitted a false certification as provided under subsection (5) of section 287.135, Florida Statutes (2023), as may be amended or revised, or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or the Scrutinized Companies that Boycott Israel List created pursuant to Section 215.4725, Florida Statutes (2023), as may be amended or revised, or is engaged in a boycott of Israel, or has been engaged in business operations in Cuba or Syria, as defined in Section 287.135, Florida Statutes (2023), as may be amended or revised.

**1.12 DEBARRED OR SUSPENDED BIDDERS OR PROPOSERS**

The bidder or proposer certifies, by submission of a response to this solicitation, that neither it nor its principals and subcontractors are presently debarred or suspended by any Federal department or agency.

**Part II DEFINITIONS/ORDER OF PRECEDENCE:**

**2.01 BIDDING DEFINITIONS** The City will use the following definitions in its general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:

INVITATION TO BID (ITB) The solicitation document used for soliciting competitive sealed bids for goods or services.

INVITATION TO NEGOTIATE (ITN) All solicitation documents, regardless of medium, whether attached to or incorporated by reference in solicitations for responses from firms that invite proposals from interested and qualified firms so the city may enter into negotiations with the firm(s) determined most capable of providing the required goods or services.

REQUEST FOR PROPOSALS (RFP) A solicitation method used for soliciting competitive sealed proposals to determine the best value among proposals for goods or services for which price may not be the prevailing factor in award of the contract, or the scope of work, specifications or contract terms and conditions may be difficult to define. Such solicitation will consider the qualifications of the proposers along with evaluation of each proposal using identified and generally weighted evaluation criteria. RFPs may include price criteria whenever feasible, at the discretion of the city.

REQUEST FOR QUALIFICATIONS (RFQ) A solicitation method used for requesting statements of qualifications in order to determine the most qualified proposer for professional services.

BID – a price and terms quote received in response to an ITB.

PROPOSAL – a proposal received in response to an RFP.

BIDDER – Person or firm submitting a Bid.

PROPOSER – Person or firm submitting a Proposal.

RESPONSIVE BIDDER – A firm who has submitted a bid, offer, quote, or response which conforms in all material respects to the competitive solicitation document and all of its requirements.

RESPONSIBLE BIDDER – A firm who is fully capable of meeting all requirements of the solicitation and subsequent contract. The respondent must possess the full capability, including financial and technical, ability, business judgment, experience, qualifications, facilities, equipment, integrity, capability, and reliability, in all respects to perform fully the contract requirements and assure good faith performance as determined by the city.

FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.

SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.

CONTRACTOR – Any firm having a contract with the city. Also referred to as a "Vendor".

CONTRACT – All types of agreements, including purchase orders, for procurement of supplies, services, and construction, regardless of what these agreements may be called.

CONSULTANT – A firm providing professional services for the city.

**2.02 SPECIAL CONDITIONS:** Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

**PART III BIDDING AND AWARD PROCEDURES:**

**3.01 SUBMISSION AND RECEIPT OF BIDS:** To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidders should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten, or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Procurement Office, or other designated area, in the presence of Bidders, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.

**3.02 MODEL NUMBER CORRECTIONS:** If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.

- 3.03 PRICES QUOTED:** Deduct trade discounts and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.
- 3.04 TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption number for EIN is 59-6000319, and State Sales tax exemption number is 85-8013875578C-1.
- 3.05 WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.
- 3.06 APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in the bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in the bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.
- 3.07 MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet or exceed these items, and feels that the technical specifications are overly restrictive, the bidder must notify the Procurement Services Division immediately. Such notification must be received by the Procurement Services Division prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.
- 3.08 MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle the bidder to any relief from the conditions imposed in the contract.
- 3.09 SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.
- 3.10 LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.
- 3.11 BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.
- 3.12 USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Director reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond or cashier's check. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 PUBLIC RECORDS/TRADE SECRETS/COPYRIGHT:** The Proposer's response to the RFP is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this RFP and the Contract to be executed for this RFP, subject to the provisions of Chapter 119.07 of the Florida Statutes.

Any language contained in the Proposer's response to the RFP purporting to require confidentiality of any portion of the Proposer's response to the RFP, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer's response to the RFP constitutes a Trade Secret. The city's determination of whether an exemption applies shall be final, and the proposer agrees to defend, indemnify, and hold harmless the City and the City's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records. In addition, the proposer agrees to defend, indemnify, and hold harmless the City and the City's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as exempt from disclosure or confidential. Proposals bearing copyright symbols or otherwise purporting to be subject to copyright protection in full or in part may be rejected. The proposer authorizes the City to publish, copy, and reproduce any and all documents submitted to the City bearing copyright symbols or otherwise purporting to be subject to copyright protection.



EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO FLORIDA LAW, DO NOT MARK YOUR RESPONSE TO THE RFP AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR RESPONSE TO THE RFP OR ANY PART THEREOF AS COPYRIGHTED.

- 3.16 PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.

- 3.17 RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.

If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.

- 3.18 LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

- 3.19 BID PROTEST PROCEDURE:** Any proposer or bidder who is not recommended for award of a contract and who alleges a failure by the city to follow the city's procurement ordinance or any applicable law may protest to the chief procurement officer, by delivering a letter of protest to the director of finance within five (5) days after a notice of intent to award is posted on the city's web site at the following url: <https://www.fortlauderdale.gov/departments/finance/procurement-services/notices-of-intent-to-award>

The complete protest ordinance may be found on the city's web site at the following url:

[https://library.municode.com/fl/fort\\_lauderdale/codes/code\\_of\\_ordinances?nodeid=cor\\_ch2ad\\_artvfi\\_div2pr\\_s2-182direpr](https://library.municode.com/fl/fort_lauderdale/codes/code_of_ordinances?nodeid=cor_ch2ad_artvfi_div2pr_s2-182direpr)

#### **PART IV BONDS AND INSURANCE**

- 4.01 PERFORMANCE BOND:** If a performance bond is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond, payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

- 4.02 INSURANCE:** The Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Procurement Services Division original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractor's insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an **ADDITIONAL INSURED for General Liability Insurance** and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting the bid, agrees to abide by such modifications.

#### **PART V PURCHASE ORDER AND CONTRACT TERMS:**

- 5.01 COMPLIANCE WITH SPECIFICATIONS, LATE DELIVERIES/PENALTIES:** Items offered may be tested for compliance with bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:

- Bidder's name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
- All City Departments being advised to refrain from doing business with the Bidder.
- All other remedies in law or equity.

- 5.02 ACCEPTANCE, CONDITION, AND PACKAGING:** The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.

- 5.03 SAFETY STANDARDS:** All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupation Safety and Health Act of 1970 as amended.

- 5.04 ASBESTOS STATEMENT:** All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB the bidder will supply only material or equipment that is 100% asbestos free.
- 5.05 OTHER GOVERNMENTAL ENTITIES:** If the Bidder is awarded a contract as a result of this ITB, the bidder may, if the bidder has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.
- 5.06 VERBAL INSTRUCTIONS PROCEDURE:** No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.
- 5.07 INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, procurement policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.
- 5.08 INDEMNITY/HOLD HARMLESS AGREEMENT:** Contractor shall protect and defend at Contractor's expense, counsel being subject to the City's approval, and indemnify and hold harmless the City and the City's officers, employees, volunteers, and agents from and against any and all losses, penalties, fines, damages, settlements, judgments, claims, costs, charges, expenses, or liabilities, including any award of attorney fees and any award of costs, in connection with or arising directly or indirectly out of any act or omission by the Contractor or by any officer, employee, agent, invitee, subcontractor, or sublicensee of the Contractor. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.
- 5.09 TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.
- 5.10 TERMINATION FOR CONVENIENCE:** The City reserves the right, in the City's best interest as determined by the City, to cancel any contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 5.12 RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The Contractor agrees to make available to the City Auditor or the City Auditor's designee, during normal business hours and in Broward, Miami-Dade or Palm Beach Counties, all books of account, reports, and records relating to this contract. The Contractor shall retain all books of account, reports, and records relating to this contract for the duration of the contract and for three years after the final payment under this Agreement, until all pending audits, investigations or litigation matters relating to the contract are closed, or until expiration of the records retention period prescribed by Florida law or the records retention schedules adopted by the Division of Library and Information Services of the Florida Department of State, whichever is later.
- 5.13 PERMITS, TAXES, LICENSES:** The successful Contractor shall, at his/her/its own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried out under this contract.
- 5.14 LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.

**NON-DISCRIMINATION:** The Contractor shall not, in any of its activities, including employment, discriminate against any individual on the basis of race, color, national origin, age, religion, creed, sex, disability, sexual orientation, gender, gender identity, gender expression, marital status, or any other protected classification as defined by applicable law.

1. The Contractor certifies and represents that the Contractor will comply with Section 2-187, Code of Ordinances of the City of Fort Lauderdale, Florida, (2019), as may be amended or revised, ("Section 2-187"), during the entire term of this Agreement.
2. The failure of the Contractor to comply with Section 2-187 shall be deemed to be a material breach of this Agreement, entitling the City to pursue any remedy stated below or any remedy provided under applicable law.
3. The City may terminate this Agreement if the Contractor fails to comply with Section 2-187.
4. The City may retain all monies due or to become due until the Contractor complies with Section 2-187.
5. The Contractor may be subject to debarment or suspension proceedings. Such proceedings will be consistent with the procedures in section 2-183 of the Code of Ordinances of the City of Fort Lauderdale, Florida.

- 5.15 UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party of the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required prior items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:

1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.
2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.
3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve Contractor of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying Contractor from receiving any business from the City for a stated period of time.

If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.

- 5.16 ELIGIBILITY:** If applicable, the Contractor must first register with the Florida Department of State in accordance with Florida Statutes, prior to entering into a contract with the City.
- 5.17 PATENTS AND ROYALTIES:** The Contractor, without exception, shall defend, indemnify, and hold harmless the City and the City's employees, officers, employees, volunteers, and agents from and against liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including their use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include any and all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.
- 5.18 ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Commission or the City Manager or City Manager's designee, depending on original award approval.
- 5.19 GOVERNING LAW; VENUE:** The Contract shall be governed by and construed in accordance with the laws of the State of Florida. Venue for any lawsuit by either party against the other party or otherwise arising out of the Contract, and for any other legal proceeding, shall be in the courts in and for Broward County, Florida, or in the event of federal jurisdiction, in the Southern District of Florida.
- 5.20 PUBLIC RECORDS:**

**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 AT CITY CLERK'S OFFICE, ONE EAST BROWARD BOULEVARD, SUITE 444, FORT LAUDERDALE, FLORIDA 33301, 954-828-5002, [PRRCONTRACT@FORTLAUDERDALE.GOV](mailto:PRRCONTRACT@FORTLAUDERDALE.GOV).**

Contractor shall comply with public records laws, and Contractor shall:

1. Keep and maintain public records required by the City to perform the service.
2. Upon request from the City's custodian of public records, provide the City 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 Chapter 119, Florida Statutes (2019), as may be amended or revised, 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 City.
4. Upon completion of the Contract, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City 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 City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.



### **NON-COLLUSION STATEMENT**

By signing this offer, the vendor/contractor certifies that this offer is made independently and free from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g., ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents, and children) are also prohibited from contracting with the City subject to the same general rules.

**Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.**

#### **NAME**

#### **RELATIONSHIPS**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.**

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date



**CONTRACTOR'S CERTIFICATE OF COMPLIANCE WITH  
NON-DISCRIMINATION PROVISIONS OF THE CONTRACT**

The completed and signed form should be returned with the Contractor's submittal. If not provided with submittal, the Contractor must submit within three business days of City's request. Contractor may be deemed non-responsive for failure to fully comply within stated timeframes.

Pursuant to City Ordinance Sec. 2-17(a)(i)(ii), bidders must certify compliance with the Non-Discrimination provision of the ordinance.

- A. Contractors doing business with the City shall not discriminate against their employees based on the employee's race, color, religion, gender (including identity or expression), marital status, sexual orientation, national origin, age, disability, or any other protected classification as defined by applicable law.

Contracts. Every Contract exceeding \$100,000, or otherwise exempt from this section shall contain language that obligates the Contractor to comply with the applicable provisions of this section.

The Contract shall include provisions for the following:

- (i) The Contractor certifies and represents that it will comply with this section during the entire term of the contract.
- (ii) The failure of the Contractor to comply with this section shall be deemed to be a material breach of the contract, entitling the City to pursue any remedy stated below or any remedy provided under applicable law.

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

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date



### **CONTRACT PAYMENT METHOD**

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City has transitioned from traditional paper checks to credit card payments via MasterCard or Visa as part of this program.

This allows you as a vendor of the City of Fort Lauderdale to receive your payments fast and safely. No more waiting for checks to be printed and mailed.

In accordance with the contract, payments on this contract will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, bidders must presently have the ability to accept the credit card or take whatever steps necessary to implement acceptance of a card before the start of the contract term, or contract award by the City.

All costs associated with the Contractor's participation in this purchasing program shall be borne by the Contractor. The City reserves the right to revise this program as necessary.

By signing below, you agree with these terms.

Please indicate which credit card payment you prefer:

\_\_\_\_ MasterCard

\_\_\_\_ Visa

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

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## **LOCAL BUSINESS PREFERENCE**

Section 2-199.2, Code of Ordinances of the City of Fort Lauderdale, (Ordinance No. C-12-04), provides for a local business preference.

In order to be considered for a local business preference, a bidder must include the Local Business Preference Certification Statement of this ITB, as applicable to the local business preference class claimed **at the time of bid submittal**.

Upon formal request of the City, based on the application of a Local Business Preference the Bidder shall, within ten (10) calendar days, submit the following documentation to the Local Business Preference Class claimed:

A) Copy of City of Fort Lauderdale current year business tax receipt, **or** Broward County current year business tax receipt, **and**

B) List of the names of all employees of the bidder and evidence of employees' residence within the geographic bounds of the City of Fort Lauderdale or Broward County, as the case may be, such as current Florida driver license, residential utility bill (water, electric, telephone, cable television), or other type of similar documentation acceptable to the City.

Failure to comply at time of bid submittal shall result in the bidder being found ineligible for the local business preference.

**THE COMPLETE LOCAL BUSINESS PREFERENCE ORDINANCE MAY BE FOUND ON THE CITY'S WEB SITE AT THE FOLLOWING LINK:**

**[https://library.municode.com/fl/fort\\_lauderdale/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH2AD\\_ARTVFI\\_DIV2PR\\_S2-186LOBUPRPR](https://library.municode.com/fl/fort_lauderdale/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVFI_DIV2PR_S2-186LOBUPRPR)**

**Definitions:** The term "Business" shall mean a person, firm, corporation or other business entity which is duly licensed and authorized to engage in a particular work in the State of Florida. Business shall be broken down into four (4) types of classes:

1. Class A Business – shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City **and** shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.
2. Class B Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City **or** shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.
3. Class C Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone **and** staffed with full-time employees within the limits of Broward County.
4. Class D Business – shall mean any Business that does not qualify as either a Class A, Class B, or Class C business.

## LOCAL BUSINESS PREFERENCE CERTIFICATION STATEMENT

The Business identified below certifies that it qualifies for the local business price preference classification as indicated herein, and further certifies and agrees that it will re-affirm its local preference classification annually no later than thirty (30) calendar days prior to the anniversary of the date of a contract awarded pursuant to this ITB. Violation of the foregoing provision may result in contract termination.

- (1) \_\_\_\_\_ is a **Class A** Business as defined in City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the City of Fort Lauderdale current year Business Tax Receipt **and** a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (2) \_\_\_\_\_ is a **Class B** Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the Business Tax Receipt **or** a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (3) \_\_\_\_\_ is a **Class C** Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the Broward County Business Tax Receipt shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (4) \_\_\_\_\_ requests a **Conditional Class A** classification as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (5) \_\_\_\_\_ requests a **Conditional Class B** classification as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (6) \_\_\_\_\_ is considered a **Class D** Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186 and does not qualify for Local Preference consideration.  
Business Name

BIDDER'S COMPANY: \_\_\_\_\_

AUTHORIZED COMPANY PERSON: \_\_\_\_\_  
PRINT NAME SIGNATURE DATE





## **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PREFERENCE**

Section 2-185, Code of Ordinances of the City of Fort Lauderdale, provides for a disadvantaged business preference.

In order to be considered for a DBE Preference, a bidder must include a certification from a government agency, as applicable to the DBE Preference class claimed **at the time of bid submittal**.

Upon formal request of the City, based on the application of a DBE Preference the Bidder shall, within ten (10) calendar days, submit the following documentation to the DBE Class claimed:

A) Copy of City of Fort Lauderdale current year business tax receipt, **or** Broward County current year business tax receipt, **or** State of Florida active registration **and/or**

B) List of the names of all employees of the bidder and evidence of employees' residence within the geographic bounds of the City of Fort Lauderdale or Broward County, as the case may be, such as current Florida driver license, residential utility bill (water, electric, telephone, cable television), or other type of similar documentation acceptable to the City.

Failure to comply at time of bid submittal shall result in the bidder being found ineligible for the disadvantaged business preference.

**THE COMPLETE DBE PREFERENCE ORDINANCE MAY BE FOUND ON THE CITY'S WEB SITE AT THE FOLLOWING LINK: <https://www.fortlauderdale.gov/home/showpublisheddocument?id=56883>**

### **Definitions**

- a. The term "disadvantaged class 1 enterprise" shall mean any disadvantaged business enterprise that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of the city, and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the City's Procurement Manual. The term "Class B business" shall mean any business that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of the city, or shall maintain a staffing level for the proposed work of at least fifty percent (50%) who are residents of the City of Fort Lauderdale.
- b. The term "disadvantaged class 2 enterprise" shall mean any disadvantaged business enterprise that has established and agrees to maintain a permanent place of business within the limits of the city with a full-time employees and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the City's Procurement Manual. The term "Class D business" shall mean any business that does not qualify as a Class A, Class B, or Class C business.
- c. The term "disadvantaged class 3 enterprise" shall mean any disadvantaged business enterprise that has established and agrees to maintain a permanent place of business located in a CAM #21-0053 Exhibit 1 Page 6 of 10 non-residential zone, staffed with full-time employees within the limits of the Tri-County area and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the City's Procurement Manual.
- d. The term "disadvantaged class 4 enterprise" shall mean any disadvantaged business enterprise that does not qualify as a Class A, Class B, or Class C business, but is located in the State of Florida and provides supporting documentation of its disadvantaged certification as established in the City's Procurement Manual.

## DISADVANTAGED BUSINESS ENTERPRISE CERTIFICATION STATEMENT

The Business identified below certifies that it qualifies for the disadvantaged business enterprise price preference classification as indicated herein, and further certifies and agrees that it will re-affirm its preference classification annually no later than thirty (30) calendar days prior to the anniversary of the date of a contract awarded pursuant to this solicitation. Violation of the foregoing provision may result in contract termination.

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

is a disadvantaged class 1 enterprise as defined in the City of Fort Lauderdale Ordinance Section 2-185 disadvantaged business enterprise that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of the city, and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the City's Procurement Manual. The term "Class B business" shall mean any business that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of the city, or shall maintain a staffing level for the proposed work of at least fifty percent (50%) who are residents of the City of Fort Lauderdale.

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

is a disadvantaged class 2 enterprise as defined in the City of Fort Lauderdale Ordinance Section 2-185 disadvantaged business enterprise that has established and agrees to maintain a permanent place of business within the limits of the city with a full-time employee(s) and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the City's Procurement Manual. The term "Class D business" shall mean any business that does not qualify as a Class A, Class B, or Class C business.

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

is a disadvantaged class 3 enterprise as defined in the City of Fort Lauderdale Ordinance Section 2-185 disadvantaged business enterprise that has established and agrees to maintain a permanent place of business located in a CAM #21-0053 Exhibit 1 Page 6 of 10 non-residential zone, staffed with full-time employees within the limits of the Tri-County area and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the City's Procurement Manual.

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

is a disadvantaged class 4 enterprise as defined in the City of Fort Lauderdale Ordinance Section 2-185 disadvantaged business enterprise that does not qualify as a Class A, Class B, or Class C business, but is located in the State of Florida and provides supporting documentation of its disadvantaged certification as established in the City's Procurement Manual.

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

is not considered a Disadvantaged Enterprise Business as defined in the City of Fort Lauderdale Ordinance Sec.2-185 and does not qualify for DBE Preference consideration.

BIDDER'S COMPANY: \_\_\_\_\_

AUTHORIZED COMPANY PERSON: \_\_\_\_\_  
PRINT NAME SIGNATURE DATE

### E-VERIFY AFFIRMATION STATEMENT

RFP/Bid /Contract No: \_\_\_\_\_

Project Description: \_\_\_\_\_

Contractor/Proposer/Bidder acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of,

- (a) all persons employed by Contractor/Proposer/Bidder to perform employment duties within Florida during the term of the Contract, and,
- (b) all persons (including subcontractors/vendors) assigned by Contractor/Proposer/Bidder to perform work pursuant to the Contract.

The Contractor/Proposer/Bidder acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the Contract is a condition of the Contract.

Contractor/Proposer/ Bidder Company Name: \_\_\_\_\_

Authorized Company Person's Signature: \_\_\_\_\_

Authorized Company Person's Title: \_\_\_\_\_

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

## **REFERENCES**

All references shall include owner, address, contact name, phone number, email and the contract value. References shall not include the City of Fort Lauderdale. A minimum of three (3) references shall be provided:

**1. Company Name:** \_\_\_\_\_

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

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

Phone #: \_\_\_\_\_

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

Contract Value: \_\_\_\_\_ Year: \_\_\_\_\_

**2. Company Name:** \_\_\_\_\_

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

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

Phone #: \_\_\_\_\_

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

Contract Value: \_\_\_\_\_ Year: \_\_\_\_\_

**3. Company Name:** \_\_\_\_\_

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

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

Phone #: \_\_\_\_\_

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

Contract Value: \_\_\_\_\_ Year: \_\_\_\_\_

**4. Company Name:** \_\_\_\_\_

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

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

Phone #: \_\_\_\_\_

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

Contract Value: \_\_\_\_\_ Year: \_\_\_\_\_

**5. Company Name:** \_\_\_\_\_

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

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

Phone #: \_\_\_\_\_

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

Contract Value: \_\_\_\_\_ Year: \_\_\_\_\_

**AFFIDAVIT OF COMPLIANCE WITH FOREIGN ENTITY LAWS**  
**(Florida Statute- §287.138, 692.201, 692.202, 692.203, and 692.204)**

The undersigned, on behalf of the entity listed below ("Entity"), hereby attests under penalty of perjury as follows:

1. Entity is not owned by the government of a foreign country of concern as defined in Section 287.138, Florida Statutes. (Source: § 287.138(2)(a), Florida Statutes)
2. The government of a foreign country of concern does not have a controlling interest in Entity. (Source: § 287.138(2)(b), Florida Statutes)
3. Entity is not organized under the laws of, and does not have a principal place of business in, a foreign country of concern. (Source: § 287.138(2)(c), Florida Statutes)
4. Entity is not owned or controlled by the government of a foreign country of concern, as defined in Section 692.201, Florida Statutes. (Source: § 288.007(2), Florida Statutes)
5. Entity is not a partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country of concern, as defined in Section 692.201, Florida Statutes, or a subsidiary of such entity. (Source: § 288.007(2), Florida Statutes)
6. Entity is not a foreign principal, as defined in Section 692.201, Florida Statutes. (Source: § 692.202(5)(a)(I), Florida Statutes)
7. Entity is in compliance with all applicable requirements of Sections 692.202, 692.203, and 692.204, Florida Statutes.
8. **(Only applicable if purchasing real property)** Entity is not a foreign principal prohibited from purchasing the subject real property. Entity is either (a) not a person or entity described in Section 692.204(1)(a), Florida Statutes, or (b) authorized under Section 692.204(2), Florida Statutes, to purchase the subject property. Entity is in compliance with the requirements of Section 692.204, Florida Statutes. (Source: §§ 692.203(6)(a), 692.204(6)(a), Florida Statutes)
9. The undersigned is authorized to execute this affidavit on behalf of Entity.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Entity: \_\_\_\_\_

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

**NOTARY PUBLIC ACKNOWLEDGEMENT SECTION**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

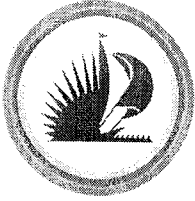
The foregoing instrument was acknowledged before me, by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, as \_\_\_\_\_ for \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification.

Notary Public Signature: \_\_\_\_\_

(Notary Seal)

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

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



CITY OF FORT LAUDERDALE

# ANTI-HUMAN TRAFFICKING AFFIDAVIT

Rev Date: 01/13/2025

The undersigned, on behalf of \_\_\_\_\_,  
(Print complete name incorporated with suffix: INC, LLC, LTD, LP, PA, etc.)

a \_\_\_\_\_ (State corporation is registered) \_\_\_\_\_ (Type of entity: profit or non-profit),  
("Nongovernmental Entity"), under penalty of perjury, hereby deposes and says:

1. My name is \_\_\_\_\_.  
(Print complete name of corporate officer/authorized representative)
2. I am an ☐ officer or ☐ authorized representative (Select one) of the Nongovernmental Entity. My title is: \_\_\_\_\_.  
(Print title of corporate officer/authorized representative)
3. I attest that the Nongovernmental Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes (2024), as may be amended or revised.

Under penalties of perjury, I declare that I have read the foregoing Anti-Human Trafficking Affidavit and that the facts stated in it are true.

Signature of Officer or Representative: \_\_\_\_\_

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

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

Main Phone Number: \_\_\_\_\_ FEIN No.: \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2025, by \_\_\_\_\_.  
(Print name of corporate officer/representative)

\_\_\_\_\_  
(Signature of Notary Public – State of \_\_\_\_\_)

(NOTARY SEAL)

\_\_\_\_\_  
Print, Type or Stamp Commissioned Name of Notary Public)

Personally Known ☐ OR Produced Identification ☐

Type of Identification Produced \_\_\_\_\_

## CITY OF FORT LAUDERDALE BID/PROPOSAL CERTIFICATION

**Please Note:** It is the sole responsibility of the bidder/proposer to ensure that their response is submitted electronically through the City's on-line strategic sourcing platform prior to the bid opening date and time listed. Paper bid submittals will not be accepted. All fields below must be completed. If the field does not apply to you, please note N/A in that field.

If you are a foreign corporation, you may be required to obtain a certificate of authority from the department of state, in accordance with Florida Statute §607.1501 (visit <http://www.dos.state.fl.us/>).

Company: (Legal Registration) \_\_\_\_\_ EIN (Optional): \_\_\_\_\_

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

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

Telephone No.: \_\_\_\_\_ FAX No.: \_\_\_\_\_ Email: \_\_\_\_\_

Delivery: Calendar days after receipt of Purchase Order (**section 1.02 of General Conditions**): \_\_\_\_\_

Total Bid Discount (**section 1.05 of General Conditions**): \_\_\_\_\_

Check box if your firm qualifies for DBE (**section 1.09 of General Conditions**): ☐

**ADDENDUM ACKNOWLEDGEMENT** - Proposer acknowledges that the following addenda have been received and are included in the proposal:

<u>Addendum No.</u>	<u>Date Issued</u>	<u>Addendum No.</u>	<u>Date Issued</u>	<u>Addendum No.</u>	<u>Date Issued</u>	<u>Addendum No.</u>	<u>Date Issued</u>
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

**VARIANCES:** If you take exception or have variances to any term, condition, specification, scope of service, or requirement in this competitive solicitation you must specify such exception or variance in the space provided below or reference in the space provided below all variances contained on other pages within your response. Additional pages may be attached if necessary. No exceptions or variances will be deemed to be part of the response submitted unless such is listed and contained in the space provided below. The City does not, by virtue of submitting a variance, necessarily accept any variances. If no statement is contained in the below space, it is hereby implied that your response is in full compliance with this competitive solicitation. If you do not have variances, simply mark N/A.

The below signatory hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid/proposal. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal, I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this bid/proposal. The below signatory also hereby agrees, by virtue of submitting or attempting to submit a response, that in no event shall the City's liability for respondent's direct, indirect, incidental, consequential, special or exemplary damages, expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings exceed the amount of Five Hundred Dollars (\$500.00). This limitation shall not apply to claims arising under any provision of indemnification or the City's protest ordinance contained in this competitive solicitation.

Submitted by:

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## Amendments To This Event (5,000 row record limit)

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Version Number	Version Date	Comment
1	06/23/2025 02:27:48 PM	<p>This amendment made the following changes:</p> <p>(1)The Q &amp; A period was extended until 6/24/2025 @ 5 p.m.</p> <p>(2)The ITB closing date was extended until 7/3/2025 @ 2 p.m.</p> <p>All other terms and conditions remain the same.</p>
2	06/24/2025 03:44:59 PM	<p>This Amendment added the Attachment Exhibit C_Event 176 Bid Tabulation. This is the bid tabulation for the current janitorial contract. The awarded Contractor is Marsden South.</p>
3	06/27/2025 12:00:29 PM	<p>Refer to ADDENDUM 1</p>



Exhibit A\_Location List

	Location	Address	Est Square Footage	Suggest Completion Day and Time for office spaces	# of Restrooms Male / Female / Unisex	Suggest Completion Day and Time for restrooms
1	Executive Airport	6000 NW 21 Avenue	Vinyl Tile: 2631 SF	Mon-Fri 9:30-11:30 am	2/2/0	Mon-Fri 9:30-11:30 am
			Carpet: 6376 SF			
2	U.S. Customs Office	1601 NW 56 Street	Ceramic Tile: 174 SF	Sun-Sat 9:30 AM-11:30 AM	3/3/2	Sun-Sat 9:30 AM-11:30 AM
			Carpet: 764 SF			
3	Helistop	201 SE 2 Avenue, (6th fl parking garage)	Ceramic Tile: 56 SF	Mon-Fri 8 AM - 5 PM	0/0/1	Mon-Fri 8 AM - 5 PM
			Vinyl Tile: 1116 SF			
4	Radio Shop/Communications	220 SW 14 Avenue, Bldg. 5	Vinyl Tile: 980 SF	Tues & Fri 5 PM-9 pm	0/0/0	
5	Facilities Maintenance	220 SW 14 Avenue, Bldg. 3 & 7	Ceramic Tile: 494 SF	Tues - Fri 5 PM-9 PM		
			LVT: 435 SF			
			VCT: 2664 SF			
6	Parks Compound (restrooms)	220 SW 14 Avenue	Ceramic Tile: 449 SF	Mon-Fri 5 PM - 9 pm	2/1/1	Mon-Fri 5 PM - 9 pm
7	Parks Operations	220 SW 14 Avenue Bldg-4A	Vinyl Tile: 3594 SF	Tues & Fri 5 PM- 9 PM		
8	Fleet Services 1 - Office	220 SW 14 Avenue Bldg 8	Vinyl Tiles: 860 SF	Mon, Wed, & Fri: 5 - 9 PM		Mon, Wed, & Fri: 5 - 9 PM
	Fleet Services 2 -Fire Logistics area	1300 SW 1 Street	Carpet: 575 SF			
	Fleet Services 3 - Vendor shop Office	220 SW 14 Avenue shop offices	Vinyl Tiles: 676 SF		2/2/0	
			Carpet: 34 SF			
			Concrete: 1115 SF			
			Ceramic tiles: 498 SF			
9	Solid Waste Office	220 SW 14 Avenue, Bldg 4B	Vinyl Tile: 3481 SF	Mon-Wed-Fri 5 - 9 pm		

Exhibit A\_Location List

	Location	Address	Est Square Footage	Suggest Completion Day and Time for office spaces	# of Restrooms Male / Female / Unisex	Suggest Completion Day and Time for restrooms
10	Sustainable Development Dept	700 NW 19 Avenue	Ceramic Tile: 2300 SF	Two cleaning daily (Mon - Fri): Day: 10:00 AM - 2:00 PM Night: 4:00 PM to 8:00 PM	3/3/0	Two cleaning daily (Mon - Fri): Day: 10:00 AM - 2:00 PM Night: 4:00 PM to 8:00 PM
			Vinyl Tile: 2100 SF			
			Carpet: 30,220 SF			
11	Safety Training Center	1901 NW 6 Street, fl 33311	Ceramic Tile: 218 SF	Mon - Fri 4 PM - 7 PM	1/0/1	Mon - Fri 4 PM - 7 PM
			Concrete: 1035 SF		Shower:3	
			LVT: 1431 SF		Locker rm: 1	
12	Public Works Admin	949 NW 38 Street, Orkland PK	Ceramic Tile: 1242 SF	Mon - Fri 6 PM - 11 PM	4/4/1	Mon - Fri 6 PM - 11 pm
			Vinyl Tile: 5315 SF	Includes showers & locker rooms		
			Carpet: 7892 SF			
13	Survey Trailer	949 NW 38 Street, Orkland PK	Vinyl Tile: 971 SF	Mon, Wed & Fri 6 PM - 11 PM	1/1/1	Mon, Wed & Fri 6 PM - 11 PM
			Carpet: 771 SF			
14	Central Maint Shop	4250 NW 10 Avenue	Vinyl Tile: 925 SF (include 672 VCT)	Mon - Fri 6 - 11 PM	3/1/0	Mon - Fri 6 - 11 PM
			Concrete: 1800 SF (include 370 Terr)	Includes showers & locker rooms		
			Carpet: 850 SF			
15	Transportation & Mobility Dept.	290 NE 3 Avenue	Ceramic Tile: 425 SF	Mon - Fri 5 - 10 PM	2/2/2	Mon - Fri 5 - 10 PM
			Vinyl Tile: 877 SF			
			Carpet: 8517 SF			

## Exhibit A\_Location List

	Location	Address	Est Square Footage	Suggest Completion Day and Time for office spaces	# of Restrooms Male / Female / Unisex	Suggest Completion Day and Time for restrooms
16	City Prosecutor's Office	600 S Andrews Ave Ste # 503	Ceramic Tile: 2246 SF	Mon, Wed, & Fri 5 PM	0/0/1	Mon, Wed, & Fri 5PM
17	Lauderdale Memorial Cemetery	2001 SW 4th Ave	Ceramic Tile: 1300 SF	Mon - Sat 5 PM - 9 PM	1/1/3	Mon - Sat 5PM - 9 PM
	Includes Mainteance Shed		Vinyl Tile: 261 SF			
			Carpet: 2100 SF			
18	Sunset Memorial Cemetery	3201 NW 19th St	Carpet: 1200 SF	Mon - Sat 5 PM - 9 PM	1/1/2	Mon - Sat 5PM - 9 PM
	Includes Mainteance Shed		Ceramic Tile: 1040 SF			
19	DSD Satelite Building	521 NE 4th Ave	Carpet: 7000 SF	Two cleaning daily (Mon - Fri): Day: 10:00 AM - 2:00 PM Night: 4:00 PM to 8:00 PM	2/2/1	Two cleaning daily (Mon - Fri): Day: 10:00 AM - 2:00 PM Night: 4:00 PM to 8:00 PM
			Vinyl Tile: 1000 SF			
20	Health and Wellness Center	4750 N Federal Hwy Suite 300	Vinyl Tile: 2431 SF	Mon - Fri 6PM - 8 PM	0/0/2	Mon - Fri 6PM - 8 PM
			Carpet: 257 SF			
21	Fire Administration/FS 2 (1st and 3rd Floor) and Stair well	528 NW 2 Street	Ceramic Tile: 300 SF	Mon - Fri 4:30 PM - 9 PM	2/2/0	Mon - Fri 6 PM - 9pm
			LVT: 8000 SF			
			Concrete: 1032 SF:			
22	Fire Station 53/EOC	2200 Executive Airport Way	Ceramic Tile: 6000 SF	Mon; Wed, & Fri 1:30 PM - 4:30 PM	1/1/0	Mon; Wed, & Fri 1:30 PM - 4:30 PM
			Carpet: 8000 SF			
23	Fire logistic warehouse	120 NW 10th Ave Unit D, Orkland Park 33309	Vinyl Laminate: 1200sf	Mon; Wed, & Fri 11:00 am - 3.00 PM	0/0/1	Mon; Wed, & Fri 11:00 am - 3.00 PM

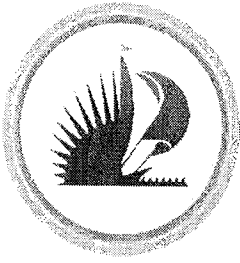
Exhibit A\_Location List

	Location	Address	Est Square Footage	Suggest Completion Day and Time for office spaces	# of Restrooms Male / Female / Unisex	Suggest Completion Day and Time for restrooms
24	AES Maintenance Building	2200 Executive Airport Way	Ceramic Tile: 1646 SF	Mon-Fri 9:30 AM-11:30 AM	1/1/1	Mon-Fri 9:30 AM-11:30 AM
25	Community Redvelopment Agency	914 NW 6th Suite 100 1st Floor	Concrete: 2136 SF Tile: 0 SF	Mon - Fri 4:30 PM - 9 PM	0/0/1	Mon - Fri 4:30 PM - 9 PM
		914 NW 6th Suite 200 2nd Floor	Concrete: 4000 SF Tile: 0 SF		1/1/0	
26	Housing and Community Development	914 NW 6th Suite 103 1st Floor	Concrete: 2260 SF	Mon - Fri 4:30 PM - 9 PM	1/1/0	Mon - Fri 4:30 PM - 9 PM
			Ceramic Tile: 700 SF			
27	Transportation & Mobility Dept. Satellite 1	150 SE 2nd Street Suite 128	Vinyl Tile: 650 SF	Mon & Thurs 9 AM - 5 PM	0/0/1	Mon & Thurs 9 AM - 5 PM
28	Transportation & Mobility Dept. Satellite 2	150 SE 2nd Street Suite 136	Vinyl Tile: 650 SF	Mon & Thurs 9 AM - 5 PM	0/0/1	Mon & Thurs 9 AM - 5 PM
29	Storm Water Office - Plant A	1901 NW 6th Street, FL 33311	Vinyl Tile: 475 SF Ceramic tile: 50 SF	Mon, Wed, & Fri 6 PM - 10 PM	0/0/1 future	Mon, - Fri 6 PM - 10 PM

Exhibit B - Site Visit Schedule

Site Visit Sequence	Location	Address	Site Visit Date and Time
1	Executive Airport	6000 NW 21 Avenue	6/19/25; 8.30 am
3	AES Maintenance Building	2200 Executive Airport Way	6/19/25; 8.45 am
2	U.S. Customs Office	1601 NW 56 Street	6/19/25; 9.00 am
4	Fire Station 53/EOC	2200 Executive Airport Way	6/19/25; 9.30 am
5	Public Works Admin	949 NW 38 Street, Orkland PK	6/19/25; 10.30 am
6	Survey Trailer	949 NW 38 Street, Orkland PK	6/19/25; 11.00 am
7	Central Maint Shop	4250 NW 10 Avenue	6/19/25; 11.30 am
8	Fire logistic warehouse	Orkland Park 33309	6/19/25; 12.15 pm
9	Health and Wellness Center	4750 N Federal Hwy Suite 300	6/19/25; 1.30 pm
10	Transportation & Mobility Dept. Satellite 1	150 SE 2nd Street Suite 128	6/20/25; 8.30 am
11	Transportation & Mobility Dept. Satellite 2	150 SE 2nd Street Suite 136	6/20/25; 8.45 am
12	Helistop	201 SE 2 Avenue, (6th fl parking garage)	6/20/25; 9.00 am
13	City Prosecutor's Office	600 S Andrews Ave Ste # 503	6/20/25; 10.30 am
14	Transportation & Mobility Dept.	290 NE 3 Avenue	6/20/25; 11.30 am
15	DSD Satellite Building	521 NE 4th Ave	6/20/25; 12.00 pm
16	Fire Administration/FS 2 (1st and 3rd Floor) and Stair well	528 NW 2 Street	6/20/25; 1.00 pm
17	Radio Shop/Communications	220 SW 14 Avenue, Bldg. 5	6/20/25; 2.00 pm
18	Facilities Maintenance	220 SW 14 Avenue, Bldg. 3 & 7	6/20/25; 2.10 pm
19	Fleet Services 1 - Office	220 SW 14 Avenue Bldg 8	6/20/25; 2.20 pm
20	Fleet Services 2 -Fire Logistics area	1300 SW 1 Street	6/20/25; 2.25 pm
21	Fleet Services 3 - Vendor shop Office	220 SW 14 Avenue shop offices	6/20/25; 2.30 pm
22	Parks Compound (restrooms)	220 SW 14 Avenue	6/20/25; 2.40 pm
23	Parks Operations	220 SW 14 Avenue Bldg-4A	6/20/25; 2.50 pm
24	Solid Waste Office	220 SW 14 Avenue, Bldg 4B	6/20/25; 2.30pm
25	Community Redvelopment Agency	914 NW 6th Suite 100 2nd Floor	6/23/25; 8.30am
26	Housing and Community Development	914 NW 6th Suite 103 1st Floor	6/23/25; 8.45am
28	Sunset Memorial Cemetery	3201 NW 19th St	6/23/25; 9.30am
27	Lauderdale Memorial Cemetery	2001 SW 4th Ave	6/23/25; 10.30am
29	Safety Training Center	1901 NW 6 Street, fl 33311	6/23/25; 12.00pm
30	Storm Water Office - Plant A	1901 NW 6th Street, FL 33311	6/23/25; 12.15pm
31	Sustainable Development Dept	700 NW 19 Avenue	6/23/25; 1.00pm

Site visits are scheduled for this ITB on June 19, 20, and 23 beginning each day at 8:30 a.m. The times reflected for each site visit after the first location on each day, is an estimate, and may vary depending on the flow of the day. Refer to Exhibit B for the site visit schedule. It is strongly suggested that all Contractors attend the site visits starting at the beginning of each day at 8:30 a.m.



## Tabulation Of Bids

**Event # :** 176

**Name:** Janitorial Services Citywide

**Description:** The City of Fort Lauderdale, Florida (City) is seeking bids from qualified, experienced, and licensed firm(s), hereinafter referred to as the Contractor or Bidder, to provide janitorial services for the City, in accordance with the terms, conditions, and specifications contained in this Invitation to Bid (ITB).

The City reserves the right to add additional locations after award of this contract. The Successful Bidder agrees to provide such items or services and shall provide the City prices on such additional locations.

The initial contract term shall commence upon date of award by the City and shall expire one year from that date. The City reserves the right to extend the contract for three, additional one- year terms, providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.

**\*\*PLEASE NOTE THAT LINES 12, 13. AND 15 WERE REMOVED\*\***

**Open Date:** 09/06/2023 11:00:00 AM

**Close Date:** 09/26/2023 02:00:00 PM

**Event Currency:** USD

Supplier	Bid Amount
Amer Plus Janitorial & Maintenance  1265 NE 203rd street Miami, FL 33179	6,520.32
Action Group MGMT, LLC  7971 Riviera Blvd, Suite 205 Miramar, FL 33023	18,589.64
Clean Freek's Janitorial Service, LLC  240 NW 9 St #1 Pompano Beach, FL 33060	5,646.20
Grupo Eulen/USSI	5,674.30

## Tabulation Of Bids For Event # 176: Janitorial Services Citywide

5950 Symphony Woods Road  
Columbia, MD 21044

Carine Simon LLC

200,950.00

858 GRANT BLVD  
LEHIGH ACRES, FL 33974

\* \* Supplier has responses with a no bid

EcoBrite Services,  
LLC

7,224.68

2795 W Executive Parkway  
Suite 141  
Lehi, UT 84043

Marsden South

4,270.76

1388 SW 8th Street  
Pompano Beach, FL 33069

Clean Space Inc

8,051.24

3764 NW 124th Ave  
Coral Springs, FL 33065

GCE  
Maintenance, LLC

12,580.88

142 SW 17TH CT  
#3  
Miami, FL 33135

## Items

### Item: EXECUTIVE AIRPORT - 6000 NW 21ST

**Description:** Executive Airport - 6000 NW 21st Ave - Mon-Fri 9:30-11:30 am

**Long Item Description:** COST PER WEEK. Executive Airport. 6000 NW 21 Avenue. Tile/Vinyl: 2631 SF. Carpet: 6376 SF. 4 Restrooms. Mon-Fri 9:30-11:30 am

**Unit of Measure:** WK

**Quantity:** 1.0000

## Tabulation Of Bids For Event # 176: Janitorial Services Citywide

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	489.660	489.66
Action Group MGMT, LLC	1.0000	515.600	515.60
Clean Freek's Janitorial Service, LLC	1.0000	157.660	157.66
Grupo Eulen/USSI	1.0000	198.040	198.04
Carine Simon LLC (No bid)	0.0000	0.000	0.00
EcoBrite Services, LLC	1.0000	268.990	268.99
Marsden South	1.0000	289.600	289.60
Clean Space Inc	1.0000	374.000	374.00
GCE Maintenance,LLC	1.0000	300.000	300.00

### Item: U.S. CUSTOMS OFFICE - 1601 NW 56

**Description:** U.S. Customs Office - 1601 NW 56 St - Sun-Sat 9:30AM-11:30AM

**Long Item** COST PER WEEK. U.S. Customs Office. 1601 NW 56 Street. Ceramic Tile: 174 SF. Carpet: 764 SF. 4 Restrooms. Sun-  
**Description:** Sat 9:30 AM-11:30 AM Carpet: 764 SF

**Unit of WK**                      **Quantity:** 1.0000  
**Measure:**

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	193.150	193.15
Action Group MGMT, LLC	1.0000	103.120	103.12
Clean Freek's Janitorial Service, LLC	1.0000	78.160	78.16
Grupo Eulen/USSI	1.0000	140.090	140.09
Carine Simon LLC (No bid)	0.0000	0.000	0.00
EcoBrite Services, LLC	1.0000	108.710	108.71
Marsden South	1.0000	29.140	29.14
Clean Space Inc	1.0000	143.750	143.75
GCE Maintenance,LLC	1.0000	250.000	250.00

### Item: HELISTOP - 201 SE 2 AVE

**Description:** Helistop - 201 SE 2 Ave (6th Floor Parking Garage) M-F 8a-5p

**Long Item** COST PER WEEK. Helistop. 201 SE 2 Avenue (6th Floor Parking Garage). Tile: 56 SF. Carpet: 1116 SF . 1 Restroom.



## Tabulation Of Bids For Event # 176: Janitorial Services Citywide

**Description:** Mon-Fri 8 AM - 5 PM

**Unit of WK**  
**Measure:**

**Quantity:** 1.0000

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	57.830	57.83
Action Group MGMT, LLC	1.0000	1,160.100	1,160.10
Clean Freek's Janitorial Service, LLC	1.0000	115.680	115.68
Grupo Eulen/USSI	1.0000	101.450	101.45
Carine Simon LLC	1.0000	10,000.000	10,000.00
EcoBrite Services, LLC	1.0000	108.710	108.71
Marsden South	1.0000	64.200	64.20
Clean Space Inc	1.0000	96.870	96.87
GCE Maintenance,LLC	1.0000	320.000	320.00

## Item: RADIO SHOP/COMMUNICATIONS%09

**Description:** Radio Shop/Comm. - 220 SW 14 Ave Bldg. 5 - Tue & Fri 5p-9p

**Long Item** COST PER WEEK. Radio Shop/Communications. 220 SW 14 Ave, Bldg. 5. Vinyl: 776 SF. 0 Restrooms. Tues & Fri 5 PM-9 pm  
**Description:** PM-9 pm

**Unit of WK**  
**Measure:**

**Quantity:** 1.0000

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	30.960	30.96
Action Group MGMT, LLC	1.0000	206.240	206.24
Clean Freek's Janitorial Service, LLC	1.0000	50.790	50.79
Grupo Eulen/USSI	1.0000	44.210	44.21
Carine Simon LLC	1.0000	2,400.000	2,400.00
EcoBrite Services, LLC	1.0000	108.710	108.71
Marsden South	1.0000	30.490	30.49
Clean Space Inc	1.0000	81.600	81.60
GCE Maintenance,LLC	1.0000	240.000	240.00

## Item: FACILITIES MAINT. - 220 SW 14 AV

## Tabulation Of Bids For Event # 176: Janitorial Services Citywide

**Description:** Facilities Maint. - 220 SW 14 Ave, Bldg 3 & 7 - Tues-F 5p-9p

**Long Item** COST PER WEEK. Facilities Maintenance. 220 SW 14 Ave, Bldg. 3 & 7. Vinyl/Tile: 3050 SF. Carpet: 336 SF. 0

**Description:** Restrooms. Tues - Fri 5 PM-9 PM

**Unit of Measure:** WK **Quantity:** 1.0000

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	193.680	193.68
Action Group MGMT, LLC	1.0000	412.480	412.48
Clean Freek's Janitorial Service, LLC	1.0000	104.740	104.74
Grupo Eulen/USSI	1.0000	82.850	82.85
Carine Simon LLC (No bid)	0.0000	0.000	0.00
EcoBrite Services, LLC	1.0000	108.960	108.96
Marsden South	1.0000	54.180	54.18
Clean Space Inc	1.0000	182.210	182.21
GCE Maintenance, LLC	1.0000	400.000	400.00

## Item: PARKS COMPOUND (RESTROOMS)

**Description:** Parks Compound (restrooms) 220 SW 14 Ave - M-F 4pm-9pm

**Long Item** COST PER WEEK. Parks Compound (Restrooms). 220 SW 14 Avenue. Ceramic Tile: 1021 SF. 4 Restrooms. Mon-Fri 4

**Description:** PM - 9 pm

**Unit of Measure:** WK **Quantity:** 1.0000

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	70.360	70.36
Action Group MGMT, LLC	1.0000	644.500	644.50
Clean Freek's Janitorial Service, LLC	1.0000	78.160	78.16
Grupo Eulen/USSI	1.0000	102.170	102.17
Carine Simon LLC	1.0000	7,500.000	7,500.00
EcoBrite Services, LLC	1.0000	108.710	108.71
Marsden South	1.0000	60.420	60.42
Clean Space Inc	1.0000	75.920	75.92

## Tabulation Of Bids For Event # 176: Janitorial Services Citywide

	Quantity	Unit Price	Extended Amount
GCE Maintenance,LLC	1.0000	200.000	200.00

### Item: PARKS OPERATIONS

**Description:** Parks Operations - 220 SW 14 Ave Bldg 2 & 4A - Tue&Fri 5p-9p

**Long Item Description:** COST PER WEEK. Parks Operations. 220 SW 14 Avenue Bldg 2 & 4A. Vinyl Tile: 3594 SF. 0 Restrooms. Tues & Fri 5 PM- 9 PM

**Unit of Measure:** WK **Quantity:** 1.0000

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	143.380	143.38
Action Group MGMT, LLC	1.0000	206.240	206.24
Clean Freek's Janitorial Service, LLC	1.0000	46.170	46.17
Grupo Eulen/USSI	1.0000	102.170	102.17
Carine Simon LLC	1.0000	2,800.000	2,800.00
EcoBrite Services, LLC	1.0000	111.100	111.10
Marsden South	1.0000	57.520	57.52
Clean Space Inc	1.0000	136.960	136.96
GCE Maintenance,LLC	1.0000	400.000	400.00

### Item: FLEET SERVICES OFFICE

**Description:** Fleet Serv. Office - 220 SW 14 Ave Bldg 8 - Tues & Fri 5p-8p

**Long Item Description:** COST PER WEEK. Fleet Services Office. 220 SW 14 Avenue Bldg 8. Vinyl: 860 SF. 3 Restrooms. Offices: Tues & Fri 5 - 8 pm. Restrooms: Monday, Wednesday, & Friday 5 PM

**Unit of Measure:** WK **Quantity:** 1.0000

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	34.310	34.31
Action Group MGMT, LLC	1.0000	309.360	309.36
Clean Freek's Janitorial Service, LLC	1.0000	30.710	30.71
Grupo Eulen/USSI	1.0000	42.210	42.21
Carine Simon LLC (No bid)	0.0000	0.000	0.00

## Tabulation Of Bids For Event # 176: Janitorial Services Citywide

	Quantity	Unit Price	Extended Amount
Carine Simon LLC (No bid)	0.0000	0.000	0.00
EcoBrite Services, LLC	1.0000	108.710	108.71
Marsden South	1.0000	31.000	31.00
Clean Space Inc	1.0000	72.100	72.10
GCE Maintenance,LLC	1.0000	400.000	400.00

### Item: SOLID WASTE OFFICE

**Description:** Solid Waste Office - 220 SW 14 Ave, Bldg 4B - M,W,F 5pm-8pm

**Long Item Description:** COST PER WEEK. Solid Waste Office. 220 SW 14 Avenue, Bldg 4B. Vinyl Tile: 3481 SF. 0 Restrooms. Mon-Wed-Fri 5 - 8 pm

**Unit of Measure:** WK **Quantity:** 1.0000

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	172.540	172.54
Action Group MGMT, LLC	1.0000	232.020	232.02
Clean Freek's Janitorial Service, LLC	1.0000	76.950	76.95
Grupo Eulen/USSI	1.0000	92.510	92.51
Carine Simon LLC (No bid)	0.0000	0.000	0.00
EcoBrite Services, LLC	1.0000	109.940	109.94
Marsden South	1.0000	72.290	72.29
Clean Space Inc	1.0000	151.480	151.48
GCE Maintenance,LLC	1.0000	400.000	400.00

### Item: SUSTAINABLE DEVELOPMENT DEPT

**Description:** Sustainable Development Dept - 700 NW 18 Ave -Day Porter Svc

**Long Item Description:** COST PER WEEK. Sustainable Development Dept. 700 NW 18 Avenue. Ceramic Tile: 2300 SF. Vinyl Tile: 2100 SF. Carpet: 30,220 SF.

Offices Day Porter Service. Mon - Fri 10:30 am - 12:30 pm. Night cleaning 5 PM - 8 PM. 6 Restrooms

Restrooms Day Porter Service. Mon - Fri 10:30 am - 12:30 pm

Night cleaning 5 PM - 8 PM

**Unit of Measure:** WK **Quantity:** 1.0000

## Tabulation Of Bids For Event # 176: Janitorial Services Citywide

### Measure:

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	225.830	225.83
Action Group MGMT, LLC	1.0000	2,449.100	2,449.10
Clean Freek's Janitorial Service, LLC	1.0000	812.820	812.82
Grupo Eulen/USSI	1.0000	971.500	971.50
Carine Simon LLC (No bid)	0.0000	0.000	0.00
EcoBrite Services, LLC	1.0000	1,745.720	1,745.72
Marsden South	1.0000	977.560	977.56
Clean Space Inc	1.0000	1,716.650	1,716.65
GCE Maintenance,LLC	1.0000	1,300.000	1,300.00

### Item: SAFETY TRAINING CENTER

**Description:** Safety Training Center - 1901 NW 6th St - M-F 4pm-7pm

**Long Item** COST PER WEEK. Safety Training Center. 1901 NW 6 Street. Ceramic Tile: 218 SF . Vinyl Tile: 1073 SF. 2  
**Description:** Restrooms. Mon - Fri 4 PM - 7 PM

**Unit of** WK **Quantity:** 1.0000  
**Measure:**

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	161.940	161.94
Action Group MGMT, LLC	1.0000	386.700	386.70
Clean Freek's Janitorial Service, LLC	1.0000	175.240	175.24
Grupo Eulen/USSI	1.0000	150.460	150.46
Carine Simon LLC (No bid)	0.0000	0.000	0.00
EcoBrite Services, LLC	1.0000	108.710	108.71
Marsden South	1.0000	64.050	64.05
Clean Space Inc	1.0000	101.460	101.46
GCE Maintenance,LLC	1.0000	215.000	215.00

### Item: CITY PROSECUTOR'S OFFICE

**Description:** City Prosecutor's Off - 600 S Andrews Ave # 503 - M,W,F 5 pm

# Tabulation Of Bids For Event # 176: Janitorial Services Citywide

**Long Item Description:** City Prosecutor's Off - 600 S Andrews Ave # 503 - M,W,F 5 pm

**Unit of Measure:** WK **Quantity:** 1.0000

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	127.400	127.40
Action Group MGMT, LLC	1.0000	232.020	232.02
Clean Freek's Janitorial Service, LLC	1.0000	105.390	105.39
Grupo Eulen/USSI	1.0000	92.510	92.51
Carine Simon LLC	1.0000	3,000.000	3,000.00
EcoBrite Services, LLC	1.0000	108.710	108.71
Marsden South	1.0000	192.020	192.02
Clean Space Inc	1.0000	116.080	116.08
GCE Maintenance,LLC	1.0000	275.000	275.00

## **Item: PUBLIC WORKS ADMIN - 949 NW 38TH**

**Description:** Public Works Admin - 949 NW 38th St - M-F 6p-11p

**Long Item Description:** COST PER WEEK. Public Works Admin. 949 NW 38 Street. Ceramic Tile: 1242 SF . Vinyl Tile: 5315 SF . Carpet: 7892 SF . 8 Restrooms. Mon - Fri 6 PM - 11 PM . Includes showers & locker rooms

**Unit of Measure:** WK **Quantity:** 1.0000

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	833.520	833.52
Action Group MGMT, LLC	1.0000	1,933.500	1,933.50
Clean Freek's Janitorial Service, LLC	1.0000	335.520	335.52
Grupo Eulen/USSI	1.0000	391.940	391.94
Carine Simon LLC	1.0000	7,500.000	7,500.00
EcoBrite Services, LLC	1.0000	431.510	431.51
Marsden South	1.0000	459.090	459.09
Clean Space Inc	1.0000	608.650	608.65
GCE Maintenance,LLC	1.0000	500.000	500.00

Tabulation Of Bids For Event # 176: Janitorial Services Citywide

**Item: SURVEY TRAILER - 949 NW 38TH ST**

**Description:** Survey Trailer - 949 NW 38th St - Wed & Fri 6p-11p

**Long Item Description:** COST PER WEEK. Survey Trailer. 949 NW 38 Street. Vinyl Tile: 971 SF. Carpet: 771 SF. 3 Restrooms.

Office Spaces: Wed & Fri 6 PM - 11 PM. Includes locker rooms

Restrooms: Tuesday & Thursday 6 PM - 11 pm

**Unit of Measure:** WK **Quantity:** 1.0000

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	53.650	53.65
Action Group MGMT, LLC	1.0000	515.600	515.60
Clean Freek's Janitorial Service, LLC	1.0000	49.210	49.21
Grupo Eulen/USSI	1.0000	82.850	82.85
Carine Simon LLC	1.0000	3,000.000	3,000.00
EcoBrite Services, LLC	1.0000	108.710	108.71
Marsden South	1.0000	52.310	52.31
Clean Space Inc	1.0000	110.230	110.23
GCE Maintenance, LLC	1.0000	500.000	500.00

**Item: CENTRAL MAINT SHOP**

**Description:** Central Maint Shop, 4250 NW 10 Ave - M-F 6p-11p

**Long Item Description:** COST PER WEEK. Central Maint Shop. 4250 NW 10 Avenue. Vinyl Tile: 925 SF . Carpet: 850 SF . Concrete: 1800 SF. 3 Restrooms. Mon - Fri 6 - 11 PM includes showers & locker rooms

**Unit of Measure:** WK **Quantity:** 1.0000

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	191.900	191.90
Action Group MGMT, LLC	1.0000	644.500	644.50
Clean Freek's Janitorial Service, LLC	1.0000	115.680	115.68
Grupo Eulen/USSI	1.0000	150.460	150.46
Carine Simon LLC	1.0000	7,500.000	7,500.00
EcoBrite Services, LLC	1.0000	110.900	110.90

## Tabulation Of Bids For Event # 176: Janitorial Services Citywide

	Quantity	Unit Price	Extended Amount
Marsden South	1.0000	62.340	62.34
Clean Space Inc	1.0000	189.490	189.49
GCE Maintenance,LLC	1.0000	530.000	530.00

### Item: TRANSPORT. AND MOBILITY DEPT

**Description:** Transport. and Mobility Dept - 290 NE 3rd Ave - M-F 6p-11p

**Long Item** COST PER WEEK. Transportation & Mobility Dept. 290 NE 3 Avenue. Ceramic Tile: 425 SF. Vinyl Tile: 877 SF.

**Description:** Carpet: 8517 SF. 6 Restrooms. Mon - Fri 6 - 11 PM

**Unit of WK**                      **Quantity:** 1.0000  
**Measure:**

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	501.610	501.61
Action Group MGMT, LLC	1.0000	644.500	644.50
Clean Freek's Janitorial Service, LLC	1.0000	171.940	171.94
Grupo Eulen/USSI	1.0000	295.350	295.35
Carine Simon LLC	1.0000	7,500.000	7,500.00
EcoBrite Services, LLC	1.0000	293.240	293.24
Marsden South	1.0000	310.080	310.08
Clean Space Inc	1.0000	430.180	430.18
GCE Maintenance,LLC	1.0000	625.000	625.00

### Item: LAUDERDALE MEMORIAL CEMETERY

**Description:** Lauderdale Memorial Cemetery - 2001 SW 4th Ave - M-F 6-10p

**Long Item** COST PER WEEK. Lauderdale Memorial Cemetery. 2001 SW 4th Ave. Ceramic Tile: 1925 SF. Vinyl Tile: 64 SF.

**Description:** Laminate wood: 1334 SF. 5 Restrooms

Offices: Mon - Fri 6 PM - 10 PM Includes Maintenance Shed

Restrooms: Mon - Fri 9 AM - 3:30 PM

**Unit of WK**                      **Quantity:** 1.0000  
**Measure:**



## Tabulation Of Bids For Event # 176: Janitorial Services Citywide

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	201.580	201.58
Action Group MGMT, LLC	1.0000	1,353.450	1,353.45
Clean Freek's Janitorial Service, LLC	1.0000	279.330	279.33
Grupo Eulen/USSI	1.0000	295.350	295.35
Carine Simon LLC	1.0000	15,750.000	15,750.00
EcoBrite Services, LLC	1.0000	108.710	108.71
Marsden South	1.0000	89.330	89.33
Clean Space Inc	1.0000	179.180	179.18
GCE Maintenance,LLC	1.0000	750.000	750.00

### Item: SUNSET MEMORIAL CEMETERY

**Description:** Sunset Memorial Cemetery - 3201 NW 19th St - M-F 6P-10PM

**Long Item Description:** COST PER WEEK. Sunset Memorial Cemetery. 3201 NW 19th St. Carpet: 1140 SF. Ceramic Tile: 770 SF. 4 Restrooms. Offices: Mon - Fri 6 PM - 10 PM Includes Maintenance Shed. Restrooms: Mon - Fri 9 AM - 3:30 PM

**Unit of Measure:** WK **Quantity:** 1.0000

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	151.230	151.23
Action Group MGMT, LLC	1.0000	1,353.450	1,353.45
Clean Freek's Janitorial Service, LLC	1.0000	279.330	279.33
Grupo Eulen/USSI	1.0000	295.350	295.35
Carine Simon LLC	1.0000	15,750.000	15,750.00
EcoBrite Services, LLC	1.0000	108.710	108.71
Marsden South	1.0000	59.490	59.49
Clean Space Inc	1.0000	125.920	125.92
GCE Maintenance,LLC	1.0000	750.000	750.00

### Item: DSD SATELLITE BUILDING - 521 NE

**Description:** DSD Satellite Building - 521 NE 4th Ave - M-F10:30a-12:30p+

**Long Item Description:** COST PER WEEK. DSD Satellite Building. 521 NE 4th Ave. Carpet: 7000 SF . Vinyl Tile: 1000 SF. 5 Restrooms  
Offices: Day porter service Mon - Fri 10:30 AM - 12:30 PM. Night cleaning Mon - Fri 5 PM - 7 PM

## Tabulation Of Bids For Event # 176: Janitorial Services Citywide

Restrooms: Day porter service Mon - Fri 10:30 AM - 12:30 PM Night cleaning Mon - Fri 5 PM - 7 PM

**Unit of WK**  
**Measure:** **Quantity: 1.0000**

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	407.440	407.44
Action Group MGMT, LLC	1.0000	1,031.200	1,031.20
Clean Freek's Janitorial Service, LLC	1.0000	469.650	469.65
Grupo Eulen/USSI	1.0000	295.350	295.35
Carine Simon LLC (No bid)	0.0000	0.000	0.00
EcoBrite Services, LLC	1.0000	950.720	950.72
Marsden South	1.0000	432.630	432.63
Clean Space Inc	1.0000	952.860	952.86
GCE Maintenance, LLC	1.0000	400.000	400.00

## Item: GTL WASTEWATER TREATMENT PLANT

**Description:** GTL Wastewater Treatment Plant -1765 SE 18 St - M-F 7:30a-3p

**Unit of WK**  
**Measure:** **Quantity: 1.0000**

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	304.790	304.79
Action Group MGMT, LLC	1.0000	966.750	966.75
Clean Freek's Janitorial Service, LLC	1.0000	417.000	417.00
Grupo Eulen/USSI	1.0000	472.940	472.94
Carine Simon LLC	1.0000	11,250.000	11,250.00
EcoBrite Services, LLC	1.0000	652.270	652.27
Marsden South	1.0000	75.580	75.58
Clean Space Inc	1.0000	352.220	352.22
GCE Maintenance, LLC	1.0000	900.730	900.73

## Item: HEALTH & WELLNESS CENTER

## Tabulation Of Bids For Event # 176: Janitorial Services Citywide

**Description:** Wellness Center - 4750 N Federal Hwy Suite 300 - M-F 6p-8p

**Long Item Description:** COST PER WEEK. Health and Wellness Center. 4750 N Federal Hwy Suite 300. Vinyl Tile: 2688 SF. 2 Restrooms. Mon - Fri 6PM - 8 PM

**Unit of Measure:** WK **Quantity:** 1.0000

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	185.230	185.23
Action Group MGMT, LLC	1.0000	257.800	257.80
Clean Freek's Janitorial Service, LLC	1.0000	267.670	267.67
Grupo Eulen/USSI	1.0000	150.460	150.46
Carine Simon LLC (No bid)	0.0000	0.000	0.00
EcoBrite Services, LLC	1.0000	108.710	108.71
Marsden South	1.0000	73.170	73.17
Clean Space Inc	1.0000	155.300	155.30
GCE Maintenance, LLC	1.0000	205.000	205.00

## Item: FIRE ADMINISTRATION/FS 2

**Description:** Fire Administration/FS 2 - 528 NW 2 Street - M-F 4:30p-9p

**Long Item Description:** COST PER WEEK. Fire Administration/Fire Station 2. 528 NW 2 Street. Ceramic Tile: 300 SF. Carpet: 8000 SF  
2 Restrooms

Office Spaces: Mon - Fri 4:30 PM - 9 PM

Restrooms: Mon - Fri 6 PM - 9pm

**Unit of Measure:** WK **Quantity:** 1.0000

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	407.560	407.56
Action Group MGMT, LLC	1.0000	580.050	580.05
Clean Freek's Janitorial Service, LLC	1.0000	284.420	284.42
Grupo Eulen/USSI	1.0000	295.350	295.35
Carine Simon LLC (No bid)	0.0000	0.000	0.00
EcoBrite Services, LLC	1.0000	247.880	247.88

## Tabulation Of Bids For Event # 176: Janitorial Services Citywide

	Quantity	Unit Price	Extended Amount
Marsden South	1.0000	183.690	183.69
Clean Space Inc	1.0000	371.630	371.63
GCE Maintenance,LLC	1.0000	570.000	570.00

### Item: FIRE STATION 53/EOC

**Description:** Fire Station 53 - 2200 Executive Airport Way - M,W,F 2p-5p

**Long Item** COST PER WEEK. Fire Station 53/EOC. 2200 Executive Airport Way. Ceramic Tile: 6000 SF . Carpet: 8000 SF . 2  
**Description:** Restrooms

Office Spaces: Mon; Wed, & Fri 2 PM - 5 PM

Restrooms: Mon, Wed, & Fri 4 PM - 5 PM

**Unit of** WK **Quantity:** 1.0000  
**Measure:**

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	529.540	529.54
Action Group MGMT, LLC	1.0000	309.360	309.36
Clean Freek's Janitorial Service, LLC	1.0000	142.070	142.07
Grupo Eulen/USSI	1.0000	237.400	237.40
Carine Simon LLC (No bid)	0.0000	0.000	0.00
EcoBrite Services, LLC	1.0000	360.460	360.46
Marsden South	1.0000	273.840	273.84
Clean Space Inc	1.0000	591.340	591.34
GCE Maintenance,LLC	1.0000	530.000	530.00

### Item: FIRE LOGISTICS - 1300 SW 1ST ST

**Description:** Fire Logistics - 1300 SW 1st St - Tues & Fri 2p-4p

**Long Item** COST PER WEEK. Fire Logistics. 1300 SW 1 Street. Ceramic Tile: 49 SF . Carpet: 400 SF. 1 Restroom. Tue & Fri 2 PM  
**Description:** - 4 PM

**Unit of** WK **Quantity:** 1.0000  
**Measure:**

## Tabulation Of Bids For Event # 176: Janitorial Services Citywide

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	55.170	55.17
Action Group MGMT, LLC	1.0000	103.120	103.12
Clean Freek's Janitorial Service, LLC	1.0000	99.330	99.33
Grupo Eulen/USSI	1.0000	82.850	82.85
Carine Simon LLC (No bid)	0.0000	0.000	0.00
EcoBrite Services, LLC	1.0000	108.710	108.71
Marsden South	1.0000	25.900	25.90
Clean Space Inc	1.0000	64.560	64.56
GCE Maintenance,LLC	1.0000	200.000	200.00

### Item: AES MAINTENANCE BUILDING

**Description:** AES Maintenance - 220 Executive Airport Way - M-F 9:30-11:30

**Long Item Description:** COST PER WEEK. AES Maintenance Building. 220 Executive Airport Way. Ceramic Tile: 1646 SF. 2 Restrooms. Mon-Fri 9:30 AM-11:30 AM

**Unit of Measure:** WK  
**Quantity:** 1.0000

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	169.240	169.24
Action Group MGMT, LLC	1.0000	257.800	257.80
Clean Freek's Janitorial Service, LLC	1.0000	157.270	157.27
Grupo Eulen/USSI	1.0000	102.170	102.17
Carine Simon LLC (No bid)	0.0000	0.000	0.00
EcoBrite Services, LLC	1.0000	108.710	108.71
Marsden South	1.0000	69.920	69.92
Clean Space Inc	1.0000	114.150	114.15
GCE Maintenance,LLC	1.0000	325.000	325.00

### Item: COMMUNITY REDEVELOPMENT AGENCY

**Description:** Community Redevelopment Agency-914 NW 6th Suite 100 & 200

**Long Item Description:** COST PER WEEK. Community Redevelopment Agency  
914 NW 6th, Suite 100, 1st Floor

# Tabulation Of Bids For Event # 176: Janitorial Services Citywide

Concrete: 2000 SF  
1 Restroom  
  
914 NW 6th, Suite 200, 2nd Floor  
Concrete: 4000 SF  
2 Restrooms  
Mon - Fri 4:30 PM - 9 PM

**Unit of** WK **Quantity:** 1.0000  
**Measure:**

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	290.170	290.17
Action Group MGMT, LLC	1.0000	580.050	580.05
Clean Freek's Janitorial Service, LLC	1.0000	249.770	249.77
Grupo Eulen/USSI	1.0000	198.760	198.76
Carine Simon LLC	1.0000	8,250.000	8,250.00
EcoBrite Services, LLC	1.0000	179.190	179.19
Marsden South	1.0000	56.660	56.66
Clean Space Inc	1.0000	282.970	282.97
GCE Maintenance, LLC	1.0000	400.000	400.00

## **Item: HOUSING AND COMMUNITY DEVELOPMEN**

**Description:** Housing and Community Development - 914 NW 6th Suite 103

**Long Item** COST PER WEEK. Housing and Community Development. 914 NW 6th Suite 103 1st Floor. Carpet: 2260 SF

**Description:** .Cermaic Tile: 700 SF . 2 Restrooms. Mon - Fri 4:30 PM - 9 PM

**Unit of** WK **Quantity:** 1.0000  
**Measure:**

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	157.530	157.53
Action Group MGMT, LLC	1.0000	580.050	580.05
Clean Freek's Janitorial Service, LLC	1.0000	209.330	209.33
Grupo Eulen/USSI	1.0000	102.170	102.17
Carine Simon LLC	1.0000	6,750.000	6,750.00
EcoBrite Services, LLC	1.0000	108.710	108.71
Marsden South	1.0000	84.420	84.42

Tabulation Of Bids For Event # 176: Janitorial Services Citywide

	Quantity	Unit Price	Extended Amount
Clean Space Inc	1.0000	165.790	165.79
GCE Maintenance,LLC	1.0000	400.000	400.00

**Item: STEAM CLEANING OF CARPETED AREA**

**Description:** Steam Cleaning of Carpeted Area, Per Square Yard

**Long Item Description:** Steam cleaning of carpeted areas, cost per square yard.

In addition to the regular services mentioned above, respondents are requested to provide costs for optional services. Estimated annual expenditure is \$20,000.

**Unit of Measure:** SY **Quantity:** 1.0000

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	2.250	2.25
Action Group MGMT, LLC	1.0000	1.050	1.05
Clean Freek's Janitorial Service, LLC	1.0000	17.320	17.32
Grupo Eulen/USSI	1.0000	0.030	0.03
Carine Simon LLC	1.0000	20,000.000	20,000.00
EcoBrite Services, LLC	1.0000	2.460	2.46
Marsden South	1.0000	0.300	0.30
Clean Space Inc	1.0000	0.280	0.28
GCE Maintenance,LLC	1.0000	5.000	5.00

**Item: STEAM CLEANING OF CHAIRS**

**Description:** Steam cleaning of chairs, cost per unit cleaned.

**Long Item Description:** Steam cleaning of chairs, cost per unit cleaned.

In addition to the regular services mentioned above, respondents are requested to provide costs for optional services. Estimated annual expenditure is \$20,000.

**Unit of Measure:** EA **Quantity:** 1.0000

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	10.000	10.00

## Tabulation Of Bids For Event # 176: Janitorial Services Citywide

	Quantity	Unit Price	Extended Amount
Action Group MGMT, LLC	1.0000	7.000	7.00
Clean Freek's Janitorial Service, LLC	1.0000	5.770	5.77
Grupo Eulen/USSI	1.0000	2.500	2.50
Carine Simon LLC	1.0000	20,000.000	20,000.00
EcoBrite Services, LLC	1.0000	7.480	7.48
Marsden South	1.0000	2.000	2.00
Clean Space Inc	1.0000	15.000	15.00
GCE Maintenance,LLC	1.0000	15.000	15.00

### Item: STEAM CLEANING OF SOFAS

**Description:** Steam cleaning of sofas, cost per unit cleaned.

**Long Item Description:** Steam cleaning of sofas, cost per unit cleaned.

**Description:**

In addition to the regular services mentioned above, respondents are requested to provide costs for optional services. Estimated annual expenditure is \$20,000.

**Unit of EA**                      **Quantity:** 1.0000  
**Measure:**

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	45.000	45.00
Action Group MGMT, LLC	1.0000	200.000	200.00
Clean Freek's Janitorial Service, LLC	1.0000	17.320	17.32
Grupo Eulen/USSI	1.0000	10.000	10.00
Carine Simon LLC	1.0000	20,000.000	20,000.00
EcoBrite Services, LLC	1.0000	12.460	12.46
Marsden South	1.0000	5.000	5.00
Clean Space Inc	1.0000	25.000	25.00
GCE Maintenance,LLC	1.0000	25.000	25.00

### Item: ELECTROSTATIC DISINFECTING SPRAY

**Description:** Electrostatic disinfecting spraying cost per square foot

**Long Item Description:** Electrostatic disinfecting spraying cost per square foot

**Description:**

In addition to the regular services mentioned above, respondents are requested to provide costs for optional



## Tabulation Of Bids For Event # 176: Janitorial Services Citywide

In addition to the regular services mentioned above, respondents are requested to provide costs for optional services. Estimated annual expenditure is \$20,000.

**Unit of SF**  
**Measure:** **Quantity: 1.0000**

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	0.500	0.50
Action Group MGMT, LLC	1.0000	0.450	0.45
Clean Freek's Janitorial Service, LLC	1.0000	0.170	0.17
Grupo Eulen/USSI	1.0000	10.000	10.00
Carine Simon LLC	1.0000	20,000.000	20,000.00
EcoBrite Services, LLC	1.0000	0.750	0.75
Marsden South	1.0000	0.050	0.05
Clean Space Inc	1.0000	0.300	0.30
GCE Maintenance,LLC	1.0000	0.150	0.15

## Item: NIGHTTIME ECONOMY

**Description:** Nighttime Economy-150 SE 2nd St Suite 128-Mon & Thurs 9a-5p

**Long Item Description:** COST PER WEEK. Nighttime Economy. 150 SE 2nd Street, Suite 128. Tile/Vinyl: 650 SF . Mon & Thurs 9am - 5 pm

**Unit of WK**  
**Measure:** **Quantity: 1.0000**

	Quantity	Unit Price	Extended Amount
Amer Plus Janitorial & Maintenance	1.0000	121.370	121.37
Action Group MGMT, LLC	1.0000	412.480	412.48
Clean Freek's Janitorial Service, LLC	1.0000	245.630	245.63
Grupo Eulen/USSI	1.0000	82.850	82.85
Carine Simon LLC	1.0000	12,000.000	12,000.00
EcoBrite Services, LLC	1.0000	108.710	108.71
Marsden South	1.0000	32.490	32.49
Clean Space Inc	1.0000	67.110	67.11
GCE Maintenance,LLC	1.0000	250.000	250.00



City of Fort Lauderdale • Procurement Services Division  
101 N.E. 3<sup>rd</sup> Avenue, Suite 1650 • Fort Lauderdale, Florida 33301

## **ADDENDUM NO. 1**

ITB Event No. 494  
TITLE: Janitorial Services Citywide (Rebid)

ISSUED: 6/27/2025

This addendum is being issued to make the following changes:

### **Floor Area Measurements and Material, and Service Update**

The updated floor area measurements, material types and service requirements are as follows:

- 1. Executive Airport:**
  - VCT: 1,386 SF
  - Carpet: 5,800 SF
  - Ceramic Tile: 1,694 SF
- 2. U.S. Customs Office:**
  - Ceramic Tile: 380 SF
  - Carpet: 1,164 SF
  - Cork: 2,556 SF
  - VCT: 924 SF
- 3. Helistop:**
  - Ceramic Tile: 56 SF
  - LVT Tile: 1,116 SF
- 4. AES Maintenance Building:**
  - Ceramic Tile: 240 SF
  - VCT: 920 SF
- 5. Community Redevelopment Agency**
  - **1st Floor:**
    - Concrete: 1,070 SF
    - Ceramic Tile: 220 SF
  - **2nd Floor:**
    - Concrete: 2,522 SF
    - Ceramic Tile: 112 SF
    - Laminate: 588 SF



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**6. Housing and Community Development**

- **1st Floor:**
  - Concrete: 2,260 SF
  - Ceramic Tile: 144 SF
  - Carpet: 1,688 SF

**7. Fire Station 53**

- Carpet: 2100 SF
- Ceramic Tile: 7000 SF

**8. Public Works Admin Building**

- Carpet: 1,242 SF
- Ceramic Tile: 6902 SF
- Vinyl Tiles: 5,105 SF

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**Day Porter Service Requirements**

**9. Sustainable Development Dept. (correct location name is Development Services Department)**

Day porter services are required for the office and restroom areas, Monday through Friday, with the following schedule:

- **Day Shift: 10:00 AM - 2:00 PM**
- **Night Shift: 4:00 PM - 8:00 PM**

**10. DSD Satellite Building**

Day porter services are required for the office and restroom areas, Monday through Friday, with the following schedule:

- **Day Shift: 10:00 AM - 2:00 PM**
- **Night Shift: 4:00 PM - 8:00 PM**

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**All other terms, conditions, and specifications remain unchanged.**

Company Name: \_\_\_\_\_  
(please print)

Bidder's Signature: \_\_\_\_\_

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

Supplier	Question	Answer
GENERAL FACILITY CARE	Please provide a copy of last months custodial service invoice	Please refer to the ITB Attachment Exhibit C_Event 176 Bid Tabulation. This is the tabulation for the current janitorial contract. The awarded Contractor is Marsden South.
Facilities Performance Group-LLC	If we attended the walk-thru on the first bid do we need to attend on the rebid?	Site visits are scheduled for this ITB on June 19, 20, and 23 beginning each day at 8:30 a.m. The times reflected for each site visit after the first location on each day, is an estimate, and may vary depending on the flow of the day. Refer to Exhibit B for the site visit schedule. It is strongly suggested that all Contractors attend the site visits starting at the beginning of each day at 8:30 a.m.
Triangle Services, Inc	For the US Customs office area, what is the exact square footage, and will the janitorial company be responsible for cleaning the cork flooring?	Refer to Addendum 1 for areas to be cleaned.
Triangle Services, Inc	Is the tile square footage listed for the Public Works Administration building accurate?	Refer to Addendum 1
Triangle Services, Inc	During the walkthrough I believe it was mentioned that all facilities were to be brought to a Contract standard within 90 days from the start of the contract but in 'SECTION III' it states 30 days & also 30 days for all floor work. Which is correct?	Refer to Section 3.2, Initial Cleaning Requirements, for detailed specifications regarding the initial cleaning phase.
SFM Janitorial Services, LLC.	What specific changes have been made to the specifications compared to the previous solicitation, Event 448?	Please refer to the Specifications for Event 494.
SFM Janitorial Services, LLC.	Should bidders use the upcoming increased minimum wage as a pay baseline?	Refer to Section 2.5, Pricing /Delivery. Bidder shall quote a firm, fixed price for all services stated in the ITB. All costs including travel shall be included in your cost.
UNITED MAINTENANCE COMPANY INC	Do we need a bid bond, Performance bond or payment bond?	No. Refer to Event 494 Specifications, Section 2.25, Payment and Performance Bond.
UNITED MAINTENANCE COMPANY INC	Is the staff currently working under a Union agreement? If so, what union?	This information is not known to the City.
UNITED MAINTENANCE COMPANY INC	Is there a minimum wage of living wage ordinance that governs the pay rate of the staff for this RFP?	No

continued...

Supplier	Question	Answer
Kleen-Tech	What is the value of the current contract for these services?	The award amount /value for this new contract will be determined after the bid closes and during the evaluation process. For bid prices submitted for the current contract, please refer to Exhibit C.
Kleen-Tech	Is the scope of work on this project the same as the current contract? If not, how is it different?	Please review in detail the requirements for this ITB, Event No. 494.
Kleen-Tech	Are the custodians working on this contract members of a union? If so, which union?	The City of Fort Lauderdale, Florida (City) is seeking bids from qualified, experienced, and licensed firm(s), hereinafter referred to as the Contractor or Bidder, to provide janitorial services for the City, in accordance with the terms, conditions, and specifications contained in this Invitation to Bid (ITB).
Kleen-Tech	What is the length of this contract?	Please refer to Section 2.36, Contract Period.
Kleen-Tech	5.Are the suggested days per week that each location is cleaned required for the scope of work?	Please refer to Exhibit A and Addendum 1 which details the cleaning schedule for each location. For clarification, 'Mon-Fri' indicates services are required on Monday, Tuesday, Wednesday, Thursday, and Friday.
Kleen-Tech	Are Day Porter services required for this contract? If yes, which locations require Day Porter service and for how many hours per day at each location?	Please refer to Addendum 1
Kleen-Tech	What background check results would disqualify an employee from working at these locations?	<p>A mandatory vetting process is required for employees to work in the U.S. Customs Facility. The standards for temporary access to U.S. Customs and Border Protection, CBP, facilities include a review of criminal history and closely follow those for CBP Security Seals/Trusted Worker Program which can be found at <a href="https://www.ecfr.gov/current/title-19/section-122.183">https://www.ecfr.gov/current/title-19/section-122.183</a> This link lists the disqualifying offenses, grounds for denial.</p> <p>The process starts with the submission of a valid U.S. Driver's License or ID.</p> <p>For all the other locations: The vendor shall be responsible for conducting background checks on all employees and shall remain fully accountable for the conduct and actions of its personnel in the performance of their duties.</p>

continued...

Supplier	Question	Answer
Kleen-Tech	Are badges required for employees? If so, are they provided by the City or the contractor? Is the contractor responsible for the cost of employee badges? If yes, what is the cost?	Badge access, security credentials, and keys will be provided to the Contractor at no additional cost. Upon conclusion of the contract, the Contractor is required to return all issued keys, failure to do so will result in a penalty.
Kleen-Tech	Is exterior/interior cleaning required for this contract? If yes, how often are the windows cleaned and to what height?	External cleaning is excluded from the scope of work, with the exception of landings and stairwells, refer to SECTION III - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES, EXHIBIT 1, and ADDENDUM 1.
Kleen-Tech	Is carpet cleaning only by request or should it be included in the pricing? If included in the pricing, what is the carpet cleaning frequency for each facility?	Carpet cleaning is required. Please refer to Section 3.14 Schedule of Services.
Kleen-Tech	What is the anticipated award date for this project?	A specific date is not currently available. After the bid closing date and evaluation, the initial contract term shall commence upon date of award by the City and shall expire two years from that date. Contractors should be prepared for any pending award.
Kleen-Tech	What is the contract start date for this project?	A specific date is not currently available. After the bid closing date and evaluation, the initial contract term shall commence upon date of award by the City and shall expire two years from that date. Contractors should be prepared for any pending award.
I G Cleaning Incorporated	The U.S. Customs Office is listed at Ceramic Tile: 174 SF, Carpet: 764 SF. The overall building has a total SF much greater than these areas. Is 938 SF the total area to be cleaned in this building?	Please refer to Addendum 1
A & Associates, Inc.	How should the contractor proceed when cleaning distressed or compromised surfaces (e.g., deteriorated artifacts, faded paint, or oxidized finishes etc...) that may be damaged even with the most gentle, industry-standard cleaning methods?	The Contractor is required to adhere to the terms of the contract. Should the Contractor encounter any surfaces that might be compromised during cleaning, these instances must be promptly reported to the location manager and the City's Facilities Maintenance Contract Administrator, or designee, for guidance.
A & Associates, Inc.	How should the contractor handle cleaning requests for walls or surfaces that clearly require repainting rather than cleaning?	The Contractor is required to adhere to the terms of the contract. Should the Contractor encounter any surfaces that might be compromised during cleaning, these instances must be promptly reported to the location manager and the City's Facilities Maintenance Contract Administrator or designee, for guidance.

continued...

Supplier	Question	Answer
A & Associates, Inc.	Can the City clarify how performance evaluations will be handled in cases where the desired results are not achievable due to material degradation, poor maintenance history, or surfaces beyond the scope of safe cleaning?	The Contractor is required to adhere to the terms of the contract. Should the Contractor encounter any surfaces that may be compromised during cleaning, these instances must be promptly reported to the location manager and the City's Facilities Maintenance Contract Administrator or designee, for guidance.
A & Associates, Inc.	Is there flexibility to optimize the cleaning schedule across facilities located within close proximity (e.g., across the street or same block), rather than enforcing rigid, time-separated service windows?	No. Adherence to the contract is mandatory. Each location's service requirements must be fulfilled as expected by the contract and location. Sacrificing service quality at one building/location to accommodate another will not be tolerated.
A & Associates, Inc.	In the event that the City directs the contractor to perform cleaning on surfaces or items that are not safe or reasonable to clean (e.g., mold-compromised material, or defaced historic fixtures), who assumes liability for damage unintended outcomes?	The Contractor shall comply fully with the provisions of the contract. Any surfaces deemed susceptible to compromise during the cleaning process are to be immediately escalated to the attention of the site-specific location manager and the City's Facilities Maintenance Contract Administrator or designee, for explicit guidance. It is the City's expectation that the Contractor's personnel will include adequately qualified supervisors equipped to assess conditions and make informed decisions.
A & Associates, Inc.	What is the formal process to escalate, document, and resolve issues where requested cleaning tasks are likely to yield substandard or damaging results due to the condition of the building or fixture?	The Contractor shall comply fully with the provisions of the contract. Any surfaces deemed susceptible to compromise during the cleaning process are to be immediately escalated to the attention of the site-specific location manager and the City's Facilities Maintenance Contract Administrator or designee, for explicit guidance. It is the City's expectation that the Contractor's personnel will include adequately qualified supervisors equipped to assess conditions and make informed decisions.
A & Associates, Inc.	What are the City's defined Service Level Agreements (SLAs) or Key Performance Indicators (KPIs) for quality, responsiveness, and client satisfaction?	Monthly performance evaluations of the Contractor will be conducted by the City's Facilities Maintenance Contract Administrator, or designee, based on adherence to the contract and the submitted service plans. These service plans are to be developed by the Contractor and are subject to the approval of the City's Facilities Maintenance Contract Administrator.
A & Associates, Inc.	Will the City provide digital or physical blueprints/floor plans with true square footage and material finishes for all spaces?	No.

continued...

Supplier	Question	Answer
A & Associates, Inc.	What is the formal process for identifying and responding to hazardous or damaged surfaces that may pose health or safety risks during cleaning (e.g., mold, lead paint, peeling varnish)?	The Contractor shall comply fully with the provisions of the contract. Any surfaces deemed susceptible to compromise during the cleaning process are to be immediately escalated to the attention of the site-specific location manager and the City's Facilities Maintenance Contract Administrator or designee for explicit guidance. It is the City's expectation that the Contractor's personnel will include adequately qualified supervisors equipped to assess conditions and make informed decisions.
A & Associates, Inc.	Will the City authorize the use of advanced digital tools such as QR-based checklists, photo validation, or service-ticket systems to objectively document cleaning completion and deficiencies?	Such systems are subject to City's review and approval with the awarded Contractor prior to any implementation. Any related expenses shall be borne solely by the Contractor. Furthermore, these systems are not permitted to interface with the City's automated infrastructure.
A & Associates, Inc.	Does the City have a written green-cleaning or sustainability policy with measurable targets (e.g., minimum % use of Green Seal, EcoLogo products, VOC thresholds)?	Please refer to Section 3.9, Green Cleaning Requirements. Any aspects not specifically addressed within this section shall adhere to industry standards.
A & Associates, Inc.	What is the City's change-order process or documentation requirement when additional services (e.g., steam cleaning, electrostatic spray) are requested outside of the firm-fixed price schedule?	Please refer to Section 3.18, Additional Services. Contractor is required to provide costs for these services at the time of bid submission. Contractor must bid on all items. Partial bids will not be considered.
A & Associates, Inc.	How will the City handle formal change orders that alter the original scope of work such as the addition or removal of square footage, expansion of service areas, inclusion of new fixtures or amenities, or other unlisted service requirements?	The City reserves the right to add additional locations after award of this contract. The Successful Bidder agrees to provide such items or services and shall provide the City's Facilities Maintenance Contract Administrator, or designee, prices on such additional locations.
Vexean Cleaning Service LLC	Hi,  What's the current budget for this bid?	The budget will be determined after the bid closes and during the evaluation process.
Encompass Onsite, LLC	Is the City's intent to award this contract to a single vendor?	Currently, yes. However, please refer to Section 2.29, Award of Contract.



continued...

Supplier	Question	Answer
Encompass Onsite, LLC	Will contract be awarded to the lowest priced qualified vendor or is there other evaluation criteria that will be weighed into the decision?	Refer to Sections 2.15 and 2.16, Responsiveness and Responsibility respectively. 2.15 Responsiveness In order to be considered responsive to the solicitation, the firm's bid shall fully conform in all material respects to the solicitation and all of its requirements, including all form and substance. 2.16 Responsibility In order to be considered as a responsible firm, firm shall be fully capable to meet all of the requirements of the solicitation and subsequent contract, must possess the full capability, including financial and technical, to perform as contractually required, and must be able to fully document the ability to provide good faith performance.
Encompass Onsite, LLC	Upon comparison of the new site list to that in the original ITB, it appears there is 1 additional site as well as a minor changes to SF or days of service for a few sites. Did anything else change from the original ITB regarding scope of work?	Please refer to the specifications for Event 494.
Encompass Onsite, LLC	Does the timeframe outlined for service for each site mean service will take place for those specific hours, or does it simply mean that is the window of time during which service shall take place, even if it takes less time? For example, if the t	The timeframe stipulated for service at each site indicates the designated window during which cleaning services are to occur, irrespective of whether the actual cleaning duration is shorter. This applies with the exception of locations requiring daily porter services.
Encompass Onsite, LLC	For sites that list service as Tues-Fri, does this mean service will only take place those 2 days (Tuesday and Friday) or does it mean service will take place Tuesday through Friday, 4 days per week (Tuesday, Wednesday, Thursday and Friday)?	The cleaning convention 'Mon-Fri' designates service on Monday, Tuesday, Wednesday, Thursday, and Friday. Conversely, 'Mon & Fri' indicates cleaning services will be performed exclusively on Mondays and Fridays.
Encompass Onsite, LLC	Please confirm that tasks listed as bi-weekly on the scope of work shall be performed every 2 weeks, and not twice per week.	Please refer to Section 3.14, Schedule of Services; the term 'Bi-Weekly' signifies a frequency of every two weeks.
Encompass Onsite, LLC	What is the annual budget for this contract?	The budget will be determined once the bid closes and during the evaluation process.

continued...

Supplier	Question	Answer
Encompass Onsite, LLC	What is the current staffing plan? How many total man-hours weekly?	Please refer to Section 3.1 (c), and Section 3.4. The City expects the Contractor to develop an adequate resource plan to deliver the services specified in the contract. Should services not meet expectations, the City will request that the Contractor propose a resolution. Such resolutions may include, but are not limited to, a revised resource plan, increased supervision, a revised quality control plan, enhanced training, or rehiring of competent personnel.
Encompass Onsite, LLC	Are you currently experiencing any service issues and if so what could be improved?	By adhering to the contract specifications, the Contractor will be able to provide commendable janitorial services to the City.
Encompass Onsite, LLC	What level background check is required for staff?	<p>A mandatory vetting process is required for employees to work in the U.S. Customs Facility. The standards for temporary access to U.S. Customs and Border Protection, CBP, facilities include a review of criminal history and closely follow those for CBP Security Seals/Trusted Worker Program which can be found at <a href="https://www.ecfr.gov/current/title-19/section-122.183">https://www.ecfr.gov/current/title-19/section-122.183</a> This link lists the disqualifying offenses, grounds for denial.</p> <p>The process starts with the submission of a valid U.S. Driver's License or ID.</p> <p>For all the other locations: The vendor shall be responsible for conducting background checks on all employees and shall remain fully accountable for the conduct and actions of its personnel in the performance of their duties.</p>
Encompass Onsite, LLC	Is there a living wage ordinance that applies to this contract?	No.
Encompass Onsite, LLC	Please confirm you want pricing fixed for first 2 years, even though this will incur in higher overall cost to the City, or will you consider allowing a price increase after 1 year to allow for wage increase to align with minimum wage legislation.	Please refer to Section 2.36, Contract Period and Section 2.37, Cost Adjustments.
Encompass Onsite, LLC	Will janitorial staff have to incur any parking charges in order to service any of the facilities?	There is ample free parking at most locations. However, there may be times and locations when the parking is limited, and the Contractor's employees will need to seek other parking. The Contractor will be responsible for their employees' parking, fees and any other costs.

continued...

Supplier	Question	Answer
Encompass Onsite, LLC	Do you currently use a CMMS to manage workflows, scope compliance, ad hoc requests?	No.
Encompass Onsite, LLC	How do you currently assess the quality of service and compliance with the contracted scope of work?	The Contractor's performance shall be subject to monthly review by the City's Facilities Maintenance Contract Administrator, or designee, assessing compliance with the contractual obligations.
Encompass Onsite, LLC	Please confirm that each site has an easily accessible dumpster and that trash will only be taken to collection point such as dumpster and not removed from premises.	Most sites offer dumpster access, as identified during the site visits. At sites without readily available dumpsters, the Contractor must dispose of waste/garbage at an adequate off-site location at their expense.
Encompass Onsite, LLC	Please confirm that awarded vendor will be provided adequate storage at each site and that each site has an easily accessible water source.	Water and storage are available at all locations. If the awarded Contractor finds these inadequate, they must manage accordingly at their own expense.
Puregreen Health Inc	Will the awarded contractor be expected to provide all consumables (paper products, soap, liners), or will the City supply them?	Regarding supplies, please refer to Sections 3.6 and 3.7. All other questions were addressed previously.
	Are there annual cost adjustment opportunities after the 2-year initial term?	
	Will there be a pre-established budget?	
Puregreen Health Inc	Are prevailing wages or union labor agreements required for this contract?	No.
Puregreen Health Inc	Is there a scoring preference for M/W/SBE-certified companies, or is participation encouraged but not weighted?	Refer to Sections 2.19 Local Business Preference and Section 2.20 Disadvantaged Business Enterprise Preference. Also, the Required Forms attachment.
Puregreen Health Inc	Should documentation of subcontractor MBE/WBE participation be submitted with the bid?	Yes.
Puregreen Health Inc	Will the City award the entire contract to one vendor or split it among multiple vendors per region or site group?	The intent is for a single award. However, The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City.
Puregreen Health Inc	Will the City provide cleaning inspection checklists, or must the contractor propose one?	It is required that the Contractor develop and implement a comprehensive quality plan to ensure effective monitoring and control of service quality. In the event of recurring issues, the City reserves the right to evaluate the circumstances and mandate the implementation of additional quality control measures.

continued...

Supplier	Question	Answer
Puregreen Health Inc	Will the City provide cleaning inspection checklists, or must the contractor propose one?	It is required that the Contractor develop and implement a comprehensive quality plan to ensure effective monitoring and control of service quality. In the event of recurring issues, the City reserves the right to evaluate the circumstances and mandate the implementation of additional quality control measures.
Puregreen Health Inc	Is a performance bond required, and if so, in what amount or percentage of the contract?	No. Refer to Event 494 Specifications, Section 2.25, Payment and Performance Bond.
Puregreen Health Inc	Is a performance bond required, and if so, in what amount or percentage of the contract?	No. Refer to Event 494 Specifications, Section 2.25, Payment and Performance Bond.
Puregreen Health Inc	Will steam cleaning, chair/sofa cleaning, and electrostatic disinfecting be on an as-needed basis or part of regular service?	Yes, on an as-needed basis.
Puregreen Health Inc	U.S. CUSTOMS OFFICE - 1601 NW 56 Description: U.S. Customs Office - 1601 NW 56 St - Sun-Sat 9:30AM-11:30AM The question is are we cleaning the office from MON-to Sunday, or the cleaning is on for Sunday and Sat	The terminology 'Sun-Sat' shall be interpreted as encompassing cleaning services on Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. Conversely, the designation 'Sunday & Saturday' stipulates cleaning solely on Sundays and Saturdays.

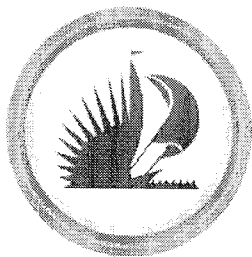
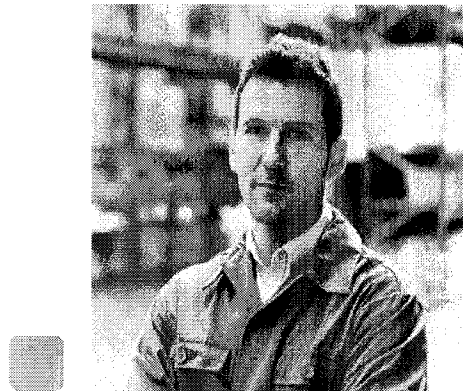
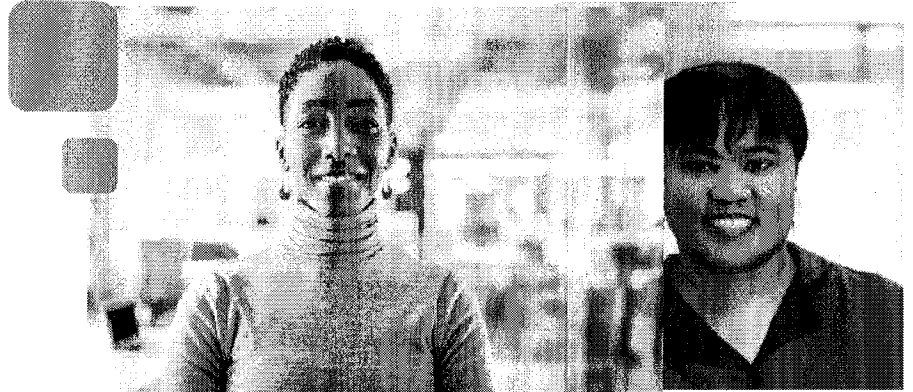
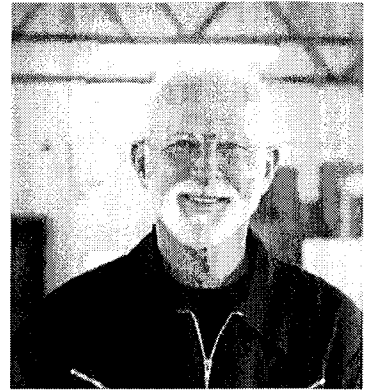


**City of Fort Lauderdale**  
**ITB Event # 494**  
**Janitorial Services Citywide**

July 3, 2025

Proposal valid for 120 days





CITY OF FORT LAUDERDALE

The information contained within our response to the requested proposal remains confidential trade secrets of Encompass. We cordially request that the information and material contained within this document not be copied and/or reproduced in whole or in part without the expressed written consent of Encompass.

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## Company Overview and Experience



## ■ Encompass at a Glance

Encompass provides the people, processes and platform to optimize janitorial & facility services. We use innovation to provide services more safely, efficiently, and sustainably.



**MBE**  
Nationally  
Certified



**21+**  
years helping  
customers



**1,000+**  
employees from 20  
Countries



**5,000+**  
sites serviced daily  
US, PR and Caribbean

## ■ Certifications



**HAZCOM CERTIFIED**  
COMPREHENSIVE PROFESSIONAL TRAINING



## ■ Key Differentiators



**Innovation & Technology**



**Safety and Risk Mitigation**



**Sustainable Practices**



**Regulatory Compliance**



**Quality Assurance**



**Real-time Data Reporting**

## Qualifications of Proposing Firm

Encompass has more than 20 years of extensive experience managing large-scale, multi-site janitorial operations across geographically diverse locations. This operational model aligns with the scope of services required by the City of Fort Lauderdale. We currently manage janitorial programs for clients with portfolios ranging from 20 to over 1,000 facilities, including government buildings, healthcare environments, and high-traffic public spaces.

Founded in Fort Lauderdale, Encompass has maintained a strong commitment to quality service delivery and superior customer experience, which has fueled our growth, enabling us to service millions of square feet across thousands of sites daily for world renown institutions who trust us to predictably maintain their facilities and protect their reputation.

Our service model emphasizes consistency, responsiveness, and high-quality performance at every site. This is achieved through centralized oversight, localized supervision, and proven quality control systems. With a significant presence throughout South Florida, and deep knowledge of the region's workforce, logistics, and operational landscape, Encompass is uniquely positioned to deliver reliable, scalable janitorial services across all 29 locations outlined in this ITN.

## Experience with Similar Contracts

- ✦ City of Miramar
- ✦ City of Pompano Beach
- ✦ Town of Southwest Ranches
- ✦ City of Hollywood
- ✦ City of Greenacres
- ✦ City of Sunrise
- ✦ City of Lauderdale Lakes
- ✦ City of Coral Springs
- ✦ City of Boynton Beach
- ✦ City of North Miami
- ✦ City of Aventura
- ✦ City of Sunny Isles Beach
- ✦ City of Miami Springs





## Density and Proximity to the City of Ft. Lauderdale Sites

Headquartered in Fort Lauderdale, our close proximity to all City facilities allows us to respond promptly to routine, ad hoc, and emergency service requests. We are committed to delivering the people, processes, and platforms necessary to consistently meet and exceed service expectations.

The Encompass leadership team brings hundreds of years of combined industry experience and remains actively engaged with our clients. For the City of Fort Lauderdale, we will assign experienced management and dedicated supervision to ensure all service deliverables exceed the City's performance standards.

With robust local resources, we maintain strong staffing depth to provide seamless gap coverage in the event of unplanned absences or scheduled time off, minimizing any potential service disruptions across City facilities.

-  **Encompass Customer Sites**
-  **Corporate and Regional offices**



**Encompass Presence in South Florida**

## ■ 2023 NMSDC Supplier of the Year

Encompass is an award-winning local Disadvantaged Class 2 Enterprise that has been recognized for our operational excellence and commitment to supplier diversity.



**16,000**

NMSDC certified companies to select from



**50%**

female Leadership and employee base



**90%**

minorities mixed within our organization



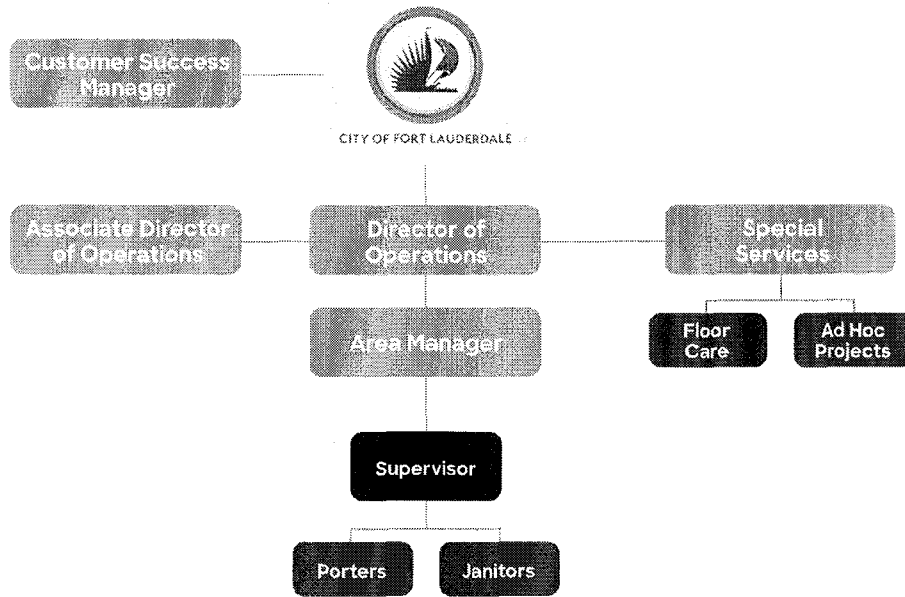
## ■ Other Awards and Recognition

- South Florida Business Journal Ultimate CEO Award 2023
- 2023 NMSDC Supplier of the Year Award
- Endeavor Global High Impact Company
- EY Accelerating Entrepreneurship Award
- SFBW Excellence In Human Resource 2020 Honoree
- Verizon Wireless Technology Innovation Award
- Inc. Magazine 500 List
- FSMSDC 2021 Impact Awards MBE Supplier Of The Year Winner
- EY Entrepreneur Of The Year 2021 Finalist
- Inc. Magazine National Hire Power Award
- Fast Company's Most Innovative Companies 2020 Nominee
- Arbor Day Foundation Tree Campus Recognition 2021
- Walgreens Vendor Partner Award 2020
- Walgreens Vendor Dedication Award 2021



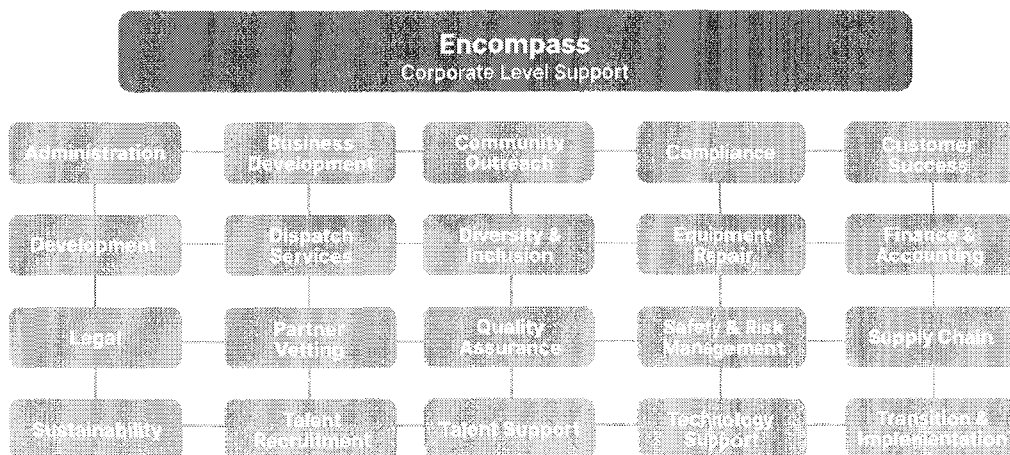
## Encompass Personnel

## Project Organization Chart



## Robust Corporate Support

A dedicated team of management professionals will be on site daily to ensure scope of work is performed as contracted. Additionally, Encompass offers robust corporate support with many resources available to provide support in key areas as outlined below. Our entire team is aligned with both our goals and values as well as those of the City of Fort Lauderdale, and our Executive Leadership Team is highly engaged and readily available for ongoing communication or any additional support needed.



# Streamlined Recruitment and Hiring

The biggest complaint we hear from prospective customers is how difficult it is to find reliable vendors who show up consistently.

This results in diminished quality of service, more complaints from building occupants, and frustration with no-shows or inadequate staffing levels. Encompass is focused on minimizing service interruptions due to personnel issues. The Encompass Recruitment team implements the following initiatives to ensure we have the best pool of qualified professionals.

## Sourcing Strategies

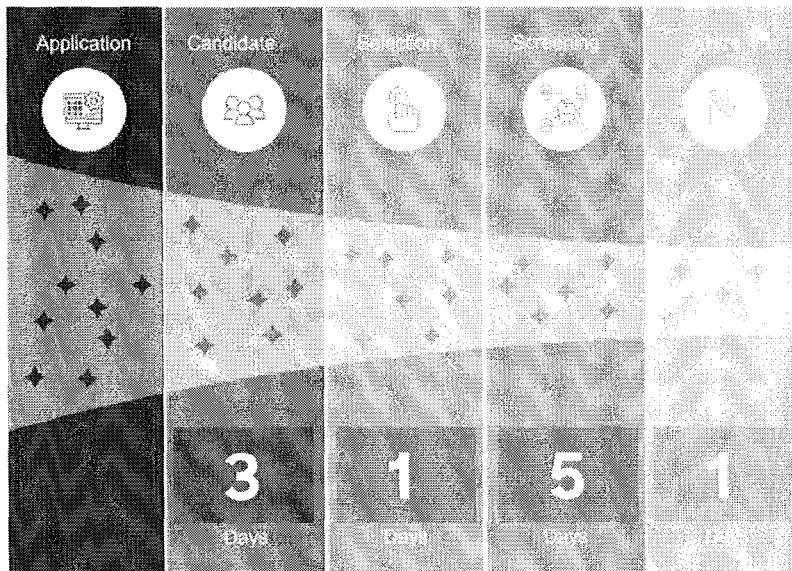
- Dedicated Recruiters
- Digital Advertising
- Referral Program
- Easy Online Apply

## Technology

- Self-scheduled Interviews
- Personality Assessments
- Candidate Matching

## Selection Speed

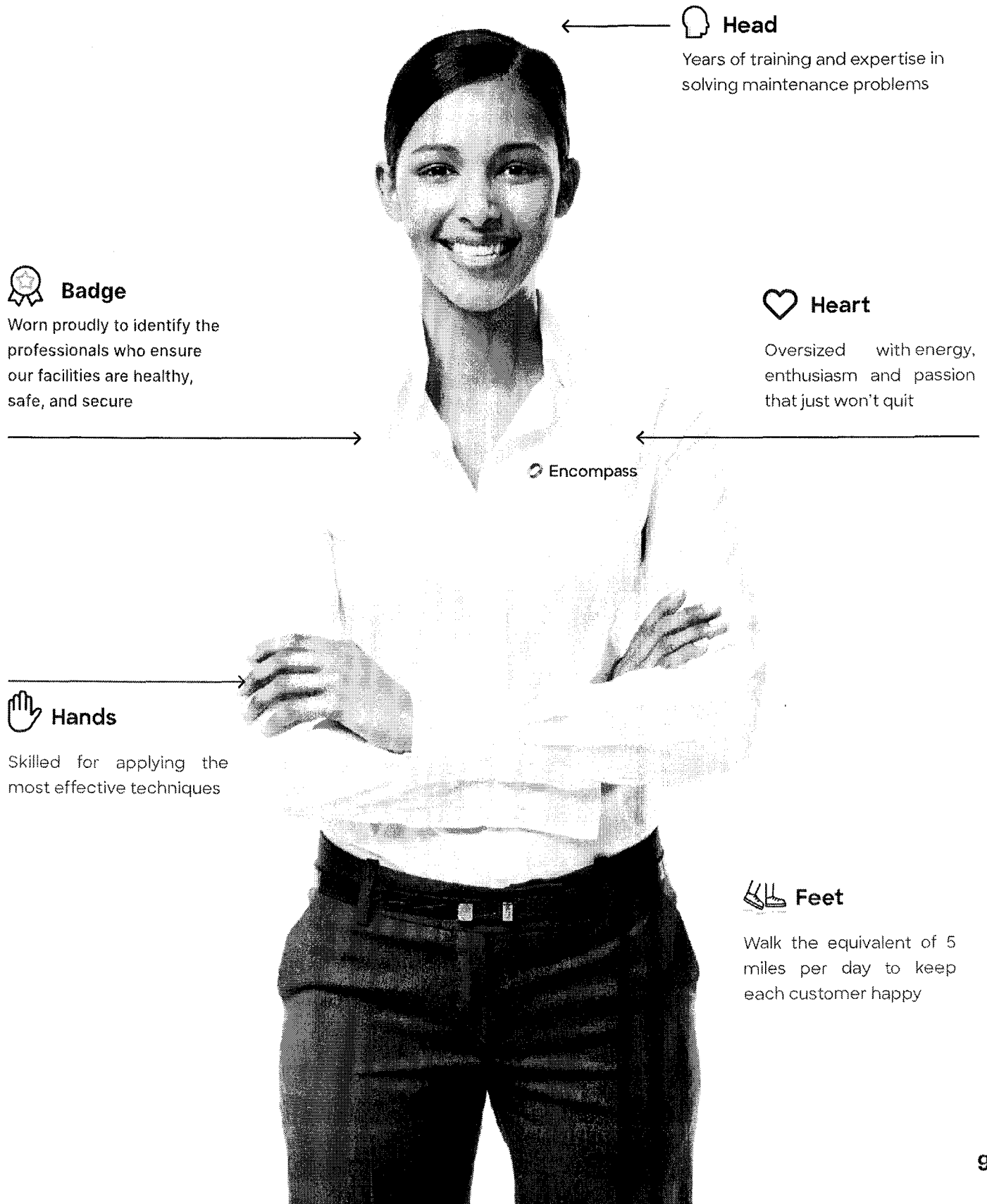
- Continuous Funnel of Applicants
- # of Applicants Increased 35% in last 3 months
- Onsite Drug Screening



**10 Days**  
Total Time  
Application to  
Hire

*Specific background requirements may impact the time to fill.*

# Anatomy of an Encompass Team Member



## Head

Years of training and expertise in solving maintenance problems



## Badge

Worn proudly to identify the professionals who ensure our facilities are healthy, safe, and secure



## Heart

Oversized with energy, enthusiasm and passion that just won't quit



## Hands

Skilled for applying the most effective techniques



## Feet

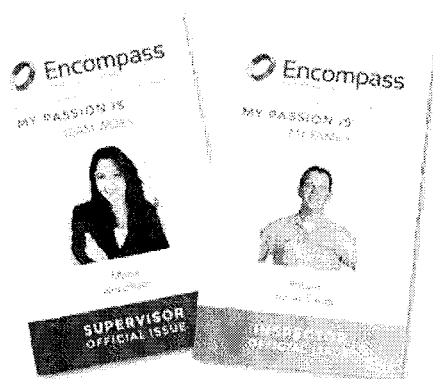
Walk the equivalent of 5 miles per day to keep each customer happy



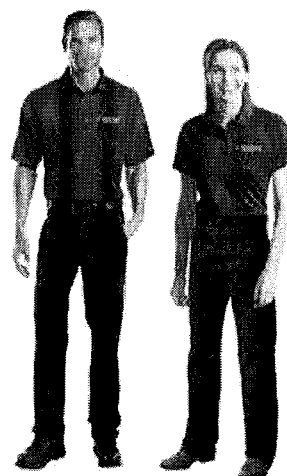
## Uniforms & ID Badges

We provide our staff with uniforms that contain the Encompass logo as well as Identification badges so they appear professional at all times and are easily identifiable by your visitors and staff. This ensures all building occupants, even those working late or atypical hours, are comfortable knowing who our crew members are and why they are on site.

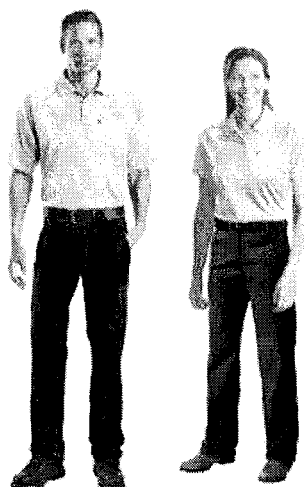
**ID Badges**



**Custodian + Utility + Grounds**



**Custodial Supervisor**



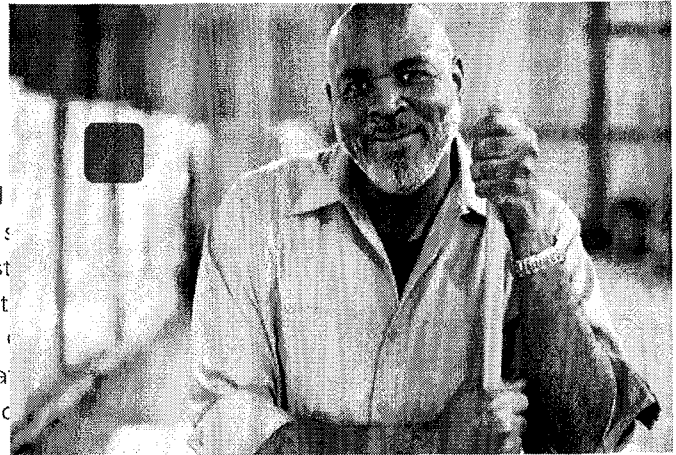
**Account Manager / Director**



# Encompass Hiring Protocols

## Equal Opportunity Employer

Encompass is an Equal Opportunity Employer and all employees are hired without regard to race, sex, creed or national origin. We comply with all local, state and federal regulations regarding compensation, taxes and workers' compensation insurance. Facility maintenance professionals are only hired after extensive interviews and screening, including personal reference checks and verified work history.



## Verifying Work Eligibility

In addition to background checks, Encompass validates each employee's eligibility to work in the United States by verifying the validity of each applicant's social security number utilizing E-Verify, a web-based service sponsored by the Department of Homeland Security in partnership with the Social Security Administration. Encompass was one of the first 5,000 companies nation-wide to opt-in to the E-verify program and permanently incorporate it into its hiring process.

## Background Screening

To recruit, attract and retain only the most qualified professionals, Encompass makes it a practice to perform background checks prior to assignment. We utilize a global background-screening firm to perform screening at the point of application for each prospective employee and will comply with background and screening procedures required.

## Substance Abuse Policy

Encompass has a no-tolerance Substance Abuse policy to reduce risks and ill effects that could result from employees impaired by drugs or alcohol. Company policy prohibits substance abuse and employing anyone who use illegal drugs or abuses alcohol. Encompass reserves the right to require an employee to submit to testing for alcohol and/or illegal drugs as a continuing condition of employment. Any testing practice or procedure must comply with legal protections under federal and state law, including but not limited to, HIPAA, FERPA, and General Rules. Any employee who engages in substance abuse at work will be discharged immediately. Our commitment to being one of the few Drug Free Workplaces in the industry remains a strong representation of our to protecting our clients, employees, and fellow workers.

# Employee Engagement and Retention

Encompass has built a reputation as a values-based, people-focused organization. We believe that having the most engaged and happy employees on our team is the key to delivering the highest standards of service.

Compared to an industry standard of nearly over 200% annually, our average turnover rate is typically 13.2% across the organization and just 4.17% for management.

As a result of employing these industry-leading practices, we maintain well above average retention rates. Low turnover ultimately means more consistent outcomes and better service for you and your building occupants.



Positive Corporate Culture



Competitive Pay



Paid Time Off



Bonuses & Recognition



Daily Pay



Referral Program



Retirement Plan



Medical Insurance



Life Insurance



Disability Insurance



Career Pathing



Staff Appreciation Events



Life Skills Training



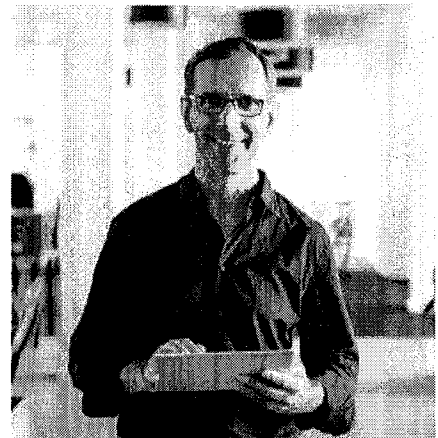
Scholarships Available

Encompass is committed to staff development and long-term employee growth. Many of our team members, including managers, have been promoted from within, reflecting our investment in training, mentorship, and career advancement. This approach not only strengthens service delivery but also fosters a motivated and experienced workforce.



## Continuous Training

At Encompass, we pride ourselves on developing the best talent in the industry and we provide all staff with initial and ongoing training using a comprehensive curriculum that includes both hands-on skills training and leadership qualities to drive our team's professional growth, and ensure high quality consistently for our customers.



- ✓ **Onboarding** General orientation to company policies and procedures as well as overview of basic housekeeping practices.
- ✓ **Corporate Culture** Emphasis on Encompass Mission & Values.
- ✓ **Skills Training** Technical training to address specific skills such as use of floor machines or how to properly clean restrooms.
- ✓ **Field Training** Hands-on training at customer site using equipment and tools required to complete the scope of services.
- ✓ **Cross Training** Promotes team members to learn additional skills for developmental purposes and the ability to assist other team members or cover for them when absent.
- ✓ **Site-specific Protocols** Covers things such as access, key control, emergency protocols, waste collection, etc.
- ✓ **Software Technology Training** We empower our team with the best technology in the industry and provide necessary support with initial and ongoing training to get the most of these tools.
- ✓ **Customer Service** Teaches staff the competencies required to provide customers with a pleasant experience and increase overall customer satisfaction.
- ✓ **Leadership Development** Focus on developing our management team covering soft skills such as customer service, effective communication, time management, decision making, team building, employee engagement, conflict resolution and disciplinary action.
- ✓ **Confidentiality Training** How to handle confidential materials and privileged information and the importance of compliance with HIPAA, HITECH, FIPA and other Federal regulations.
- ✓ **Cybersecurity/Data Safety Training** Encourages staff to understand IT security risks and educates them on best practices to protect data from loss, modification, or theft.
- ✓ **Safety and Compliance Training** Robust program focused on preventing work-related injuries, further detailed on the following page.

# Safety Training & Compliance

Encompass is committed to providing our customers and employees with a safe and healthy environment. We believe accidents are preventable if safety awareness is made an integral part of daily activities. Preventing work-related injuries is crucial and safety awareness is instilled in our employees with numerous safety-related training classes as outlined below.



## **Safety Compliance Program**

Our Quality Assurance program includes a rigorous Safety Compliance survey. Each item on this checklist will receive a score based on observed conditions, and the final score in each section will be averaged into an overall total Safety score. Our goal as a company is to achieve and maintain higher scores



## **Hazcom Training**

Staff is informed of Hazard Communication Standard which includes the hazardous properties of chemicals with which they work, safe handling procedures and labeling, as well as training on Safety Data Sheets (SDS).



## **Bloodborne Pathogens Training**

Individuals learn about infectious diseases such as HIV, Hepatitis B, Hepatitis C and how to protect themselves and reduce risk of exposure.



## **Equipment Safety Training Programs**

Our Equipment safety training programs are critical to preventing work place accidents. While accidents do happen, we are committed to reducing the likelihood and severity of incidents through well formulated safety programs.



## **Safety Action Program**

Our comprehensive safety action program reviews the policies and procedures outlining how any potentially dangerous situation should be handled. This program is constantly evolving and being enhanced to meet the needs of our customers in today's climate.



## **Motor Vehicle Maintenance Check Program**

Whether working with one vehicle or an entire fleet, this program ensures our team performs proactive ongoing inspections and maintains each vehicle in tip-top shape



## **Driver Alert Program**

The Driver Alert Program is one of the most important training programs that we have, especially in today's world of smart phones. It is paramount to make sure all employees who operate vehicles are trained to be alert and ready to handle the unexpected, whether they are coming to a job site, at a job site, or heading home.



## **Equipment Safety and Maintenance Check Program**

Similar to our motor vehicle maintenance check program, we use all different sorts of equipment to do our job. We use a variety of equipment to perform our job and take all precautions to avoid unsafe practices or incurring unnecessary expenses by training our crews to keep up with standard maintenance of equipment.



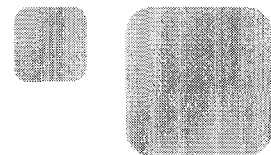
## **Fire Safety Training**

Staff is trained how react in the event of a fire using RACE method (Rescue, Alert, Contain, Extinguish) and how to properly use a fire extinguisher using PASS method (Pull, Aim, Squeeze, Sweep).



## **Active Shooter Training**

Designed to empower staff with knowledge and strategies for preventing and surviving an active shooter situation.



# Achieving Operational Excellence

# Approach to Quality Control

Encompass takes a proactive, layered approach to quality control and customer service, ensuring consistent service delivery, prompt resolution of issues, and continuous improvement across all areas of responsibility.

Our quality assurance process is driven by regular inspections, measurable standards, and transparent reporting. Key elements include:



## **Routine Inspections**

The Site Supervisor conducts daily inspections of restrooms, public areas, event spaces, and high-traffic zones using a structured digital checklist system with automated escalation and granular data



## **Management Audits**

Periodic inspections may also be conducted by our Operations Manager to ensure objectivity and consistency across shifts.



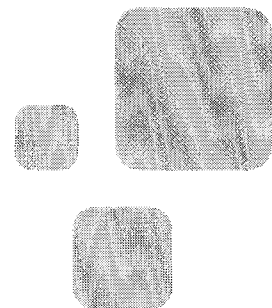
## **Technology-Enabled Tracking**

Our proprietary Encompass One platform provides daily task lists, service verification tools, and real-time data visibility. Features include geofencing to confirm on-site presence, before-and-after photos for high-priority tasks, and timestamped completions, and mobile accessibility for both our team and City of Fort Lauderdale stakeholders.



## **Performance Metrics**

Clients have access to key performance indicators in real time via desktop or mobile device. These include metrics such as tasks completed on time, task completion rates by location or shift, and verification of on-site service using geolocation tracking. Results are reviewed during scheduled Quarterly Business Reviews (QBRs) to evaluate trends, address feedback, and drive service improvements.



# Industry Leading Quality Assurance Program

The Encompass QA program proactively identifies potential service deficiencies and automatically generates corrective action work-tickets to address these areas before they become problematic, saving your facility manager headaches and time spent dealing with complaints so he can focus on other important tasks. The result is happier building occupants who can focus on being more productive.

QA reports are routinely shared with customers and are available anytime on our Encompass One portal. Customers can even use the software to perform their own QA surveys.

## Proprietary Technology

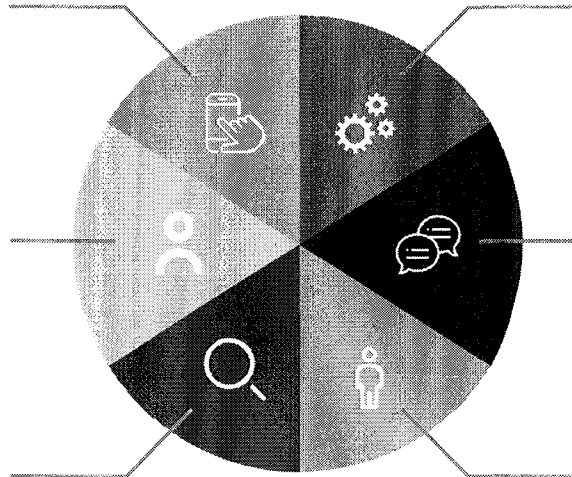
Integrated to our team management tools and developed especially for our customer needs within each industry we serve

## Multiple Sources

Captures feedback from various stakeholders to ensure more accurate assessment of each facility

## Granular Data

Comprehensive reporting tools with multiple dimensions, trends, benchmarking, and predictive issue management



## Actionable

Automated triggers and work ticket generation based on preconfigured conditions and preventative actions

## Proactive Communication

Real-time feedback from the field to our clients and management support, with escalation procedures for issue resolution

## Responsive Training

Training modules are adapted to include any potential deficiencies in teams, in order to anticipate and reduce service gaps



# Excerpt from Quality Control Inspection Report

## Encompass



### Quality Assurance

15327  
 180118 08:00 AM  
 Submitted by: Jamaris Hernandez on 01/15/2022 2:49 PM

3

### Restrooms

Question 7/12

Commode(s)	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Counters	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Dispersers	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Doors	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Floor Condition	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Windows, Glass / Gels	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Mirrors	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Sinks	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Trash Removal	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Wall Hangings	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Walls	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent



Comments

None

## Encompass



### Quality Assurance

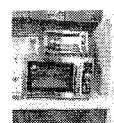
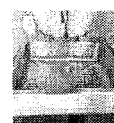
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 Submitted by: Jamaris Hernandez on 01/15/2022 2:49 PM

4

### Lunchroom / Break room

Question 9/10

Counters	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Floor Condition	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Furniture	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Furniture Fixing	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Maintenance	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Risks	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Trash Removal	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Wall Hangings	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Walls	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Dish Map	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Dish Map	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Trash Box / Table	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Walls Hangings	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Wall Clinging	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Stings	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Paper Dispensers	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Single Dispenser	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Disposable Linings	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent
Columns	1	2	3	4	5	6	7	8	9	10	Pass	Average	Excellent



Comments

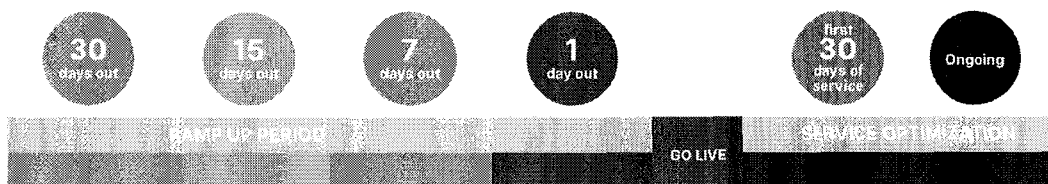
None

## Transition & Implementation

### We make it easy to transition to our service

Encompass mitigates any risk associated with changing suppliers and with foresight and meticulous planning, are committed to starting off on the right foot from the start.

We use software to customize and manage a comprehensive transition plan containing over 125 detailed tasks to ensure no step is missed and provide ongoing communication regarding our progress with our customers throughout the process.



### Key ways we ensure a smooth transition



#### Dedicated Transition & Implementation Team

All our projects are guided by a detailed transition plan that manages timelines, interdepartmental activities and accountability, through over 125 action items and constant communication. Our commitment to you is a seamless process with minimized disruption to your team.



#### Experienced Talent Team

Our Talent Team is constantly innovating and finding ways to improve our ability to recruit and hire amazing talent, while reducing the time that it takes to do so ("time to fill"). This metric is imperative to making sure you have smooth transition to Encompass with qualified, screened, and trained personnel ready to provide service.



#### Advanced Supply Chain

We have a dedicated in-house team that is constantly sourcing and scalably acquiring the supplies, equipment, and machinery required for each customer and project. This team is backed by best-in-class procurement technology, and our size affords us economies of scale and allows us to pass these savings on to our customers.



#### Technology Driven Operation

We incorporate all of our service execution plans directly into our internal technology platform. This greatly reduces the administrative burden of implementing our plans into execution phase, and further automates the process in key areas of opportunity.

## Operational Management Plan

Encompass leadership is focused on the appearance, cleanliness, and safety of your campus and has designed a customized program that provides employees with the guidance, leadership and technical resources necessary to meet and exceed performance measures.



The Encompass team has hundreds of years of combined industry experience and will ensure that only experienced management, with qualifications commensurate with those required to execute service outcomes that meet or exceed your standards, are assigned to this contract.

We will implement our best-in-class Operations and Management Plan that includes numerous failsafe measures to ensure responsiveness and completion of all tasks in a timely manner as outlined below:

- 24/7/365 customer care center
- Centralized control of service request and work orders
- Project calendar management software
- Equipment tracking software
- Detailed preset documented daily routes for personnel
- An organizational chart of accountability
- Cloud-based quality control program
- Safety program
- Web-based performance metrics tracking and reporting
- Web-based custodial labor pool efficiency tracking and reporting
- On-staff talent pool to support vacation and call-out substitution
- Closed network cellphone system for crew
- Secure facial recognition scanning time clocks for accuracy and security
- Facial recognition software installed in vehicles to monitor driver safety
- Documented training for safety, chemicals, and equipment
- Daily shift meetings performed in multiple languages
- Green cleaning and sustainability
- Flexibility in the deployment of our resources based on changing needs

## Safety & Risk Mitigation

We are proud that our initiatives have paid off with an EMR (mod rate) of .86 which means our safety rating is higher than that of our industry peers.

Encompass has a dedicated Risk Management Team, focused on mitigating risk of workplace incidents. The following safety initiatives have been implemented as part of the effort to lower EMR (Experience Modification Rate), which in turn helps keep our costs down and our pricing budget-friendly.

### Risk Mitigation Initiatives

- Weekly safety huddles with supervisors to and their team of onsite staff
- Monthly training with supervisory/management staff including both technical and safety topics
- Quarterly training with frontline staff including both technical and safety topics
- Monthly safety inspections performed by Quality Assurance team
- PPE provided for staff
- Nurse Triage program to evaluate and reduce of severity of claims and payouts
- Medical case management plan with designated providers for non-emergencies
- Supervisory training on administrative requirements to incident reporting
- Process improvement on expediency of claims

### Benefits to Encompass Customers



Reduced liability at their facility (accidents, claims, loss assets)



Greater retention of personnel and associated cost savings



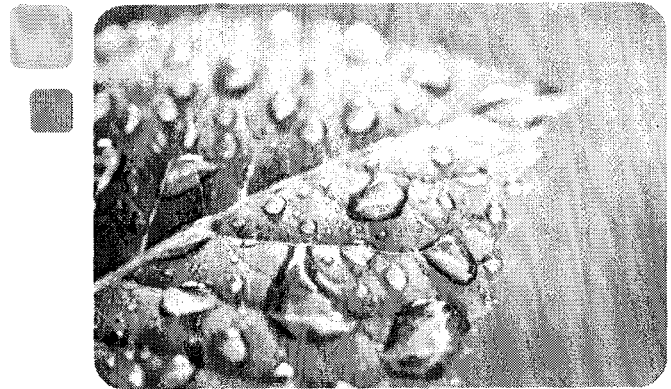
Better quality outcomes and reduction in need for corrective work



Avoidance of penalty fees from regulatory agencies






# Sustainability and Green Initiatives

**Encompass shares an aligned focus on improving our communities and planet and will help City of Fort Lauderdale's achieve its sustainability goals and initiatives.**



Encompass is committed to a more sustainable future. Implementing sustainability into the operations of an organization requires committed teams, creative solutions, solid strategies and measurable goals. Encompass will collaborate to help you achieve a clean and sustainable environment and operational efficiency in the following ways.

Encompass has been a pioneer in sustainability, implementing green practices for commercial properties since 2007, working with USGBC, Green Seal, and other reputable organizations to support our customers in their sustainability initiatives.

-  The first LEED certified multi-tenant office building in South Florida
-  The first LEED Platinum certified, higher education building in the state of Florida
-  One of the first LEED Silver certified corporate headquarters in South Florida
-  Two of only four LEED Gold certified educational facilities in the state of Florida
-  The first, and only, LEED Gold certified K-12 school in the state of Florida



**Green cleaning products**



**Chemical dispensing stations**



**Waste management program**



**Track energy consumption**

**We estimate that we have already diverted 400 tons of refuse from waste stream and saved 50 million kilowatt hours for our customers!**

## Chemical Free Cleaning



### Your Journey to a More Sustainable, Chemical-Free Cleaning Future Begins Here

Encompass H3O is a powerful and planet-friendly multipurpose cleaner and disinfectant that can be used in a wide range of applications.



#### Encompass H3O is generated on site using our patented devices

The device is able to transform tap water into Aqueous Ozone by imposing a high voltage alternating current across a dielectric discharge gap that contains an oxygen-bearing gas.

#### Encompass H3O Performance Metrics

H3O is a non-toxic, non-caustic cleaner that greatly reduces the risk of employee accident or injury. Its fast and powerful microbial killing capabilities reduce risk of infection to building occupants.

**99.9999% Microbial Killing Power**

**5 Second Dwell Time**

**90% Reduction In Chemicals Costs**

**30-50% Reduction In Labor Reduction**

**80% Reduction In Carbon Footprint**

**99.8% Device Up-Time Reliability**

*"Encompass H3O did everything you promised it would!"*

**Boston Scientific**

#### Third-Party Tested & Verified For Safety and Efficacy

Hard surface testing completed by a certified FDA approved lab has proven a 6 Log reduction on Listeria, E.coli, Salmonella, Staphylococcus aureus (MRSA) and Campylobacter microorganisms on hard surfaces. Additionally, Boston Scientific has also independently verified Encompass H3O in their labs.



## Benefits of Encompass H3O



Sustainable and reduces carbon footprint



Safer for employees and building occupants



Leaves no biofilm which attracts bacteria



Faster kill time improves efficiency

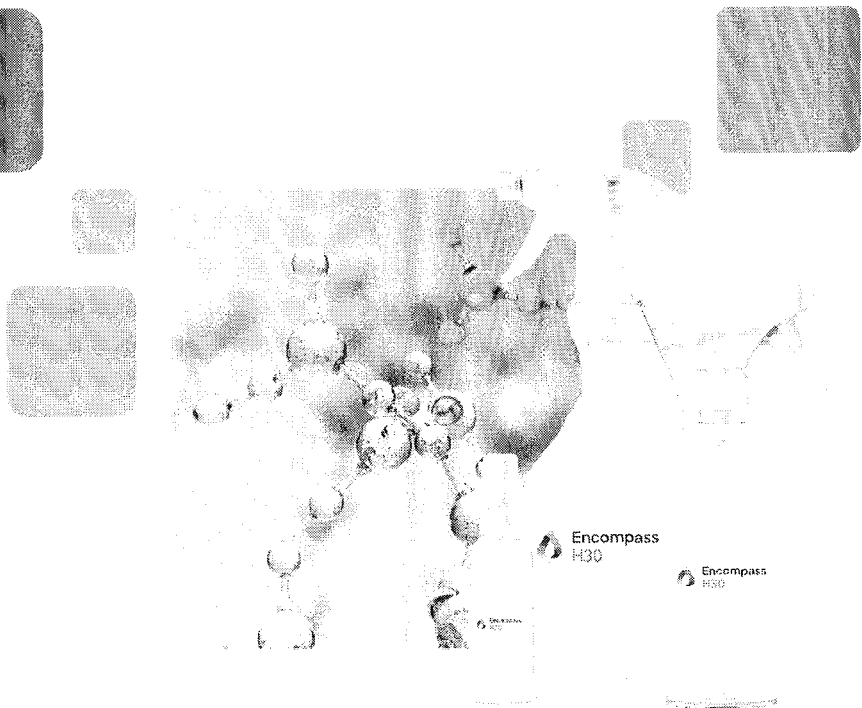


Reduces risk of incidents and liability



Immune to supply chain challenges

**There is no greener  
way to clean!**



## Approach to Customer Service

Our approach to customer service is based on accessibility, responsiveness, and partnership. We empower our team to act quickly and communicate clearly, with an emphasis on ownership and follow-through.



### **Dedicated Points of Contact**

The Site Supervisor manages day-to-day service execution and issue resolution. Our Customer Success Manager, Lucia Vargas, ensures the Pier receives proactive support and serves as an ongoing liaison to track satisfaction and priorities.



### **Rapid Response Protocols**

Urgent requests such as spills or necessary restroom restocking, are routed directly to our team for immediate action and follow-up, with status updates logged in Encompass One.



### **Feedback Loops**

Feedback from St. Petersburg Pier stakeholders and public users is encouraged and tracked via our digital system to ensure service responsiveness and adaptability.



### **Training and Accountability**

All team members receive continuous training in safety, sustainability, and customer service. Supervisors reinforce expectations through real-time coaching, regular inspections, and digital performance reporting.

At Encompass, we treat quality control and customer service as foundational commitments. Our team, tools, and leadership structure are designed to deliver measurable results with full transparency and responsiveness to your evolving needs.








## Dedicated to Customer Success

The Customer Success Manager (CSM) serves as a strategic partner and central point of contact for the client, focused on ensuring overall satisfaction, consistent communication, and seamless coordination of services. This role bridges operations and client relations, helping to translate expectations into measurable outcomes, respond to evolving needs, and support long-term service excellence.

Encompass focuses on building strong, lasting relationships with clients to ensure their satisfaction, retention, and growth. The Encompass management team proactively addresses client needs, resolves issues efficiently, and identifies opportunities to enhance the customer experience.



**Lucia Vargas**  
Customer Success Manager

-  25 years of experience in the janitorial and facility services industry
-  Extensive knowledge of day-to-day operations
-  Committed to exceptional service, clear communication, and client satisfaction
-  Conducts Quarterly Business Reviews
-  Available via email, phone, text, and the Encompass One platform

# Biohazard & Pandemic Response

Encompass is able to respond to any situation including the COVID-19 pandemic either on a preventative or reactive basis. Our infection control teams have received thorough training and are equipped with machinery and chemicals designed to kill the virus and reduce the risk of spreading it throughout your facility.



Encompass has the ability, proper tools, and thorough knowledge to address bio-hazard incidents, pandemic response, or other outbreaks of highly communicable diseases.



Enhanced disinfection program utilizing quaternary disinfectants with a focus on high touch areas such as doorknobs, elevator buttons, guardrails, sinks, toilets, partitions, light switches, air vents, etc. This program can help reduce the spread of the virus in your facility and protect your building occupants. The enhanced infection control program utilizes an upgraded disinfectant guaranteed to provide 2-minute contact time for COVID-19, which is the time a disinfectant requires to ensure efficacy.



Electrostatic Disinfection which utilizes a nozzle that adds an electrostatic charge to the disinfecting solution as it is applied so that it surrounds and clings to the surfaces it touches, killing harmful bacteria and viruses. This method is more effective than traditional cleaning methods in covering areas and surfaces that would be challenging to evenly coat with disinfectant or wipe down.



Kaivac No-Touch Cleaning System's powerful spray-and-vac approach effectively removes more than 99.9% of targeted bacteria and pressure washes germs and soil from touchpoints, grout lines, and hard to reach areas. Studies have shown that Spray-and-Vac systems are up to 60 times more efficient in removing bacteria from grout lines than mopping, which is more likely to spread contamination.



Application of antimicrobial agent following disinfection can inhibit the growth and spread of bacteria for up to 90 days. This methodology is approved for commercial applications and protects a variety of surfaces including upholstery, glass, and non-food contact surfaces, helping to prevent deterioration and odors caused by bacteria, algae, mold, and fungi.



**23 Million**

SF Serviced weekly



**Over 5,000**

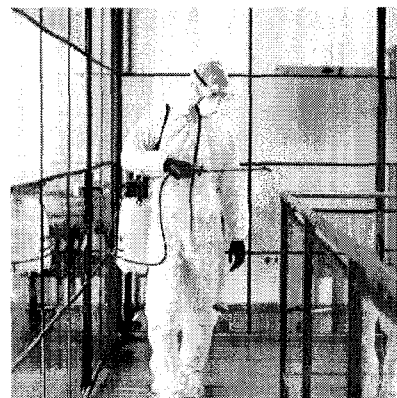
Services performed



**60**

Team members specially trained

**GBAC**  
GLOBAL BIORISK ADVISORY COUNCIL  
A Division of ISSA



# Emergency Preparedness & Service Continuity

Although the timing and location of any disaster cannot be precisely predicted, Encompass is committed to taking a proactive approach to crisis management. Being headquartered in Florida, we are accustomed to preparing for hurricanes and other extreme weather conditions that may occur throughout our region.

Our expansive service territory throughout the United States, Puerto Rico and the Caribbean enables us to mobilize relief personnel from unaffected areas in the event of a disaster.

## Business Continuity Plan Priorities



**Mitigate Impact of Storm or other Threat**







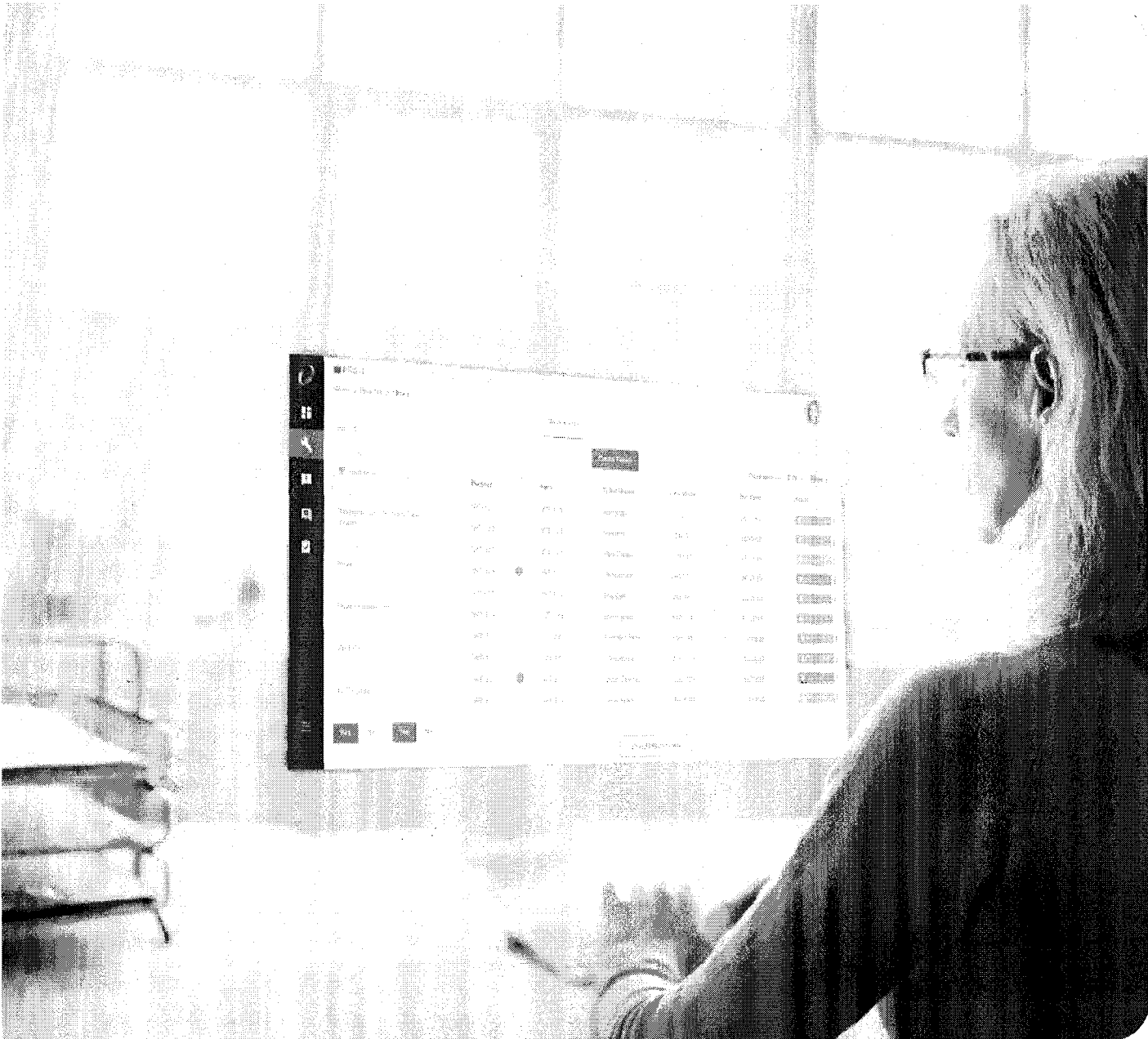
**Protect Life and Property**



**Resume Vital Business Operations as Quickly as Possible**

Our plan includes systems of prevention and recovery to deal with potential threats and focuses on our capability to continue to provide service following any incident that causes a disruption to your operations, as it is essential to minimize the loss of property, down time, and resulting disruption of day-to-day operations. We will also follow VITAS's emergency protocols.

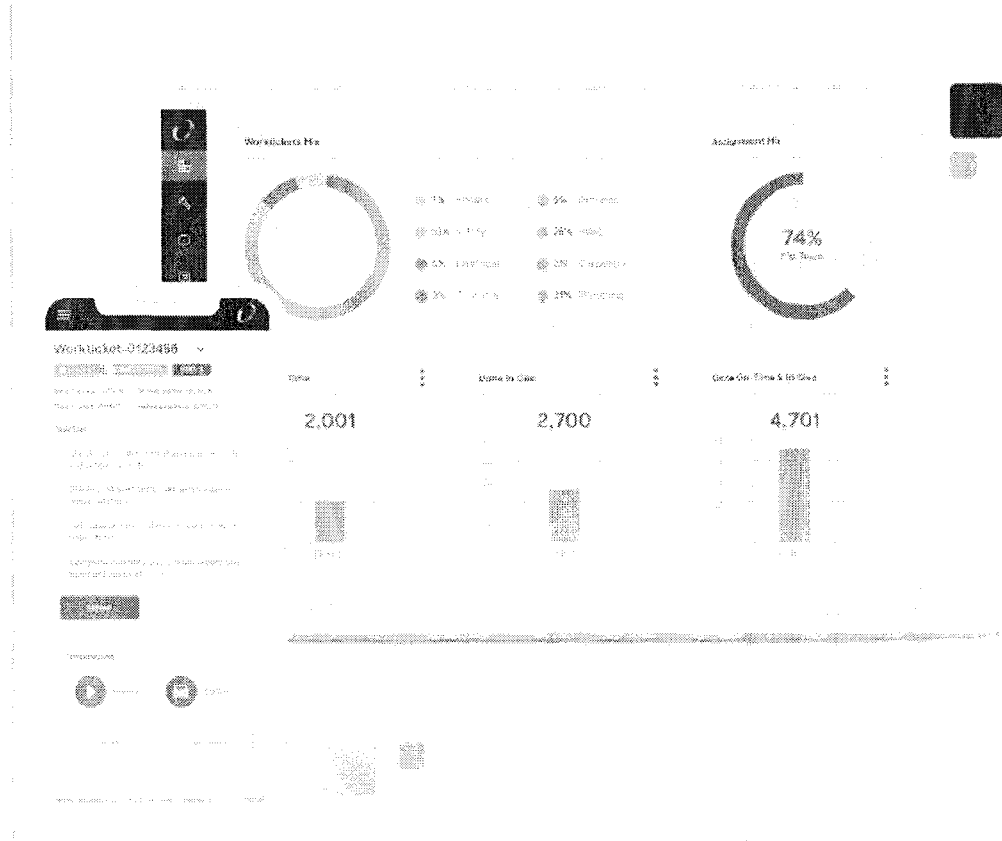
-  **Resources.** How to get the people and materials necessary to provide service delivery before, during, and after natural disasters. We plan to keep an adequate inventory of germicidal disinfectant and other supplies that would enable us to continue service even with the loss of power for several days.
-  **Communication.** It is critical to communicate efficiently between operational level employees, middle management, and executive management to ensure a well-organized recovery effort. Keeping contact information current is crucial as we disseminate information about local resources available for those who need, such as water, meals and shelter.
-  **Planning.** We receive daily notifications from National Weather Association with forecasted weather reports so our Emergency Response Team knows when to be prepared to assist, following first, second, and third step protocols in the event of a disaster or other emergency.
-  **Collaboration.** It is crucial to work closely with FSH to make provisions for records protection, alternative accommodations for clients in substitute care, supplies, and a recovery plan that will allow us to continue providing service in compliance with the contracted deliverables.



# Technology, Communication & Reporting

# Mobile Friendly Technology

Our proprietary software offers key stakeholders transparency into operations in real time. With the click of a button, you can view all work tickets assigned and completed so you have peace of mind knowing what's going on at your facility without having to wonder, spend time following up, or wait for updates.



**Digital service validation**



**Real-time data updates**



**Quality assurance  
(automated escalation)**



**Track service history**



**Performance &  
utilization metrics**



**Communicate via  
Comments feature**

## Communication & Reporting

Encompass understands how crucial communication, both internally with our team members and with our customers, is to the success of our operation and ultimately the customer experience.

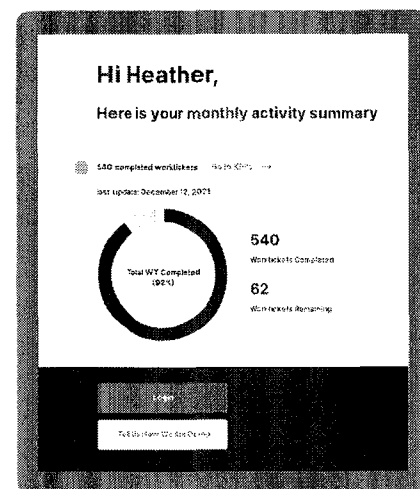
Communication through the portal is simple and efficient, with automatic real-time notifications sent to our leadership team anytime a customer or team member adds a comment. All data is mobile and available to everyone in the field. If you prefer email, phone, or text, that's ok, too! You are not required to use the Encompass One platform, but we will provide complimentary training for all key stakeholders interested in learning how they can most benefit from its use.



### Proactive Notifications

**We bring the service experience to you**

Select from a library of notifications for various levels of your organization. We can notify site manager about key service completion and provide your corporate team a summary of a number of activities.



## QR Code for Customer Requests

A custom QR code will be created and shared with all key City of Fort Lauderdale stakeholders, which will enable them to quickly and easily access the Encompass One platform, where they can complete simple customer satisfaction (CSAT) surveys or make requests. Our administrative team is responsible for creating, dispatching, and validating all work tickets.



#### Work Order

Work to be completed within a specified number of days



#### Questions and Comments

General Inquiry



#### Emergency

Needs to be completed within 24 hours



*This is for demonstration purpose only and timeframe for work ticket completion can be customized.*

# Encompass One CMMS Features & Capabilities

KPI Dashboards

Service Verification

Digital Worktickets

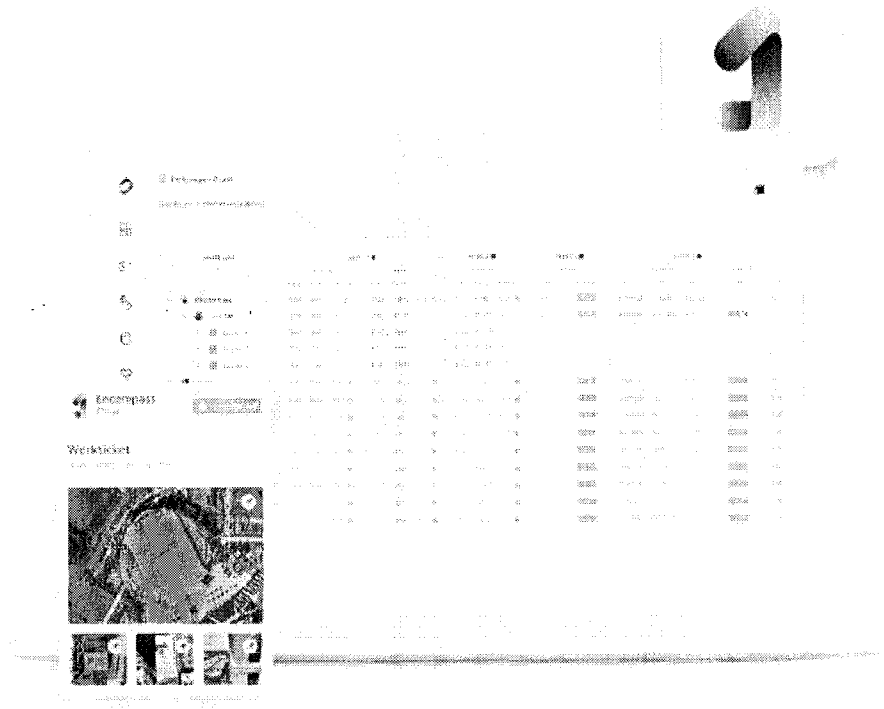
Virtual Inspections

Service Spend Management

Labor Budgeting

Shareable Tickets

Service Automations

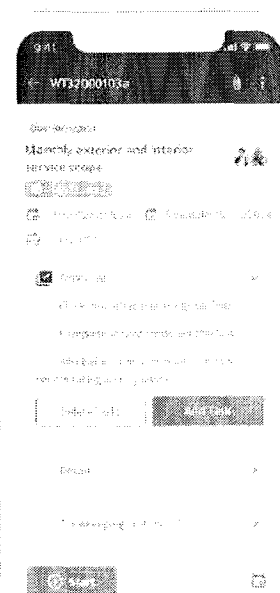
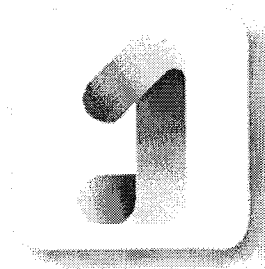


# Encompass One Mobile App

-  Digital Worktickets
-  Geolocation Ticket Prompts
-  Smart Notifications
-  Offline Mode
-  Automated Translations

Download on the  
App Store

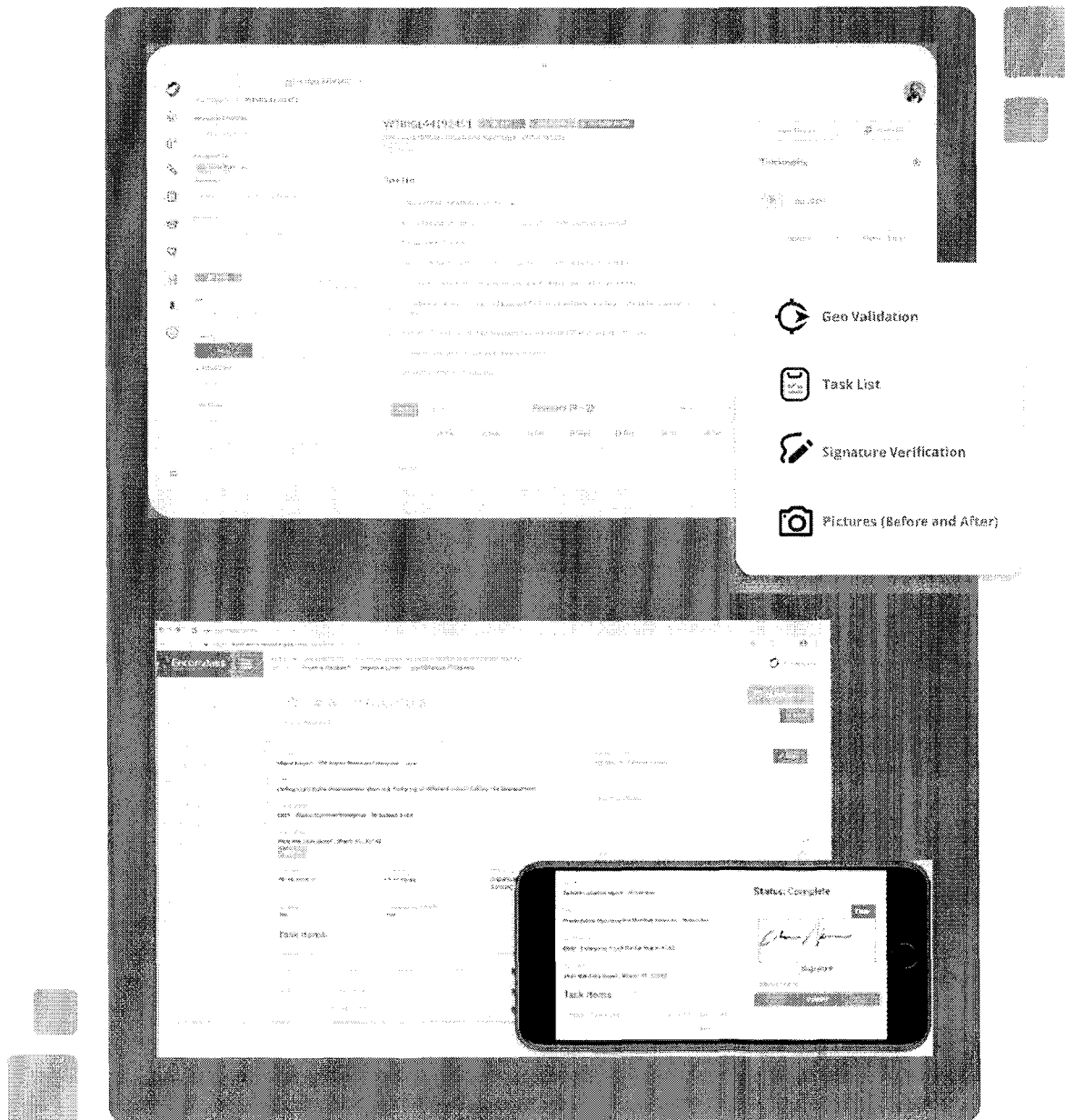
GET IT ON  
Google Play



# Service Confirmation Tools

## Real time service confirmation verified on site

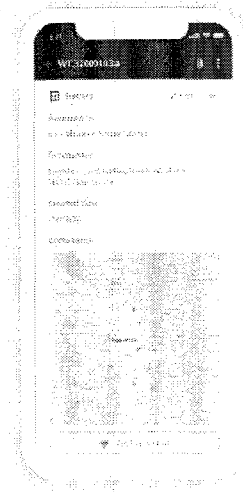
Our worktickets support various customizable digitally confirmed workflows, including before and after photos, comments, timekeeping, on-site signatures, scheduling, and geo verification, which ensures staff is clocked in and performing work at the correctly assigned area. Our service verification menu creates optionality that matches your business and company culture.





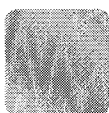
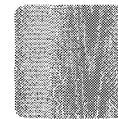
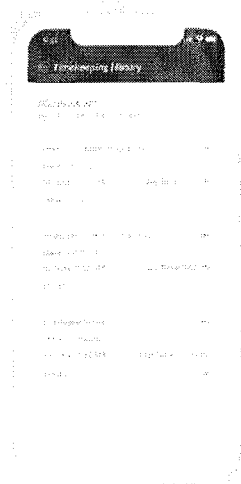
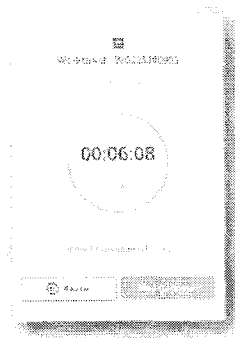
## Geolocation & Geofencing

Our platform ensures service professionals are onsite at the properly assigned building when they clock in/out and that location and timekeeping data match for greater reliability.



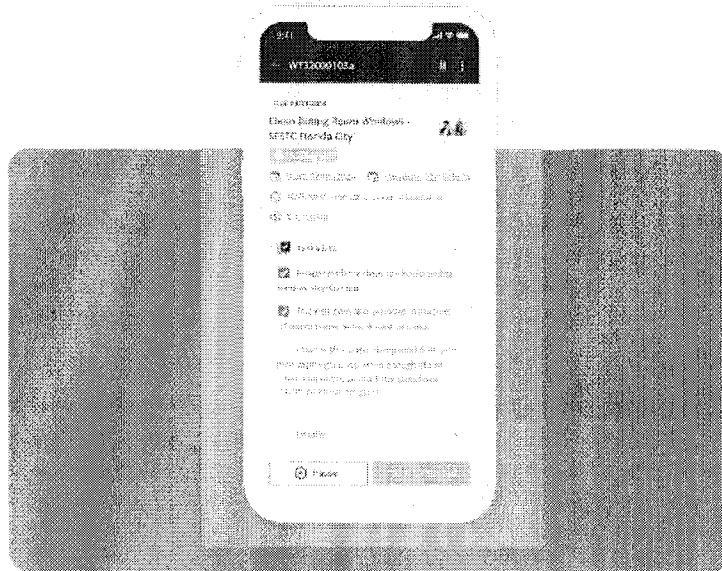
## Timekeeping

Real-time automated time tracking captures when service is conducted, providing real-time visibility.



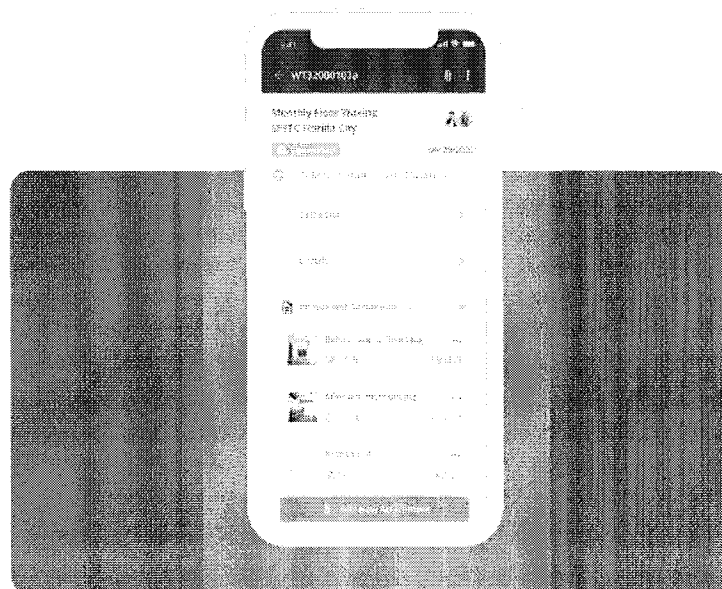
## SLA Compliant Task List

Services are broken down into simple task lists based on SLA standards. Task lists are embedded into every workticket and ensure each step is meticulously followed for full compliance.



## Before & After Photo Documentation

Photo and video documentation of the service provided lets you see first-hand the difference our team is making at your facility.

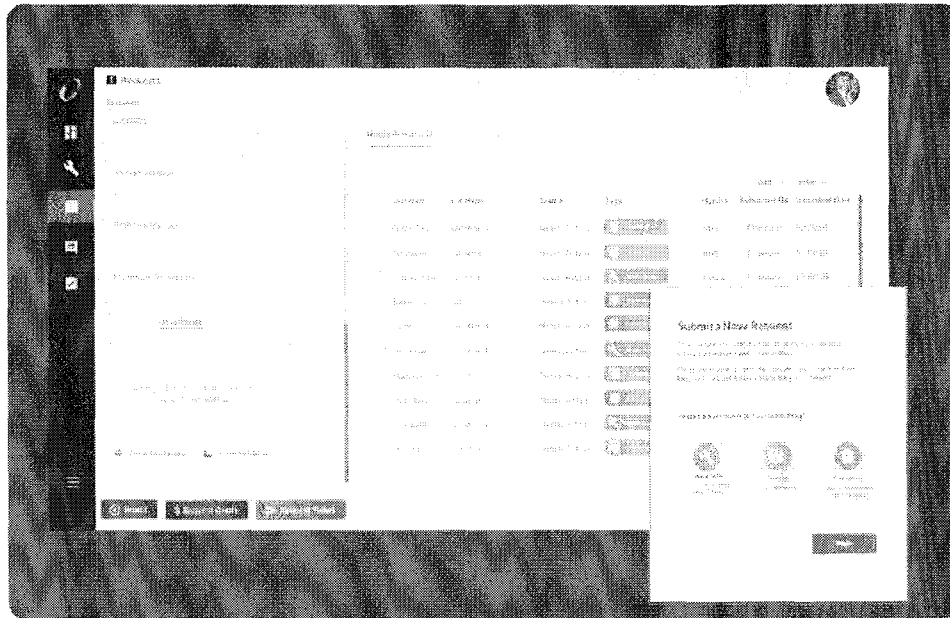




## Workflow Automation

Unlock more time, and make better decisions.

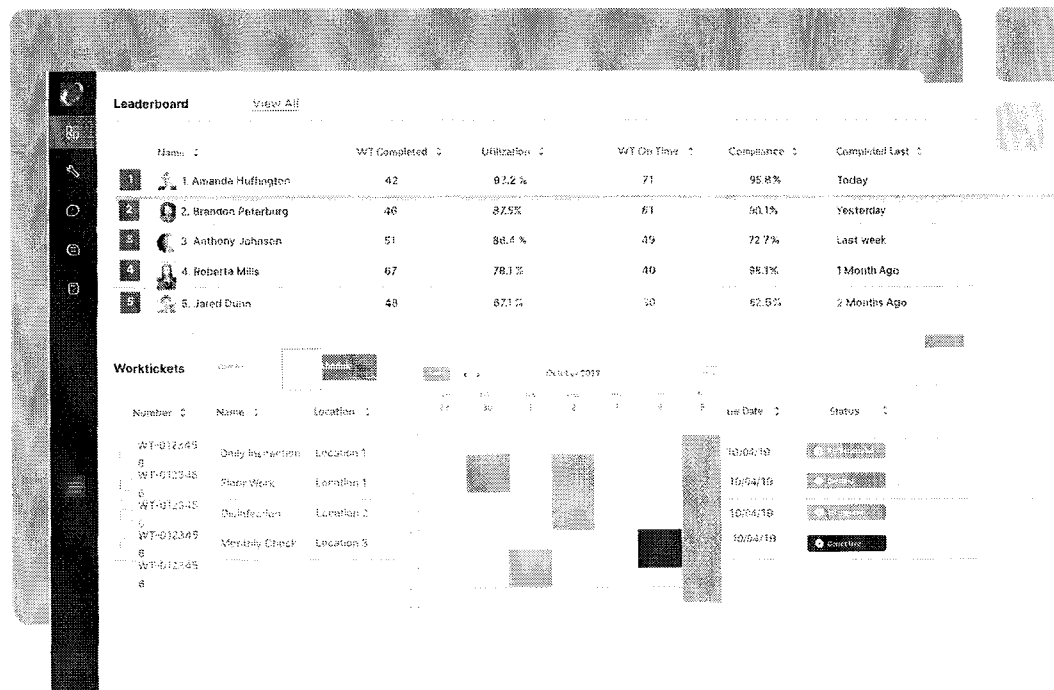
From Request, to Workticket, to Quality Assurance, our desktop and mobile friendly application enables the best facility talent to work in the most efficient manner possible. From anywhere.



## Work Ticket System

Our performance is tracked so you don't have to.

A do it all workticket system that includes scheduling, task lists, timekeeping, on-site validation, activity tracking, and more. Even better, work tickets can be automatically generated to ultimate scalability

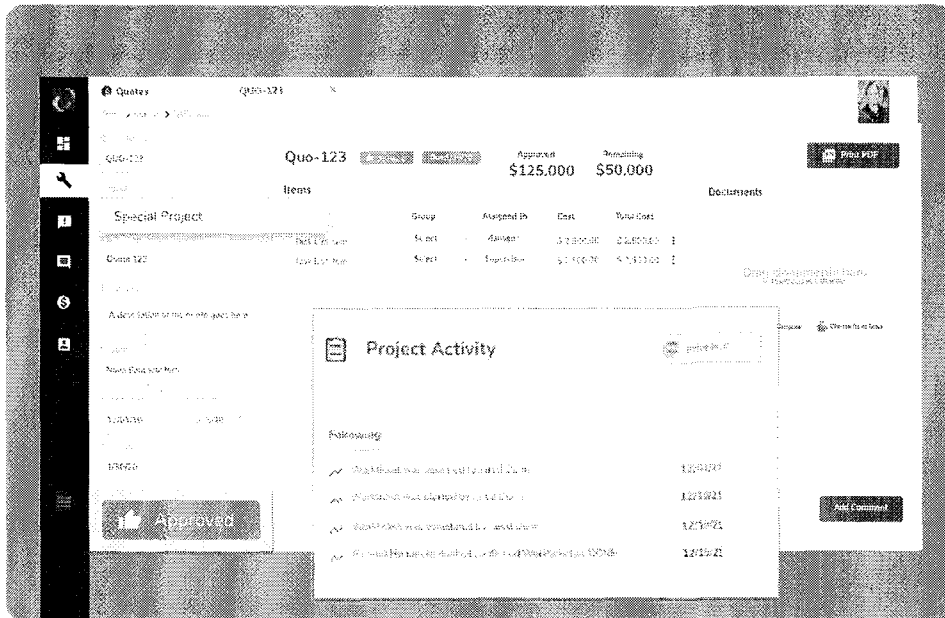




## Project Management

Get special projects approved and completed, quickly.

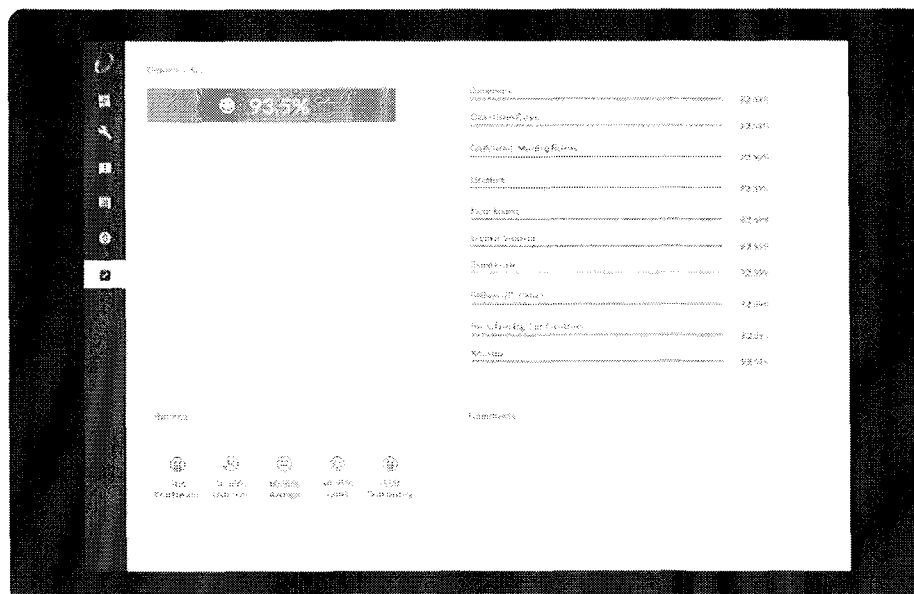
From quote to completion, our Project Management tool pulls data across multiple departmental contributors into one interface so team members easily stay on track, no matter the complexity.



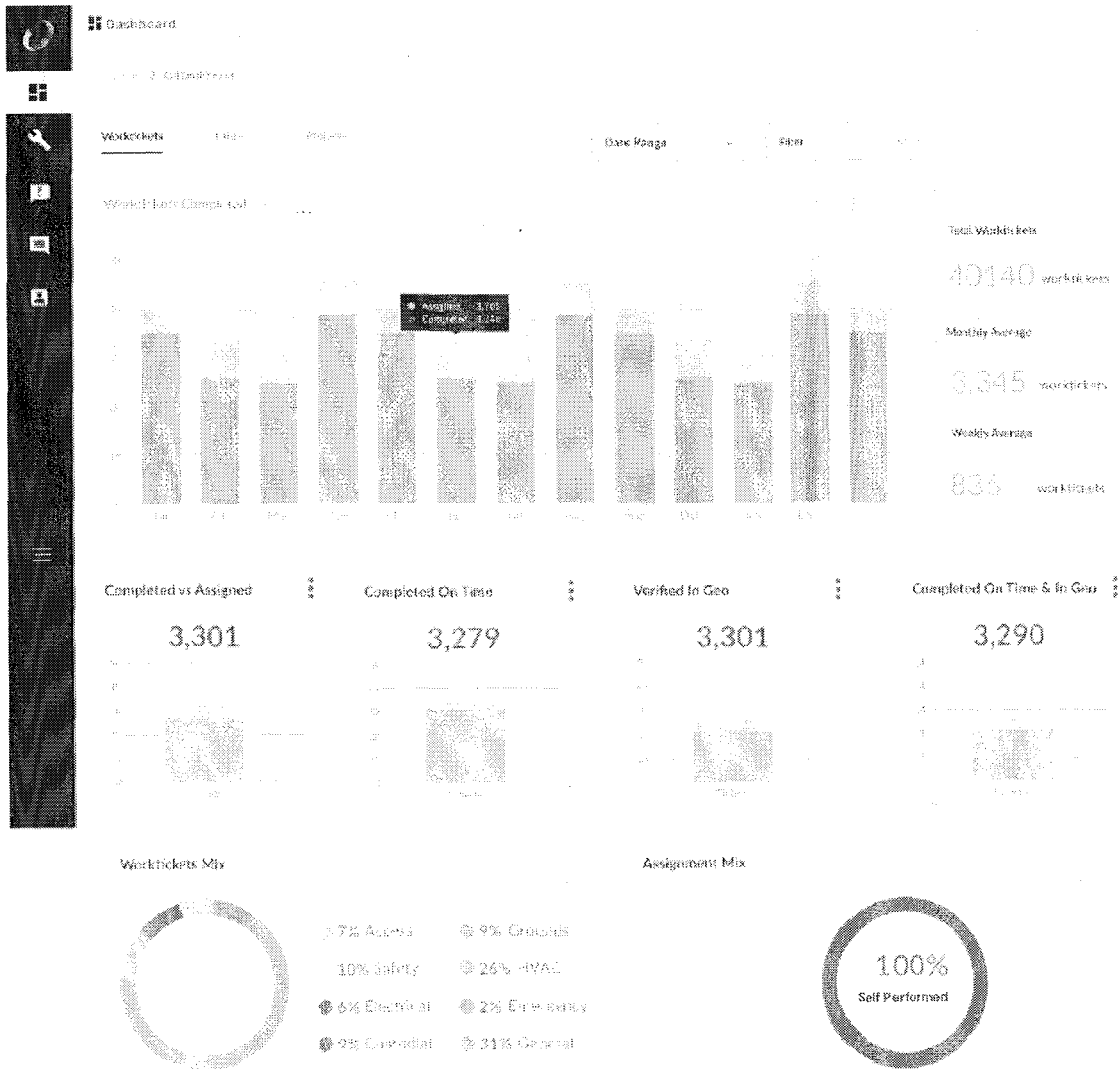
## Quality Assurance

Not your average survey tool.

You can only fulfill the standards you measure and actively manage. Therefore, our Quality Assurance program is an integral part of our operation and is geared toward the optimal service delivery.



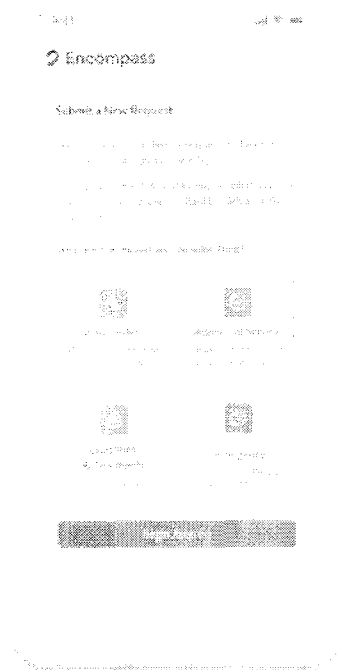
# Sample KPI Report



# Encompass is your One-Stop Shop

- Our Facility Concierge program makes additional requests as simple as the click of a button

Encompass provides a one-stop approach to your facility needs. Whether in our out of contracted scope, we can provide a quote and/or dispatch reactive services.



# Why Encompass is the Best Partner for City of Ft. Lauderdale



Experience servicing government facilities, municipalities, and other complex multi-site portfolios



We provide a green cleaning program like no other with our exclusive, patented Encompass H3O, which disinfects with as much efficacy as traditional chemicals but is much safer and eliminates waste from manufacturing, transporting, packaging and bottles that end up in landfills.



Our QA program proactively identifies potential service deficiencies and automatically generates corrective action work-tickets to address these areas before they become problematic, saving you from having to deal with complaints from building occupants.



Our proprietary software offers transparency into operations in real time. With the click of a button, you can view all work tickets assigned and completed so you always know what's going on at your facility, whether pre-planned project work, escalated corrective action resolution, or intermittent tasks such as weekly items to ensure scope compliance.



Communication is the key to our success. Our goal is to reduce your frustrations by proactively communicating and responding to requests in prompt manner. A dedicated Customer Success Manager serves as singular point of contact to ensure all your needs are met. Leadership is highly engaged and frequently out in the field visiting customers.



Custom personalized training for all City of Ft. Lauderdale stakeholders who will be using the Encompass One platform to ensure proficiency, engagement, and that each benefits the most from the system. Unlimited sessions available as needed. We will also create a custom QR code that can be easily scanned for requests for quick response.





**Thank you for  
partnering with  
Encompass.**



6555 Powerline Road, Suite 304  
Ft. Lauderdale, FL 33309



877-750-7767



[www.encompassonsite.com](http://www.encompassonsite.com)



[twitter.com/EncompassOnsite](https://twitter.com/EncompassOnsite)



[facebook.com/EncompassOnsite](https://facebook.com/EncompassOnsite)



[linkedin.com/company/encompassonsite](https://linkedin.com/company/encompassonsite)





### **NON-COLLUSION STATEMENT**

By signing this offer, the vendor/contractor certifies that this offer is made independently and free from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g., ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents, and children) are also prohibited from contracting with the City subject to the same general rules.

**Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.**

#### **NAME**

#### **RELATIONSHIPS**

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**In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.**

*Tina Diehl*

Authorized Signature

Tina Diehl

Name (Printed)

Chief Operating Officer

Title

7/01/2025

Date



**CONTRACTOR'S CERTIFICATE OF COMPLIANCE WITH  
NON-DISCRIMINATION PROVISIONS OF THE CONTRACT**

The completed and signed form should be returned with the Contractor's submittal. If not provided with submittal, the Contractor must submit within three business days of City's request. Contractor may be deemed non-responsive for failure to fully comply within stated timeframes.

Pursuant to City Ordinance Sec. 2-17(a)(i)(ii), bidders must certify compliance with the Non-Discrimination provision of the ordinance.

- A. Contractors doing business with the City shall not discriminate against their employees based on the employee's race, color, religion, gender (including identity or expression), marital status, sexual orientation, national origin, age, disability, or any other protected classification as defined by applicable law.

Contracts. Every Contract exceeding \$100,000, or otherwise exempt from this section shall contain language that obligates the Contractor to comply with the applicable provisions of this section.

The Contract shall include provisions for the following:

- (i) The Contractor certifies and represents that it will comply with this section during the entire term of the contract.
- (ii) The failure of the Contractor to comply with this section shall be deemed to be a material breach of the contract, entitling the City to pursue any remedy stated below or any remedy provided under applicable law.

*Tina Diehl*

Authorized Signature

Tina Diehl, Chief Operating Officer

Print Name and Title

7/01/2025

Date



### **CONTRACT PAYMENT METHOD**

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City has transitioned from traditional paper checks to credit card payments via MasterCard or Visa as part of this program.

This allows you as a vendor of the City of Fort Lauderdale to receive your payments fast and safely. No more waiting for checks to be printed and mailed.

In accordance with the contract, payments on this contract will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, bidders must presently have the ability to accept the credit card or take whatever steps necessary to implement acceptance of a card before the start of the contract term, or contract award by the City.

All costs associated with the Contractor's participation in this purchasing program shall be borne by the Contractor. The City reserves the right to revise this program as necessary.

By signing below, you agree with these terms.

Please indicate which credit card payment you prefer:

☐ MasterCard

☐ Visa

**Encompass Onsite, LLC**

Company Name

**Tina Diehl**

Name (Printed)

*Tina Diehl*

Signature

**Chief Operating Officer**

Title

**7/30/25**

Date



## **LOCAL BUSINESS PREFERENCE**

Section 2-199.2, Code of Ordinances of the City of Fort Lauderdale, (Ordinance No. C-12-04), provides for a local business preference.

In order to be considered for a local business preference, a bidder must include the Local Business Preference Certification Statement of this ITB, as applicable to the local business preference class claimed **at the time of bid submittal**.

Upon formal request of the City, based on the application of a Local Business Preference the Bidder shall, within ten (10) calendar days, submit the following documentation to the Local Business Preference Class claimed:

- A) Copy of City of Fort Lauderdale current year business tax receipt, or Broward County current year business tax receipt, and
- B) List of the names of all employees of the bidder and evidence of employees' residence within the geographic bounds of the City of Fort Lauderdale or Broward County, as the case may be, such as current Florida driver license, residential utility bill (water, electric, telephone, cable television), or other type of similar documentation acceptable to the City.

Failure to comply at time of bid submittal shall result in the bidder being found ineligible for the local business preference.

**THE COMPLETE LOCAL BUSINESS PREFERENCE ORDINANCE MAY BE FOUND ON THE CITY'S WEB SITE AT THE FOLLOWING LINK:**

**[https://library.municode.com/fl/fort\\_lauderdale/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH2AD\\_ARTVFI\\_DIV2PR\\_S2-186LOBUPRPR](https://library.municode.com/fl/fort_lauderdale/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVFI_DIV2PR_S2-186LOBUPRPR)**

**Definitions:** The term "Business" shall mean a person, firm, corporation or other business entity which is duly licensed and authorized to engage in a particular work in the State of Florida. Business shall be broken down into four (4) types of classes:

1. Class A Business – shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City and shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.
2. Class B Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City or shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.
3. Class C Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of Broward County.
4. Class D Business – shall mean any Business that does not qualify as either a Class A, Class B, or Class C business.

## LOCAL BUSINESS PREFERENCE CERTIFICATION STATEMENT

The Business identified below certifies that it qualifies for the local business price preference classification as indicated herein, and further certifies and agrees that it will re-affirm its local preference classification annually no later than thirty (30) calendar days prior to the anniversary of the date of a contract awarded pursuant to this ITB. Violation of the foregoing provision may result in contract termination.

(1) \_\_\_\_\_ is a **Class A** Business as defined in City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the City of Fort Lauderdale current year Business Tax Receipt and a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.

Business Name

(2) **Encompass Onsite, LLC** is a **Class B** Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the Business Tax Receipt or a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.

Business Name

(3) \_\_\_\_\_ is a **Class C** Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the Broward County Business Tax Receipt shall be provided within 10 calendar days of a formal request by the City.

Business Name

(4) \_\_\_\_\_ requests a **Conditional Class A** classification as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.

Business Name

(5) \_\_\_\_\_ requests a **Conditional Class B** classification as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.

Business Name

(6) \_\_\_\_\_ is considered a **Class D** Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186 and does not qualify for Local Preference consideration.

Business Name

BIDDER'S COMPANY: **Encompass Onsite, LLC**

AUTHORIZED COMPANY PERSON: **Tina Diehl**  
PRINT NAME

*Tina Diehl*  
SIGNATURE

**7/01/2025**  
DATE



## **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PREFERENCE**

Section 2-185, Code of Ordinances of the City of Fort Lauderdale, provides for a disadvantaged business preference.

In order to be considered for a DBE Preference, a bidder must include a certification from a government agency, as applicable to the DBE Preference class claimed **at the time of bid submittal**.

Upon formal request of the City, based on the application of a DBE Preference the Bidder shall, within ten (10) calendar days, submit the following documentation to the DBE Class claimed:

- A) Copy of City of Fort Lauderdale current year business tax receipt, or Broward County current year business tax receipt, or State of Florida active registration **and/or**
- B) List of the names of all employees of the bidder and evidence of employees' residence within the geographic bounds of the City of Fort Lauderdale or Broward County, as the case may be, such as current Florida driver license, residential utility bill (water, electric, telephone, cable television), or other type of similar documentation acceptable to the City.

Failure to comply at time of bid submittal shall result in the bidder being found ineligible for the disadvantaged business preference.

**THE COMPLETE DBE PREFERENCE ORDINANCE MAY BE FOUND ON THE CITY'S WEB SITE AT THE FOLLOWING LINK: <https://www.fortlauderdale.gov/home/showpublisheddocument?id=56883>**

### **Definitions**

- a. The term "disadvantaged class 1 enterprise" shall mean any disadvantaged business enterprise that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of the city, and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the City's Procurement Manual. The term "Class B business" shall mean any business that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of the city, or shall maintain a staffing level for the proposed work of at least fifty percent (50%) who are residents of the City of Fort Lauderdale.
- b. The term "disadvantaged class 2 enterprise" shall mean any disadvantaged business enterprise that has established and agrees to maintain a permanent place of business within the limits of the city with a full-time employees and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the City's Procurement Manual. The term "Class D business" shall mean any business that does not qualify as a Class A, Class B, or Class C business.
- c. The term "disadvantaged class 3 enterprise" shall mean any disadvantaged business enterprise that has established and agrees to maintain a permanent place of business located in a CAM #21-0053 Exhibit 1 Page 6 of 10 non-residential zone, staffed with full-time employees within the limits of the Tri-County area and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the City's Procurement Manual.
- d. The term "disadvantaged class 4 enterprise" shall mean any disadvantaged business enterprise that does not qualify as a Class A, Class B, or Class C business, but is located in the State of Florida and provides supporting documentation of its disadvantaged certification as established in the City's Procurement Manual.

## DISADVANTAGED BUSINESS ENTERPRISE CERTIFICATION STATEMENT

The Business identified below certifies that it qualifies for the disadvantaged business enterprise price preference classification as indicated herein, and further certifies and agrees that it will re-affirm its preference classification annually no later than thirty (30) calendar days prior to the anniversary of the date of a contract awarded pursuant to this solicitation. Violation of the foregoing provision may result in contract termination.

- (1) \_\_\_\_\_  
Business Name
- is a disadvantaged class 1 enterprise as defined in the City of Fort Lauderdale Ordinance Section 2-185 disadvantaged business enterprise that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of the city, and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the City's Procurement Manual. The term "Class B business" shall mean any business that has established and agrees to maintain a permanent place of business located in a non-residential zone, staffed with full-time employees within the limits of the city, or shall maintain a staffing level for the proposed work of at least fifty percent (50%) who are residents of the City of Fort Lauderdale.

- (2) \_\_\_\_\_  
Business Name
- Encompass Onsite, LLC**
- is a disadvantaged class 2 enterprise as defined in the City of Fort Lauderdale Ordinance Section 2-185 disadvantaged business enterprise that has established and agrees to maintain a permanent place of business within the limits of the city with a full-time employee(s) and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the City's Procurement Manual. The term "Class D business" shall mean any business that does not qualify as a Class A, Class B, or Class C business.

- (3) \_\_\_\_\_  
Business Name
- is a disadvantaged class 3 enterprise as defined in the City of Fort Lauderdale Ordinance Section 2-185 disadvantaged business enterprise that has established and agrees to maintain a permanent place of business located in a CAM #21-0053 Exhibit 1 Page 6 of 10 non-residential zone, staffed with full-time employees within the limits of the Tri-County area and provides supporting documentation of its City of Fort Lauderdale business tax and disadvantaged certification as established in the City's Procurement Manual.

- (4) \_\_\_\_\_  
Business Name
- is a disadvantaged class 4 enterprise as defined in the City of Fort Lauderdale Ordinance Section 2-185 disadvantaged business enterprise that does not qualify as a Class A, Class B, or Class C business, but is located in the State of Florida and provides supporting documentation of its disadvantaged certification as established in the City's Procurement Manual.

- (5) \_\_\_\_\_  
Business Name
- is not considered a Disadvantaged Enterprise Business as defined in the City of Fort Lauderdale Ordinance Sec.2-185 and does not qualify for DBE Preference consideration.

BIDDER'S COMPANY: Encompass Onsite, LLC

AUTHORIZED COMPANY PERSON: Tina Diehl  
PRINT NAME

Tina Diehl  
SIGNATURE

7/01/2025  
DATE

**E-VERIFY AFFIRMATION STATEMENT**

RFP/Bid /Contract No: ITB Event No. 448

Project Description: City of Fort Lauderdale Janitorial Services Citywide

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Contractor/Proposer/Bidder acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of,

- (a) all persons employed by Contractor/Proposer/Bidder to perform employment duties within Florida during the term of the Contract, and,
- (b) all persons (including subcontractors/vendors) assigned by Contractor/Proposer/Bidder to perform work pursuant to the Contract.

The Contractor/Proposer/Bidder acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the Contract is a condition of the Contract.

Contractor/Proposer/ Bidder Company Name: Encompass Onsite, LLC

Authorized Company Person's Signature: *Tina Diehl*

Authorized Company Person's Title: Tina Diehl, Chief Operating Officer

Date: 7/01/2025



## **REFERENCES**

All references shall include owner, address, contact name, phone number, email and the contract value. References shall not include the City of Fort Lauderdale. A minimum of three (3) references shall be provided:

1. **Company Name:** FDOT District 4 (Broward County)  
**Address:** 3400 W. Commercial Blvd., Fort Lauderdale, FL 33309  
**Contact Name:** Patrick Freiwald  
**Phone #:** 954-829-2574  
**Email Address:** patrick.freiwald@dot.state.fl.us  
**Contract Value:** Confidential **Year:** 2022 - Current
2. **Company Name:** FDOH Broward County  
**Address:** 2421-A SW 6 Avenue Ft Lauderdale FL 33315  
**Contact Name:** Tony Todaro  
**Phone #:** (954) 734-0918  
**Email Address:** Anthony.Todaro@Flhealth.gov  
**Contract Value:** Confidential **Year:** 2023 - Current
3. **Company Name:** Broward College  
**Address:** 3501 Davie Rd. Davie, FL 33314  
**Contact Name:** Marc Wilson  
**Phone #:** (954) 201-6974  
**Email Address:** mwilson2@broward.edu  
**Contract Value:** Confidential **Year:** 2011 - Current
4. **Company Name:** Memorial Healthcare System  
**Address:** Multiple Sites throughout Broward County  
**Contact Name:** Jason Rodriguez  
**Phone #:** 954-265-7100  
**Email Address:** jarodriguez@mhs.net  
**Contract Value:** Confidential **Year:** 2015 - Current
5. **Company Name:** Urban League of Broward County  
**Address:** 560 NW 27th Avenue, Fort Lauderdale, FL 33311  
**Contact Name:** Carlos Prada  
**Phone #:** 954.605.7153  
**Email Address:** cprada@ulbcfl.org  
**Contract Value:** Confidential **Year:** 2012 - Current

**AFFIDAVIT OF COMPLIANCE WITH FOREIGN ENTITY LAWS**  
**(Florida Statute- §287.138, 692.201, 692.202, 692.203, and 692.204)**

The undersigned, on behalf of the entity listed below ("Entity"), hereby attests under penalty of perjury as follows:

1. Entity is not owned by the government of a foreign country of concern as defined in Section 287.138, Florida Statutes. (Source: § 287.138(2)(a), Florida Statutes)
2. The government of a foreign country of concern does not have a controlling interest in Entity. (Source: § 287.138(2)(b), Florida Statutes)
3. Entity is not organized under the laws of, and does not have a principal place of business in, a foreign country of concern. (Source: § 287.138(2)(c), Florida Statutes)
4. Entity is not owned or controlled by the government of a foreign country of concern, as defined in Section 692.201, Florida Statutes. (Source: § 288.007(2), Florida Statutes)
5. Entity is not a partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country of concern, as defined in Section 692.201, Florida Statutes, or a subsidiary of such entity. (Source: § 288.007(2), Florida Statutes)
6. Entity is not a foreign principal, as defined in Section 692.201, Florida Statutes. (Source: § 692.202(5)(a)(I), Florida Statutes)
7. Entity is in compliance with all applicable requirements of Sections 692.202, 692.203, and 692.204, Florida Statutes.
8. **(Only applicable if purchasing real property)** Entity is not a foreign principal prohibited from purchasing the subject real property. Entity is either (a) not a person or entity described in Section 692.204(1)(a), Florida Statutes, or (b) authorized under Section 692.204(2), Florida Statutes, to purchase the subject property. Entity is in compliance with the requirements of Section 692.204, Florida Statutes. (Source: §§ 692.203(6)(a), 692.204(6)(a), Florida Statutes)
9. The undersigned is authorized to execute this affidavit on behalf of Entity.

Name: Tinje Diehl Title: Chief Operating Officer Entity: Encompass OnSite, LLC  
Signature: [Signature] Date: July 2, 2025

**NOTARY PUBLIC ACKNOWLEDGEMENT SECTION**

STATE OF Florida  
COUNTY OF Broward

The foregoing instrument was acknowledged before me, by means of ☒ physical presence or ☐ online notarization, this 2nd day of July, 2025, by Tinje Diehl as COO for Encompass OnSite, LLC, who is personally known to me or who has produced \_\_\_\_\_ as identification.

Notary Public Signature: [Signature]  
Print Name: Marlene Lorena Pena

(Notary Seal)

My commission expires: September 29, 2028





CITY OF FORT LAUDERDALE

# ANTI-HUMAN TRAFFICKING AFFIDAVIT

Rev Date: 01/13/2025

The undersigned, on behalf of Encompass Onsite, LLC  
(Print complete name incorporated with suffix: INC, LLC, LTD, LP, PA, etc.)  
a Delaware (State corporation is registered) profit (Type of entity: profit or non-profit),  
("Nongovernmental Entity"), under penalty of perjury, hereby deposes and says:

1. My name is Tina Diehl  
(Print complete name of corporate officer/authorized representative)
2. I am an ☒ officer or ☐ authorized representative (Select one) of the Nongovernmental Entity. My title is: Chief Operating Officer  
(Print title of corporate officer/authorized representative)
3. I attest that the Nongovernmental Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes (2024), as may be amended or revised.

Under penalties of perjury, I declare that I have read the foregoing Anti-Human Trafficking Affidavit and that the facts stated in it are true.

Signature of Officer or Representative: [Signature]

Office Address: 2100 W Cypress Creek Rd Suite 110 Fort Lauderdale, FL 33309

Email Address: development@encompassonsite.com

Main Phone Number: 877-750-7767 FEIN No.: 20-1888766

STATE OF Florida  
COUNTY OF Broward

Sworn to and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 2nd day of July, 2025, by Tina Diehl  
(Print name of corporate officer/representative)

(Signature of Notary Public – State of Florida)

(NOTARY SEAL)

Marlene Lorena Pena  
Print, Type or Stamp Commissioned Name of Notary Public)

Personally Known ☒ OR Produced Identification ☐

Type of Identification Produced \_\_\_\_\_



# CITY OF FORT LAUDERDALE BID/PROPOSAL CERTIFICATION

Please Note: It is the sole responsibility of the bidder/proposer to ensure that their response is submitted electronically through the City's on-line strategic sourcing platform prior to the bid opening date and time listed. Paper bid submittals will not be accepted. All fields below must be completed. If the field does not apply to you, please note N/A in that field.

If you are a foreign corporation, you may be required to obtain a certificate of authority from the department of state, in accordance with Florida Statute §607.1501 (visit <http://www.dos.state.fl.us/>).

Company: (Legal Registration) Encompass Onsite, LLC EIN (Optional): \_\_\_\_\_

Address: 2100 W. Cypress Creek Rd. #110

City: Fort Lauderdale State: FL Zip: 33309

Telephone No.: 877-750-7767 FAX No.: 888-371-1429 Email: stacy.mcconnell@encompassonsite.com

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): \_\_\_\_\_

Total Bid Discount (section 1.05 of General Conditions): \_\_\_\_\_

Check box if your firm qualifies for DBE (section 1.09 of General Conditions): ☐

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

<u>Addendum No.</u>	<u>Date Issued</u>	<u>Addendum No.</u>	<u>Date Issued</u>	<u>Addendum No.</u>	<u>Date Issued</u>	<u>Addendum No.</u>	<u>Date Issued</u>
<u>1</u>	<u>6/27/25</u>	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

VARIANCES: If you take exception or have variances to any term, condition, specification, scope of service, or requirement in this competitive solicitation you must specify such exception or variance in the space provided below or reference in the space provided below all variances contained on other pages within your response. Additional pages may be attached if necessary. No exceptions or variances will be deemed to be part of the response submitted unless such is listed and contained in the space provided below. The City does not, by virtue of submitting a variance, necessarily accept any variances. If no statement is contained in the below space, it is hereby implied that your response is in full compliance with this competitive solicitation. If you do not have variances, simply mark N/A.

The below signatory hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid/proposal. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal, I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this bid/proposal. The below signatory also hereby agrees, by virtue of submitting or attempting to submit a response, that in no event shall the City's liability for respondent's direct, indirect, incidental, consequential, special or exemplary damages, expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings exceed the amount of Five Hundred Dollars (\$500.00). This limitation shall not apply to claims arising under any provision of indemnification or the City's protest ordinance contained in this competitive solicitation.

Submitted by:

Tina Diehl

Name (printed)

7/30/25

Date

Tina Diehl

Signature

Chief Operating Officer

Title

# Line Responses For Event # 494-3

Company: 10

Event #: 494-3

Event Name: Janitorial Services Citywide  
(Rebid)

Supplier Group: COFL

Supplier: 4538

Supplier Name: Encompass Onsite, LLC

Supplier Contact: 1

Supplier Contact Name: Stacy McConnell

## Line Responses

Line #	Item	Description	Vendor Item	Vendor Item Description	Line Quantity	Response Quantity	Unit of Measure	Unit Price	No Charge	No Bid	No Bid Reason	Response Exists	Questions Exist	Is Awarded
*1	1. EXECUTIVE AIRPORT	Executive Airport - 6000 NW 21st Ave	1. EXECUTIVE AIRPORT	Executive Airport - 6000 NW 21st Ave	1.0000	1.0000	WK	197.740	No	No		Yes	No	No
*2	2. U.S. CUSTOMS OFFICE	U.S. Customs Office - 1601 NW 56 Street	2. U.S. CUSTOMS OFFICE	U.S. Customs Office - 1601 NW 56 Street	1.0000	1.0000	WK	149.020	No	No		Yes	No	No
*3	3. HELISTOP	Helistop - 201 SE 2 Avenue, (6th fl parking garage)	3. HELISTOP	Helistop - 201 SE 2 Avenue, (6th fl parking garage)	1.0000	1.0000	WK	102.720	No	No		Yes	No	No
*4	4. RADIO SHOP/COMMUNICATIONS	Radio Shop/Communications - 220 SW 14 Avenue, Bldg. 5	4. RADIO SHOP/COMMUNICATIONS	Radio Shop/Communications - 220 SW 14 Avenue, Bldg. 5	1.0000	1.0000	WK	21.740	No	No		Yes	No	No
*5	5. FACILITIES MAINTENANCE	Facilities Maintenance - 220 SW 14 Avenue, Bldg. 3 & 7	5. FACILITIES MAINTENANCE	Facilities Maintenance - 220 SW 14 Avenue, Bldg. 3 & 7	1.0000	1.0000	WK	92.200	No	No		Yes	No	No
*6	6. PARKS COMPOUND (RESTROOMS)	Parks Compound (Restrooms)	6. PARKS COMPOUND (RESTROOMS)	Parks Compound (Restrooms)	1.0000	1.0000	WK	102.720	No	No		Yes	No	No
*7	7. PARKS OPERATIONS	Parks Operations - 220 SW 14 Avenue Bldg 4A	7. PARKS OPERATIONS	Parks Operations - 220 SW 14 Avenue Bldg 4A	1.0000	1.0000	WK	30.920	No	No		Yes	No	No

Line Responses For Event # 494-3 continued...

Line Responses														
Line #	Item	Description	Vendor Item	Vendor Item Description	Line Quantity	Response Quantity	Unit of Measure	Unit Price	No Charge	No Bid	No Bid Reason	Response Exists	Questions Exist	Is Awarded
*8	8. FLEET SERVICES OFFICES 1-3	Fleet Services Offices 1, 2, and 3	8. FLEET SERVICES OFFICES 1-3	Fleet Services Offices 1, 2, and 3	1.0000	1.0000	WK	58.450	No	No		Yes	No	No
*9	9. SOLID WASTE OFFICE	Solid Waste Office - 220 SW 14 Avenue, Bldg 4B	9. SOLID WASTE OFFICE	Solid Waste Office - 220 SW 14 Avenue, Bldg 4B	1.0000	1.0000	WK	62.410	No	No		Yes	No	No
*10	10. SUSTAINABLE DEVELOPMENT DEPT	Sustainable Development Dept - 700 NW 19 Avenue	10. SUSTAINABLE DEVELOPMENT DEPT	Sustainable Development Dept - 700 NW 19 Avenue	1.0000	1.0000	WK	833.630	No	No		Yes	No	No
*11	11. SAFETY TRAINING CENTER	Safety Training Center - 1901 NW 6 Street	11. SAFETY TRAINING CENTER	Safety Training Center - 1901 NW 6 Street	1.0000	1.0000	WK	102.720	No	No		Yes	No	No
*12	12. PUBLIC WORKS ADMIN	Public Works Admin - 949 NW 28 Street	12. PUBLIC WORKS ADMIN	Public Works Admin - 949 NW 28 Street	1.0000	1.0000	WK	357.650	No	No		Yes	No	No
*13	13. SURVEY TRAILER	Survey Trailer - 949 NW 38 Street	13. SURVEY TRAILER	Survey Trailer - 949 NW 38 Street	1.0000	1.0000	WK	54.040	No	No		Yes	No	No
*14	14. CENTRAL MAINT SHOP	Central Maint Shop - 4250 NW 10 Avenue	14. CENTRAL MAINT SHOP	Central Maint Shop - 4250 NW 10 Avenue	1.0000	1.0000	WK	110.880	No	No		Yes	No	No
*15	15. TRANSPORTATION & MOBILITY	Transportation & Mobility Dept. - 290 NE 3 Avenue	15. TRANSPORTATION & MOBILITY	Transportation & Mobility Dept. - 290 NE 3 Avenue	1.0000	1.0000	WK	210.490	No	No		Yes	No	No
*16	16. CITY PROSECUTOR'S OFFICE	City Prosecutor's Office - 600 S Andrews Ave Ste # 503	16. CITY PROSECUTOR'S OFFICE	City Prosecutor's Office - 600 S Andrews Ave Ste # 503	1.0000	1.0000	WK	62.410	No	No		Yes	No	No

Line Responses For Event # 494-3 continued...

Line Responses														
Line #	Item	Description	Vendor Item	Vendor Item Description	Line Quantity	Response Quantity	Unit of Measure	Unit Price	No Charge	No Bid	No Bid Reason	Response Exists	Questions Exist	Is Awarded
*17	17. LAUDERDALE MEMORIAL CEMETERY	Lauderdale Memorial Cemetery - 2001 SW 4th Ave	17. LAUDERDALE MEMORIAL CEMETERY	Lauderdale Memorial Cemetery - 2001 SW 4th Ave	1.0000	1.0000	WK	105.890	No	No		Yes	No	No
*18	18. SUNSET MEMORIAL CEMETERY	Sunset Memorial Cemetery - 3201 NW 19th St	18. SUNSET MEMORIAL CEMETERY	Sunset Memorial Cemetery - 3201 NW 19th St	1.0000	1.0000	WK	102.720	No	No		Yes	No	No
*19	19. DSD SATELITE BUILDING	DSD Satelite Building - 521 NE 4th Ave	19. DSD SATELITE BUILDING	DSD Satelite Building - 521 NE 4th Ave	1.0000	1.0000	WK	981.530	No	No		Yes	No	No
*20	20. HEALTH AND WELLNESS CENTER	Health and Wellness Center - 4750 N Federal Hwy Suite 300	20. HEALTH AND WELLNESS CENTER	Health and Wellness Center - 4750 N Federal Hwy Suite 300	1.0000	1.0000	WK	132.210	No	No		Yes	No	No
*21	21. FIRE ADMINISTRATIO N/FS 2	Fire Administration/ FS 2 - 528 NW 2 Street	21. FIRE ADMINISTRATIO N/FS 2	Fire Administration/ FS 2 - 528 NW 2 Street	1.0000	1.0000	WK	190.040	No	No		Yes	No	No
*22	22. FIRE STATION 53/EOC	Fire Station 53/EOC - 2200 Executive Airport Way	22. FIRE STATION 53/EOC	Fire Station 53/EOC - 2200 Executive Airport Way	1.0000	1.0000	WK	171.250	No	No		Yes	No	No
*23	23. FIRE LOGISTICS WAREHOUSE	Fire Logistics Warehouse - 120 NW 10 Ave, Oakland Park	23. FIRE LOGISTICS WAREHOUSE	Fire Logistics Warehouse - 120 NW 10 Ave, Oakland Park	1.0000	1.0000	WK	42.260	No	No		Yes	No	No
*24	24. AES MAINTENANCE BUILDING	AES Maintenance Building - 2200 Executive Airport Way	24. AES MAINTENANCE BUILDING	AES Maintenance Building - 2200 Executive Airport Way	1.0000	1.0000	WK	108.690	No	No		Yes	No	No

Line Responses For Event # 494-3 continued...

Line Responses														
Line #	Item	Description	Vendor Item	Vendor Item Description	Line Quantity	Response Quantity	Unit of Measure	Unit Price	No Charge	No Bid	No Bid Reason	Response Exists	Questions Exist	Is Awarded
*25	25. CRA	Community Redevelopment Agency (CRA) - 914 NW 6th 110 & 200	25. CRA	Community Redevelopment Agency (CRA) - 914 NW 6th 110 & 200	1.0000	1.0000	WK	78.780	No	No		Yes	No	No
*26	26. HOUSING AND COMMUNITY DEV.	Housing and Community Development - 914 NW 6th St.103 1st F.	26. HOUSING AND COMMUNITY DEV.	Housing and Community Development - 914 NW 6th St.103 1st F.	1.0000	1.0000	WK	61.610	No	No		Yes	No	No
*27	27. TAM SATELLITE OFFICE 1	Transportation & Mobility Satellite Office - 150 SE 2 St	27. TAM SATELLITE OFFICE 1	Transportation & Mobility Satellite Office - 150 SE 2 St	1.0000	1.0000	WK	50.140	No	No		Yes	No	No
*28	STEAM CLEAN - CARPET	Steam Cleaning of Carpeted Area, Per Square Yard	STEAM CLEAN - CARPET	Steam Cleaning of Carpeted Area, Per Square Yard	1.0000	1.0000	SY	2.250	No	No		Yes	No	No
*29	STEAM CLEAN - CHAIRS	Steam cleaning of chairs, cost per unit cleaned	STEAM CLEAN - CHAIRS	Steam cleaning of chairs, cost per unit cleaned	1.0000	1.0000	EA	5.000	No	No		Yes	No	No
*30	STEAM CLEAN - SOFA	Steam cleaning of sofas, cost per unit cleaned	STEAM CLEAN - SOFA	Steam cleaning of sofas, cost per unit cleaned	1.0000	1.0000	EA	10.000	No	No		Yes	No	No
*31	ELECTRO. DISINFECTING SPRAYING	Electrostatic disinfecting spraying cost per square foot	ELECTRO. DISINFECTING SPRAYING	Electrostatic disinfecting spraying cost per square foot	1.0000	1.0000	SF	0.020	No	No		Yes	No	No
*32	28. TAM SATELLITE 2	Transportation & Mobility Office 2	28. TAM SATELLITE 2	Transportation & Mobility Office 2	1.0000	1.0000	WK	50.140	No	No		Yes	No	No
*33	29. STORM WATER OFFICE - PLANT A	Storm Water Office - Plant A	29. STORM WATER OFFICE - PLANT A	Storm Water Office - Plant A	1.0000	1.0000	WK	90.390	No	No		Yes	No	No