



Event # 176-0

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****

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: 0

Display Bid Tabulation: Display When Event Closed For Bidding Or Canceled

Event Dates

Preview:

Q & A Open: 09/06/2023 11:10:00 AM

Open: 09/06/2023 11:00:00 AM

Q & A Close: 09/18/2023 05:00:00 PM

Close: 09/26/2023 02:00:00 PM

Dispute Close:

Questions

Question	Response Type	Attachment
Did you complete the required documents?	Yes No Text	Event 176 Required Docs.pdf

Attachments

Event # 176-0: Janitorial Services Citywide

Name	Attachment
General Conditions	General Conditions.pdf
Exhibit B	Exhibit B_Green Purchase Product Criteria - Custodial Products.pdf
Specifications	Event 176 Specifications.pdf
Exhibit A	Exhibit A _ Bid Location List.pdf

Contacts

Name	Email Address
HEATHER ROSE	hrose@fortlauderdale.gov

Commodity Codes

Commodity Code	Description
910-39	Janitorial/Custodial Services

Line Details

Line 1: Executive Airport - 6000 NW 21st Ave - Mon-Fri 9:30-11:30 am

Description: Executive Airport. 6000 NW 21 Avenue. Tile/Vinyl: 2631 SF. Carpet: 6376 SF. 4 Restrooms. Mon-Fri 9:30-11:30 am

Item: EXECUTIVE AIRPORT - 6000 NW 21ST 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

Commodity Code: 910-39 Janitorial/Custodial Services

Quantity: 1.0000

Unit of Measure: WK

Require: Yes

Price Breaks: No

Allow Alternate: No

Event # 176-0: Janitorial Services Citywide

Response:

Allowed:

Responses:

Add On No
Charges
Allowed:

Line 1 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	Executive Airport 6000 NW 21 Avenue Tile/Vinyl: 2631 SF Carpet: 6376 SF 4 Restrooms Mon-Fri 9:30-11:30 am

Line 2: U.S. Customs Office - 1601 NW 56 St - Sun-Sat 9:30AM-11:30AM

Description: COST PER WEEK. U.S. Customs Office. 1601 NW 56 Street. Ceramic Tile: 174 SF. Carpet: 764 SF. 4 Restrooms. Sun-Sat 9:30 AM-11:30 AM Carpet: 764 SF

Item: U.S. CUSTOMS OFFICE - 1601 NW 56 U.S. Customs Office - 1601 NW 56 St - Sun-Sat 9:30AM-11:30AM

Long Item Description: COST PER WEEK. U.S. Customs Office. 1601 NW 56 Street. Ceramic Tile: 174 SF. Carpet: 764 SF. 4 Restrooms. Sun-Sat 9:30 AM-11:30 AM Carpet: 764 SF

Commodity Code: 910-39 Janitorial/Custodial Services

Quantity: 1.0000

Unit of Measure: WK

Require Response: Yes

Price Breaks Allowed: No

Allow Alternate Responses: No

Add On No
Charges
Allowed:

Line 2 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	U.S. Customs Office

Event # 176-0: Janitorial Services Citywide

Title	Type	Comment
		1601 NW 56 Street
		Ceramic Tile: 174 SF
		Carpet: 764 SF
		4 Restrooms
		Sun-Sat 9:30 AM-11:30 AM Carpet: 764 SF

Line 3: Helistop - 201 SE 2 Ave (6th Floor Parking Garage) M-F 8a-5p

Description: COST PER WEEK. Helistop. 201 SE 2 Avenue (6th Floor Parking Garage). Tile: 56 SF. Carpet: 1116 SF . 1 Restroom. Mon-Fri 8 AM - 5 PM

Item: HELISTOP - 201 SE 2 AVE Helistop - 201 SE 2 Ave (6th Floor Parking Garage) M-F 8a-5p

Long Item Description: COST PER WEEK. Helistop. 201 SE 2 Avenue (6th Floor Parking Garage). Tile: 56 SF. Carpet: 1116 SF . 1 Restroom. Mon-Fri 8 AM - 5 PM

Commodity Code: 910-39 Janitorial/Custodial Services

Quantity: 1.0000

Unit of Measure: WK

Require Response: Yes

Price Breaks Allowed: No

Allow Alternate Responses: No

Add On Charges Allowed: No

Line 3 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	Helistop
		201 SE 2 Avenue (6th Floor Parking Garage)
		Tile: 56 SF
		Carpet: 1116 SF
		1 Restroom

Event # 176-0: Janitorial Services Citywide

Title	Type	Comment
		Mon-Fri 8 AM - 5 PM

Line 4: Radio Shop/Comm. - 220 SW 14 Ave Bldg. 5 - Tue & Fri 5p-9p

Description: COST PER WEEK. Radio Shop/Communications. 220 SW 14 Ave, Bldg. 5. Vinyl: 776 SF. 0 Restrooms. Tues & Fri 5 PM-9 pm

Item: RADIO SHOP/COMMUNICATIONS%09 Radio Shop/Comm. - 220 SW 14 Ave Bldg. 5 - Tue & Fri 5p-9p

Long Item Description: COST PER WEEK. Radio Shop/Communications. 220 SW 14 Ave, Bldg. 5. Vinyl: 776 SF. 0 Restrooms. Tues & Fri 5 PM-9 pm

Commodity Code: 910-39 Janitorial/Custodial Services

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 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	Radio Shop/Communications 220 SW 14 Ave, Bldg. 5 Vinyl: 776 SF 0 Restrooms Tues & Fri 5 PM-9 pm

Line 5: Facilities Maint. - 220 SW 14 Ave, Bldg 3 & 7 - Tues-F 5p-9p

Description: COST PER WEEK. Facilities Maintenance. 220 SW 14 Ave, Bldg. 3 & 7. Vinyl/Tile: 3050 SF. Carpet: 336 SF. 0 Restrooms. Tues - Fri 5 PM-9 PM

Item: FACILITIES MAINT. - 220 SW 14 AV Facilities Maint. - 220 SW 14 Ave, Bldg 3 & 7 - Tues-F 5p-9p

Event # 176-0: Janitorial Services Citywide

Long Item Description: COST PER WEEK. Facilities Maintenance. 220 SW 14 Ave, Bldg. 3 & 7. Vinyl/Tile: 3050 SF. Carpet: 336 SF. 0 Restrooms. Tues - Fri 5 PM-9 PM

Commodity Code: 910-39 Janitorial/Custodial Services

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 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	Facilities Maintenance 220 SW 14 Ave, Bldg. 3 & 7 Vinyl/Tile: 3050 SF Carpet: 336 SF 0 Restrooms Tues - Fri 5 PM-9 PM

Line 6: Parks Compound (restrooms)- 220 SW 14 Ave - M-F 4pm-9pm

Description: COST PER WEEK. Parks Compound (Restrooms). 220 SW 14 Avenue. Ceramic Tile: 1021 SF. 4 Restrooms. Mon-Fri 4 PM - 9 pm.

Item: PARKS COMPOUND (RESTROOMS) Parks Compound (restrooms) 220 SW 14 Ave - M-F 4pm-9pm

Long Item Description: COST PER WEEK. Parks Compound (Restrooms). 220 SW 14 Avenue. Ceramic Tile: 1021 SF. 4 Restrooms. Mon-Fri 4 PM - 9 pm

Commodity Code: 910-39 Janitorial/Custodial Services

Quantity: 1.0000

Unit of Measure: WK

Require Response: Yes

Price Breaks Allowed: No

Allow Alternate Responses: No

Add On No

Event # 176-0: Janitorial Services Citywide

Charges Allowed:

Line 6 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	Parks Compound (Restrooms) 220 SW 14 Avenue Ceramic Tile: 1021 SF 4 Restrooms Mon-Fri 4 PM - 9 pm

Line 7: Parks Operations - 220 SW 14 Ave Bldg 2 & 4A - Tue&Fri 5p-9p

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

Item: PARKS OPERATIONS 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

Commodity Code: 910-39 Janitorial/Custodial Services

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 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	Parks Operations 220 SW 14 Avenue Bldg 2 & 4A Vinyl Tile: 3594 SF

Event # 176-0: Janitorial Services Citywide

Title	Type	Comment
		0 Restrooms
		Tues & Fri 5 PM- 9 PM

Line 8: Fleet Serv. Office - 220 SW 14 Ave Bldg 8 - Tues & Fri 5p-8p

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

Item: FLEET SERVICES OFFICE 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

Commodity Code: 910-39 Janitorial/Custodial Services

Quantity: 1.0000

Unit of Measure: WK

Require Response: Yes

Price Breaks Allowed: No

Allow Alternate Responses: No

Add On Charges Allowed: No

Line 8 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	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

Line 9: Solid Waste Office - 220 SW 14 Ave, Bldg 4B - M,W,F 5pm-8pm

Event # 176-0: Janitorial Services Citywide

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

Item: SOLID WASTE OFFICE 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

Commodity Code: 910-39 Janitorial/Custodial Services

Quantity: 1.0000

Unit of Measure: WK

Require Response: Yes

Price Breaks Allowed: No

Allow Alternate Responses: No

Add On Charges Allowed: No

Line 9 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	Solid Waste Office 220 SW 14 Avenue, Bldg 4B Vinyl Tile: 3481 SF 0 Restrooms Mon-Wed-Fri 5 - 8 pm

Line 10: Sustainable Development Dept - 700 NW 18 Ave -Day Porter Svc

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

Item: SUSTAINABLE DEVELOPMENT DEPT 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.

Event # 176-0: Janitorial Services Citywide

Description: 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

Commodity Code: 910-39 Janitorial/Custodial Services

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 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	Sustainable Development Dept 700 NW 18 Avenue Ceramic Tile: 2300 SF Vinyl Tile: 2100 SF Carpet: 30,220 SF <u>Offices Day Porter Service</u> Mon - Fri 10:30 am - 12:30 pm Night cleaning 5 PM - 8 PM 6 Restrooms <u>Restrooms Day Porter Service</u> Mon - Fri 10:30 am - 12:30 pm Night cleaning 5 PM - 8 PM

Line 11: Safety Training Center - 1901 NW 6th St - M-F 4pm-7pm

Event # 176-0: Janitorial Services Citywide

Description: COST PER WEEK. Safety Training Center. 1901 NW 6 Street. Ceramic Tile: 218 SF . Vinyl Tile: 1073 SF. 2 Restrooms. Mon - Fri 4 PM - 7 PM

Item: SAFETY TRAINING CENTER Safety Training Center - 1901 NW 6th St - M-F 4pm-7pm

Long Item Description: COST PER WEEK. Safety Training Center. 1901 NW 6 Street. Ceramic Tile: 218 SF . Vinyl Tile: 1073 SF. 2 Restrooms. Mon - Fri 4 PM - 7 PM

Commodity Code: 910-39 Janitorial/Custodial Services

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 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	Safety Training Center 1901 NW 6 Street Ceramic Tile: 218 SF Vinyl Tile: 1073 SF 2 Restrooms Mon - Fri 4 PM - 7 PM

Line 14: City Prosecutor's Off - 600 S Andrews Ave # 503 - M,W,F 5 pm

Description: COST PER WEEK. City Prosecutor's Office. 600 S Andrews Ave Ste # 503

Ceramic Tile: 2246 SF. 1 Restroom. Mon, Wed, & Fri 5 PM

Event # 176-0: Janitorial Services Citywide

Item: CITY PROSECUTOR'S OFFICE City Prosecutor's Off - 600 S Andrews Ave # 503 - M,W,F 5 pm

Long Item Description: City Prosecutor's Off - 600 S Andrews Ave # 503 - M,W,F 5 pm

Commodity Code: 910-39 Janitorial/Custodial Services

Quantity: 1.0000 **Unit of Measure:** WK

Require Response: Yes **Price Breaks Allowed:** No **Allow Alternate Responses:** No

Add On Charges Allowed: No

Line 14 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	COST PER WEEK. City Prosecutor's Office.600 S Andrews Ave Ste # 503 Ceramic Tile: 2246 SF. 1 Restroom.Mon, Wed, & Fri 5 PM

Line 16: Public Works Admin - 949 NW 38th St - M-F 6p-11p

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

Item: PUBLIC WORKS ADMIN - 949 NW 38TH 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

Commodity Code: 910-39 Janitorial/Custodial Services

Quantity: 1.0000 **Unit of Measure:** WK

Require Response: Yes **Price Breaks Allowed:** No **Allow Alternate Responses:** No

Add On Charges Allowed: No

Event # 176-0: Janitorial Services Citywide

Line 16 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	Public Works Admin
		949 NW 28 Street
		Ceramic Tile: 1242 SF
		Vinyl Tile: 5315 SF
		Carpet: 7892 SF
		8 Restrooms
		Mon - Fri 6 PM - 11 PM
		Includes showers & locker rooms

Line 17: Survey Trailer - 949 NW 38th St - Wed & Fri 6p-11p

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

Item: SURVEY TRAILER - 949 NW 38TH ST 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

Commodity Code: 910-39 Janitorial/Custodial Services

Quantity: 1.0000

Unit of Measure: WK

Require Response: Yes

Price Breaks Allowed: No

Allow Alternate Responses: No

Add On Charges Allowed: No

Event # 176-0: Janitorial Services Citywide

Line 17 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	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

Line 18: Central Maint Shop, 4250 NW 10 Ave - M-F 6p-11p

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

Item: CENTRAL MAINT SHOP 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

Commodity Code: 910-39 Janitorial/Custodial Services

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 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	Central Maint Shop

Event # 176-0: Janitorial Services Citywide

Title	Type	Comment
		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

Line 19: Transport. and Mobility Dept - 290 NE 3rd Ave - M-F 6p-11p

Description: COST PER WEEK. Transportation & Mobility Dept. 290 NE 3 Avenue. Ceramic Tile: 425 SF. Vinyl Tile: 877 SF. Carpet: 8517 SF. 6 Restrooms. Mon - Fri 6 - 11 PM

Item: TRANSPORT. AND MOBILITY DEPT Transport. and Mobility Dept - 290 NE 3rd Ave - M-F 6p-11p

Long Item Description: COST PER WEEK. Transportation & Mobility Dept. 290 NE 3 Avenue. Ceramic Tile: 425 SF. Vinyl Tile: 877 SF. Carpet: 8517 SF. 6 Restrooms. Mon - Fri 6 - 11 PM

Commodity Code: 910-39 Janitorial/Custodial Services

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 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	Transportation & Mobility Dept. 290 NE 3 Avenue Ceramic Tile: 425 SF

Event # 176-0: Janitorial Services Citywide

Title	Type	Comment
		Vinyl Tile: 877 SF
		Carpet: 8517 SF
		6 Restrooms
		Mon - Fri 6 - 11 PM

Line 20: Lauderdale Memorial Cemetery - 2001 SW 4th Ave - M-F 6-10p

Description: COST PER WEEK. Lauderdale Memorial Cemetery. 2001 SW 4th Ave. Ceramic Tile: 1925 SF. Vinyl Tile: 64 SF. Laminate wood: 1334 SF. 5 Restrooms

Offices: Mon - Fri 6 PM - 10 PM Includes Maintenance Shed

Restrooms: Mon - Fri 9 AM - 3:30 PM

Item: LAUDERDALE MEMORIAL CEMETERY Lauderdale Memorial Cemetery - 2001 SW 4th Ave - M-F 6-10p

Long Item Description: COST PER WEEK. Lauderdale Memorial Cemetery. 2001 SW 4th Ave. Ceramic Tile: 1925 SF. Vinyl Tile: 64 SF. Laminate wood: 1334 SF. 5 Restrooms

Offices: Mon - Fri 6 PM - 10 PM Includes Maintenance Shed

Restrooms: Mon - Fri 9 AM - 3:30 PM

Commodity Code: 910-39 Janitorial/Custodial Services

Quantity: 1.0000

Unit of Measure: WK

Require Response: Yes

Price Breaks Allowed: No

Allow Alternate Responses: No

Add On Charges Allowed: No

Line 20 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	Lauderdale Memorial Cemetery 2001 SW 4th Ave Ceramic Tile: 1925 SF

Event # 176-0: Janitorial Services Citywide

Title	Type	Comment
		Vinyl Tile: 64 SF
		Laminate wood: 1334 SF
		5 Restrooms
		Offices: Mon - Fri 6 PM - 10 PM Includes Maintenance Shed
		Restrooms: Mon - Fri 9 AM - 3:30 PM

Line 21: Sunset Memorial Cemetery - 3201 NW 19th St - M-F 6P-10PM

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

Item: SUNSET MEMORIAL CEMETERY 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

Commodity Code: 910-39 Janitorial/Custodial Services

Quantity: 1.0000

Unit of Measure: WK

Require Response: Yes

Price Breaks Allowed: No

Allow Alternate Responses: No

Add On Charges Allowed: No

Line 21 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	Sunset Memorial Cemetery 3201 NW 19th St Carpet: 1140 SF Ceramic Tile: 770 SF 4 Restrooms

Event # 176-0: Janitorial Services Citywide

Title	Type	Comment
		Offices: Mon - Fri 6 PM - 10 PM Includes Maintenance Shed
		Restrooms: Mon - Fri 9 AM - 3:30 PM

Line 22: DSD Satellite Building - 521 NE 4th Ave - M-F10:30a-12:30p+

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

Restrooms: Day porter service Mon - Fri 10:30 AM - 12:30 PM Night cleaning Mon - Fri 5 PM - 7 PM

Item: DSD SATELLITE BUILDING - 521 NE 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

Restrooms: Day porter service Mon - Fri 10:30 AM - 12:30 PM Night cleaning Mon - Fri 5 PM - 7 PM

Commodity Code: 910-39 Janitorial/Custodial Services

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 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	DSD Satellite Building
		521 NE 4th Ave
		Carpet: 7000 SF
		Vinyl Tile: 1000 SF
		5 Restrooms

Event # 176-0: Janitorial Services Citywide

Title	Type	Comment
		Offices: Day porter service Mon - Fri 10:30 AM - 12:30 PM Night cleaning Night cleaning Mon - Fri 5 PM - 7 PM
		Restrooms: Day porter service Mon - Fri 10:30 AM - 12:30 PM Night cleaning Mon - Fri 5 PM - 7 PM

Line 23: GTL Wastewater Treatment Plant -1765 SE 18 St - M-F 7:30a-3p

Description: COST PER WEEK. GTL Wastewater Treatment Plant Administration Building 1765 SE 18th Street. Vinyl Tile: 1926 SF. Carpet: 1276 SF. 3 Restrooms

Mon - Fri 7:30 AM - 3 pm

- Effluent Building
 - Vinyl Tile: 1263 SF
 - 1 Restroom
- Dewatering Building
 - Concrete: 25 SF
 - 1 Restroom
- Restroom by mechanic building
 - Concrete: 49 SF
 - 1 Restroom
- Pretreatment Building
 - Vinyl Tile: 945 SF
 - 1 Restroom

Item: GTL WASTEWATER TREATMENT PLANT GTL Wastewater Treatment Plant -1765 SE 18 St - M-F 7:30a-3p

Commodity Code: 910-39 Janitorial/Custodial Services

Quantity: 1.0000

Unit of Measure: WK

Require Response: Yes

Price Breaks Allowed: No

Allow Alternate Responses: No

Add On Charges Allowed: No

Line 23 Comments

Event # 176-0: Janitorial Services Citywide

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	<p>GTL Wastewater Treatment Plant Administration Building 1765 SE 18th Street</p> <p>Vinyl Tile: 1926 SF</p> <p>Carpet: 1276 SF</p> <p>3 Restrooms</p> <p>Mon - Fri 7:30 AM - 3 pm</p> <ul style="list-style-type: none"> • Effluent Building <ul style="list-style-type: none"> • Vinyl Tile: 1263 SF • 1 Restroom • Dewatering Building <ul style="list-style-type: none"> • Concrete: 25 SF • 1 Restroom • Restroom by mechanic building <ul style="list-style-type: none"> • Concrete: 49 SF • 1 Restroom • Pretreatment Building <ul style="list-style-type: none"> • Vinyl Tile: 945 SF • 1 Restroom

Line 24: Wellness Center - 4750 N Federal Hwy Suite 300 - M-F 6p-8p

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

Item: HEALTH & WELLNESS CENTER 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

Commodity Code: 910-39 Janitorial/Custodial Services

Quantity: 1.0000

Unit of Measure: WK

Require Response: Yes

Price Breaks Allowed: No

Allow Alternate Responses: No

Add On Charges: No

Event # 176-0: Janitorial Services Citywide

Allowed:

Line 24 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	Health and Wellness Center 4750 N Federal Hwy Suite 300 Vinyl Tile: 2688 SF 2 Restrooms Mon - Fri 6PM - 8 PM

Line 25: Fire Administration/FS 2 - 528 NW 2 Street - M-F 4:30p-9p

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

Item: FIRE ADMINISTRATION/FS 2 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

Commodity Code: 910-39 Janitorial/Custodial Services

Quantity: 1.0000

Unit of Measure: WK

Require Response: Yes

Price Breaks Allowed: No

Allow Alternate Responses: No

Add On Charges Allowed: No

Event # 176-0: Janitorial Services Citywide

Line 25 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	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

Line 26: Fire Station 53 - 2200 Executive Airport Way - M,W,F 2p-5p

Description: COST PER WEEK. Fire Station 53/EOC. 2200 Executive Airport Way. Ceramic Tile: 6000 SF . Carpet: 8000 SF . 2 Restrooms

Office Spaces: Mon; Wed, & Fri 2 PM - 5 PM

Restrooms: Mon, Wed, & Fri 4 PM - 5 PM

Item: FIRE STATION 53/EOC Fire Station 53 - 2200 Executive Airport Way - M,W,F 2p-5p

Long Item Description: COST PER WEEK. Fire Station 53/EOC. 2200 Executive Airport Way. Ceramic Tile: 6000 SF . Carpet: 8000 SF . 2 Restrooms

Office Spaces: Mon; Wed, & Fri 2 PM - 5 PM

Restrooms: Mon, Wed, & Fri 4 PM - 5 PM

Commodity Code: 910-39 Janitorial/Custodial Services

Quantity: 1.0000

Unit of Measure: WK

Require Response: Yes

Price Breaks Allowed: No

Allow Alternate Responses: No

Add On Charges Allowed: No

Line 26 Comments

Event # 176-0: Janitorial Services Citywide

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	Fire Station 53/EOC 2200 Executive Airport Way Ceramic Tile: 6000 SF Carpet: 8000 SF 2 Restrooms Office Spaces: Mon; Wed, & Fri 2 PM - 5 PM Restrooms: Mon, Wed, & Fri 4 PM - 5 PM

Line 27: Fire Logistics - 1300 SW 1st St - Tues & Fri 2p-4p

Description: COST PER WEEK. Fire Logistics. 1300 SW 1 Street. Ceramic Tile: 49 SF . Carpet: 400 SF. 1 Restroom. Tue & Fri 2 PM - 4 PM

Item: FIRE LOGISTICS - 1300 SW 1ST ST Fire Logistics - 1300 SW 1st St - Tues & Fri 2p-4p

Long Item Description: COST PER WEEK. Fire Logistics. 1300 SW 1 Street. Ceramic Tile: 49 SF . Carpet: 400 SF. 1 Restroom. Tue & Fri 2 PM - 4 PM

Commodity Code: 910-39 Janitorial/Custodial Services

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 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	Fire Logistics 1300 SW 1 Street Ceramic Tile: 49 SF

Event # 176-0: Janitorial Services Citywide

Title	Type	Comment
		Carpet: 400 SF
		1 Restroom
		Tue & Fri 2 PM - 4 PM

Line 28: AES Maintenance - 220 Executive Airport Way - M-F 9:30-11:30

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

Item: AES MAINTENANCE BUILDING 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

Commodity Code: 910-39 Janitorial/Custodial Services

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 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	AES Maintenance Building 220 Executive Airport Way Ceramic Tile: 1646 SF 2 Restrooms Mon-Fri 9:30 AM-11:30 AM

Line 29: Community Redevelopment Agency-914 NW 6th Suite 100 & 200

Description: COST PER WEEK. Community Redevelopment Agency

Event # 176-0: Janitorial Services Citywide

- 914 NW 6th, Suite 100, 1st Floor
 - Concrete: 2000 SF
 - 1 Restroom

 - 914 NW 6th, Suite 200, 2nd Floor
 - Concrete: 4000 SF
 - 2 Restrooms
- Mon - Fri 4:30 PM - 9 PM

Item: COMMUNITY REDEVELOPMENT AGENCY 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
 Concrete: 2000 SF
 1 Restroom

914 NW 6th, Suite 200, 2nd Floor
 Concrete: 4000 SF
 2 Restrooms
 Mon - Fri 4:30 PM - 9 PM

Commodity Code: 910-39 Janitorial/Custodial Services

Quantity: 1.0000

Unit of Measure: WK

Require Response: Yes

Price Breaks Allowed: No

Allow Alternate Responses: No

Add On Charges Allowed: No

Line 29 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	Community Redevelopment Agency
		<ul style="list-style-type: none"> • 914 NW 6th Suite 100 1st Floor <ul style="list-style-type: none"> • Concrete: 2000 SF • 1 Restroom • 914 NW 6th Suite 200 2nd Floor <ul style="list-style-type: none"> • Concrete: 4000 SF • 2 Restrooms <p>Mon - Fri 4:30 PM - 9 PM</p>

Event # 176-0: Janitorial Services Citywide

Line 30: Housing and Community Development - 914 NW 6th Suite 103

Description: COST PER WEEK. Housing and Community Development. 914 NW 6th Suite 103 1st Floor. Carpet: 2260 SF
.Cermaic Tile: 700 SF . 2 Restrooms. Mon - Fri 4:30 PM - 9 PM

Item: HOUSING AND COMMUNITY DEVELOPMEN Housing and Community Development - 914 NW 6th Suite 103

Long Item Description: COST PER WEEK. Housing and Community Development. 914 NW 6th Suite 103 1st Floor. Carpet: 2260 SF
.Cermaic Tile: 700 SF . 2 Restrooms. Mon - Fri 4:30 PM - 9 PM

Commodity Code: 910-39 Janitorial/Custodial Services

Quantity: 1.0000

Unit of Measure: WK

Require Response: Yes

Price Breaks Allowed: No

Allow Alternate Responses: No

Add On Charges Allowed: No

Line 30 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	Housing and Community Development 914 NW 6th Suite 103 1st Floor Carpet: 2260 SF Cermaic Tile: 700 SF 2 Restrooms Mon - Fri 4:30 PM - 9 PM

Line 31: Steam Cleaning of Carpeted Area, Per Square Yard

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.

Item: STEAM CLEANING OF CARPETED AREA Steam Cleaning of Carpeted Area, Per Square Yard

Event # 176-0: Janitorial Services Citywide

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.

Commodity Code: 910-39 Janitorial/Custodial Services

Quantity: 1.0000 **Unit of Measure:** SY

Require Response: Yes **Price Breaks Allowed:** No **Allow Alternate Responses:** No

Add On Charges Allowed: No

Line 31 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	<p>Steam cleaning of carpeted areas, cost per square yard.</p> <p>In addition to the regular services mentioned above, respondents are requested to provide costs for optional services. Estimated annual expenditure is \$20,000.</p>

Line 32: Steam cleaning of chairs, cost per unit cleaned.

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.

Item: STEAM CLEANING OF CHAIRS 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.

Commodity Code: 910-39 Janitorial/Custodial Services

Quantity: 1.0000 **Unit of Measure:** EA

Require Response: Yes **Price Breaks Allowed:** No **Allow Alternate Responses:** No

Event # 176-0: Janitorial Services Citywide

Response:

Allowed:

Responses:

Add On No
Charges
Allowed:

Line 32 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	<p>Steam cleaning of chairs, cost per unit cleaned.</p> <p>In addition to the regular services mentioned above, respondents are requested to provide costs for optional services. Estimated annual expenditure is \$20,000.</p>

Line 33: Steam cleaning of sofas, cost per unit cleaned.

Description: Steam cleaning of sofas, 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.

Item: STEAM CLEANING OF SOFAS Steam cleaning of sofas, cost per unit cleaned.

Long Item Description: Steam cleaning of sofas, 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.

Commodity Code: 910-39 Janitorial/Custodial Services

Quantity: 1.0000 **Unit of Measure:** EA

Require Response: Yes

Price Breaks Allowed: No

Allow Alternate Responses: No

Add On No
Charges
Allowed:

Line 33 Comments

Event # 176-0: Janitorial Services Citywide

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	<p>Steam cleaning of sofas, cost per unit cleaned.</p> <p>In addition to the regular services mentioned above, respondents are requested to provide costs for optional services. Estimated annual expenditure is \$20,000.</p>

Line 34: Electrostatic disinfecting spraying cost per square foot

Description: Electrostatic disinfecting spraying cost per square foot

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

Item: ELECTROSTATIC DISINFECTING SPRAY Electrostatic disinfecting spraying cost per square foot

Long Item Description: Electrostatic disinfecting spraying cost per square foot

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

Commodity Code: 910-39 Janitorial/Custodial Services

Quantity: 1.0000 **Unit of Measure:** SF

Require Response: Yes **Price Breaks Allowed:** No **Allow Alternate Responses:** No

Add On Charges Allowed: No

Line 34 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	<p>Electrostatic disinfecting spraying cost per square foot</p> <p>In addition to the regular services mentioned above, respondents are requested to provide costs for optional services. Estimated annual expenditure is \$20,000.</p>

Event # 176-0: Janitorial Services Citywide

Title	Type	Comment
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Line 35: Nighttime Economy-150 SE 2nd St Suite 128-Mon & Thurs 9a-5p

Description: COST PER WEEK. Nighttime Economy. 150 SE 2nd Street, Suite 128. Tile/Vinyl: 650 SF . Mon & Thurs 9am - 5 pm

Item: NIGHTTIME ECONOMY 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

Commodity Code: 910-39 Janitorial/Custodial Services

Quantity: 1.0000 **Unit of Measure:** WK

Require Response: Yes **Price Breaks Allowed:** No **Allow Alternate Responses:** No

Add On Charges Allowed: No

Line 35 Comments

Title	Type	Comment
Requisition Line Comment	Print On Purchase Order	Nighttime Economy 150 SE 2nd Street, Suite 128 Tile/Vinyl: 650 SF Mon & Thurs 9am - 5 pm

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. 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 Pre-bid Conference and/or Site Visit

There will not be a pre-bid conference or site visit for this ITB. **Prior to submitting their bid, all Bidders must review the attachment Exhibit A Bid Location List (REVISED 2023.07.21.xlsx) for a complete list of site locations, estimated square footage, and suggested completion dates/ times.** Submission of a bid response will reflect that the Bidder has reviewed all exhibits (including Exhibit A), the bid specifications, and is aware of the complete requirements of this bid.

It will be the sole responsibility of the Bidder 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. 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.

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.

END OF SECTION

SECTION II - SPECIAL TERMS AND CONDITIONS

2.1 General Conditions

ITB General Conditions (Form G-107, Rev. 09/22) 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

All pricing should be identified on the Cost page provided in this ITB. No additional costs may be accepted, other than the costs stated on the Bid Submittal page. Failure to use the City's Bid Submittal page and provide costs as requested in this ITB may deem your bid non-responsive.

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:

<https://www.fortlauderdale.gov/home/showdocument?id=1212>

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, 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 & 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 on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at <http://www.fortlauderdale.gov/home/showdocument?id=6036>.

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 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 at the following link:

https://library.municode.com/fl/fort_lauderdale/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVFI_DIV2PR_S2-186LOBUPR

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 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 at the following link:

<https://www.fortlauderdale.gov/home/showpublisheddocument?id=56883>

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.

<https://www.fortlauderdale.gov/government/departments-a-h/finance/procurement-services/notices-of-intent-to-award>

2.21.2 The complete protest 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_S2-182DIREPRAWINAW

2.22 Public Entity Crimes

Bidder, by submitting a bid, certifies that neither the Bidder nor any of the Bidder's principals has been placed on the convicted vendor list as defined in Section 287.133, Florida Statutes (2018), as may be amended or revised. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

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 \$1,000,000 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. 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.

The Contractor waives, and the Contractor shall ensure that the 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 Harbor Workers' Compensation Act and the Jones Act, if applicable.

2.26.4 Insurance Certificate Requirements

- a. The 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. The 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 the 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 the Contractor following expiration or early termination of the Agreement goes beyond the expiration date of the insurance policy, the 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 named 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 the Contractor's Workers' Compensation insurance policy.
- h.** The title of the Agreement, Bid/Proposal/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
Procurement Services Division
100 N. Andrews Avenue
Fort Lauderdale, FL 33301

- 2.26.5** The 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 operation 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 the Contractor's expense.
- 2.26.6** If the Contractor's primary insurance policy/policies do not meet the minimum requirements, as set forth in this Agreement, the Contractor may provide evidence of an Umbrella/Excess insurance policy to comply with this requirement.
- 2.26.7** The Contractor's insurance coverage shall be primary insurance as respects to the City, a Florida municipal corporation, its officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, a Florida municipal corporation, its officials, employees, or volunteers shall be non-contributory.
- 2.26.8** Any exclusion or provision in any insurance policy maintained by the 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 shall be considered breach of contract. In addition, Contractor must provide to the City confirmation of coverage renewal via an updated certificate 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** The Contractor shall provide notice of any and all claims, accidents, and any other occurrences associated with this Agreement shall be provided to the Contractor's insurance company or companies and the City's Risk Management office as soon as practical.
- 2.26.11** It is the Contractor's responsibility to ensure that any and all of the 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 the 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.

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

The Technical Specifications contained in this solicitation are to be used as a reference only and are not to be considered of a proprietary nature. These specifications represent a level of quality and features that are desired by the City of Fort Lauderdale. The City is receptive to any product that would be considered by qualified City personnel as an approved equal.

The Contractor must state clearly in their bid pages any variance to the specifications. If proposing an approved equal or alternate product, it will be the Contractor's responsibility to provide adequate information in their bid to enable the City to ensure that the Contractor meets the required criteria. If adequate information is not submitted with the bid, it may be rejected.

The City of Fort Lauderdale will be the sole judge in determining if the product proposed qualifies as approved equal. The City reserves the right to award to that Contractor which will best serve the interest of the City as determined by the City. The City further reserves the right to waive minor variations to specifications and in the bidding process.

2.36 Contract Period

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.

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 – N/A

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: <https://www.fortlauderdale.gov/government/departments-a-h/finance/procurement-services/notices-of-intent-to-award>. Tabulations of receipt of those parties responding to a formal solicitation may be found at: <https://www.fortlauderdale.gov/government/departments-a-h/finance/procurement-services/bid-results>, or any interested party may call the Procurement Services Division at 954-828-5933.

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 ("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. 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, 954-828-5002, CITY CLERK’S OFFICE, 100 N. ANDREWS AVENUE, 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 (2022), 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.

Contractor and/or any subcontractor that handles credit card data must be, and remain, PCI compliant under the current standards and will provide documentation confirming compliance

upon request by the City of Fort Lauderdale, failure to produce documentation could result in termination of the contract.

END OF SECTION

SECTION III - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES

3.1 Objective

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

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.

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 Contract Administrator, or his designee.

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 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 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 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 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 Contract Administrator or designee.

The City's 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 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 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 Resources 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.)	www.all-greenjanitorialproducts.com www.simplegreen.com www.biogreenclean.com
Odor Control/ Neutralizer	Low-VOC Non-toxic GreenSeal of Approval	Volatile hazardous chemicals, SARA 313 chemicals	-Enviro Care Floor Strip -BON-SA-45 Odor Neutralizer (Bioworld Products LLC) -Enzyme Odor Control (Ultimate Solutions, Inc.)	www.all-greenjanitorialproducts.com
	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
- www.all-greenjanitorialproducts.com
- www.UL.com
- www.eartheasy.com
- 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.
- 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.

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 footages noted are only estimates. Bidders will be responsible for their own measurements and must submit a firm 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 wastebaskets, 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 container

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 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 clean 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. Scrub, rinse, spray buff and wax hard floors (excluding stone surfaced flooring, utilizing proper floor care machinery.
4. Wipe down all walls and clean any spider webs from corners or ceilings.
5. Clean interior window glass.
6. Clean baseboards

E. Quarterly

Strip, scrub, rinse and wax hard floors (excluding stone surfaced flooring, utilizing proper floor care machinery. (This service is to be provided within fifteen days of start-up of contract or trial period and performed quarterly thereafter).

3.15 Schedule of Services - Lavatories

A. Daily

1. Clean all mirrors.
2. Replenish soap, toilet tissue and hand towels.
3. Sweep, mop with disinfectant cleaner and rinse bathroom floors.
4. Clean urinals and commodes (inside and out).
5. Check deodorizer block and replace 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 spaces)

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 Optional Services (line # 31 – 34)

In addition to the regular services mentioned above, respondents are requested to provide costs for the following optional 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

END OF SECTION

**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 (2022), 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 (2022), 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 (2022), 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 (2022), 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 (2022), 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=coor_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 PRRCONTRACT@FORTLAUDERDALE.GOV, 954-828-5002, CITY CLERK'S OFFICE, 100 N. ANDREWS AVENUE, FORT LAUDERDALE, FLORIDA 33301.

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.

	Locations	Address	Est Square Footage	Suggest Completion Day and Time for office spaces	# of Restrooms	Suggest Completion Day and Time for restrooms	Building Point of Contact
1	Executive Airport	6000 NW 21 Avenue	Tile/Vinyl: 2631 SF Carpet: 6376 SF	Mon-Fri 9:30-11:30 am	4	Mon-Fri 9:30-11:30 am	Ryan Frost ext 4963
2	U.S. Customs Office	1601 NW 56 Street	Ceramic Tile: 174 SF Carpet: 764 SF	Sun-Sat 9:30 AM-11:30 AM	4	Sun-Sat 9:30 AM-11:30 AM	Ryan Frost ext 4963
3	Helistop	201 SE 2 Avenue, (6th fl parking garage)	Tile: 56 SF Carpet: 1116 SF	Mon-Fri 8 AM - 5 PM	1	Mon-Fri 8 AM - 5 PM	Ryan Frost ext 4963
4	Radio Shop/Communications	220 SW 14 Avenue, Bldg. 5	Vinyl: 776 SF	Tues & Fri 5 PM-9 pm	0		Jason Swift ext 5790
5	Facilities Maintenance	220 SW 14 Avenue, Bldg. 3 & 7	Vinyl/Tile: 3050 SF Carpet:336	Tues - Fri 5 PM-9 PM	0		Corey Callier ext 5873
6	Parks Compound (restrooms)	220 SW 14 Avenue	Ceramic Tile: 1021 SF		4	Mon-Fri 4 PM - 9 pm	Corey Callier ext 5873
7	Parks Operations	220 SW 14 Avenue Bldg 2 & 4A	Vinyl Tile: 3594 SF	Tues & Fri 5 PM- 9 PM	0		
8	Fleet Services Office	220 SW 14 Avenue Bldg 8	Vinyl: 860 SF	Tues & Fri 5 - 8 pm	3	Monday, Wednesday, & Friday 5 PM	Sandy Leonard ext 5781
9	Solid WasteOffice	220 SW 14 Avenue, Bldg 4B	Vinyl Tile: 3481 SF	Mon-Wed-Fri 5 - 8 pm	0		Chris Beavers ext 4151
10	Sustainable Development Dept	700 NW 18 Avenue	Ceramic Tile: 2300 SF Vinyl Tile: 2100 SF Carpet: 30,220 SF	Day Porter Service Mon - Fri 10:30 am - 12:30 pm Night cleaning 5 PM - 8 PM	6	Day Porter Service Mon - Fri 10:30 am - 12:30 pm Night cleaning 5 PM - 8 PM	Robin Curet ext 4381
11	Safety Training Center	1901 NW 6 Street	Ceramic Tile: 218 SF Vinyl Tile: 1073 SF	Mon - Fri 4 PM - 7 PM	2	Mon - Fri 4 PM - 7 PM	Orlando Huguet, Jr Ext 7831
14	City Prosecutor's Office	600 S Andrews Ave Ste # 503	Ceramic Tile: 2246 SF	Mon, Wed, & Fri 5 PM	1	Mon, Wed, & Fri 5 PM	Priya Sooknanan ext 4557/Dina Kaizen ext 4553
16	Public Works Admin	949 NW 38 Street	Ceramic Tile: 1242 SF Vinyl Tile: 5315 SF Carpet: 7892 SF	Mon - Fri 6 PM - 11 PM Includes showers & locker rooms	8	Mon - Fri 6 PM - 11 pm	Kristy Boudreau ext 6879
17	Survey Trailer	949 NW 38 Street	Vinyl Tile: 971 SF Carpet: 771 SF	Wed & Fri 6 PM - 11 PM Includes locker rooms	3	Tuesday & Thursday 6 PM - 11 pm	Steve Plummer ext 5051
18	Central Maint Shop	4250 NW 10 Avenue	Vinyl Tile: 925 SF Carpet: 850 SF Concrete: 1800 SF	Mon - Fri 6 - 11 PM Includes showers & locker rooms	3	Mon - Fri 6 - 11 PM	Chris Woolweaver ext 7773, Colleen Guerra ext 7706
19	Transportation & Mobility Dept.	290 NE 3 Avenue	Ceramic Tile: 425 SF Vinyl Tile: 877 SF Carpet: 8517 SF	Mon - Fri 6 - 11 PM	6	Mon - Fri 6 - 11 PM	Bryan Greene ext 4531
20	Lauderdale Memorial Cemetery	2001 SW 4th Ave	Ceramic Tile: 1925 SF Vinyl Tile: 64 SF Laminate wood: 1334 SF	Mon - Fri 6 PM - 10 PM Includes Maintenance Shed	5	Mon - Fri 9 AM - 3:30 PM	Lorraine Shaw ext 3035
21	Sunset Memorial Cemetery	3201 NW 19th St	Carpet: 1140 SF Ceramic Tile: 770 SF	Mon - Fri 6 PM - 10 PM Includes Maintenance Shed	4	Mon - Fri 9 AM - 3:30 PM	Lorraine Shaw ext 3035
22	DSD Satellite Building	521 NE 4th Ave	Carpet: 7000 SF Vinyl Tile: 1000 SF	Day porter service Mon - Fri 10:30 AM - 12:30 PM Night cleaning Mon - Fri 5 PM - 7 PM	5	Day porter service Mon - Fri 10:30 AM - 12:30 PM Night cleaning Mon - Fri 5 PM - 7 PM	Robin Curet ext 4381
23	GTL Wastewater Treatment Plant Administration Building	1765 SE 18th Street	Vinyl Tile: 1926 SF Carpet: 1276 SF	Mon - Fri 7:30 AM - 3 pm	3	Mon - Fri 7:30AM - 3 pm	Mike Barger/Willie Arnett ext 4100
	Effluent Building		Vinyl Tile: 1263 SF		1		
	Dewatering Building		Concrete: 25 SF		1		
	Restroom by mechanic building		Concrete: 49 SF		1		
	Pretreatment Building		Vinyl Tile: 945 SF		1		
24	Health and Wellness Center	4750 N Federal Hwy Suite 300	Vinyl Tile: 2688 SF	Mon - Fri 6PM - 8 PM	2	Mon - Fri 6PM - 8 PM	Guy Hines ext 5494; Katrina Vallentino ext 5436
25	Fire Administration/FS 2	528 NW 2 Street	Ceramic Tile: 300 SF Carpet: 8000 SF	Mon - Fri 4:30 PM - 9 PM	2	Mon - Fri 6 PM - 9pm	Athena Gilliam 954-828-6821
26	Fire Station 53/EOC	2200 Executive Airport Way	Ceramic Tile: 6000 SF Carpet: 8000 SF	Mon, Wed, & Fri 2 PM - 5 PM	2	Mon, Wed, & Fri 4 PM - 5 PM	Debra Flowers 954-828-3616
27	Fire Logistics	1300 SW 1 Street	Ceramic Tile: 49 SF Carpet: 400	Tue & Fri 2 PM - 4 PM	1	Tue & Fri 2 PM - 4 PM	Robert Mack 954-828-6085
28	AES Maintenance Building	220 Executive Airport Way	Ceramic Tile: 1646 SF	Mon-Fri 9:30 AM-11:30 AM	2	Mon-Fri 9:30 AM-11:30 AM	Ryan Frost ext 4963
29	Community Redvelopment Agency	914 NW 6th Suite 100 1st Floor 914 NW 6th Suite 200 2nd Floor	Concrete: 2000 SF Concrete: 4000 SF	Mon - Fri 4:30 PM - 9 PM	1 2	Mon - Fri 4:30 PM - 9 PM	Tania Bailey-Watson ext 5945
30	Housing and Community Development	914 NW 6th Suite 103 1st Floor	Carpet: 2260 SF Ceramic Tile: 700 SF	Mon - Fri 4:30 PM - 9 PM	2	Mon - Fri 4:30 PM - 9 PM	Tania Bailey-Watson ext 5945
35	Nighttime Economy	150 SE 2nd Street Suite 128	Vinyl Tile: 650 SF	Mon & Thurs 9 AM - 5 PM		Mon & Thurs 9 AM - 5 PM	Ingrid Kindbom 954-828-6178

Green Purchase Product Criteria

Custodial Products

Product Use	Preferred Features	Hazards to Avoid	Example Products	Potential Web Resources 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.ecoptions.homedepot.com www.all-greenjanitorialproducts.com www.seventhgeneration.com www.simplegreen.com
Floor Cleaner	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.ecoptions.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 Low-VOC	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
Odor Control/ Neutralizer	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
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.ecoptions.homedepot.com www.all-greenjanitorialproducts.com www.seventhgeneration.com www.simplegreen.com www.biogreenclean.com

General Website Resources:

- www.greenseal.org
- www.all-greenjanitorialproducts.com
- www.UL.com
- www.eartheasy.com
- www.responsiblepurchasing.org

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 CH2 AD ARTVFI DIV2PR S2-186LOBUPR](https://library.municode.com/fl/fort%20lauderdale/codes/code%20of%20ordinances?nodeId=COOR_CH2_AD_ARTVFI_DIV2PR_S2-186LOBUPR)

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.
- 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.
- 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.

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) 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.

Business Name

(2) 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.

Business Name

(3) 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 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.

Business Name

(4) 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.

Business Name

(5) 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.

Business Name

BIDDER'S COMPANY: _____

AUTHORIZED COMPANY PERSON: _____
PRINT NAME SIGNATURE DATE

Solicitation/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

A minimum of three (3) references shall be provided. It is the responsibility of the Bidder/ Proposer to ensure that the information provided is accurate and current. The City may find your firm non-responsive for providing wrong and or outdated information. Additional references may be provided on a separate page.

Company Name: _____
Address: _____
Contact Person: _____
Title: _____
Phone #: _____
Email: _____
Contract Value: _____
Year(s): _____
Description: _____

Company Name: _____
Address: _____
Contact Person: _____
Title: _____
Phone #: _____
Email: _____
Contract Value: _____
Year(s): _____
Description: _____

Company Name: _____
Address: _____
Contact Person: _____
Title: _____
Phone #: _____
Email: _____
Contract Value: _____
Year(s): _____
Description: _____

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:

Addendum No.	Date Issued	Addendum No.	Date Issued	Addendum No.	Date Issued	Addendum No.	Date Issued
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

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

Question and Answer

Company: 10

Event #: 176-0

Event Name: Janitorial Services Citywide

Supplier: 1288

Supplier Name: J Oliva Trucking

Supplier Contact: 1

Supplier Contact Name: Michelle De Girolamo

Date Received: 09/11/2023 12:54:58 PM

Date Answered: 09/13/2023 01:50:50 PM

Question: Are there any additional floor plans available or can a site visit be arranged?

We are looking for the bathroom fixture counts if possible?

Answer: There are no additional plans. No official site visit is scheduled for this Event but arrangements can be made to view any sites upon request and approval. We do not have a count of fixtures in each restroom only a count of the number of restrooms.

Question and Answer

Company: 10

Event #: 176-0

Event Name: Janitorial Services Citywide

Supplier: 1312

Supplier Name: Clean Freek's Janitorial Service, LLC

Supplier Contact: 1

Supplier Contact Name: Dwight Daniels

Date Received: 09/14/2023 05:48:46 PM

Date Answered: 09/15/2023 01:39:17 PM

Question: Please provide the current contractor's line item pricing and estimated annual budget for the advertised Janitorial Services Citywide project.

Answer: The locations are not the same. An annual estimated budget has not yet been established.

Question and Answer

Company: 10

Event #: 176-0

Event Name: Janitorial Services Citywide

Supplier: 1930

Supplier Name: Grupo Eulen/USSI

Supplier Contact: 1

Supplier Contact Name: Jarrett Myers

Date Received: 09/18/2023 03:55:00 PM

Date Answered: 09/19/2023 10:45:26 AM

Question: Should we upload our pricing (in PDF form), or do we just insert it line by line on the bid site?

Answer: Do not upload using a PDF format. Please upload pricing electronically, line by line, using the on-line strategic sourcing platform

Question and Answer

Company: 10

Event #: 176-0

Event Name: Janitorial Services Citywide

Supplier: 1930

Supplier Name: Grupo Eulen/USSI

Supplier Contact: 1

Supplier Contact Name: Jarrett Myers

Date Received: 09/18/2023 03:56:16 PM

Date Answered: 09/19/2023 10:46:50 AM

Question: Please confirm there are no bond requirements, and only a COI is needed from the winning vendor?

Answer: Please refer to the Event 176 Specifications attachment.

Question and Answer

Company: 10

Event #: 176-0

Event Name: Janitorial Services Citywide

Supplier: 1930

Supplier Name: Grupo Eulen/USSI

Supplier Contact: 1

Supplier Contact Name: Jarrett Myers

Date Received: 09/18/2023 03:57:40 PM

Date Answered: 09/19/2023 10:47:05 AM

Question: In putting together a proposal, is there any particular information you'd like us to include other than the required forms and meeting the minimum requirements?

Answer: Please refer to the Event 176 Specifications attachment.

Question and Answer

Company: 10

Event #: 176-0

Event Name: Janitorial Services Citywide

Supplier: 1930

Supplier Name: Grupo Eulen/USSI

Supplier Contact: 1

Supplier Contact Name: Jarrett Myers

Date Received: 09/18/2023 03:58:56 PM

Date Answered: 09/19/2023 11:06:31 AM

Question: Is there a page limit associated with our proposal response?

Answer: Please review Event 176 in detail, including the Specifications and Required Documents for this Invitation to Bid. This is not a Request for Proposals. There is currently no page limit that staff is aware of associated with your bid submission for this Invitation to Bid.

Question and Answer

Company: 10

Event #: 176-0

Event Name: Janitorial Services Citywide

Supplier: 1930

Supplier Name: Grupo Eulen/USSI

Supplier Contact: 1

Supplier Contact Name: Jarrett Myers

Date Received: 09/18/2023 03:59:18 PM

Date Answered: 09/19/2023 10:53:59 AM

Question: Do we have to include our firms financial history with our response?

Answer: For the submission requirements of this ITB /IFB, please review all Attachments and Required Documents (on the Questions tab). Please review Event 176 in detail.

Question and Answer

Company: 10

Event #: 176-0

Event Name: Janitorial Services Citywide

Supplier: 1930

Supplier Name: Grupo Eulen/USSI

Supplier Contact: 1

Supplier Contact Name: Jarrett Myers

Date Received: 09/18/2023 04:00:03 PM

Date Answered: 09/19/2023 10:55:27 AM

Question: Is there an evaluation criteria our proposal is being scored on?

Answer: There is no scoring criteria associated with Event 176.

Question and Answer

Company: 10

Event #: 176-0

Event Name: Janitorial Services Citywide

Supplier: 1930

Supplier Name: Grupo Eulen/USSI

Supplier Contact: 1

Supplier Contact Name: Jarrett Myers

Date Received: 09/18/2023 04:01:49 PM

Date Answered: 09/20/2023 10:41:10 AM

Question: What is the projected contract start date?

Answer: Currently, a specific date is unknown. The lead department would like the awarded Contractor to start within a week of contract execution.

Question and Answer

Company: 10

Event #: 176-0

Event Name: Janitorial Services Citywide

Supplier: 1930

Supplier Name: Grupo Eulen/USSI

Supplier Contact: 1

Supplier Contact Name: Jarrett Myers

Date Received: 09/18/2023 04:03:55 PM

Date Answered: 09/19/2023 10:41:52 AM

Question: Please confirm the contract will be for 1 year, with three 1 year renewable options

Answer: Please refer to the bid specifications, Section 2.36 Contract Period.