

RESOLUTION NO. 2017 - 65

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO AWARD BID NO. 17-11 AND TO EXECUTE AGREEMENTS FOR JANITORIAL SERVICES FOR VARIOUS SJC FACILITIES

RECITALS

WHEREAS, the County desires to enter into contracts with Boro Building and Property Maintenance, Inc. and New Venture of Jacksonville, Inc. dba High Tech Commercial Cleaning to provide services for the Janitorial Services for Various SJC Facilities; and

WHEREAS, the scope of work entails the performance of janitorial services at various St. Johns County facilities, including providing any and all materials, equipment, and labor necessary to perform the required services in accordance with the specifications for each of the sites and performing services as scheduled for each location; and

WHEREAS, through the County's formal Bid process, Boro Building and Property Maintenance, Inc. and New Venture of Jacksonville, Inc. dba High Tech Commercial Cleaning were selected as the lowest, responsive, responsible bidders to enter into contracts with the County to perform the work referenced above; and

WHEREAS, Boro Building and Property Maintenance, Inc. was the lowest, responsive, responsible bidder for: Utility Dept. (\$17,380.00 annually), Southeast Courthouse Annex (\$8,915.58 annually), Julington Creek Courthouse Annex (\$11,520.00 annually), Ponte Vedra Courthouse Annex (\$6,120.00 annually), Medical Examiner's Office (\$3,134.30 annually), Solid Waste Department (\$1,800.00 annually), Facilities Maintenance Dept. (\$4,081.42 annually), Parks & Recreation Dept. (\$4,508.24 annually), Nease Beachfront Park House (\$1,828.80 annually), Trout Creek Community Center & Park (\$3,960.00 annually), THE PLAYERS Community Senior Center (\$5,952.96 annually), Hart House At Beluthahatchee Park (\$936.00 annually), Hastings Branch Library (\$7,272.00 annually), Southeast Branch Library (\$23,904.00 annually), and Anastasia Island Branch Library (8,301.60 annually); and

WHEREAS, New Venture of Jacksonville, Inc. dba High Tech Commercial Cleaning was the lowest, responsive, responsible bidder for: Engineering Department (\$5,352.00 annually), Traffic & Transportation Dept. (\$1,020.00 annually), Fleet Maintenance Dept. (\$1,764.00 annually), Road & Bridge Dept. (\$9,024.00 annually), SJC Main Branch Library (\$17,508.00 annually), Ponte Vedra Branch Library (\$23,304.00 annually), and Bartram Trail Branch Library (\$14,424.00 annually); and

WHEREAS, the total annual compensation payable to Boro Building and Property Maintenance, Inc. equals \$109,615.70 and the total annual total annual compensation payable to New Venture of Jacksonville, Inc. dba High Tech Commercial Cleaning equals \$72,396.00 for a total combined compensation of \$182,011.70; and

WHEREAS, the County has reviewed the terms, provisions, conditions and requirements of the proposed contracts (attached hereto, and incorporated herein) and finds that entering into contracts to complete the work services serves a public purpose.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA:

Section 1. The above Recitals are incorporated by reference into the body of this Resolution and such Recitals are adopted as finds of fact.

Section 2. The County Administrator, or designee, is hereby authorized to award Bid 17-11 to Boro Building, Inc. and Property Maintenance and New Venture of Jacksonville, Inc. dba High Tech Commercial Cleaning and to conduct negotiations to provide the services set forth therein.

Section 3. Upon successful negotiations, the County Administrator, or designee, is further authorized to execute agreements with each company in substantially the same form and format as the attached draft on behalf of the County to provide the scope of services as specifically provided in Bid 17-11.

Section 4. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

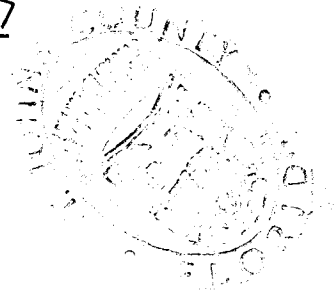
PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 21 day of February, 2017.

**BOARD OF COUNTY COMMISSIONERS OF
ST. JOHNS COUNTY, FLORIDA**

By: _____
James K. Johns, Chair

ATTEST: Hunter S. Conrad, Clerk
By: Pam Hetherman Deputy Clerk

RENDITION DATE 2/23/17





CONTRACT AGREEMENT
BID NO: 17-11; JANITORIAL SERVICES FOR VARIOUS SJC FACILITIES
Master Contract #: _____

This Contract Agreement ("Agreement"), is made as of this _____ day of _____, 2017, by and between **St. Johns County, FL**, ("County"), a political subdivision of the State of Florida, with principal offices located at 500 San Sebastian View, St. Augustine, FL 32084, and **Boro Building & Property Maintenance, Inc.**, ("Contractor"), authorized to do business in the State of Florida, with Address: 6321 Porter Road, Suite 5, Sarasota, FL 34240; Phone No: (941) 556-9027 Fax: (941) 556-9028 and Email: ben@borofl.com.

In consideration of the mutual promises contained herein, the County and the Contractor agree as follows:

ARTICLE 1 – DURATION and EXTENSION

This Agreement shall become effective on April 1, 2017, and shall remain in effect for an initial contract term of three (3) calendar years, and may be renewed for a maximum of one (1) two-year period, upon satisfactory performance by the Contractor, mutual agreement by both parties, and the continued need for these services. While this Agreement may be renewed as stated in this Article, it is expressly noted that the County is under no obligation to extend this Agreement. It is further expressly understood that the option of extension is exercisable only by the County, and only upon the County's determination that the Contractor has satisfactorily performed the services noted in the Contract Documents. The County reserves the right to authorize additional renewals beyond those stated above, if doing so serves the best interest of the County.

ARTICLE 2 - ENUMERATION OF CONTRACT DOCUMENTS

The term "Contract Documents" shall consist of all Bid Documents and any addenda/exhibits thereto; all Specifications; this Agreement, any duly executed amendments, addenda, and/or exhibits hereto; and any and all duly executed Change Orders. Any representations, whether verbal or written, that are not included in the Contract Documents do not form part of this Agreement.

ARTICLE 3 - SERVICES

The Contractor's responsibility under this Agreement is to provide janitorial services at various St. Johns County facilities. The Contractor shall be responsible for providing any and all materials, equipment, and labor necessary to perform the required services in accordance with the specifications for each of the sites provided herein. Services shall be performed as scheduled for each location, in accordance with and as otherwise provided in the Contract Documents under Bid No: 17-11. The services required under this Agreement are stated in the Specifications attached hereto as Exhibit "C".

Services provided by the Contractor shall be under the general direction of the Point of Contact (P.O.C.) for each location, or other authorized County designee, who shall act as the County's representative during the performance of this Agreement.

ARTICLE 4 – SCHEDULE

The Contractor shall perform the required services as specified in the Contract Documents. The Contractor shall be required to comply with the schedule set forth in the specifications, and as coordinated with the Contract Administrator, or other designees, throughout the duration of this agreement. No changes to said schedule shall be made without prior written authorization from one of St. Johns County's representatives.

ARTICLE 5 – PAYMENTS TO COUNTY

- A. St. Johns County shall compensate the Contractor based upon the Total Annual Price of one hundred nine thousand, six hundred fifteen dollars and seventy cents (\$109,615.70) for all the locations as submitted in the proposal, accepted by the County, and provided herein.

The maximum amount available as compensation to the Contractor under this Contract Agreement shall not exceed the annual amount budgeted by each St. Johns County department, unless additional funds become available, or are

properly transferred, for services satisfactorily performed in accordance with the Contract Documents.

- B. It is strictly understood that Contractor is not entitled to the above-referenced amount of compensation. Rather, the Contractor's compensation shall be based upon the Contractor's adhering to the Scope of Services, detailed in the Contract Documents. As such, the Contractor's compensation is dependent upon satisfactory completion of services stated in the Specifications, and included by reference in this Contract Agreement.
- C. The Contractor shall bill the County at the end of each month, for Services satisfactorily performed. No invoice shall be submitted to the County prior to the completion of all services for each month. The County reserves the right to pro-rate or refuse payment of any submitted invoice where services were not satisfactorily performed. In the event County Staff is forced to perform any of the services required of the Contractor defined in the Specifications, attached hereto as Exhibit "C", the County shall bill the Contractor for the time spent performing the services, at the hourly rates of the Staff, or shall reduce the amount the monthly amount paid to the Contractor by the amount of costs incurred by the County to perform the required services.
- D. St. Johns County's obligations under this Agreement are subject to the availability of lawfully appropriated funds. While the County will make all reasonable efforts, in order to provide funds needed to perform under this Agreement, the County makes no express commitment to provide such funds in any given County Fiscal Year. Moreover, it is expressly noted that the Contractor cannot demand that the County provide any such funds in any given County Fiscal Year.
- E. Though there is no billing form or format pre-approved by either the County, or the Contractor, bills/invoices submitted by the Contractor shall include a detailed written report of the Work accomplished in connection with the Scope of Services, and as specified in the Bid. The County may return a bill/invoice from the Contractor, and request additional documentation/information when necessary to validate payment. Under such circumstances, the timeframe for payment will be extended by the time necessary to receive a verified bill/invoice.
- F. Unless otherwise notified, bills/invoices should be delivered to:
- | | |
|--|---|
| SJC Utility Department
ATTN: Kathy Kelshaw
1205 State Road 16
St. Augustine, FL 32084 | SJC Building Operations Department
ATTN: Katie Diaz
500 San Sebastian View
St. Augustine, FL 32086
** Invoices for Courthouse Annexes to this Address** |
| SJC Medical Examiner's Office
ATTN: Kelly Boulos
4501 Avenue A.
St. Augustine, FL 32084 | SJC Solid Waste Department
ATTN: Christy Stewart
3005 Allen Nease Road
Elkton, FL 32033 |
| SJC Facilities Maintenance Department
ATTN: Diane (Dee) Boone
2416 Dobbs Road
St. Augustine, FL 32086 | St. Johns County Library Administration
ATTN: Angelina G. P. Gervasi
6670 US 1 South
St. Augustine, FL 32086 |
| SJC Parks & Recreation Department
ATTN: Jayne Delany
2175 Mizell Road
St. Augustine, FL 32080
Invoices for all Recreation Locations shall be submitted to this address | |
- G. FINAL INVOICE: In order for the County and the Contractor to reconcile/close their books and records, the Contractor shall clearly indicate "final invoice" on the final bill/invoice submitted to the County for payment. Such indication establishes that all Services have been satisfactorily performed and that all charges and costs have been invoiced to the County and that there is no further Work to be performed under this Contract Agreement.

ARTICLE 6 – TERMINATION

- A. This Agreement may be terminated by the County without cause upon at least thirty (30) calendar days advance written notice to the Contractor of such termination without cause.
- B. This Contract may be terminated by the County with cause upon at least fourteen (14) calendar days advanced written notice of such termination with cause. Such written notice shall indicate the exact cause for termination.

ARTICLE 7 – NOTICE OF DEFAULT/RIGHT TO CURE

- A. Should the Contractor fail to perform (default) under the terms of this Agreement, then the County shall provide written notice to the Contractor, which such notice shall include a timeframe of no fewer than five (5) consecutive calendar days in which to cure the default. Failure by the Contractor to cure the default, or take acceptable corrective action within the timeframe provided in the notice of default (or any such amount of time as mutually agreed to by the parties in writing), shall constitute cause for termination of this Agreement.
- B. It is expressly noted that, should the County issue more than one notice of default to the Contractor during the term of this Agreement, such action shall constitute sufficient cause for termination of this Agreement.
- C. Consistent with other provisions in this Agreement, Contractor shall be paid for services authorized and satisfactorily performed under this Agreement up to the effective date of termination.
- D. Upon receipt of a notice of termination, except as otherwise directed by the County in writing, the Contractor shall:
 - 1. Stop work on the date to the extent specified.
 - 2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
 - 3. Transfer all work in process, completed work, and other material related to the terminated work to the County.
 - 4. Continue and complete all parts of the work that have not been terminated.

ARTICLE 8 – PERSONNEL

The Contractor represents that it has, or shall secure at its own expense, all necessary personnel required to perform the Services as noted in the Contract Documents. It is expressly understood that such personnel shall not be employees of, or have any contractual relationship with the County.

All of the Services required hereunder shall be performed by the Contractor, or under its supervision. All personnel engaged in performing the Services shall be fully qualified and, if required, authorized or permitted under federal, state and local law to perform such Services.

Any changes or substitutions in the Contractor's key personnel must be made known to the County's representative and written approval granted by the County before said change or substitution can become effective.

The Contractor warrants that all Services shall be performed by skilled and competent personnel to the highest professional standards in the field.

ARTICLE 9 – SUBCONTRACTING

The County reserves the right to approve the use of any subcontractor, or to reject the selection of a particular subcontractor, and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform the Work described in the Contract Documents. The Contractor is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities.

If a subcontractor fails to satisfactorily perform in accordance with the Contract Documents, and it is necessary to replace the subcontractor to complete the Work in a timely fashion, the Contractor shall promptly do so, subject to approval by the County.

The County reserves the right to disqualify any subcontractor, vendor, or material supplier based upon prior unsatisfactory performance.

ARTICLE 10 – FEDERAL AND STATE TAX

In accordance with Local, State, and Federal law, the County is exempt from the payment of Sales and Use Taxes. The County shall execute a tax exemption certificate submitted by the Contractor. The Contractor shall not be exempt from the payment of all applicable taxes in its performance under this Agreement. It is expressly understood by the County and by the Contractor that the Contractor shall not be authorized to use the County's Tax Exemption status in any manner.

The Contractor shall be solely responsible for the payment and accounting of any and all applicable taxes and/or withholdings including but not limited to Social Security payroll taxes (FICA), associated with or stemming from Contractor's performance under this Agreement.

ARTICLE 11 – INSURANCE

The Contractor shall not commence work under this Agreement until he/she has obtained all insurance required under this section and such insurance has been approved by the County. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Contractor shall furnish proof of Insurance to the County prior to the commencement of operations. The Certificate(s) shall clearly indicate the Contractor has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. **Certificates shall specifically include the County as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate.** Compliance with the foregoing requirements shall not relieve the Contractor of its liability and obligations under this Agreement.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida
500 San Sebastian View
St. Augustine, FL 32084

The Contractor shall maintain during the life of this Agreement, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, to protect the Contractor from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this contract, whether such operations be by the Contractor or by anyone directly employed by or contracting with the Contractor.

The Contractor shall maintain during the life of this Agreement, Comprehensive Automobile Liability Insurance with minimum limits of \$300,000 combined single limit for bodily injury and property damage liability to protect the Contractor from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the Contractor or by anyone directly or indirectly employed by a Contractor.

The Contractor shall maintain during the life of this Agreement, adequate Workers' Compensation Insurance in at least such amounts as is required by the law for all of its employees per Florida Statute 440.02.

The Contractor shall maintain during the life of this Agreement, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000, if applicable.

In the event of unusual circumstances, the County Administrator or his designee may adjust these insurance requirements.

ARTICLE 12 – INDEMNIFICATION

The Contractor shall indemnify and hold harmless the County, and its officers, and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, intentional/unintentional conduct or omission of the Contractor and other persons employed or utilized by the Contractor.

ARTICLE 13 - SUCCESSORS AND ASSIGNS

The County and the Contractor each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Except as above, the Contractor shall not assign, sublet, convey or transfer its

interest in this Agreement without the written consent of the County. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County, which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and the Contractor.

ARTICLE 14 - REMEDIES

No remedy herein conferred upon any party is intended to be exclusive, or any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

In any action brought by either party for the enforcement of the obligations of the other party, the prevailing party shall be entitled to recover reasonable attorney's fees.

ARTICLE 15 - CONFLICT OF INTEREST

The Contractor represents that it presently has no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of services required hereunder. The Contractor further represents that no person having any interest shall be employed for said performance.

The Contractor shall promptly notify the County in writing by certified mail of all potential conflicts of interest for any prospective business association, interest or other circumstance, which may influence or appear to influence the Contractor's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Contractor may undertake and request an opinion of the County, whether such association, interest, or circumstance constitutes a conflict of interest if entered into by the Contractor.

The County agrees to notify the Contractor of its opinion by certified mail within 30 days of receipt of notification by the Contractor. If, in the opinion of the County, the prospective business association, interest or circumstance would not constitute a conflict of interest by the Contractor, the County shall so state in the notification and the Contractor shall, at his/her option enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the County by the Contractor under the terms of this Agreement.

ARTICLE 16 - EXCUSABLE DELAYS

The Contractor shall not be considered in default by reason of any delay in performance if such delay arises out of causes reasonably beyond the Contractor's control and without its fault or negligence. Such cases may include, but are not limited to: acts of God; the County's omissive and commissive failures; natural or public health emergencies; freight embargoes; and severe weather conditions.

ARTICLE 17 - ARREARS

The Contractor shall not pledge the County's credit, or make it a guarantor of payment, or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The Contractor further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

ARTICLE 18 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The Contractor shall deliver to the County for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the County under this Agreement.

All written and oral information not in the public domain, or not previously known, and all information and data obtained, developed, or supplied by the County, or at its expense, shall be kept confidential by the Contractor and shall not be disclosed to any other party, directly or indirectly, without the County's prior written consent, unless required by a lawful order. All drawings, maps, sketches, and other data developed, or purchased under this Agreement, or at the County's expense, shall be and remains the County's property and may be reproduced and reused at the discretion of the County.

The County and the Contractor shall comply with the provisions of Chapter 119, Florida Statutes (Public Records Law).

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to, any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

ARTICLE 19 - INDEPENDENT CONTRACTOR RELATIONSHIP

The Contractor is, and shall be, in the performance of all work services and activities under this Agreement, an independent contractor, and not an employee, agent, or servant of the County. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times and in all places be subject to the Contractor's sole direction, supervision, and control.

The Contractor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Contractor's relationship and the relationship of its employees to the County shall be that of an independent contractor and not as employees or agents of the County. The Contractor does not have the power or authority to bind the County in any promise, agreement or representation other than specifically provided for in this agreement.

ARTICLE 20 - CONTINGENT FEES

The Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

ARTICLE 21 - ACCESS AND AUDITS

The Contractor shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the work for at least three (3) years after completion of this Agreement. The County shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the County's cost, upon five (5) days written notice.

ARTICLE 22 - NONDISCRIMINATION

The Contractor warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, physical handicap, sex, age or national origin.

ARTICLE 23 - ENTIRETY OF CONTRACTUAL AGREEMENT

The County and the Contractor agree that this Agreement signed by both parties sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein, or are incorporated by reference into this Agreement. None of the provisions, terms, conditions, requirements, or responsibilities noted in this Agreement may be amended, revised, deleted, altered, or otherwise changed, modified, or superseded, except by written instrument, duly executed by authorized representatives of both the County, and the Contractor.

ARTICLE 24 - ENFORCEMENT COSTS

If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all reasonable expenses even if not taxable as court costs (including, without limitation, all such reasonable fees, costs and expenses incident to appeals), incurred in that action or proceedings, in addition to any other relief to which such party or parties may be entitled.

ARTICLE 25 - AUTHORITY TO PRACTICE

The Contractor hereby represents and warrants that it has and shall continue to maintain all license and approvals required to conduct its business, and that it shall at all times, conduct its business activities in a reputable manner.

ARTICLE 26 - SEVERABILITY

If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such items or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 27 - AMENDMENTS AND MODIFICATIONS

No amendments or modifications of this Agreement shall be valid unless in writing and signed by each of the parties.

The County reserves the right to make changes in the work, including alterations, reductions therein or additions thereto. Upon receipt by the Contractor of the County's notification of a contemplated change, the Contractor shall: (1) if requested by the County, provide an estimate for the increase or decrease in cost due to the contemplated change; (2) notify the County of any estimated change in the completion date; and (3) advise the County in writing if the contemplated change shall effect the Contractor's ability to meet the completion dates or schedules of this Agreement. If the County instructs in writing, the Contractor shall suspend work on that portion of the project, pending the County's decision to proceed with the change. If the County elects to make the change, the County shall issue a Change Order for changes, or a contract change order, if the original contract is to be changed or amended the Contractor shall not commence work on any such change until such written change order has been issued and signed by each of the parties.

ARTICLE 28 - FLORIDA LAW & VENUE

This Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Agreement shall be held in St. Johns County, Florida.

ARTICLE 29 - ARBITRATION

The County shall not be obligated to arbitrate or permit any arbitration binding on the County under any of the Contract Documents or in connection with the project in any manner whatsoever.

ARTICLE 30 - NOTICES

All notices required in this Agreement shall be sent by certified mail, return receipt requested, and if sent to the County shall be mailed to:

St. Johns County Purchasing Department
David Klages, Contract Coordinator
500 San Sebastian View
St. Augustine, FL 32084

and if sent to the Contractor shall be mailed to:

Boro Building & Property Maintenance, Inc.
Attn: Mr. Ben Varney, Sales Manager
6321 Porter Road, Suite 5
Sarasota, FL 34240

ARTICLE 31 - HEADINGS

The heading preceding the articles and sections herein are solely for convenience of reference and shall not constitute a part of this Agreement, or affect its meaning, construction or effect.

ARTICLE 32 - PUBLIC RECORDS

- A. The cost of reproduction, access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials, associated with this Agreement shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes), and other applicable State and Federal provisions. Access to such public records, may not be blocked, thwarted, and/or hindered by placing the public records in the possession of a third party, or an unaffiliated party.

- B. In accordance with Florida law, to the extent that Contractor's performance under this Contract constitutes an act on behalf of the County, Contractor shall comply with all requirements of Florida's public records law. Specifically, if Contractor is expressly authorized, and acts on behalf of the County under this Agreement, Contractor shall:
- (1) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the Services;
 - (2) Upon request from the County's custodian of public records, provide the County 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 as provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
 - (3) Ensure that public records related to this Agreement that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by applicable law for the duration of this Agreement and following completion of this Agreement if the Contractor does not transfer the records to the County; and
 - (4) Upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Contractor or keep and maintain public records required by the County to perform the Services.
- C. If the Contractor transfers all public records to the County upon completion of this Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the County's information technology systems.
- D. Failure by the Contractor to comply with the requirements of this section shall be grounds for immediate, unilateral termination of this Agreement by the County.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: OCA, ATTN: Public Records Manager, 500 San Sebastian View, St. Augustine, FL 32084, PH: (904) 209-0805, EMAIL: publicrecords@sjcfl.us.

ARTICLE 33 – NO THIRD PARTY BENEFICIARIES

Both the County and the Contractor explicitly agree, and this Agreement explicitly states that no third party beneficiary status or interest is conferred to, or inferred to, any other person or entity.

ARTICLE 34 – USE OF COUNTY LOGO

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, the Contractor may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

ARTICLE 35 – SURVIVAL

It is explicitly noted that the following provisions of this Agreement, to the extent necessary, shall survive any suspension, termination, cancellation, revocation, and/or non-renewal of this Contract Agreement, and therefore shall be both applicable and enforceable beyond any suspension, termination, cancellation, revocation, and/or non-renewal: (1) Truth-in-Negotiation; (2) Federal and State Taxes; (3) Insurance; (4) Indemnification; (5) Access and Audits; (6) Enforcement Costs; and (7) Access to Records.

ARTICLE 36 – BACKGROUND SCREENINGS

The Contractor shall be required to perform background screenings on any and all personnel to perform services, at any time, on County property, under this Agreement. By executing this Agreement, the Contractor certifies that any and all

personnel performing services on County property, under this Agreement, have been properly screened, prior to performing any work, and have met the criteria provided below:

- A. Level I Background Screenings are required for any and all Contractor provided personnel performing services on County property under this Agreement. Background screenings include, but are not limited to, national and local criminal history, driver license record, national sexual offender, and employment history.
- B. Level II Background Screenings are required for any and all Contractor provided personnel as specified in Chapter 435.06, Florida Statutes.
- C. Contractor provided personnel who undergo a Level I or Level II Background Screening and who are awaiting final disposition of a felony case, or who, in the past ten (10) years were found guilty of a felony offense, have had adjudication withheld in a felony case, or entered into a pre-trial intervention in a felony case may not perform any services under this Agreement, if it is determined that the arrest record and/or the Court's action is relevant to the position and therefore makes the individual unsuitable to perform services on County property, under this Agreement.
- D. The Contractor shall be required to make any and all records from background screenings of Contractor provided personnel available to the County for review/audit, upon request from the County. The Contractor shall be responsible for obtaining any and all necessary permissions from the screened individuals allowing the transmission of records to the County for review.
- E. The Contractor shall bill the County for background checks performed for all personnel performing services under this contract, in the amount of forty dollars (\$40.00) per background screening plus fifteen dollars (\$15.00) per previous employer checked. Verification of the costs of the screening performed must be provided with each invoice.

ARTICLE 37 – TRUTH-IN-NEGOTIATION CERTIFICATE

The signing of this Agreement by the Contractor shall act as the execution of a truth-in-negotiation certificate certifying that the wage rates and cost used to determine the compensation provided for in this Agreement are accurate, complete and current as of the date of this Agreement.

The said rates and costs shall be reduced to exclude any significant sums should the County determine that the rates and costs were increased due to inaccurate, incomplete or non-current wage rate, or due to inaccurate representations of fees paid to outside subcontractors. The County may exercise its rights under this Article 4 within eighteen (18) months following final payment.

BID NO: 17-11; JANITORIAL SERVICES FOR VARIOUS SJC FACILITIES

IN WITNESS WHEREOF, authorized representatives of the COUNTY, and CONTRACTOR have executed this Agreement on the day and year below noted.

ST. JOHNS COUNTY, FL:

County Representative Signature

County Representative Printed Name

County Representative Printed Title

Date of Execution

ATTEST:

**ST. JOHNS COUNTY, FL
CLERK OF COURT**

Deputy Clerk

Date

LEGALLY SUFFICIENT:

Sr. Assistant County Attorney

Date of Execution

CONTRACTOR:

Boro Building & Property Maintenance, Inc.
Full Legal Company Name

Authorized Representative Name (Type or Print)

Authorized Representative Signature

Title

Date of Execution

BID NO: 17-11; JANITORIAL SERVICES FOR VARIOUS SJC FACILITIES
EXHIBIT "A" – BASIS OF COMPENSATION

Basis of compensation shall be made in accordance with the Annual Prices as submitted in the Contractor's Bid Proposal, approved by the County, and provided herein. The Annual Prices shall include all direct costs, indirect costs, and reimbursable expenses necessary to complete the scope of work. Requests for additional services or additional line items shall be submitted in writing and approved by St. Johns County *prior* to any work being implemented and shall be added to this Agreement through a Contract Amendment.

Pricing adjustments may be considered on an annual basis, at the time of contract renewal and must be mutually accepted by both the Contractor and the County. Price adjustment requests must be based upon the Consumer Price Index (CPI) in affect at the time of renewal, unless otherwise approved by the County. All accepted and approved price adjustments shall become effective on the first day of the applicable renewal period.

The summary of annual compensation by location is as follows:

• SJC Utility Department (5 locations)	\$17,380.00
• Southeast Courthouse Annex	\$ 8,915.58
• Julington Creek Courthouse Annex	\$11,520.00
• Ponte Vedra Courthouse Annex	\$ 6,120.00
• Medical Examiner's Office	\$ 3,134.30
• Solid Waste Department	\$ 1,800.00
• Facilities Maintenance Department	\$ 4,081.42
• Parks & Recreation Department	\$ 4,508.24
• Nease Beachfront Park House	\$ 1,828.80
• Trout Creek Community Center & Park	\$ 3,960.00
• The Players Community Senior Center	\$ 5,952.96
• Hart House at Beluthahatchee Park	\$ 936.00
• Hastings Branch Library	\$ 7,272.00
• Southeast Library Branch	\$23,904.00
• Anastasia Island Library Branch	\$ 8,301.60

BID NO: 17-11; JANITORIAL SERVICES FOR VARIOUS SJC FACILITIES
EXHIBIT "B" – CONTRACT SCHEDULE

The Contract Period for this scope of work shall be as follows:

Initial Contract – Shall become effective on April 1, 2017, and shall remain in effect for an initial term of three (3) years, or until services are no longer needed.

Contract Renewal/s – The contract may be renewed for a maximum of one (1) two-year period, upon satisfactory performance by the Contractor, mutual agreement by both parties, and the continued need for these services. The County may renew this Agreement beyond the terms stated above, if doing so serves the best interest of the County.

BID NO: 17-11; JANITORIAL SERVICES FOR VARIOUS SJC FACILITIES
EXHIBIT "C" – SPECIFICATIONS

SJC UTILITY DEPARTMENT

Locations: SJC Utility Admin Bldg.: 1205 State Road 16, St. Augustine, FL 32084 (approx. 24,000 sf)
SJC Utility Collections: 2100 Arc Drive, St. Augustine, FL 32084 (approx. 3,500 sf)
SJC Utility Warehouse: 2104 Arc Drive, St. Augustine, FL 32084 (approx. 1,800 sf)
SJC Utility Distribution: 2108 Arc Drive, St. Augustine, FL 32084 (approx. 3,500 sf)
*SJC Utility Environmental Lab: 850 W 16th Street, St. Augustine, FL 32080 (approx. 1,700 sf)
*Includes: Laboratory (approx. 300 sf) and Operations Building (approx. 1,380 sf)

Building E at the Environmental Lab/Operations location is NOT included in this scope of work.

The SJC Utility Administration Building including all offices (occupied & vacant), reception areas, conference rooms, restrooms, break rooms, stairways, entranceways, and hallways will be cleaned **after business hours between 5:00PM and 7:00AM, two (2) times weekly (every Wednesday and Friday), or on weekends for the Arc Drive locations.** This excludes designated holidays unless otherwise specified. It will be the responsibility of the Contractor to clean the interior of the St. Johns County Utility Administration Building to a satisfactory level of cleanliness and appearance, providing some supplies, commercial grade cleaning equipment, and all labor necessary. **Failure to maintain a satisfactory level of cleanliness and appearance of the St. Johns County Utility Administration Building will be cause for termination of services.**

The following are minimum general specifications for maintaining the cleanliness and appearance of the St. Johns County Utility Administration Building. *Note: These are minimum specifications and the Contractor may be required to provide services more frequently than specified below in order to maintain a clean and satisfactory appearance as determined by SJC Utility Department Staff.

A. Floors

1. All carpeted areas will be vacuumed **at least once each week** or as often as needed to maintain a clean appearance. The Contractor shall inspect all carpeted areas each week to locate and remove noticeable spots and stains. Recommendation by the Contractor shall be made when additional, professional carpet cleaning services are considered necessary.
2. All hard-surface floors shall be swept or dust mopped, and damp mopped, or buffed **each visit**. All hard-surface floors shall be scrubbed using a scrub brush **at least once each month** or as often as needed to maintain clean grout lines.
3. All hard-surface floors shall be stripped and re-waxed **once every six months** or more often as necessary. The necessity of additional stripping and re-waxing shall be determined by SJC Utility Administration. Top scrubbing and additional coats of wax shall be permitted between stripping to maintain a bright, clean and shiny surface at all times. **Stripping & Waxing is NOT required for the Arc Drive locations.**
4. Ceramic Tile floors shall be machine scrubbed **once every six months**.

B. Cleaning of Office Furniture

1. The tops of all counters, tables, desks and credenzas shall be dusted and wiped down with the appropriate cleanser or polish **each visit**.
2. The tops of all filing cabinets, other cabinets, and shelves shall be dusted and cleaned **at least once each week** (on Fridays) or as often as needed to maintain a clean appearance. Items on desks, credenzas, and cabinets shall be lifted and the surface underneath dusted and polished, unless papers are spread out over the desk. The sides and doors of filing cabinets, other cabinets, and credenzas shall be wiped down with an appropriate cleaning solution to remove any film or stains **at least once every six (6) months** or more often when necessary.

C. Vinyl or Cloth Covered Office Furniture

1. All chairs and couches with vinyl surfaces shall be wiped down and cleaned with an appropriate cleaning solution **at least once each month** or more often when necessary.
2. All chairs and couches covered with fabric shall be vacuumed thoroughly **at least once each month** or as often as

needed to maintain a clean appearance. All chair pedestal surfaces shall be dusted and/or wiped down at least once each month or as often as needed to maintain a clean appearance.

D. Window Blinds

1. All blinds shall be dusted thoroughly at least once every six (6) months or as often as necessary to maintain a dust free condition. All blinds shall be drawn to a closed position if not already closed, when cleaning of each room has been completed.

E. Windows, Glass Doors & Mirrors

1. All mirrors and glass doors (inside & out) shall be fully cleaned each visit.
2. All glass partitions shall be fully cleaned at least once each week or as often as needed to maintain a clean appearance.
3. All windows shall be cleaned inside and out at least once every six (6) months or as often as needed to maintain a clean appearance. This includes only those windows that can be reached with a step ladder and an extension squeegee.

F. Restroom Facilities

1. Restrooms shall be thoroughly cleaned with disinfectant each visit. All toilets, including toilet bowls and toilet seats shall be cleaned with disinfectant each visit.
2. Sinks (including behind faucets), countertops, and mirrors shall be cleaned with appropriate cleaning solution each visit.
3. Tile floors in restroom and shower areas shall be mopped and/or scrubbed with a scrub brush with disinfectant each visit.
4. Tile walls shall be cleaned with an appropriate cleaning solution at least once every six (6) months or as often as needed to maintain a clean appearance.
5. All paper products and soap dispensers shall be replenished each visit so as to be kept full at all times.

G. Miscellaneous Maintenance

1. All waste baskets shall be emptied and trash can liners replaced each visit.
2. Front and side exterior entrances and walkways shall be cleaned, overhead ceilings and corners shall be swept free of insects, cobwebs, etc., and throw rugs and carpet runners (inside and outside) at entrance doors shall be vacuumed each visit.
3. Back deck and patio area(s) shall be cleaned at least once each week.
4. All drinking fountains shall be cleaned with disinfectant each visit.
5. Walls and doors, including door handles/levers and trim hardware shall be spot cleaned of smudge marks and fingerprints as needed to maintain clean appearance.
6. All stairs and landings shall be swept or dust mopped each visit, and mopped at least once each week.
7. Elevator floors shall be swept/dust mopped, and damp mopped or buffed/polished at least once each week. Interior walls of elevator shall be wiped down and stainless steel polished at least once each week.
8. HVAC return vents shall be vacuumed and the surface grates wiped down at least once every three (3) months.

H. Malfunctioning Equipment

Any equipment (i.e. toilets, faucets, drains, etc.) found not to be operating properly or leaking shall be reported to County staff and shall be repaired by the County.

I. Break Room/Galley/Kitchen Areas

1. Sinks in galleys and kitchen areas shall be cleaned with disinfectant each visit.
2. Countertops, cabinets (exterior only), and refrigerators (exterior only) shall be cleaned thoroughly each visit. If dirty dishes are left in sink, the Contractor shall remove them, clean the sink, and leave dirty dishes in a trash bag on the counter.
3. Stove and microwave exterior surfaces shall be cleaned thoroughly each visit.

J. Supplies

1. **The County shall supply** all paper goods including: paper towels, toilet paper, toilet seat liners, trash can liners, and hand soap.
2. **The Contractor shall supply** all cleaning products, sprays, vacuum cleaners, buffers/scrubbers, and any other

machinery or equipment necessary to fulfill the terms of the contract. The Contractor shall also supply stripper, floor wax, and pads for buffers/scrubbers.

3. The Contractor shall notify the Point of Contact for the SJC Utility Department when supplies are running low so that more can be ordered. **Do not wait until stock has been fully depleted to replace.**

The Point of Contact for the SJC Utility Department

Kathy Kelshaw

Phone: 904-209-2712

E-mail: kkelshaw@sjcfl.us

SJC SOUTHEAST and JULINGTON CREEK COURTHOUSE ANNEXES

Locations: Southeast Courthouse Annex: 6658 US 1 South, St. Augustine, FL 32086 (approx. 6,574 sf)

Julington Creek Annex: 725 Flora Branch Boulevard, Jacksonville, FL 32259 (approx. 10,000 sf)

The St. Johns County Southeast and Julington Creek Courthouse Annexes offices, reception areas, restrooms and hallways will be cleaned **after business hours between 5:00PM and 7:00AM, five (5) times weekly Monday thru Friday, excluding designated holidays unless otherwise specified.** Vacant or unoccupied offices shall be cleaned once per month. It will be the responsibility of the Contractor to clean the interior of the St. Johns County Courthouse Annex Buildings to a satisfactory level of cleanliness and appearance, providing all supplies, commercial grade cleaning equipment, and all labor necessary. **Failure to maintain a satisfactory level of cleanliness and appearance as provided below will be cause for termination of services.**

A. Carpet & Floors

All carpeted and tile floors in offices, hallways, and reception areas will be vacuumed, swept, mopped, and/or buffed to maintain a new appearance **each visit**. Tile floors shall be stripped and re-waxed a **minimum of once per year** with a product appropriate for the type of tile. The Contractor shall inspect all carpeted areas at least once each week to locate and remove noticeable spots and stains. Recommendation by the Contractor will be made when additional, professional carpet cleaning services are considered necessary.

B. Cleaning of Office Furniture

The tops of all counters, tables, desks and credenzas will be dusted and polished **each visit**. The tops of all filing cabinets, other cabinets, and shelves will be dusted and cleaned **at least once each week**. Items on desks, credenzas, and cabinets will be lifted and the surface underneath dusted and polished. If desk is covered with papers, do not move and clean. The sides and doors of filing cabinets, other cabinets, and credenzas will be wiped down with an appropriate cleaning solution to remove any film or stains **at least once every six (6) months or more often when necessary**. All public use tables will be cleaning **each visit** to remove smudges and marks. Fire extinguisher boxes, doorframes, and windowsills will be dusted **at least once each week or more often when necessary**.

C. Vinyl or Cloth Covered Office Furniture

All chairs and couches with vinyl surfaces will be wiped down and cleaned with an appropriate cleaning solution **at least once each month or more often when necessary**. All chairs and couches covered with fabric will be vacuumed thoroughly **at least once each month or more often if necessary**. All chair pedestal surfaces will be dusted and/or wiped down **at least once each month or more if necessary**.

D. Window Blinds

All blinds will be dusted thoroughly **at least once every six (6) months or more often if necessary** to maintain a dust free condition. All blinds will be drawn to a closed position if not already closed, when cleaning of each room has been completed.

E. Windows, Glass Doors & Mirrors

All mirrors and glass doors will be fully cleaned **each visit**. All glass partitions will be fully cleaned **at least once each week or more often when necessary**. All windows will be cleaned **at least once every six (6) months or more often when necessary**, inside and out (this includes only those windows that can be reached with a step ladder).

F. Restroom Facilities

Restrooms will be thoroughly cleaned **each visit**. All toilets, including toilet bowls, toilet tanks, and toilet seats will be cleaned and disinfected **each visit**. Sinks (including behind faucets), countertops, and mirrors will be cleaned with appropriate cleaning solution **each visit**. Tile floors will be mopped and/or scrubbed with a scrub brush with disinfectant **each visit**. Tile walls will be cleaned with an appropriate cleaning solution **at least once every six (6) months or more often when necessary**. All paper products and soap dispensers will be replenished as needed so as to be kept full at all times.

G. Miscellaneous Maintenance

All waste baskets will be emptied **each visit** and plastic trash can liners will be replaced when necessary. Front and side entrances and walkways will be cleaned, overhead ceilings and corners will be swept free of insects, cobwebs, etc., and throw rugs and carpet runners (inside and outside) at entrance doors will be vacuumed **each visit**. All

drinking fountains will be cleaned with disinfectant **each visit**. Walls and doors will be spot cleaned of smudge marks and fingerprints as needed to maintain clean appearance. HVAC vents shall be dusted **at least once every six (6) months or more often when necessary**.

H. Malfunctioning Equipment

Any equipment (i.e. toilets, faucets, drains, etc.) found not to be operating properly or leaking will be reported to County staff and will be repaired by the County.

I. Galley/Kitchen Areas

Sinks in galleys and kitchen areas will be cleaned with disinfectant **each visit**. Countertops, cabinets (exterior only), and refrigerators (exterior only) will be cleaned thoroughly **each visit**. If dirty dishes are left in sink, the Contractor shall remove them, clean the sink, and leave dirty dishes in a trash bag on the counter.

J. Supplies

The Contractor will be required to provide labor, equipment and all cleaning supplies.

1. **The Contractor shall supply** all cleaning supplies, including cleaning products, toilet paper, hand soap, and paper towels will be provided by the Contractor.
2. **The Contractor shall also supply** vacuum cleaners, buffers/scrubbers, stripper, floor wax, pads for buffers/scrubbers, and any other machinery or equipment necessary to fulfill the terms of the contract.
3. Contractor shall ensure that at least one mop and bucket and one vacuum cleaner remains onsite at all times.
4. The Contractor shall maintain an adequate amount of supplies onsite (toilet paper, hand towels, hand soap, etc.) so as to be able to replace necessities immediately as necessary. **Do not wait until stock has been fully depleted to replace.**

The Point of Contact for the Southeast & Julington Creek Courthouse Annexes:

Katie Diaz

Phone: (904) 209-0653

E-mail: kdiaz@sjcfl.us

Amanda Kiesel

Phone: (904) 209-0650

E-mail: akiesel@sjcfl.us

PONTE VEDRA COURTHOUSE ANNEX

Location: 99 North Palm Valley Road, Ponte Vedra, FL 32081 (approx. 3,900 sf)

The St. Johns County Ponte Vedra Courthouse Annex offices, reception areas, restrooms, hallways, and conference rooms will be cleaned **after regular working hours, five (5) times per week (Monday thru Friday, excluding holidays)**. Vacant or unoccupied offices shall be cleaned once per month.

It will be the responsibility of the Contractor to clean the interior of the St. Johns County Courthouse Annex Buildings to a satisfactory level of cleanliness and appearance, providing all supplies, commercial grade cleaning equipment, and all labor necessary. It will be the responsibility of the cleaning agency awarded the contract to clean the interior of the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment. **Failure to maintain a satisfactory level of cleanliness and appearance at the Ponte Vedra Courthouse Annex will be cause for termination of services.**

The following are minimum general specifications for maintaining the cleanliness and appearance of the Ponte Vedra Courthouse offices.

A. Carpet

All carpeted areas must be vacuumed **each visit**. The Contractor shall inspect all carpeted areas **at least once per month** to locate and remove noticeable spots and stains. In unusual circumstances, spot cleaning may be required immediately. Recommendation by the cleaning service will be made when additional, professional carpet cleaning service is considered necessary.

B. Tile and Vinyl Floors

Tile Floors must be mopped and/or buffed **each visit**. Vinyl Floors must be mopped and/or buffed **each visit** and must be stripped and waxed **at least once each year** or more often as necessary to maintain a new appearance.

C. Cleaning of Office Furniture

The tops of all tables, desks, credenzas and counters must be dusted and polished at least **each visit**. The exteriors of all filing cabinets, other cabinets and tables must be dusted and cleaned **at least once per week**. Items on desks, credenzas, and counters must be lifted and the surface underneath dusted and polished. If desk is covered with papers, the Contractor must not clean the desk. **At least once every six (6) months**, the sides and drawers of filing cabinets, cabinets, credenzas and bookcases must be wiped down with a cleaning solution to remove dust, film and stains. All fire extinguisher boxes, doorframes and windowsills must be dusted **at least once per week**.

D. Vinyl or Cloth Covered Office Furniture

All chairs and couches with vinyl surfaces must be wiped down with cleaning solution **at least once per month**. All chairs and couches covered with fabric must be vacuumed thoroughly **at least once time per month**. All chair pedestal surfaces must be dusted and/or wiped down **at least once per month**.

E. Draperies/Window Blinds

All blinds will be dusted and/or lightly vacuumed **at least once every six (6) months**. The Contractor must close all blinds, if not already closed, when cleaning of each room as been completed. The Contractor must ensure that all windows are locked prior to closing blinds.

F. Windows, Glass Doors and Mirrors

All mirrors must be thoroughly cleaned **each visit**. All glass doors and glass partitions must be spot cleaned daily and fully cleaned **once per week**. The interior and exterior of all windows must be cleaned **at least once every six (6) months** or more often as necessary.

G. Restroom Facilities:

Restrooms must be thoroughly cleaned **each visit**. All toilets and toilet seats must be cleaned and disinfected **each visit**. All chrome fixtures must be cleaned and polished **each visit**. Sinks (including behind faucets), counter tops, and mirrors must be cleaned with appropriate cleanser **each visit**. Floors must be swept **each visit** and mopped with disinfectant **at least once per week**. Floor drains must be disinfected **at least once per week**. All paper products and soap dispensers must be replenished as needed with spare rolls of toilet tissue at each toilet. **The Contractor must**

provide a list of all chemicals and shall provide MSDS (Material Safety and Data Sheets) for cleaning chemicals used to be kept on premises. The list and the Material Safety and Data Sheets must be kept up to date.

H. Miscellaneous Maintenance

All wastebaskets must be emptied each visit and plastic trash can liners must be replaced when necessary. Front and side entrances and walkways must be cleaned, overhead ceilings and corners will be swept free of insects, cobwebs, etc., and throw rugs and carpet runners (inside and outside) at entrance doors must be vacuumed each visit. All drinking fountains must be cleaned with disinfectant each visit. Walls and doors must be spot cleaned of smudge marks and fingerprints as needed to maintain a clean and sanitary appearance. HVAC vents must be dusted at least once every six (6) months or more often as necessary.

I. Malfunctioning Equipment

Any equipment (i.e. toilets, faucets, drains, etc.) found not to be operating properly or leaking must be reported to the SJC Point of Contact and will be repaired by the County.

J. Galley/Kitchen Areas

Sinks in galleys and kitchen areas will be cleaned with disinfectant each visit. Countertops, cabinets (exterior only), and refrigerators (exterior only) must be cleaned thoroughly each visit. If dirty dishes are left in the sink, the Contractor shall remove them, clean the sink, and leave dirty dishes in a trash bag on the counter.

K. Supplies

The Contractor will be required to provide labor, equipment and all cleaning supplies.

- 1) **The Contractor shall supply** all cleaning supplies, including cleaning products, toilet paper, hand soap, and paper towels will be provided by the Contractor.
- 2) **The Contractor shall also supply** vacuum cleaners, buffers/scrubbers, stripper, floor wax, pads for buffers/scrubbers, and any other machinery or equipment necessary to fulfill the terms of the contract.
- 3) Contractor shall ensure that at least one mop and bucket and one vacuum cleaner remains onsite at all times.
- 4) The Contractor shall maintain an adequate amount of supplies onsite (toilet paper, hand towels, hand soap, etc.) so as to be able to replace necessities immediately as necessary. **Do not wait until stock has been fully depleted to replace.**

MANDATORY REQUIREMENTS FOR THE SJC PONTE VEDRA COURTHOUSE ANNEX:

A. Background Checks

The Contractor or Contractor-supplied personnel assigned to work at the St. Johns County Building Operations Department shall submit to a background check performed by St. Johns County. Reporting of background check shall be "pass/fail". Personnel receiving a rating of "fail" shall not be allowed to work in any St. Johns County Facility.

Upon receiving a rating of "pass", the Contractor or Contractor-supplied employees will be given necessary access to the St. Johns County Ponte Vedra Courthouse Annex, including ID badge(s) and key(s) required for normal performance of duties. Badges and keys are property of St. Johns County and shall be returned when no longer required. **Any loss of badge or key, or change in status of Contractor-supplied personnel shall be reported immediately to Katie Diaz, Building Operations Department. The Contractor shall be responsible for the replacement costs of badges and/or keys.**

The Point of Contact for the Southeast & Julington Creek Courthouse Annexes:

Katie Diaz
Phone: (904) 209-0653
E-mail: kdiaz@sjcfl.us

Amanda Kiesel
Phone: (904) 209-0650
E-mail: akiesel@sjcfl.us

SJC MEDICAL EXAMINER'S OFFICE

Location: 4501 Avenue A, St. Augustine, FL 32084 (approx. 2964 sf)

The St. Johns County Medical Examiner's administrative offices, reception areas, restrooms, hallways and conference rooms will be cleaned **either during morning working hours starting between 7:30 and 8:00 A.M. or after regular business hours nightly, five times per week (Monday thru Friday, excluding holidays).**

Only the restroom and office in the morgue area need to be cleaned; the Contractor will NOT be required to clean the rest of the morgue area, nor will the Contractor be permitted to enter any other areas of the morgue.

The Contractor shall be responsible for cleaning the interior of the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment. **Failure to maintain a satisfactory level of cleanliness and appearance of the Medical Examiner's Office interior will be cause for termination of services.**

The following are minimum general specifications for maintaining the cleanliness and appearance of the Medical Examiners offices.

A. Carpet

All carpeting in offices, hallways, and reception areas and meeting rooms will be vacuumed **each visit**. The Contractor shall inspect all carpeted areas **at least once each month** to locate and remove noticeable spots and stains. Recommendation by the cleaning service will be made when additional, professional carpet cleaning service is considered necessary.

B. Tile and Vinyl Floors

All tile floors shall be mopped **each visit**.

C. Cleaning of Office Furniture

The tops of all tables, desks, credenzas, counters and bookcases will be dusted and polished **each visit**. All filing cabinets and other cabinets will be completely dusted and cleaned at **least once each week**. Items on desks, credenzas, bookcases, and counters will be lifted and the surface underneath dusted and polished. If desk is covered with papers, the Contractor shall not clean the desk. **Once every six (6) months** the sides and drawers of filing cabinets, cabinets, credenzas and bookcases will be wiped down with an appropriate cleaning solution to remove dust, film and stains. All fire extinguisher boxes, doorframes and windowsills will be dusted **once each week**. All public use tables will be cleaned **once each week** to remove smudges and marks.

D. Vinyl or cloth covered office furniture

All chairs and couches with vinyl surfaces will be wiped down with cleaning solution **at least once per month**. All chairs and couches covered with fabric will be vacuumed thoroughly **once per month**. All chair pedestal surfaces will be dusted and/or wiped down **at least once per month**.

E. Window Blinds

All blinds will be lightly vacuumed **once every six (6) months**. All blinds will be drawn to a closed position if not already closed, when cleaning of each room as been completed. Assure that all windows are locked prior to closing blinds.

F. Windows, Glass Doors and Mirrors

All mirrors will be thoroughly cleaned **daily**. All glass doors and glass partitions will be spot cleaned daily and fully cleaned **once per week** on **Thursday**. All windows will be cleaned on a **semi-annual basis (every six (6) months)**, inside windows only.

G. Restroom Facilities

There are 3 restroom facilities in the administrative area and one restroom with shower in the autopsy building. Restrooms will be thoroughly cleaned **each day**. All toilets and toilet seats will be cleaned and disinfected **daily**. All

chrome fixtures will be cleaned and polished each visit. Sinks (including behind faucets), counter tops, and mirrors will be cleaned with appropriate cleanser **daily**. Floors will be mopped with disinfectant **daily**. Floor drains will be disinfected **once per week**. All paper products and soap dispensers will be replenished as needed with spare rolls of toilet tissue at each toilet.

H. Miscellaneous Maintenance:

All wastebaskets will be emptied **daily** and plastic trash can liners, provided by the county, will be **replaced when necessary**. All entrances and walkways will be cleaned, including overheads, and throw rugs and carpet runners (inside and outside) at all entrance doors will be vacuumed **daily**. All drinking fountains will be cleaned with disinfectant **daily**. Walls will be spot cleaned of smudge marks and fingerprints as needed. All HV/AC vents will be **cleaned once per month**.

MANDATORY REQUIREMENTS FOR THE SJC MEDICAL EXAMINERS OFFICE:

A. Malfunctioning Equipment:

Any equipment (i.e. toilets, faucets, drains, etc.) found not to be operating properly or leaking will be reported to the Medical Examiner's Office and will be repaired by the County.

B. Supplies:

1. **The Contractor** will be required to provide labor and all cleaning materials and equipment.
2. **The County** will supply paper goods and liquid hand soap.
3. **The Contractor** will replenish liquid hand soap to the dispensers. When stocks are required to be replenished, a note will be provided to the Medical Examiner's Office Point of Contact listing the quantity of each item required, prior to supplies being completely depleted.

The Point of Contact for the Medical Examiner's Office

Kelly Boulos

Phone: 904-209-0823

E-mail: kboulos@sjcfl.us

SJC SOLID WASTE DEPARTMENT

Location: 3005 Allen Nease Road, Elkton, FL 32033 (approx. 2,800 sf)

The St. Johns County Solid Waste Department office, reception area, restrooms, hallways, conference room and break room will be cleaned **after regular working hours, one (1) time each week (every Monday, excluding County recognized holidays)**. The Contractor is responsible for cleaning the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment. **Failure to maintain a satisfactory level of cleanliness and appearance of the Purchasing Department office building will be cause for termination of services.**

A. Carpet

All carpeted areas in the offices and conference room will be vacuumed thoroughly **each visit**. The Contractor shall inspect all carpeted areas for spots and stains **at least once each month**. If any spots or stains are located, either by the Contractor or Solid Waste Staff, upon notification, the Contractor shall spot clean immediately. Recommendation by the cleaning service will be made when additional, professional carpet cleaning service is considered necessary.

B. Tile and Vinyl Floors

All tile and vinyl floors will be swept, and mopped and/or buffed **each visit**, and will be stripped and re-waxed **at least once each year** with an appropriate cleaner for the type of tile.

C. Cleaning of Office Furniture

The tops of all tables, desks, credenzas, counters and bookcases will be thoroughly dusted and polished **each visit**. If fingerprints and other marks are noticeable on the tops of desks and tables, the Contractor shall polish as necessary to maintain a clean surface. Items on desks (phones, keyboards, inboxes, staplers, etc), credenzas, and counters will be lifted and the surface underneath dusted and polished, unless the desk is covered with loose papers. If loose papers cover the desk, the Contractor should leave them untouched and clean around them. The exterior of all filing cabinets and other cabinets will be completely dusted and cleaned **each visit**. If loose papers cover the desk, the Contractor should leave them untouched and clean around them. The sides and drawers of filing cabinets, cabinets, credenzas and bookcases will be wiped down with a cleaning solution to remove dust, film and stains **at least once every six (6) months**. All fire extinguisher boxes, doorframes and windowsills will be dusted **each visit**.

D. Vinyl or Cloth Covered Office Furniture

All chairs and couches with vinyl surfaces will be wiped down with an appropriate cleaning solution **at least once per month**. All chairs and couches covered with fabric will be vacuumed thoroughly **at least once per month**. All chair pedestal and chair rail surfaces will be dusted and/or wiped down **at least once per month**.

E. Draperies/Window Blinds

All blinds will be lightly vacuumed **at least once every six (6) months**. The Contractor shall draw all blinds to a closed position when finished cleaning.

F. Windows, Glass Doors and Mirrors

All mirrors will be thoroughly cleaned **each visit**. All glass doors and glass partitions will be spot cleaned **each visit** and fully cleaned **at least once every other week (twice monthly)**. The interior of all windows shall be spot cleaned **at least once every other week (twice monthly)**, and fully cleaned **at least once every six (6) months**. The exterior of all windows shall be spot cleaned **once per month**, and fully cleaned **at least once every six (6) months**.

G. Restroom Facilities

There are three (3) restroom facilities. All restrooms will be thoroughly cleaned and disinfected **each visit**. All toilets, including toilet seats and toilet bowls will be cleaned and disinfected **each visit**. All chrome fixtures will be cleaned and polished **each visit**. Sinks (including behind faucets), counter tops, and mirrors will be cleaned and disinfected **each visit**. Tile floors and walls will be mopped or scrubbed with disinfectant **each visit**. Floor drains will be disinfected **each visit**. All paper products and soap dispensers will be replenished as needed with spare rolls of toilet tissue at each toilet.

H. Miscellaneous Maintenance

All wastebaskets will be emptied each visit and plastic trash can liners will be replaced when necessary. All drinking fountains will be cleaned with disinfectant each visit. All entrance walkways front and rear, outside rugs and throw rugs at all entrance doors (inside and outside) and carpet runners will be vacuumed each visit.

MANDATORY REQUIREMENTS FOR THE SJC SOLID WASTE BUILDING:

A. Malfunctioning Equipment:

Any equipment (i.e. toilets, faucets, drains, etc.) found not to be operating properly or leaking will be reported to the Solid Waste Department Staff and will be repaired by the County.

B. Supplies:

1. **The Contractor** will be required to provide labor and all cleaning materials and equipment.
2. **The County** will supply paper goods and liquid hand soap.
3. **The Contractor** will replenish liquid hand soap to the dispensers. When stocks are required to be replenished, a note will be provided to the Medical Examiner's Office Point of Contact listing the quantity of each item required, prior to supplies being completely depleted.

The Point of Contact for the SJC Solid Waste Department

Christy Stewart

Phone: 904-827-6986

E-mail: cstewart@sjcfl.us

FACILITIES MAINTENANCE DEPARTMENT

Location: 2416 Dobbs Road, St. Augustine, FL 32086 (approx. 5,132 square feet)

The St. Johns County Facilities Maintenance offices, reception areas, restrooms, hallways, and conference rooms will be cleaned **after regular working hours, two days per week (Tuesday and Friday, excluding holidays)**. It will be the responsibility of the Contractor to clean the interior of the St. Johns County Facilities Maintenance Building to a satisfactory level of cleanliness and appearance, providing all supplies, commercial grade cleaning equipment, and all labor necessary. **Failure to maintain a satisfactory level of cleanliness and appearance at the Ponte Vedra Courthouse Annex will be cause for termination of services.**

The following are minimum general specifications for maintaining the cleanliness and appearance of the Facilities Maintenance Building.

A. Carpet

All carpeted areas must be vacuumed **each visit**. The Contractor shall inspect all carpeted areas **at least once per month** to locate and remove noticeable spots and stains. In unusual circumstances, spot cleaning may be required immediately. Recommendation by the cleaning service will be made when additional, professional carpet cleaning service is considered necessary.

B. Tile and Vinyl Floors

Tile Floors must be mopped and/or buffed **each visit**. Vinyl Floors must be mopped and/or buffed **each visit** and must be stripped and waxed **at least once every six (6) months** or more often as necessary to maintain a new appearance.

C. Cleaning of Office Furniture

The tops of all tables, desks, credenzas and counters must be dusted and polished **at least once per week**. The exteriors of all filing cabinets, other cabinets and tables must be dusted and cleaned **at least once per week**. Items on desks, credenzas, and counters must be lifted and the surface underneath dusted and polished. If desk is covered with papers, the Contractor must not clean the desk. **At least once every six (6) months** the sides and drawers of filing cabinets, cabinets, credenzas and bookcases must be wiped down with a cleaning solution to remove dust, film and stains. All fire extinguisher boxes, doorframes and windowsills must be dusted **at least once per week**.

D. Vinyl or Cloth Covered Office Furniture

All chairs and couches with vinyl surfaces must be wiped down with cleaning solution **at least once per month**. All chairs and couches covered with fabric must be vacuumed thoroughly **at least once per month**. All chair pedestal surfaces must be dusted and/or wiped down **at least once per month**.

E. Draperies/Window Blinds:

All blinds will be dusted and/or lightly vacuumed **at least once every six (6) months**. The Contractor must close all blinds, if not already closed, when cleaning of each room as been completed. The Contractor must ensure that all windows are locked prior to closing blinds.

F. Windows, Glass Doors and Mirrors:

All mirrors must be thoroughly cleaned **each visit**. All glass doors and glass partitions must be spot cleaned daily and fully cleaned **once per week on Fridays**. The interior of all windows must be cleaned **once every six (6) months** or more often as necessary.

G. Restroom Facilities

All Restrooms must be thoroughly cleaned **each visit**. All toilets and toilet seats must be cleaned and disinfected **each visit**. All chrome fixtures must be cleaned and polished **each visit**. Sinks (including behind faucets), counter tops, and mirrors must be cleaned with appropriate cleanser **each visit**. Floors must be swept and mopped with disinfectant **each visit**. Floor drains must be disinfected **at least once per week**. All paper products and soap dispensers must be replenished as needed with spare rolls of toilet tissue at each toilet. **The Contractor must**

provide a list of all chemicals and shall provide MSDS (Material Safety and Data Sheets) for cleaning chemicals used to be kept on premises. The list and the Material Safety and Data Sheets must be kept up to date.

H. Miscellaneous Maintenance

All wastebaskets must be emptied each visit and plastic trash can liners, provided by the County, must be replaced when necessary. Front and side entrances and walkways must be cleaned, overhead ceilings and corners will be swept free of insects, cobwebs, etc., and throw rugs and carpet runners (inside and outside) at entrance doors must be vacuumed each visit. All drinking fountains must be cleaned with disinfectant each visit. Walls and doors must be spot cleaned of smudge marks and fingerprints as needed to maintain a clean and sanitary appearance. HVAC vents must be dusted once every six (6) months, or more often as necessary.

I. Malfunctioning Equipment

Any equipment (i.e. toilets, faucets, drains, etc.) found not to be operating properly or leaking must be reported to the SJC Point of Contact and will be repaired by the County.

J. Galley/Kitchen Areas

Sinks in galleys and kitchen areas will be cleaned with disinfectant each visit. Countertops, cabinets (exterior only), and refrigerators (exterior only) must be cleaned thoroughly each visit. If dirty dishes are left in the sink, the Contractor shall remove them, clean the sink, and leave dirty dishes in a trash bag on the counter.

K. Supplies

- 1) **The County shall supply** all paper goods including: paper towels, toilet paper, toilet seat liners, trash can liners, and hand soap.
- 2) **The Contractor shall supply** all cleaning products, sprays, vacuum cleaners, buffers/scrubbers, and any other machinery or equipment necessary to fulfill the terms of the contract. The Contractor shall also supply stripper, floor wax, and pads for buffers/scrubbers.
- 3.) The Contractor shall notify the Point of Contact for the SJC Utility Department when supplies are running low so that more can be ordered. **Do not wait until stock has been fully depleted to replace.**

The Point of Contact for the SJC Facilities Maintenance Department

Diane I. Boone

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PARKS AND RECREATION DEPARTMENT

Location: 2175 Mizell Road, St. Augustine, FL 32080 (6,272 sf)

The SJC Recreation Department offices, reception areas, restrooms, hallways, entryways, conference rooms, wellness room, and break rooms, and the Mizell Warehouse building office and lobby shall be cleaned **after regular business hours, not before five o'clock (5:00pm), two (2) times per week on Wednesdays and Fridays, or if previously approved in writing by the SJC Recreation Department, one day on the weekend, if unable to clean on Friday.** If and when a County observed holiday falls on one of the days the Contractor is required to clean, the Contractor shall coordinate with the SJC Recreation Department to schedule an alternate date to provide the services.

The Contractor shall be responsible for cleaning the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment. The specifications and conditions described below are minimum requirements for the performance of these cleaning services. The Contractor may be required to perform specific aspects of the services more often in order to maintain a satisfactory level of cleanliness as determined by the SJC Recreation Department. **Failure to maintain a satisfactory level of cleanliness and appearance of the Recreation Department buildings shall be cause for termination of services.**

A. Carpet

All carpeted areas in offices, hallways, entryways, reception areas, copy rooms, and conference rooms shall be vacuumed thoroughly **each visit**. This includes along the edges and in the corners of all carpeted areas. The Contractor shall inspect all carpeted areas for spots and stains **at least once each month**. If any spots or stains are located, either by the Contractor or SJC Recreation Staff, upon notification, the Contractor shall spot clean immediately. Recommendation by the Contractor shall be made when additional, professional carpet cleaning services are considered necessary.

B. Tile & Vinyl

All tile and vinyl floors will be swept, and mopped and/or buffed, **each visit**, and will be stripped and re-waxed **at least once each year** with an appropriate cleaner for the type of tile.

C. Cleaning of Furniture:

The tops of all tables, desks, credenzas, counters and bookcases shall be thoroughly dusted **at least once each week** and polished **at least once each month**. If fingerprints and other marks are noticeable on the tops of desks and tables, the Contractor shall dust and/or polish as necessary to maintain a clean appearance on all high traffic surfaces. Items on desks (phones, keyboards, inboxes, staplers, etc.), credenzas, tables, and counters shall be lifted and the surface underneath dusted and polished, unless the desk is covered with loose papers. If loose papers cover the desk, the Contractor shall leave them untouched and clean around them. The exterior of all filing cabinets and other cabinets shall be completely dusted and cleaned **at least once each week**. The sides and drawers of filing cabinets, credenzas, bookcases and other cabinets shall be wiped down with a cleaning solution to remove dust, film and stains **at least once every six (6) months**. All fire extinguisher boxes, doorframes, and windowsills shall be dusted **at least once each week**.

D. Vinyl or Cloth Covered Furniture

All chairs and couches with vinyl surfaces shall be wiped down with an appropriate cleaning solution **at least once each month**. All chairs and couches covered with fabric shall be vacuumed thoroughly **at least once each month**. All chair pedestal and chair rail surfaces shall be dusted and/or wiped down **at least once each month**.

E. Draperies/Window Blinds

All blinds will be lightly vacuumed **at least once every six (6) months**. The Contractor shall draw all blinds to a closed position when finished cleaning.

F. Windows, Glass Doors & Mirrors

All mirrors shall be thoroughly cleaned **at least once each week**. All glass doors and glass partitions shall be spot cleaned **at least once each week** and fully cleaned **at least once each month**. The interior of all windows shall be

spot cleaned at least once every other week (twice monthly) and fully cleaned at least once every six (6) months.

G. Restrooms

There are two (2) restrooms. Both restrooms shall be thoroughly cleaned and disinfected each visit. All toilets, including toilet seats, handles and toilet bowls shall be cleaned and disinfected each visit. All chrome fixtures shall be cleaned and polished each visit. Sinks (including behind faucets), counter tops, soap dispensers, shall be cleaned and disinfected each visit. Tile floors and walls shall be mopped and/or scrubbed with disinfectant each visit. All paper products and soap dispensers shall be replenished as needed with spare supplies left out in case they run out during business hours.

H. Breakroom

Spot clean area around trash can to ensure walls, floors, cabinets, etc. around the trash can are free of residue, grime and trash. Dust and damp wipe counters, sinks, exterior of appliances, interior of microwave oven, using an appropriate, disinfectant cleanser.

I. Wellness Room

All machines in the wellness room shall be wiped down with disinfectant cleanser once each week.

J. Miscellaneous Maintenance

All trash cans and wastebaskets shall be emptied each visit and plastic trash can liners shall be replaced when necessary.

All drinking fountains shall be cleaned with disinfectant each visit.

All entrance walkways, front and rear, outside rugs and throw rugs at all entrance doors (inside and outside) and carpet runners shall be vacuumed each visit.

All areas shall be inspected for cob webs, high and low, and shall be dusted or swept away as needed. All baseboards, and other areas not already mentioned shall be dusted as needed using microfiber dusters.

All light switches, walls around doorways, cabinets, doors and door frames shall be wiped down with a microfiber cloth to remove fingerprints and marks.

All telephones shall be damp wiped using a green microfiber cloth and disinfectant cleanser.

K. Malfunctioning Equipment

Any equipment (i.e. toilets, faucets, drains, etc.) found not to be operating properly, or leaking, shall be reported to the Recreation Department Staff and shall be repaired by the County.

L. Supplies:

The Contractor shall be required to provide all necessary labor and all cleaning materials and equipment.

The County shall provide paper goods, trash bags and liquid hand soap. Liquid hand soap shall be replenished to the dispensers by the Contractor. When stocks need to be replenished, the Contractor shall notify the Point of Contact via email, memo or telephone call, listing the quantity of each item required, prior to supplies being completely depleted (less than 1 days' worth of supplies).

The Point of Contact for the Parks and Recreation Department

Jayne Delany

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NEASE BEACHFRONT PARK HOUSE

Location: 3171 Coastal Highway, St. Augustine, FL 32084 (approx. 2,818 sf)

The Nease House offices, restroom, hallways, entryway, conference room, and kitchen shall be cleaned **after regular business hours, not before five o'clock (5:00pm), every other week, or if previously approved in writing by the SJC Recreation Department one day on the weekend.** If and when a County observed holiday falls on the day the Contractor is required to clean, the Contractor shall coordinate with the appropriate SJC Recreation Department Staff to schedule an alternative date to provide services.

The Contractor shall be responsible for cleaning the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment. The specifications and conditions described below are minimum requirements for the performance of these cleaning services. The Contractor may be required to perform specific aspects of the services more often in order maintain a satisfactory level of cleanliness as determined by SJC Recreation Department Staff. **Failure to maintain a satisfactory level of cleanliness and appearance of the Nease Beachfront Park House shall be cause for termination of services.**

A. Carpet

The carpeted area in the entryway shall be vacuumed thoroughly each visit. This includes along the edges and in the corners of all carpeted areas. The Contractor shall inspect the carpeted areas for spots and stains at least once each month. If any spots or stains are located either by the Contractor or SJC Recreation Staff, upon notification, the Contractor shall spot clean immediately. Recommendation by the Contractor shall be made when additional, professional carpet cleaning services are considered necessary.

B. Tile & Vinyl

All tile and vinyl floors will be swept, and mopped and/or buffed, each visit, and will be stripped and re-waxed at least once each year with an appropriate cleaner for the type of tile.

C. Hardwood Floors

All hardwood floors will be swept and mopped, each visit.

D. Cleaning of Furniture

The tops of all tables, desks, credenzas, counters and bookcases shall be thoroughly dusted every visit, and polished at least once per month. If fingerprints and other marks are noticeable on the tops of desks and tables, the Contractor shall dust and/or polish as necessary to maintain a clean appearance on all high traffic surfaces. Items on the desks (phones, keyboards, inboxes, staplers, etc.), credenzas, tables, and counters shall be lifted and the surface underneath dusted and polished, unless the desk is covered with loose papers. If loose papers cover the desk, the Contractor shall leave them untouched and clean around them. The exterior of all filing cabinets and other cabinets shall be completely dusted and cleaned each visit. The sides and drawers of filing cabinets, credenzas, bookcases and other cabinets shall be wiped down with a cleaning solution to remove dust, film and stains at least once every six (6) months. All fire extinguisher boxes, doorframes, and window sills shall be dusted every visit.

E. Vinyl or Cloth Covered Furniture

All chairs and couches with vinyl surfaces shall be wiped down with an appropriate cleaning solution at least once each month. All chairs and couches covered with fabric shall be vacuumed thoroughly at least once each month. All chair pedestals and chair rail surfaces shall be dusted and/or wiped down at least once a month.

F. Draperies/Window Blinds:

All blinds will be lightly vacuumed at least once every six (6) months.

G. Windows, Glass Doors & Mirrors

All mirrors shall be thoroughly cleaned each visit. All glass doors and glass partitions shall be spot cleaned each visit and fully cleaned at least once each month. The interior of all windows shall be spot cleaned every visit and fully cleaned at least once every six (6) months.

H. Restrooms

There is one (1) restroom. The restroom shall be thoroughly cleaned and disinfected each visit. All toilets, including toilet seats, handles and toilet bowls shall be cleaned and disinfected each visit. All chrome fixtures shall be cleaned and polished each visit. Sinks (including behind faucets), countertops, soap dispensers, shall be cleaned and disinfected each visit. Tile floors shall be mopped and/or scrubbed with disinfectant each visit. All paper products and soap dispensers shall be replenished as needed with spare supplies left out in case they run out during business hours.

I. Kitchen:

Spot clean area around trash can to ensure walls, floors, cabinets, etc. around the trash can are free of residue, grime, and trash each visit. Dust and damp wipe counters, sinks, exterior of appliances, interior of microwave oven, using an appropriate disinfectant cleanser each visit.

J. Miscellaneous Maintenance

All trash cans and wastebaskets shall be emptied each visit and plastic trash can liners shall be replaced when necessary.

All areas shall be inspected for cob webs, high and low, and shall be dusted or swept away as needed. All baseboards, and other areas not already mentioned shall be dusted as needed using microfiber dusters.

All light switches, walls around doorways, cabinets, doors and door frames shall be wiped down with a microfiber cloth to remove fingerprints and marks.

All telephones shall be damp wiped using a green microfiber cloth and disinfectant cleanser.

K. Malfunctioning Equipment

Any equipment (i.e. toilets, faucets, drains, etc.) found not to be operating properly, or leaking shall be reported to the Recreation Department Staff and shall be repaired by the County.

L. Supplies

The Contractor shall be required to provide all necessary labor and all cleaning materials and equipment.

The County shall provide paper goods, trash bags and liquid hand soap. Liquid hand soap shall be replenished to the dispensers by the Contractor. When stocks need to be replenished, the Contractor shall notify the Point of Contact via email, memo or telephone call, listing the quantity of each item required, prior to supplies being completely depleted (less than 1 days' worth of supplies).

The Point of Contact for the Nease Beachfront Park House

Jayne Delany

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TROUT CREEK COMMUNITY CENTER & PARK

Location: 6795 Collier Road, St. Augustine, FL 32092 (4,400 sf)

Services will be provided twice per week on Monday and Thursday (preferably before 7:00 A.M. on Mondays). If and when a County observed holiday falls on one of the days the Contractor is required to clean, the Contractor shall coordinate with the SJC Recreation Department to schedule an alternate date to provide the services.

The Contractor shall be responsible for cleaning the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment. The specifications and conditions described below are minimum requirements for the performance of these cleaning services. The Contractor may be required to perform specific aspects of the services more often in order to maintain a satisfactory level of cleanliness as determined by the SJC Recreation Department. **Failure to maintain a satisfactory level of cleanliness and appearance of the Recreation Department buildings shall be cause for termination of services**

Entrances / Common Areas / Hallways:

- A. Thoroughly clean all entrance door glass **inside and out**.
- B. Dust all exposed horizontal surfaces, including, counters, tables, cabinets, etc. Damp wipe to remove spillage marks, smudges, etc.
- C. Neatly arrange all chairs and literature on tables.
- D. Spot clean all seating as needed.
- E. Spot clean all interior glass.
- F. Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless requested otherwise by County.
- G. Vacuum all high traffic carpeted areas with a HEPA filtered vacuum.
- H. Vacuum all areas rugs and mats, roll up clean beneath and replace.
- I. Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, under tables, corners, etc. Move light items as necessary.
- J. Spot mop all hard surface flooring using a neutral cleaner to remove soil and spills.
- K. Disinfect all drinking fountains and remove any haze or streaks.
- L. Remove any gum and foreign matter if possible from flooring.

Private Offices / Activity Room / Bread Room/ Back Room:

- A. Clean and disinfect all light switches, door handles, and other frequently touched surfaces to reduce the spread of bacteria, viruses and other harmful organisms.
- B. Dust all exposed horizontal surfaces of furniture; including counters, desks, tables, cabinets, etc.
- C. Damp wipe to remove spillage marks, smudges, etc. HTCC will not move personal items or papers without permission.
- D. Clean all glass furniture tops to remove streaks, marks and smudges.
- E. Spot clean all interior glass.
- F. Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless requested otherwise by Client.
- G. Vacuum all high traffic carpeted areas with a HEPA filtered vacuum.
- H. Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, under tables, corners, etc. Move light items as necessary.
- I. Spot mop all hard surface flooring using a neutral cleaner to remove soil and spills.
- J. Remove any gum and foreign matter from flooring if possible.

Kitchen:

- A. Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless requested otherwise by Client.
- B. Vacuum all area rugs and mats, roll up clean beneath and replace.
- C. Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, under tables, corners, etc. Move light items as necessary.
- D. Damp mop all hard surface flooring using neutral cleaner to remove soil and spills.
- E. Remove any gum and foreign matter from flooring if possible.

Restrooms:

- A. Disinfect all light switches, door handles, handrails, dispensers and any other frequently touched surface to reduce the spread of bacteria, viruses and other harmful organisms.
- B. Scour, clean and disinfect all sinks, counters, fixtures, toilets, toilet seats and urinals. Pay close attention to the bases of the toilets!
- C. Dust all horizontal surfaces of furniture.
- D. Spot clean / wipe clean all mirrors and dispensers. Ensure they are free of streaks and smudges.
- E. Restock all consumables: soap, toilet tissue, paper towels, etc.
- F. Remove fingerprints, spots and all unauthorized marks and writing from walls and partitions. Some marks may not come off.
- G. Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless requested otherwise by Client.
- H. Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, behind toilets, corners, edges, etc.
- I. Thoroughly mop all flooring with a germicidal disinfectant.
- J. Remove any gum and foreign matter from flooring if possible.
- K. Dust tops of furniture, wall hangings, doors, partition tops, mirrors, and air vents.
- L. Polish all stainless / chrome; including dispensers, mirrors and fixtures.
- M. Clean and sanitize partitions and tiled walls around toilets and urinals.
- N. Pour disinfectant down floor drains to prevent traps from drying out.

Outside Entrances:

- A. Check area for debris and clean-up as necessary.

Janitor's Closet:

- A. Remove trash from area.
- B. Maintain an orderly arrangement of all janitorial supplies and equipment.
- C. Hang all mop heads so they dry out properly.
- D. Clean and disinfect service sinks as needed.
- E. Sweep and spot mop floors as needed.
- F. High dust all reachable surfaces as needed.

All Areas:

- A. Thoroughly dust all horizontal surfaces of furniture; including counters, desks, computer monitors, tables, cabinets, partition tops, and wall hangings. Pay close attention around computer monitors and desk accessories. HTCC will not move personal items or papers without permission.
- B. Dust and wipe clean all windowsills high and low. Pay close attention to lower windowsills.
- C. Work surfaces that are cleared off will be disinfected.
- D. Disinfect and thoroughly clean all telephone receivers and dust the bases.

- E. Spot clean walls, doors, doorframes, and kick plates. Pay close attention to walls around waste receptacles. Note: some painted walls cannot be cleaned.
- F. Clean door jambs and thresholds around all entry doors as needed.
- G. Polish all reachable stainless steel items like sinks, appliances, drinking fountains, etc.
- H. Thoroughly vacuum all carpeted areas wall to wall with a HEPA filtered vacuum. Be sure to get all hard to reach areas like under desks, behind doors and corners. Move light items as necessary. Use the edging tool when needed.
- I. Thoroughly mop all hard surface floors.

Monthly Cleaning

All Areas:

- A. High dust all reachable tops of doors, door frames, air vents, light fixtures and ceiling fans.
- B. Pay close attention to corners high and low; remove cobwebs as needed.
- C. Thoroughly dust and wipe clean all vertical surfaces of furniture, file cabinets, shelves, fixtures, picture frames, etc.
- D. Dust all baseboards, including cubicle baseboards. Scuffs may be removed for an additional charge.
- E. Dust the chair rail, wall molding and door molding.
- F. Vacuum or brush all upholstered furniture.
- G. Dust legs, pedestals, and bases of furniture.
- H. Thoroughly dust all blinds throughout the facility.

Supplies:

- A. **The Contractor** shall be required to provide all necessary labor and all cleaning materials and equipment.
- B. **The County** shall provide paper goods, trash bags and liquid hand soap. Liquid hand soap shall be replenished to the dispensers by the Contractor. When stocks need to be replenished, the Contractor shall notify the Point of Contact via email, memo or telephone call, listing the quantity of each item required, prior to supplies being completely depleted (less than 1 days' worth of supplies).

The Point of Contact for the parks and Recreation Department

Jayne Delany

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THE PLAYERS COMMUNITY SENIOR CENTER

Location: 175 Landrum Lane, Ponte Vedra Beach, FL 32082 (10,600 sf)

Services will be provided three times per week (Monday – Friday before 9:00 A.M., Monday – Thursday after 3:00 P.M., Friday after 4:00 P.M., or any time on Saturday and Sunday). If and when a County observed holiday falls on one of the days the Contractor is required to clean, the Contractor shall coordinate with the SJC Recreation Department to schedule an alternate date to provide the services.

The Contractor shall be responsible for cleaning the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment. The specifications and conditions described below are minimum requirements for the performance of these cleaning services. The Contractor may be required to perform specific aspects of the services more often in order to maintain a satisfactory level of cleanliness as determined by the SJC Recreation Department. **Failure to maintain a satisfactory level of cleanliness and appearance of the Recreation Department buildings shall be cause for termination of services**

Entrances / Common Areas / Hallways:

- A. Thoroughly clean all entrance door glass **inside and out**.
- B. Clean and disinfect the receptionist counter, light switches, entrance door handles, and other frequently touched surfaces to reduce the spread of bacteria, viruses and other harmful organisms.
- C. Dust all exposed horizontal surfaces, including, counters, tables, cabinets, etc. Damp wipe to remove spillage marks, smudges, etc.
- D. Neatly arrange all chairs and literature on tables.
- E. Spot clean all seating as needed.
- F. Spot clean all interior glass.
- G. Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless requested otherwise by County.
- H. Vacuum all high traffic carpeted areas with a HEPA filtered vacuum.
- I. Vacuum all areas rugs and mats, roll up clean beneath and replace.
- J. Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, under tables, corners, etc. Move light items as necessary.
- K. Spot mop all hard surface flooring using a neutral cleaner to remove soil and spills.
- L. Disinfect all drinking fountains and remove any haze or streaks.
- M. Remove any gum and foreign matter if possible from flooring.

Private Offices / Activity Room / Bread Room/ Back Room:

- A. Clean and disinfect all light switches, door handles, and other frequently touched surfaces to reduce the spread of bacteria, viruses and other harmful organisms.
- B. Dust all exposed horizontal surfaces of furniture; including counters, desks, tables, cabinets, etc.
- C. Damp wipe to remove spillage marks, smudges, etc. HTCC will not move personal items or papers without permission.
- D. Clean all glass furniture tops to remove streaks, marks and smudges.
- E. Spot clean all interior glass.
- F. Scour and disinfect the sink(s) and backsplash areas thoroughly. Stainless and chrome should be free of streaks and smudges.
- G. Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless requested otherwise by Client.
- H. Vacuum all high traffic carpeted areas with a HEPA filtered vacuum.
- I. Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, under tables, corners, etc. Move light items as necessary.

- J. Spot mop all hard surface flooring using a neutral cleaner to remove soil and spills.
- K. Remove any gum and foreign matter from flooring if possible.
- L. Neatly arrange all chairs under the Conference Room table.

Restrooms:

- A. Disinfect all light switches, door handles, handrails, dispensers and any other frequently touched surface to reduce the spread of bacteria, viruses and other harmful organisms.
- B. Scour, clean and disinfect all sinks, counters, fixtures, toilets, toilet seats and urinals. Pay close attention to the bases of the toilets!
- C. Dust all horizontal surfaces of furniture.
- D. Spot clean / wipe clean all mirrors and dispensers. Ensure they are free of streaks and smudges.
- E. Restock all consumables: soap, toilet tissue, paper towels, etc.
- F. Remove fingerprints, spots and all unauthorized marks and writing from walls and partitions. Some marks may not come off.
- G. Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless requested otherwise by Client.
- H. Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, behind toilets, corners, edges, etc.
- I. Thoroughly mop all flooring with a germicidal disinfectant.
- J. Remove any gum and foreign matter from flooring if possible.
- K. Dust tops of furniture, wall hangings, doors, partition tops, mirrors, and air vents.
- L. Polish all stainless / chrome; including dispensers, mirrors and fixtures.
- M. Clean and sanitize partitions and tiled walls around toilets and urinals.
- N. Pour disinfectant down floor drains to prevent traps from drying out.

Janitor's Closet:

- A. Remove trash from area.
- B. Maintain an orderly arrangement of all janitorial supplies and equipment.
- C. Hang all mop heads so they dry out properly.
- D. Clean and disinfect service sinks as needed.
- E. Sweep and spot mop floors as needed.
- F. High dust all reachable surfaces as needed.

Outside Porch / Walkways / Dumpster Area:

- A. Police area for debris.
- B. Dust all ceiling fans.
- C. Thoroughly sweep/blow all walkways and porch area.

All Areas:

- A. Thoroughly dust all horizontal surfaces of furniture; including counters, desks, computer monitors, tables, cabinets, partition tops, and wall hangings. Pay close attention around computer monitors and desk accessories. HTCC will not move personal items or papers without permission.
- B. Dust and wipe clean all windowsills high and low. Pay close attention to lower windowsills.
- C. Work surfaces that are cleared off will be disinfected.
- D. Disinfect and thoroughly clean all telephone receivers and dust the bases.
- E. Spot clean walls, doors, doorframes, and kick plates. Pay close attention to walls around waste receptacles. Note: some painted walls cannot be cleaned.
- F. Clean door jambs and thresholds around all entry doors as needed.
- G. Polish all reachable stainless steel items like sinks, appliances, drinking fountains, etc.

- H. Thoroughly vacuum all carpeted areas wall to wall with a HEPA filtered vacuum. Be sure to get all hard to reach areas like under desks, behind doors and corners. Move light items as necessary. Use the edging tool when needed.
- I. Thoroughly mop all hard surface floors.

Monthly Cleaning

All Areas:

- A. High dust all reachable tops of doors, door frames, air vents, light fixtures and ceiling fans.
- B. Pay close attention to corners high and low; remove cobwebs as needed.
- C. Thoroughly dust and wipe clean all vertical surfaces of furniture, file cabinets, shelves, fixtures, picture frames, etc.
- D. Dust all baseboards, including cubicle baseboards. Scuffs may be removed for an additional charge.
- E. Dust the chair rail, wall molding and door molding.
- F. Vacuum or brush all upholstered furniture.
- G. Dust legs, pedestals, and bases of furniture.
- H. Thoroughly dust all blinds throughout the facility.

Supplies:

- A. **The Contractor** shall be required to provide all necessary labor and all cleaning materials and equipment.
- B. **The County** shall provide paper goods, trash bags and liquid hand soap. Liquid hand soap shall be replenished to the dispensers by the Contractor. When stocks need to be replenished, the Contractor shall notify the Point of Contact via email, memo or telephone call, listing the quantity of each item required, prior to supplies being completely depleted (less than 1 days' worth of supplies).

The Point of Contact for the parks and Recreation Department

Jayne Delany

Phone: 904-209-0329

E-mail: jdelany@sjcfl.us

HART HOUSE AT BELUTHAHATCHEE PARK

Location: 1523 SR 13 N, St. Johns, FL 32259 (1,120 sf)

Services will be provided the 2nd and 4th Friday of each month. If and when a County observed holiday falls on one of the days the Contractor is required to clean, the Contractor shall coordinate with the SJC Recreation Department to schedule an alternate date to provide the services.

The Contractor shall be responsible for cleaning the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment. The specifications and conditions described below are minimum requirements for the performance of these cleaning services. The Contractor may be required to perform specific aspects of the services more often in order to maintain a satisfactory level of cleanliness as determined by the SJC Recreation Department. **Failure to maintain a satisfactory level of cleanliness and appearance of the Recreation Department buildings shall be cause for termination of services**

Entrances / Common Areas / Hallways:

- A. Thoroughly clean all entrance door glass **inside and out**.
- B. Clean door jambs and thresholds around entry doors as needed.
- C. Clean and disinfect the light switches, entrance door handles, and other frequently touched surfaces to reduce the spread of bacteria, viruses and other harmful organisms.
- D. Thoroughly dust all horizontal surfaces of furniture; including counters, desks, computer monitors, tables, cabinets, partition tops, and wall hangings. Pay close attention around computer monitors and desk accessories.
- E. Dust and wipe clean all windowsills high and low. Pay close attention to lower windowsills.
- F. Work surfaces that are cleared off will be disinfected.
- G. Disinfect and thoroughly clean all telephone receivers and dust the bases.
- H. Spot clean walls, doors, doorframes, and kick plates. Pay close attention to walls around waste receptacles. Note: some painted walls cannot be cleaned.
- I. Neatly arrange all chairs and literature on tables.
- J. Spot clean all seating as needed.
- K. Spot clean all interior glass.
- L. Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless requested otherwise by County.
- M. Thoroughly vacuum all carpeted areas wall to wall with a HEPA filtered vacuum. Be sure to get all hard to reach areas like under desks, behind doors and corners. Move light items as necessary. Use the edging tool when needed.
- N. Vacuum all areas rugs and mats, roll up clean beneath and replace.
- O. Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, under tables, corners, etc. Move light items as necessary.
- P. Thoroughly mop all hard surface flooring using a neutral cleaner to remove soil and spills.
- Q. Disinfect all drinking fountains and remove any haze or streaks. Polish as needed.
- R. Remove any gum and foreign matter if possible from flooring.

Office Areas / Living Room:

- A. Clean and disinfect all light switches, door handles, and other frequently touched surfaces to reduce the spread of bacteria, viruses and other harmful organisms.
- B. Thoroughly dust all horizontal surfaces of furniture; including counters, desks, computer monitors, tables, cabinets, partition tops, and wall hangings. Pay close attention around computer monitors and desk accessories.
- C. Clean all glass furniture tops to remove streaks, marks and smudges.
- D. Dust and wipe clean all windowsills high and low. Pay close attention to lower windowsills.
- E. Work surfaces that are cleared off will be disinfected.

- F. Disinfect and thoroughly clean all telephone receivers and dust the bases.
- G. Spot clean walls, doors, doorframes, and kick plates. Pay close attention to walls around waste receptacles. Note: some painted walls cannot be cleaned.
- H. Spot clean all interior glass.
- I. Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless requested otherwise by County.
- J. Thoroughly vacuum all carpeted areas wall to wall with a HEPA filtered vacuum. Be sure to get all hard to reach areas like under desks, behind doors and corners. Move light items as necessary. Use the edging tool when needed.
- K. Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, under tables, corners, etc. Move light items as necessary.
- L. Thoroughly mop all hard surface flooring using a neutral cleaner to remove soil and spills.
- M. Remove any gum and foreign matter from flooring if possible.

Kitchen:

- A. Thoroughly dust all exposed horizontal surfaces of furniture; including counters, TVs, the table(s), chairs, dispensers, and cabinets.
- B. Wipe down all counters and the table(s) with a disinfectant, move light items as necessary.
- C. Clean and disinfect all light switches, door handles, and other frequently touched surfaces to reduce the spread of bacteria, viruses and other harmful organisms.
- D. Scour and disinfect the sink(s) and backsplash areas thoroughly. Stainless and chrome should be free of streaks and smudges.
- E. Clean the exterior of the appliances and vending machines.
- F. Thoroughly clean the inside and outside the microwave(s). Be sure to get the inside top and clean beneath the rotating glass tray.
- G. Polish all stainless steel appliances, sinks, and chrome.
- H. Restock all paper supplies and hand soap.
- I. Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless requested otherwise by County.
- J. Vacuum all area rugs and mats, roll up clean beneath and replace.
- K. Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, under tables, corners, etc. Move light items as necessary.
- L. Thoroughly mop all hard surface flooring using neutral cleaner to remove soil and spills.
- M. Remove any gum and foreign matter from flooring if possible.

Restrooms:

- A. Disinfect all light switches, door handles, handrails, dispensers and any other frequently touched surface to reduce the spread of bacteria, viruses and other harmful organisms.
- B. Scour, clean and disinfect all sinks, counters, fixtures, toilets, toilet seats and urinals. Pay close attention to the bases of the toilets!
- C. Dust tops of furniture, wall hangings, doors, partition tops, mirrors, and air vents.
- D. Polish all stainless / chrome; including dispensers, mirrors and fixtures.
- E. Remove fingerprints, spots and all unauthorized marks and writing from walls and partitions. Some marks may not come off.
- F. Clean and sanitize tiled walls around toilets.
- G. Spot clean / wipe clean all mirrors and dispensers. Ensure they are free of streaks and smudges.
- H. Restock all consumables: soap, toilet tissue, paper towels, etc.

- I. Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless requested otherwise by County.
- J. Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, behind toilets, corners, edges, etc.
- K. Thoroughly mop all flooring with a germicidal disinfectant.
- L. Remove any gum and foreign matter from flooring if possible.

All Areas:

- A. Thoroughly dust all horizontal surfaces of furniture; including counters, desks, computer monitors, tables, cabinets, partition tops, and wall hangings. Pay close attention around computer monitors and desk accessories. HTCC will not move personal items or papers without permission.
- B. Dust and wipe clean all windowsills high and low. Pay close attention to lower windowsills.
- C. Work surfaces that are cleared off will be disinfected.
- D. Disinfect and thoroughly clean all telephone receivers and dust the bases.
- E. Spot clean walls, doors, doorframes, and kick plates. Pay close attention to walls around waste receptacles. Note: some painted walls cannot be cleaned.
- F. Clean door jambs and thresholds around all entry doors as needed.
- G. Polish all reachable stainless steel items like sinks, appliances, drinking fountains, etc.
- H. Thoroughly vacuum all carpeted areas wall to wall with a HEPA filtered vacuum. Be sure to get all hard to reach areas like under desks, behind doors and corners. Move light items as necessary. Use the edging tool when needed.
- I. Thoroughly mop all hard surface floors.

Monthly Cleaning

All Areas:

- A. High dust all reachable tops of doors, door frames, air vents, light fixtures and ceiling fans.
- B. Pay close attention to corners high and low; remove cobwebs as needed.
- C. Thoroughly dust and wipe clean all vertical surfaces of furniture, file cabinets, shelves, fixtures, picture frames, etc.
- D. Dust all baseboards, including cubicle baseboards. Scuffs may be removed for an additional charge.
- E. Dust the chair rails, wall molding and door molding.
- F. Vacuum or brush all upholstered furniture.
- G. Dust legs, pedestals, and bases of furniture.
- H. Thoroughly dust all blinds throughout the facility.

Supplies:

- A. **The Contractor** shall be required to provide all necessary labor and all cleaning materials and equipment.
- B. **The County** shall provide paper goods, trash bags and liquid hand soap. Liquid hand soap shall be replenished to the dispensers by the Contractor. When stocks need to be replenished, the Contractor shall notify the Point of Contact via email, memo or telephone call, listing the quantity of each item required, prior to supplies being completely depleted (less than 1 days' worth of supplies).

The Point of Contact for the parks and Recreation Department

Jayne Delaney

Phone: 904-209-0329

E-mail: jdelany@sjcfl.us

SJC BRANCH LIBRARIES

Locations: *Hastings Branch: 6195 North Main Street, Hastings, FL 32145 (approx. 7,000 sf)
Anastasia Island Branch: 124 Seagrove Main Street, St. Augustine Beach, FL 32080 (approx. 8,100 sf)
Southeast Branch: 6670 US 1 South, St. Augustine, FL 32086 (approx. 20,000 sf)

*Note: The Hastings Branch includes Suite C which is accessed separately from the main building.

The Contractor shall be responsible for furnishing all labor and equipment necessary to provide annual janitorial services to the SJC Branch Libraries according to the following schedule:

- Hastings & Anastasia Island Branches: **five (5) days per week, Tuesday thru Saturday**
- Main, Southeast, Bartram Trail & Ponte Vedra Branches: **six (6) days per week, Monday thru Saturday**

The Contractor shall perform these services after regular business hours. Each branch's business hours are available at the website www.sjcpls.org. It will be the responsibility of the Contractor to maintain a satisfactory level of cleanliness and appearance and to adhere to the minimum specifications and conditions for the janitorial services as specified herein. **Failure by the Contractor to maintain a satisfactory level of cleanliness and appearance of the any of the branch library locations will be cause for termination of services.**

The areas for which the Contractor is responsible for cleaning are as follows: offices, reception areas, restrooms, hallways, entranceways (interior & exterior), conference rooms, break rooms at each of the branch locations listed above. The following articles are requirements for each aspect of janitorial service for all six (6) branch libraries, which are minimum requirements at which the Contractor must perform. **Failure on the part of the Contractor to meet these specifications for any or all of the six (6) locations may be cause for immediate termination of this Contract.**

*Services required "each visit" shall be performed five (5) times per week for the branch locations open five (5) days, and six (6) times per week for branch locations open six (6) days.

It shall be the responsibility of the Contractor(s) to ensure that the required services are performed as they are required. In the event the Contractor supplied personnel is unable to perform the janitorial services due to emergency, illness, or accident, the Contractor shall be required to supply back-up personnel to the necessary locations in order to have the services performed as required.

The Contractor shall supply a minimum of two (2) individuals to perform the required services at each branch location each day. In the event one or both of the individuals for a designated branch library are unavailable on any given day, it shall be the responsibility of the Contractor to supply two (2) alternate individuals to perform the required services. The alternate individuals supplied must have been background checked by the County prior to performing any services under this contract.

A. FLOORS

The Contractor shall vacuum **all** carpeted areas **each visit** to maintain a clean and fresh appearance. The Contractor shall be responsible for moving any small or mobile furniture (i.e. chairs, beanbags, small table, signs, etc.) to make sure that carpeted areas beneath may be vacuumed. The Contractor shall be responsible for making a daily inspection of all carpeted areas to locate and remove noticeable spots and stains. The Contractor shall make recommendations for additional, professional carpet cleaning services as it is considered necessary.

The Contractor shall dust mop (or sweep) AND damp mop/buff all hard-surface floors, including those in entranceways (interior & exterior), hallways, restrooms, and kitchens/break rooms, **each visit**. Porches (where applicable) will be swept **once per week**.

B. OFFICE FIXTURES

All cabinets and countertops will be dusted and polished with a rag and cleaner **once per week** to remove smudges and marks. Public use tables shall be wiped down with an appropriate cleanser **each visit**. Fire

extinguisher boxes and doorframes will be dusted once per week. Doors will be cleaned once per month. Upper shelving and tops of cabinets (above eye level) will be dusted and polished once per month. Baseboards will be cleaned once per month. Light fixtures, both hanging and in ceiling shall be cleaned once per month with an extended handle duster.

C. VINYL OR CLOTH COVERED OFFICE FURNITURE

All chairs and couches for public use with vinyl surfaces will be wiped down with an appropriate cleaning solution each visit. All chairs and couches for public use with fabric surfaces will be vacuumed thoroughly each visit. All chair pedestal surfaces will be dusted and/or wiped down at least once per month.

D. WINDOW BLINDS & WINDOWSILLS

All windowsills will be dusted once per week. All blinds will be dusted thoroughly once every six (6) months, or more often as necessary to maintain them in a dust free condition. All blinds will be drawn to a closed position when cleaning has been completed. The Contractor shall be responsible for assuring that any and all windows are closed and locked prior to leaving the premises.

E. WINDOWS, GLASS DOORS & MIRRORS

All mirrors will be fully cleaned each visit. All glass doors, glass partitions, and glass display units will be spot cleaned each visit and fully cleaned every Friday.

F. RESTROOMS

All restrooms, including those for staff and public use will be thoroughly cleaned with disinfectant each visit, this includes all toilets, toilet seats, toilet handles, sinks, countertops, mirrors, soap dispensers, handicap railings, and stall doors. All restroom fixtures and furniture shall be cleaned with the appropriate cleanser depending on the surface material. All restroom floors will be mopped with disinfectant and/or scrubbed with a scrub brush with disinfectant each visit. Floor drains will be flushed with disinfectant once per week. Tile walls will be cleaned with disinfectant once every six (6) months or more often as necessary to maintain a satisfactory level of cleanliness. Ceiling vents will be vacuumed once per month. All paper products, urinal cakes, and soap dispensers will be replenished as needed for all restrooms (with spare rolls of toilet paper at each toilet for staff restrooms only).

G. KITCHEN/BREAKROOM AREAS

Sinks in galleys and kitchen areas shall be cleaned with disinfectant each visit. Countertops, cabinets, and refrigerators (exterior only) shall be cleaned with disinfectant each visit. If dirty dishes are left in sink, the Contractor shall remove them, clean the sink and place dirty dishes on a trash bag on top of the counter.

H. MISCELLANEOUS MAINTENANCE

All wastebaskets will be emptied each visit and plastic liners, provided by the County, will be replaced when necessary. All exterior trash cans will be emptied each visit. All entrances and walkways (interior & exterior), including overheads, throw rugs and carpet runners will be vacuumed each visit. Walls will be spot cleaned to remove smudge marks and fingerprints as needed. Book carts will be moved as necessary to clean under and behind them in all locations of the libraries (i.e. behind Circulation Desk, or in workrooms, etc.). A/C vents shall be dusted once per week. Cigarette urns will be emptied each visit, and the sand will be replaced once each quarter.

I. MALFUNCTIONING EQUIPMENT

Any equipment (i.e. toilets, faucets, drains, etc.) found to not be operating properly, or leaking shall be reported to the Branch Manager, and shall be repaired by the County. The Contractor shall not attempt any repair on County equipment.

J. SUPPLIES

- 1) **The County shall supply** all paper goods including: paper towels, toilet paper, toilet seat liners, trash can liners, and hand soap.
- 2.) **The Contractor shall supply** all cleaning products, sprays, vacuum cleaners, buffers/scrubbers, and any other machinery or equipment necessary to fulfill the terms of the contract. The Contractor shall also supply

- stripper, floor wax, and pads for buffers/scrubbers.
- 3.) The Contractor shall notify the Point of Contact for the SJC Utility Department when supplies are running low so that more can be ordered. **Do not wait until stock has been fully depleted to replace.**

The Point of Contact for the SJC Branch Libraries

Angelina Gervasi

Phone: 904-827-6931

E-mail: agervasi@sjcfl.us

Hastings Branch:

Brad Powell

Phone: 904-827-6971

E-mail: bpowell@sjcfl.us

Anastasia Island Branch:

Mikki Sampo

Phone: 904-209-3731

E-mail: msampo@sjcfl.us

Southeast Branch:

Todd Booth

Phone: 904-827-6913

E-mail: tbooth@sjcfl.us



CONTRACT AGREEMENT
BID NO: 17-11; JANITORIAL SERVICES FOR VARIOUS SJC FACILITIES
Master Contract #: _____

This Contract Agreement ("Agreement"), is made as of this _____ day of _____, 2017, by and between **St. Johns County, FL**, ("County"), a political subdivision of the State of Florida, with principal offices located at 500 San Sebastian View, St. Augustine, FL 32084, and **New Venture of Jacksonville, Inc. dba High Tech Commercial Cleaning**, ("Contractor"), authorized to do business in the State of Florida, with Address: 8130 Baymeadows Circle W., Suite 306, Jacksonville, FL 32256; Phone No: (904) 732-7270 Fax: (904) 731-1858 and Email: teri.brown@htccleaning.com.

In consideration of the mutual promises contained herein, the County and the Contractor agree as follows:

ARTICLE 1 – DURATION and EXTENSION

This Agreement shall become effective on April 1, 2017, and shall remain in effect for an initial contract term of three (3) calendar years, and may be renewed for a maximum of one (1) two-year period, upon satisfactory performance by the **Contractor, mutual agreement by both parties, and the continued need for these services. While this Agreement may be renewed as stated in this Article, it is expressly noted that the County is under no obligation to extend this Agreement. It is further expressly understood that the option of extension is exercisable only by the County, and only upon the County's determination that the Contractor has satisfactorily performed the services noted in the Contract Documents. The County reserves the right to authorize additional renewals beyond those stated above, if doing so serves the best interest of the County.**

ARTICLE 2 - ENUMERATION OF CONTRACT DOCUMENTS

The term "Contract Documents" shall consist of all Bid Documents and any addenda/exhibits thereto; all Specifications; this Agreement, any duly executed amendments, addenda, and/or exhibits hereto; and any and all duly executed Change Orders. Any representations, whether verbal or written, that are not included in the Contract Documents do not form part of this Agreement.

ARTICLE 3 - SERVICES

The Contractor's responsibility under this Agreement is to provide janitorial services at various St. Johns County facilities. The Contractor shall be responsible for providing any and all materials, equipment, and labor necessary to perform the required services in accordance with the specifications for each of the sites provided herein. Services shall be performed as scheduled for each location, in accordance with and as otherwise provided in the Contract Documents under Bid No: 17-11. The services required under this Agreement are stated in the Specifications attached hereto as Exhibit "C".

Services provided by the Contractor shall be under the general direction of the Point of Contact (P.O.C.) for each location, or other authorized County designee, who shall act as the County's representative during the performance of this Agreement.

ARTICLE 4 – SCHEDULE

The Contractor shall perform the required services as specified in the Contract Documents. The Contractor shall be required to comply with the schedule set forth in the specifications, and as coordinated with the Contract Administrator, or other designees, throughout the duration of this agreement. No changes to said schedule shall be made without prior written authorization from one of St. Johns County's representatives.

ARTICLE 5 – PAYMENTS TO COUNTY

A. St. Johns County shall compensate the Contractor based upon the Total Annual Price of seventy-two thousand, three hundred and ninety-six dollars (\$72,396.00) for all the locations as submitted in the proposal, accepted by the County, and provided herein.

The maximum amount available as compensation to the Contractor under this Contract Agreement shall not exceed the annual amount budgeted by the various St. Johns County departments, unless additional funds become available,

or are properly transferred, for services satisfactorily performed in accordance with the Contract Documents.

- B. It is strictly understood that Contractor is not entitled to the above-referenced amount of compensation. Rather, the Contractor's compensation shall be based upon the Contractor's adhering to the Scope of Services, detailed in the Contract Documents. As such, the Contractor's compensation is dependent upon satisfactory completion of services stated in the Specifications, and included by reference in this Contract Agreement.
- C. The Contractor shall bill the County at the end of each month, for Services satisfactorily performed. No invoice shall be submitted to the County prior to the completion of all services for each month. The County reserves the right to pro-rate or refuse payment of any submitted invoice where services were not satisfactorily performed. In the event County Staff is forced to perform any of the services required of the Contractor defined in the Specifications, attached hereto as Exhibit "C", the County shall bill the Contractor for the time spent performing the services, at the hourly rates of the Staff, or shall reduce the amount the monthly amount paid to the Contractor by the amount of costs incurred by the County to perform the required services.
- D. St. Johns County's obligations under this Agreement are subject to the availability of lawfully appropriated funds. While the County will make all reasonable efforts, in order to provide funds needed to perform under this Agreement, the County makes no express commitment to provide such funds in any given County Fiscal Year. Moreover, it is expressly noted that the Contractor cannot demand that the County provide any such funds in any given County Fiscal Year.
- E. Though there is no billing form or format pre-approved by either the County, or the Contractor, bills/invoices submitted by the Contractor shall include a detailed written report of the Work accomplished in connection with the Scope of Services, and as specified in the Bid. The County may return a bill/invoice from the Contractor, and request additional documentation/information when necessary to validate payment. Under such circumstances, the timeframe for payment will be extended by the time necessary to receive a verified bill/invoice.
- F. Unless otherwise notified, bills/invoices should be delivered to:
- | | |
|---|--|
| SJC Engineering Department
ATTN: Elizabeth Ingraham
2740 Industry Center Drive
St. Augustine, FL 32084 | SJC Traffic & Transportation Department
ATTN: Tammy Bradford
2740 Industry Center Drive
St. Augustine, FL 32084 |
| SJC Fleet Maintenance Dept.
ATTN: Jean Perseo
2740 Industry Center Drive
St. Augustine, FL 32084 | SJC Road & Bridge Department
ATTN: Jennifer Kinlaw
2740 Industry Center Drive
St. Augustine, FL 32084 |
| St. Johns County Library Administration
ATTN: Angelina G. P. Gervasi
6670 US 1 South
St. Augustine, FL 32086 | |
- G. FINAL INVOICE: In order for the County and the Contractor to reconcile/close their books and records, the Contractor shall clearly indicate "final invoice" on the final bill/invoice submitted to the County for payment. Such indication establishes that all Services have been satisfactorily performed and that all charges and costs have been invoiced to the County and that there is no further Work to be performed under this Contract Agreement.

ARTICLE 6 – TERMINATION

- A. This Agreement may be terminated by the County without cause upon at least thirty (30) calendar days advance written notice to the Contractor of such termination without cause.
- B. This Contract may be terminated by the County with cause upon at least fourteen (14) calendar days advanced written notice of such termination with cause. Such written notice shall indicate the exact cause for termination.

ARTICLE 7 – NOTICE OF DEFAULT/RIGHT TO CURE

- A. Should the Contractor fail to perform (default) under the terms of this Agreement, then the County shall provide written notice to the Contractor, which such notice shall include a timeframe of no fewer than five (5) consecutive calendar days in which to cure the default. Failure by the Contractor to cure the default, or take acceptable corrective action within the timeframe provided in the notice of default (or any such amount of time as mutually agreed to by the parties in writing), shall constitute cause for termination of this Agreement.
- B. It is expressly noted that, should the County issue more than one notice of default to the Contractor during the term of this Agreement, such action shall constitute sufficient cause for termination of this Agreement.
- C. Consistent with other provisions in this Agreement, Contractor shall be paid for services authorized and satisfactorily performed under this Agreement up to the effective date of termination.
- D. Upon receipt of a notice of termination, except as otherwise directed by the County in writing, the Contractor shall:
 - 1. Stop work on the date to the extent specified.
 - 2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
 - 3. Transfer all work in process, completed work, and other material related to the terminated work to the County.
 - 4. Continue and complete all parts of the work that have not been terminated.

ARTICLE 8 – PERSONNEL

The Contractor represents that it has, or shall secure at its own expense, all necessary personnel required to perform the Services as noted in the Contract Documents. It is expressly understood that such personnel shall not be employees of, or have any contractual relationship with the County.

All of the Services required hereunder shall be performed by the Contractor, or under its supervision. All personnel engaged in performing the Services shall be fully qualified and, if required, authorized or permitted under federal, state and local law to perform such Services.

Any changes or substitutions in the Contractor's key personnel must be made known to the County's representative and written approval granted by the County before said change or substitution can become effective.

The Contractor warrants that all Services shall be performed by skilled and competent personnel to the highest professional standards in the field.

ARTICLE 9 – SUBCONTRACTING

The County reserves the right to approve the use of any subcontractor, or to reject the selection of a particular subcontractor, and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform the Work described in the Contract Documents. The Contractor is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities.

If a subcontractor fails to satisfactorily perform in accordance with the Contract Documents, and it is necessary to replace the subcontractor to complete the Work in a timely fashion, the Contractor shall promptly do so, subject to approval by the County.

The County reserves the right to disqualify any subcontractor, vendor, or material supplier based upon prior unsatisfactory performance.

ARTICLE 10 – FEDERAL AND STATE TAX

In accordance with Local, State, and Federal law, the County is exempt from the payment of Sales and Use Taxes. The County shall execute a tax exemption certificate submitted by the Contractor. The Contractor shall not be exempt from the payment of all applicable taxes in its performance under this Agreement. It is expressly understood by the County and by the Contractor that the Contractor shall not be authorized to use the County's Tax Exemption status in any manner.

The Contractor shall be solely responsible for the payment and accounting of any and all applicable taxes and/or withholdings including but not limited to Social Security payroll taxes (FICA), associated with or stemming from Contractor's performance under this Agreement.

ARTICLE 11 – INSURANCE

The Contractor shall not commence work under this Agreement until he/she has obtained all insurance required under this section and such insurance has been approved by the County. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Contractor shall furnish proof of Insurance to the County prior to the commencement of operations. The Certificate(s) shall clearly indicate the Contractor has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. **Certificates shall specifically include the County as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate.** Compliance with the foregoing requirements shall not relieve the Contractor of its liability and obligations under this Agreement.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida
500 San Sebastian View
St. Augustine, FL 32084

The Contractor shall maintain during the life of this Agreement, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, to protect the Contractor from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this contract, whether such operations be by the Contractor or by anyone directly employed by or contracting with the Contractor.

The Contractor shall maintain during the life of this Agreement, Comprehensive Automobile Liability Insurance with minimum limits of \$300,000 combined single limit for bodily injury and property damage liability to protect the Contractor from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the Contractor or by anyone directly or indirectly employed by a Contractor.

The Contractor shall maintain during the life of this Agreement, adequate Workers' Compensation Insurance in at least such amounts as is required by the law for all of its employees per Florida Statute 440.02.

The Contractor shall maintain during the life of this Agreement, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000, if applicable.

In the event of unusual circumstances, the County Administrator or his designee may adjust these insurance requirements.

ARTICLE 12 – INDEMNIFICATION

The Contractor shall indemnify and hold harmless the County, and its officers, and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, intentional/unintentional conduct or omission of the Contractor and other persons employed or utilized by the Contractor.

ARTICLE 13 - SUCCESSORS AND ASSIGNS

The County and the Contractor each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Except as above, the Contractor shall not assign, sublet, convey or transfer its interest in this Agreement without the written consent of the County. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County, which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and the Contractor.

ARTICLE 14 - REMEDIES

No remedy herein conferred upon any party is intended to be exclusive, or any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

In any action brought by either party for the enforcement of the obligations of the other party, the prevailing party shall be entitled to recover reasonable attorney's fees.

ARTICLE 15 - CONFLICT OF INTEREST

The Contractor represents that it presently has no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of services required hereunder. The Contractor further represents that no person having any interest shall be employed for said performance.

The Contractor shall promptly notify the County in writing by certified mail of all potential conflicts of interest for any prospective business association, interest or other circumstance, which may influence or appear to influence the Contractor's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Contractor may undertake and request an opinion of the County, whether such association, interest, or circumstance constitutes a conflict of interest if entered into by the Contractor.

The County agrees to notify the Contractor of its opinion by certified mail within 30 days of receipt of notification by the Contractor. If, in the opinion of the County, the prospective business association, interest or circumstance would not constitute a conflict of interest by the Contractor, the County shall so state in the notification and the Contractor shall, at his/her option enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the County by the Contractor under the terms of this Agreement.

ARTICLE 16 - EXCUSABLE DELAYS

The Contractor shall not be considered in default by reason of any delay in performance if such delay arises out of causes reasonably beyond the Contractor's control and without its fault or negligence. Such cases may include, but are not limited to: acts of God; the County's omissive and commissive failures; natural or public health emergencies; freight embargoes; and severe weather conditions.

ARTICLE 17 - ARREARS

The Contractor shall not pledge the County's credit, or make it a guarantor of payment, or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The Contractor further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

ARTICLE 18 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The Contractor shall deliver to the County for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the County under this Agreement.

All written and oral information not in the public domain, or not previously known, and all information and data obtained, developed, or supplied by the County, or at its expense, shall be kept confidential by the Contractor and shall not be disclosed to any other party, directly or indirectly, without the County's prior written consent, unless required by a lawful order. All drawings, maps, sketches, and other data developed, or purchased under this Agreement, or at the County's expense, shall be and remains the County's property and may be reproduced and reused at the discretion of the County.

The County and the Contractor shall comply with the provisions of Chapter 119, Florida Statutes (Public Records Law).

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to, any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

ARTICLE 19 - INDEPENDENT CONTRACTOR RELATIONSHIP

The Contractor is, and shall be, in the performance of all work services and activities under this Agreement, an independent contractor, and not an employee, agent, or servant of the County. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times and in all places be subject to the Contractor's sole direction, supervision, and control.

The Contractor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Contractor's relationship and the relationship of its employees to the County shall be that of an independent contractor and not as employees or agents of the County. The Contractor does not have the power or authority to bind the County in any promise, agreement or representation other than specifically provided for in this agreement.

ARTICLE 20 – CONTINGENT FEES

The Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

ARTICLE 21 - ACCESS AND AUDITS

The Contractor shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the work for at least three (3) years after completion of this Agreement. The County shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the County's cost, upon five (5) days written notice.

ARTICLE 22 - NONDISCRIMINATION

The Contractor warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, physical handicap, sex, age or national origin.

ARTICLE 23 - ENTIRETY OF CONTRACTUAL AGREEMENT

The County and the Contractor agree that this Agreement signed by both parties sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein, or are incorporated by reference into this Agreement. None of the provisions, terms, conditions, requirements, or responsibilities noted in this Agreement may be amended, revised, deleted, altered, or otherwise changed, modified, or superseded, except by written instrument, duly executed by authorized representatives of both the County, and the Contractor.

ARTICLE 24 - ENFORCEMENT COSTS

If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all reasonable expenses even if not taxable as court costs (including, without limitation, all such reasonable fees, costs and expenses incident to appeals), incurred in that action or proceedings, in addition to any other relief to which such party or parties may be entitled.

ARTICLE 25 - AUTHORITY TO PRACTICE

The Contractor hereby represents and warrants that it has and shall continue to maintain all license and approvals required to conduct its business, and that it shall at all times, conduct its business activities in a reputable manner.

ARTICLE 26 - SEVERABILITY

If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such items or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 27 - AMENDMENTS AND MODIFICATIONS

No amendments or modifications of this Agreement shall be valid unless in writing and signed by each of the parties.

The County reserves the right to make changes in the work, including alterations, reductions therein or additions thereto. Upon receipt by the Contractor of the County's notification of a contemplated change, the Contractor shall: (1) if requested by the County, provide an estimate for the increase or decrease in cost due to the contemplated change; (2)

notify the County of any estimated change in the completion date; and (3) advise the County in writing if the contemplated change shall effect the Contractor's ability to meet the completion dates or schedules of this Agreement. If the County instructs in writing, the Contractor shall suspend work on that portion of the project, pending the County's decision to proceed with the change. If the County elects to make the change, the County shall issue a Change Order for changes, or a contract change order, if the original contract is to be changed or amended the Contractor shall not commence work on any such change until such written change order has been issued and signed by each of the parties.

ARTICLE 28 - FLORIDA LAW & VENUE

This Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Agreement shall be held in St. Johns County, Florida.

ARTICLE 29 - ARBITRATION

The County shall not be obligated to arbitrate or permit any arbitration binding on the County under any of the Contract Documents or in connection with the project in any manner whatsoever.

ARTICLE 30 - NOTICES

All notices required in this Agreement shall be sent by certified mail, return receipt requested, and if sent to the County shall be mailed to:

St. Johns County Purchasing Department
David Klages, Contract Coordinator
500 San Sebastian View
St. Augustine, FL 32084

and if sent to the Contractor shall be mailed to:

New Venture of Jacksonville, Inc. dba High Tech Commercial Cleaning
Attn: Ms. Teri-Lynne Brown, Sales Executive
8130 Baymeadows Circle W., Suite 306
Jacksonville, FL 32256

ARTICLE 31 - HEADINGS

The heading preceding the articles and sections herein are solely for convenience of reference and shall not constitute a part of this Agreement, or affect its meaning, construction or effect.

ARTICLE 32 - PUBLIC RECORDS

- A. The cost of reproduction, access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials, associated with this Agreement shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes), and other applicable State and Federal provisions. Access to such public records, may not be blocked, thwarted, and/or hindered by placing the public records in the possession of a third party, or an unaffiliated party.
- B. In accordance with Florida law, to the extent that Contractor's performance under this Contract constitutes an act on behalf of the County, Contractor shall comply with all requirements of Florida's public records law. Specifically, if Contractor is expressly authorized, and acts on behalf of the County under this Agreement, Contractor shall:
 - (1) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the Services;
 - (2) Upon request from the County's custodian of public records, provide the County 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 as provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
 - (3) Ensure that public records related to this Agreement that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by applicable law for the duration of this

Agreement and following completion of this Agreement if the Contractor does not transfer the records to the County; and

- (4) Upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Contractor or keep and maintain public records required by the County to perform the Services.
- C. If the Contractor transfers all public records to the County upon completion of this Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the County's information technology systems.
- D. Failure by the Contractor to comply with the requirements of this section shall be grounds for immediate, unilateral termination of this Agreement by the County.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: OCA, ATTN: Public Records Manager, 500 San Sebastian View, St. Augustine, FL 32084, PH: (904) 209-0805, EMAIL: publicrecords@sjcfl.us.

ARTICLE 33 – NO THIRD PARTY BENEFICIARIES

Both the County and the Contractor explicitly agree, and this Agreement explicitly states that no third party beneficiary status or interest is conferred to, or inferred to, any other person or entity.

ARTICLE 34 – USE OF COUNTY LOGO

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, the Contractor may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

ARTICLE 35 – SURVIVAL

It is explicitly noted that the following provisions of this Agreement, to the extent necessary, shall survive any suspension, termination, cancellation, revocation, and/or non-renewal of this Contract Agreement, and therefore shall be both applicable and enforceable beyond any suspension, termination, cancellation, revocation, and/or non-renewal: (1) Truth-in-Negotiation; (2) Federal and State Taxes; (3) Insurance; (4) Indemnification; (5) Access and Audits; (6) Enforcement Costs; and (7) Access to Records.

ARTICLE 36 – BACKGROUND SCREENINGS

The Contractor shall be required to perform background screenings on any and all personnel to perform services, at any time, on County property, under this Agreement. By executing this Agreement, the Contractor certifies that any and all personnel performing services on County property, under this Agreement, have been properly screened, prior to performing any work, and have met the criteria provided below:

- A. Level I Background Screenings are required for any and all Contractor provided personnel performing services on County property under this Agreement. Background screenings include, but are not limited to, national and local criminal history, driver license record, national sexual offender, and employment history.
- B. Level II Background Screenings are required for any and all Contractor provided personnel as specified in Chapter 435.06, Florida Statutes.
- C. Contractor provided personnel who undergo a Level I or Level II Background Screening and who are awaiting final disposition of a felony case, or who, in the past ten (10) years were found guilty of a felony offense, have had adjudication withheld in a felony case, or entered into a pre-trial intervention in a felony case may not

perform any services under this Agreement, if it is determined that the arrest record and/or the Court's action is relevant to the position and therefore makes the individual unsuitable to perform services on County property, under this Agreement.

- D. The Contractor shall be required to make any and all records from background screenings of Contractor provided personnel available to the County for review/audit, upon request from the County. The Contractor shall be responsible for obtaining any and all necessary permissions from the screened individuals allowing the transmission of records to the County for review.
- E. The Contractor shall bill the County for background checks performed for all personnel performing services under this contract, in the amount of forty dollars (\$40.00) per background screening plus fifteen dollars (\$15.00) per previous employer checked. Verification of the costs of the screening performed must be provided with each invoice.

ARTICLE 37 – TRUTH-IN-NEGOTIATION CERTIFICATE

The signing of this Agreement by the Contractor shall act as the execution of a truth-in-negotiation certificate certifying that the wage rates and cost used to determine the compensation provided for in this Agreement are accurate, complete and current as of the date of this Agreement.

The said rates and costs shall be reduced to exclude any significant sums should the County determine that the rates and costs were increased due to inaccurate, incomplete or non-current wage rate, or due to inaccurate representations of fees paid to outside subcontractors. The County may exercise its rights under this Article 4 within eighteen (18) months following final payment.

BID NO: 17-11; JANITORIAL SERVICES FOR VARIOUS SJC FACILITIES

IN WITNESS WHEREOF, authorized representatives of the COUNTY, and CONTRACTOR have executed this Agreement on the day and year below noted.

ST. JOHNS COUNTY, FL:

County Representative Signature

County Representative Printed Name

County Representative Printed Title

Date of Execution

ATTEST:

**ST. JOHNS COUNTY, FL
CLERK OF COURT**

Deputy Clerk

Date

LEGALLY SUFFICIENT:

Sr. Assistant County Attorney

Date of Execution

CONTRACTOR:

High Tech Commercial Cleaning
Full Legal Company Name

Authorized Representative Name (Type or Print)

Authorized Representative Signature

Title

Date of Execution

BID NO: 17-11; JANITORIAL SERVICES FOR VARIOUS SJC FACILITIES
EXHIBIT "A" – BASIS OF COMPENSATION

Basis of compensation shall be made in accordance with the Annual Prices as submitted in the Contractor's Bid Proposal, approved by the County, and provided herein. The Annual Prices shall include all direct costs, indirect costs, and reimbursable expenses necessary to complete the scope of work. Requests for additional services or additional line items shall be submitted in writing and approved by St. Johns County *prior* to any work being implemented and shall be added to this Agreement through a Contract Amendment.

Pricing adjustments may be considered on an annual basis, at the time of contract renewal and must be mutually accepted by both the Contractor and the County. Price adjustment requests must be based upon the Consumer Price Index (CPI) in affect at the time of renewal, unless otherwise approved by the County. All accepted and approved price adjustments shall become effective on the first day of the applicable renewal period.

The summary of annual compensation by location is as follows:

• Engineering Department	\$ 5,352.00
• Traffic & Transportation Department	\$ 1,020.00
• Fleet Maintenance Department	\$ 1,764.00
• Road & Bridge Department	\$ 9,024.00
• SJC Main Branch Library	\$17,508.00
• Ponte Vedra Branch Library	\$23,304.00
• Bartram Trail Library Branch	\$14,424.00

BID NO: 17-11; JANITORIAL SERVICES FOR VARIOUS SJC FACILITIES
EXHIBIT "B" – CONTRACT SCHEDULE

The Contract Period for this scope of work shall be as follows:

Initial Contract – Shall become effective on April 1, 2017, and shall remain in effect for an initial term of three (3) years, or until services are no longer needed.

Contract Renewal/s – The contract may be renewed for a maximum of one (1) two-year period, upon satisfactory performance by the Contractor, mutual agreement by both parties, and the continued need for these services. The County may renew this Agreement beyond the terms stated above, if doing so serves the best interest of the County.

BID NO: 17-11; JANITORIAL SERVICES FOR VARIOUS SJC FACILITIES
EXHIBIT "C" – SPECIFICATIONS

SJC ENGINEERING and TRAFFIC & TRANSPORTATION DEPARTMENTS

Site: 2740 Industry Center Road, St. Augustine, FL 32084 (Engineering Dept. approx. 3,500 sf /Traffic & Transportation Dept. approx. 1,000 sf)

The St. Johns County Engineering and Traffic & Transportation Department offices, reception areas, restrooms, break rooms, hallways, conference rooms and entrances shall be cleaned **between 5:00pm and 7:00am, five (5) times weekly (Monday through Friday, excluding County recognized holidays).**

It shall be the responsibility of the Contractor to clean the interior of the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment necessary to perform the services described herein.

The following are minimum general specifications for maintaining the cleanliness and appearance of the SJC Engineering and Traffic & Transportation Departments. *Note: These are *minimum* specifications, and the Contractor may be required to provide service more frequently than specified below in order to maintain a clean and satisfactory appearance as determined by the SJC Engineering and Traffic & Transportation Staff. **Failure to maintain a satisfactory level of cleanliness and appearance of the Engineering and Traffic & Transportation Departments shall be cause for termination of services.**

A. Floors:

- 1.) All carpeted areas, including in offices, under desks and chairs, in hallways, in conference rooms under tables and chairs, and in reception areas shall be thoroughly vacuumed to maintain a clean appearance **each visit**. A monthly inspection shall be made of all carpeted areas to locate and remove noticeable spots and stains. Recommendation by the cleaning service will be made when additional, professional carpet cleaning service is considered necessary.
- 2.) All hard-surface and tiled areas shall be swept/dust mopped, and damp mopped/buffed **each visit**. Concrete entrance ways must be swept or blown off **each visit**.
- 3.) Tile floors shall be stripped and re-waxed **at least once each year** or more often as needed to maintain a clean appearance. Top scrubbing and/or additional wax applications may be required between stripping and waxing to maintain the floors. This shall be determined by the County staff.

B. Cleaning of Office Furniture:

- 1.) The tops of all counters, tables, desks and credenzas, including those with office equipment on top, and those in the conference room and break room, shall be dusted and polished **at least once each week**. If any desk, table, credenza or cabinet is covered with papers or files, the Contractor is not required to move and clean, but may dust around loose items and paperwork.
- 2.) The tops of all filing cabinets, other cabinets, and shelves will be dusted and cleaned **at least once each week** or more often as needed to maintain clean appearance.
- 3.) **At least once every six (6) months** or more often as necessary, the Contractor shall wipe down the sides and doors of filing cabinets, cabinets and credenzas with an appropriate cleaning solution to remove any film or stains.

C. Vinyl or Cloth Covered Office Furniture:

- 1.) All chairs and couches with vinyl surfaces will be wiped down and cleaned with an appropriate cleaning solution **at least once each month** or more often as necessary.
- 2.) All chairs and couches covered with fabric will be vacuumed thoroughly **at least once each month** or more often as necessary.
- 3.) All chair pedestal surfaces will be dusted and/or wiped down **at least once each month** or more often as necessary.

D. Windows, Glass Doors, and Mirrors:

- 1.) All glass doors and interior of all windows shall be spot checked for smudges and marks at least once each week and shall be fully cleaned at least once every other week.
- 2.) All glass partitions will be spot checked for smudges and marks at least once each week and shall be fully cleaned at least once each month or more often as necessary.
- 3.) The exterior of all windows shall be washed at least once every six (6) months, or more often as necessary inside and out (this includes only those windows that can be reached with a step ladder).

E. Restroom Facilities:

- 1.) Restrooms will be thoroughly cleaned and each visit. All toilets and toilet seats will be cleaned and disinfected, including the outside of the toilet, and behind the toilet each visit. Sinks (including behind faucets), counter tops, and mirrors will be cleaned with appropriate cleanser each visit. Floors will be mopped and/or scrubbed with a scrub brush with disinfectant each visit.
- 2.) Tile walls will be cleaned with an appropriate cleaner at least once every six (6) months or more often as necessary.
- 3.) All paper products and soap dispensers will be replenished as needed so as to be kept full at all times.

F. Miscellaneous Maintenance:

- 1.) All waste baskets will be emptied each visit and plastic trash can liners will be replaced when necessary.
- 2.) Front and side entrances and walkways will be cleaned, and throw rugs and carpet runners (inside and outside) at entrance doors will be vacuumed each visit.
- 3.) All drinking fountains will be cleaned with disinfectant each visit.
- 4.) Walls and doors will be spot cleaned of smudge marks and finger prints as needed.

G. Malfunctioning Equipment:

Any equipment (i.e. toilets, faucets, drains, etc.) found not to be operating properly or leaking will be reported to the Office Manager and will be repaired by the County.

H. Break Room Areas:

- 1.) Sinks, including behind faucets, in galleys and kitchen areas shall be cleaned with disinfectant at least once each week.
- 2.) Countertops, cabinets (exterior only), and refrigerators (exterior only) shall be cleaned thoroughly with disinfectant at least once each week. If dirty dishes are left in sink, remove them, clean sink, and leave dishes in trash bag on counter.

I. Supplies:

- 1.) **The Contractor** will be required to provide labor and all cleaning supplies, including cleaning products.
- 2.) **The County** will be required to provide toilet paper, hand soap, and paper towels.
- 3.) The Contractor shall supply vacuum cleaners, buffers/scrubbers, and any other machinery necessary to fulfill the terms of the contract. The Contractor shall also supply stripper, floor wax, and pads for buffers/scrubbers.
- 4.) The Contractor shall notify the Point of Contact of the quantity of each item required and when the stock needs to be replenished, allowing three (3) days advance notice, at minimum. **Do not wait until stock has been fully depleted.**

The Point of Contact for the SJC Engineering Department

Elizabeth Ingraham

Phone: 904-209-0117

E-mail: eingraham@sjcfl.us

The Point of Contact for the SJC Traffic & Transportation Department

Tammy Bradford

Phone: 904-209-0176

E-mail: tbradford@sjcfl.us

SJC FLEET MAINTENANCE DEPARTMENT

Location: 2740 Industry Center Road, St. Augustine, FL 32084 (approx. 864 sf)

The St. Johns County Fleet Maintenance Department, including two (2) restrooms, two (2) offices, and a service corridor, shall be cleaned **after regular business hours, between 5:00PM and 7:00AM, twice per week (either Monday & Thursday, Tuesday & Friday, or Wednesday & Saturday, excluding County recognized holidays)**. It shall be the responsibility of the Contractor to clean the interior of the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment necessary to perform the services described herein. **Failure to maintain a satisfactory level of cleanliness and appearance of the Fleet Maintenance Building interior shall be cause for termination of services.**

The following are minimum general specifications for maintaining the cleanliness and appearance of the St. Johns County Fleet Maintenance Department. *Note: These are minimum specifications, and the Contractor may be required to provide services more frequently than specified below in order to maintain a clean and satisfactory appearance as determined by SJC Fleet Maintenance Staff.

A. Floors:

- 1.) Floors in restrooms, interior offices, and service corridor shall be swept/dust mopped and damp mopped/buffed each visit.
- 2.) All hard-surface floors shall be stripped and waxed at least once each quarter or as often as necessary to maintain a clean appearance.

B. Cleaning of Office Furniture:

- 1.) The tops of all tables, desks, credenzas and counters shall be dusted and polished once each week. Items on desks, credenzas and counters shall be lifted and the surface underneath dusted and polished. If desk is covered with papers, the Contractor shall not clean top of desk.
- 2.) The exterior of all filing cabinets, other cabinets, credenzas and tables shall be completely dusted and cleaned once each week.
- 3.) The sides and drawers of filing cabinets, other cabinets, credenzas and bookcases shall be wiped down with an appropriate cleaning solution to remove dust, film and stains at least once every six (6) months or more often as necessary.

C. Vinyl or Cloth Covered Office Furniture:

- 1.) All chairs and couches with vinyl surfaces shall be wiped down with an appropriate cleaning solution at least once each month or as often as necessary to maintain a clean appearance.
- 2.) All chairs and couches covered with fabric shall be vacuumed thoroughly once each month.
- 3.) All chair pedestal and chair rail surfaces shall be dusted and/or wiped down once each month.

D. Windows, Glass Doors & Mirrors:

- 1.) All mirrors shall be thoroughly cleaned each visit.
- 2.) All glass doors and glass partitions shall be spot cleaned each visit and fully cleaned once each week.

E. Restroom Facilities:

- 1.) There are two (2) restroom facilities.
- 2.) Restrooms shall be thoroughly cleaned with disinfectant each visit.
- 3.) All toilets, including toilet seats and toilet bowls shall be cleaned with disinfectant each visit.
- 4.) Sinks (including behind faucets), countertops, and mirrors shall be cleaned with appropriate cleaner each visit.
- 5.) Floors shall be mopped with disinfectant each visit. Floor drains shall be disinfected once each week.
- 6.) All paper products and soap dispensers shall be replenished as needed with spare rolls of toilet paper at each toilet.

F. Miscellaneous Maintenance:

- 1.) All wastebaskets shall be emptied **each visit** and plastic trash can liners, provided by the county, shall be replaced **each visit**.
- 2.) All drinking fountains shall be cleaned with disinfectant **each visit**.
- 3.) Walls shall be spot checked for smudge marks and fingerprints, and cleaned with an appropriate cleanser **as needed**.

G. Supplies:

- 1.) **The Contractor** will be required to provide labor and all cleaning supplies, including cleaning products.
- 2.) **The County** will be required to provide toilet paper, hand soap, and paper towels.
- 3.) The Contractor shall supply vacuum cleaners, buffers/scrubbers, and any other machinery necessary to fulfill the terms of the contract. The Contractor shall also supply stripper, floor wax, and pads for buffers/scrubbers.
- 4.) The Contractor shall notify the Point of Contact of the quantity of each item required and when the stock needs to be replenished, **allowing three (3) days advance notice, at minimum**. **Do not wait until stock has been fully depleted.**

The Point of Contact for the SJC Fleet Maintenance Department

Jean Perseo

Phone: 904-209-0285

E-mail: jperseo@sjcfl.us

SJC ROAD & BRIDGE DEPARTMENT (MODULAR TRAILERS)

Locations: 2736 Industry Center Road, St. Augustine, FL 32084 (approx. 1,300 sf)

2780 Industry Center Road, St. Augustine, FL 32084 (approx. 2,600 sf)

The St. Johns County Road and Bridge Department offices, reception areas, restrooms, break rooms, conference rooms, entranceways, and hallways will be cleaned **after regular business hours, five (5) times per week (Monday thru Friday, excluding holidays unless otherwise specified)**. It will be the responsibility of the cleaning agency awarded the contract to clean the interior of the St. Johns County Road and Bridge Complex to a satisfactory level of cleanliness and appearance, providing supplies, commercial grade cleaning equipment, and all labor necessary. **Failure to maintain a satisfactory level of cleanliness and appearance of the SJC Road and Bridge Modular Trailers will be cause for termination of services.**

The following are minimum general specifications for maintaining the cleanliness and appearance of the St. Johns County Road & Bridge Modular Trailers. *Note: These are minimum specifications, and the Contractor may be required to provide services more frequently than specified below in order to maintain a clean and satisfactory appearance as determined by SJC Road & Bridge Department Staff.

The Contractor shall be required to provide a valid email address to the SJC Point of Contact in order to facilitate communications regarding questions, concerns, compliance, etc. The Contractor shall also be responsible for completing the Janitorial Log and check list, maintained by the SJC Point of Contact, **each visit** in order to ensure satisfactory performance of these services.

A. Floors:

- 1.) All hard-surface areas shall be swept/dust mopped, and damp mopped **each visit**.
- 2.) All rugs must be vacuumed or swept **each visit**.

B. Cleaning of Office Furniture:

- 1.) The tops of the kitchen counter and tables including those in the conference room and break area, will be dusted and polished **each visit**. All chairs shall be pushed up under tables.
- 2.) The tops of all filing cabinets, other cabinets, and shelves will be dusted and cleaned **once every other week** or as often as needed to maintain clean appearance.

C. Vinyl or Cloth Covered Office Furniture:

- 1.) All chairs with vinyl surfaces will be wiped down and cleaned with an appropriate cleaning solution **once each month**.
- 2.) All chairs covered with fabric will be vacuumed thoroughly **once each month**.
- 3.) All chair pedestal surfaces will be dusted and/or wiped down **once each month**.

D. Window Blinds:

- 1.) All blinds will be dusted thoroughly **once every six (6) months**. All blinds will be drawn to a closed position if not already closed, when cleaning of each room has been completed.

E. Restroom Facilities:

- 1.) Restrooms will be thoroughly cleaned **each visit**. All toilets and toilet seats will be cleaned and disinfected, including the outside of the toilet, and behind the toilet **each visit**. Sinks (including behind faucets), counter tops, and mirrors will be cleaned with appropriate cleanser **each visit**. Floors will be mopped and/or scrubbed with a scrub brush with disinfectant **each visit**.
- 2.) All paper products and soap dispensers will be replenished as needed so as to be kept full at all times.

F. Miscellaneous Maintenance:

- 1.) All waste baskets will be emptied **each visit** and plastic trash can liners will be replaced when necessary.
- 2.) Front and rear entrances and walkways will be swept, and throw rugs and/or carpet runners (inside) at entrance doors will be vacuumed **each visit**.

G. Malfunctioning Equipment:

Any equipment (i.e. toilets, faucets, drains, etc.) found not to be operating properly or leaking will be reported to

the Office Manager and will be repaired by the County.

H. Break Room Areas:

- 1.) Sinks, including behind faucets, and kitchen area shall be cleaned with disinfectant **each visit**.
- 2.) Countertops and refrigerators (exterior only) shall be cleaned thoroughly with disinfectant **each visit**. If dirty dishes are left in sink, remove them, clean sink, and leave dishes in trash bag on counter. The interior and exterior of the microwave shall also be cleaned **each visit**.
- 3.) In the break area in the modular under the Pole Barn, the table shall be wiped with an appropriate cleanser, and the chairs shall be pushed up under the table **each visit**.

I. Supplies:

- 1.) **The Contractor** will be required to provide labor and all cleaning supplies, including cleaning products.
- 2.) **The County** will be required to provide toilet paper, hand soap, and paper towels.
- 3.) The Contractor shall supply all equipment necessary to fulfill the terms of the contract. The Contractor shall notify the Point of Contact of the quantity of each item required and when the stock needs to be replenished, **allowing three (3) days advance notice, at minimum. Do not wait until stock has been fully depleted.**

The Point of Contact for the SJC Road & Bridge Department

Jennifer Kinlaw

Phone: 904-209-0246

E-mail: jkinlaw@sjcfl.us

SJC BRANCH LIBRARIES

Locations: Main Branch: 1960 North Ponce De Leon Blvd, St. Augustine, FL 32084 (approx. 15,000 sf)
Bartram Trail Branch: 60 Davis Pond Blvd, Fruit Cove, FL 32259 (approx. 14,658 sf)
Ponte Vedra Beach Branch: 101 Library Blvd, Ponte Vedra Beach, FL 32082 (approx. 24,800 sf)

The Contractor shall be responsible for furnishing all labor and equipment necessary to provide annual janitorial services to the SJC Branch Libraries according to the following schedule:

- Hastings & Anastasia Island Branches: **five (5) days per week, Tuesday thru Saturday**
- Main, Southeast, Bartram Trail & Ponte Vedra Branches: **six (6) days per week, Monday thru Saturday**

The Contractor shall perform these services after regular business hours. Each branch's business hours are available at the website www.sjcpls.org. It will be the responsibility of the Contractor to maintain a satisfactory level of cleanliness and appearance and to adhere to the minimum specifications and conditions for the janitorial services as specified herein. **Failure by the Contractor to maintain a satisfactory level of cleanliness and appearance of the any of the branch library locations will be cause for termination of services.**

The areas for which the Contractor is responsible for cleaning are as follows: offices, reception areas, restrooms, hallways, entranceways (interior & exterior), conference rooms, break rooms at each of the branch locations listed above. The following articles are requirements for each aspect of janitorial service for all six (6) branch libraries, which are minimum requirements at which the Contractor must perform. **Failure on the part of the Contractor to meet these specifications for any or all of the six (6) locations may be cause for immediate termination of this Contract.**

*Services required "each visit" shall be performed five (5) times per week for the branch locations open five (5) days, and six (6) times per week for branch locations open six (6) days.

It shall be the responsibility of the Contractor(s) to ensure that the required services are performed as they are required. In the event the Contractor supplied personnel is unable to perform the janitorial services due to emergency, illness, or accident, the Contractor shall be required to supply back-up personnel to the necessary locations in order to have the services performed as required.

The Contractor shall supply a minimum of two (2) individuals to perform the required services at each branch location each day. In the event one or both of the individuals for a designated branch library are unavailable on any given day, it shall be the responsibility of the Contractor to supply two (2) alternate individuals to perform the required services. The alternate individuals supplied must have been background checked by the County prior to performing any services under this contract.

A. FLOORS

The Contractor shall vacuum all carpeted areas each visit to maintain a clean and fresh appearance. The Contractor shall be responsible for moving any small or mobile furniture (i.e. chairs, beanbags, small table, signs, etc.) to make sure that carpeted areas beneath may be vacuumed. The Contractor shall be responsible for making a daily inspection of all carpeted areas to locate and remove noticeable spots and stains. The Contractor shall make recommendations for additional, professional carpet cleaning services as it is considered necessary.

The Contractor shall dust mop (or sweep) AND damp mop/buff all hard-surface floors, including those in entranceways (interior & exterior), hallways, restrooms, and kitchens/break rooms, each visit. Porches (where applicable) will be swept once per week.

B. OFFICE FIXTURES

All cabinets and countertops will be dusted and polished with a rag and cleaner once per week to remove smudges and marks. Public use tables shall be wiped down with an appropriate cleanser each visit. Fire extinguisher boxes and doorframes will be dusted once per week. Doors will be cleaned once per month. Upper shelving and tops of cabinets (above eye level) will be dusted and polished once per month. Baseboards will be cleaned once per month. Light fixtures, both hanging and in ceiling shall be cleaned once per month with an extended handle duster.

C. VINYL OR CLOTH COVERED OFFICE FURNITURE

All chairs and couches for public use with vinyl surfaces will be wiped down with an appropriate cleaning solution

each visit. All chairs and couches for public use with fabric surfaces will be vacuumed thoroughly each visit. All chair pedestal surfaces will be dusted and/or wiped down at least once per month.

D. WINDOW BLINDS & WINDOWSILLS

All windowsills will be dusted once per week. All blinds will be dusted thoroughly once every six (6) months, or more often as necessary to maintain them in a dust free condition. All blinds will be drawn to a closed position when cleaning has been completed. The Contractor shall be responsible for assuring that any and all windows are closed and locked prior to leaving the premises.

E. WINDOWS, GLASS DOORS & MIRRORS

All mirrors will be fully cleaned each visit. All glass doors, glass partitions, and glass display units will be spot cleaned each visit and fully cleaned every Friday.

F. RESTROOMS

All restrooms, including those for staff and public use will be thoroughly cleaned with disinfectant each visit, this includes all toilets, toilet seats, toilet handles, sinks, countertops, mirrors, soap dispensers, handicap railings, and stall doors. All restroom fixtures and furniture shall be cleaned with the appropriate cleanser depending on the surface material. All restroom floors will be mopped with disinfectant and/or scrubbed with a scrub brush with disinfectant each visit. Floor drains will be flushed with disinfectant once per week. Tile walls will be cleaned with disinfectant once every six (6) months or more often as necessary to maintain a satisfactory level of cleanliness. Ceiling vents will be vacuumed once per month. All paper products, urinal cakes, and soap dispensers will be replenished as needed for all restrooms (with spare rolls of toilet paper at each toilet for staff restrooms only).

G. KITCHEN/BREAKROOM AREAS

Sinks in galleys and kitchen areas shall be cleaned with disinfectant each visit. Countertops, cabinets, and refrigerators (exterior only) shall be cleaned with disinfectant each visit. If dirty dishes are left in sink, the Contractor shall remove them, clean the sink and place dirty dishes on a trash bag on top of the counter.

H. MISCELLANEOUS MAINTENANCE

All wastebaskets will be emptied each visit and plastic liners, provided by the County, will be replaced when necessary. All exterior trash cans will be emptied each visit. All entrances and walkways (interior & exterior), including overheads, throw rugs and carpet runners will be vacuumed each visit. Walls will be spot cleaned to remove smudge marks and fingerprints as needed. Book carts will be moved as necessary to clean under and behind them in all locations of the libraries (i.e. behind Circulation Desk, or in workrooms, etc.). A/C vents shall be dusted once per week. Cigarette urns will be emptied each visit, and the sand will be replaced once each quarter.

I. MALFUNCTIONING EQUIPMENT

Any equipment (i.e. toilets, faucets, drains, etc.) found to not be operating properly, or leaking shall be reported to the Branch Manager, and shall be repaired by the County. The Contractor shall not attempt any repair on County equipment.

J. SUPPLIES

- 1) **The County shall supply** all paper goods including: paper towels, toilet paper, toilet seat liners, trash can liners, and hand soap.
- 2.) **The Contractor shall supply** all cleaning products, sprays, vacuum cleaners, buffers/scrubbers, and any other machinery or equipment necessary to fulfill the terms of the contract. The Contractor shall also supply stripper, floor wax, and pads for buffers/scrubbers.
- 3.) The Contractor shall notify the Point of Contact for the SJC Utility Department when supplies are running low so that more can be ordered. **Do not wait until stock has been fully depleted to replace.**

The Point of Contact for the SJC Branch Libraries

Angelina Gervasi	Main Branch:	Bartram Trail:	Ponte Vedra Beach:
Phone: 904-827-6931	Valerie Peischel-Mull	Dan Markus	Amy Ring
E-mail: agervasi@sjcfl.us	Phone: 904.827.6941	Phone: 904.827-6961	Phone: 904.827.6951
	Email: vpeischel@sjcfl.us	Email: dmarkus@sjcfl.us	Email: aring@sjcfl.us



**ST. JOHNS COUNTY
PURCHASING DEPARTMENT**

500 San Sebastian View
St. Augustine, Florida 32084

I N T E R O F F I C E M E M O R A N D U M

TO: Katie Diaz, Building Operations Superintendent
FROM: David Klages, Contract Coordinator
SUBJECT: Transmittal of Bids Received for Bid No. 17-11, Janitorial Services for Various SJC
Facilities – Southeast Courthouse Annex, Julington Creek Courthouse Annex, Ponte
Vedra Courthouse Annex
DATE: January 19, 2017

Attached are copies of the bid proposals received for the above mentioned
along with a copy of the Bid Tabulation Sheet.

Please review, evaluate and make a written recommendation for this project.
Also, indicate the budgeted amount for this item along with the appropriate
charge code and return at your earliest convenience. We will prepare the agenda
item and contract.

Please let me know if I can assist your department in any other way.

Department Head Approval *Katie Diaz*

Date 1/19/17

Budget Amount 0033 - \$6,120 0103 - \$8,915.58
0034 - \$11,520

Account Funding Title Contractual Services

Funding Charge Code 0033, 0034, 0103 - 53120

Award to Boro Building + Property Maintenance

Award Amount \$26,555.58

ST JOHNS COUNTY

JAN 19 '17

PURCHASING



**ST. JOHNS COUNTY
PURCHASING DEPARTMENT**

500 San Sebastian View
St. Augustine, Florida 32084

I N T E R O F F I C E M E M O R A N D U M

TO: Jay Brawley, County Engineer
FROM: David Klages, Contract Coordinator
SUBJECT: Transmittal of Bids Received for Bid No. 17-11, Janitorial Services for Various SJC
Facilities – Engineering Department
DATE: January 19, 2017

Attached are copies of the bid proposals received for the above mentioned along with a copy of the Bid Tabulation Sheet.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return at your earliest convenience. We will prepare the agenda item and contract.

Please let me know if I can assist your department in any other way.

Department Head Approval

Dawn R. Cardona

Date 1/24/17

Budget Amount \$7,900⁰⁰

Account Funding Title Contractual Services

Funding Charge Code 1120-53120

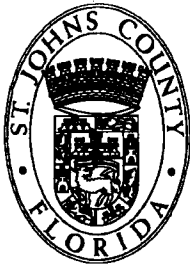
Award to High Tech Commercial Cleaning

Award Amount \$5,352⁰⁰

ST JOHNS COUNTY

JAN 25 '17

PURCHASING



**ST. JOHNS COUNTY
PURCHASING DEPARTMENT**

500 San Sebastian View
St. Augustine, Florida 32084

I N T E R O F F I C E M E M O R A N D U M

TO: Mike Dalton, Interim Director
FROM: David Klages, Contract Coordinator
SUBJECT: Transmittal of Bids Received for Bid No. 17-11, Janitorial Services for Various SJC
Facilities – Facilities Maintenance Department
DATE: January 19, 2017

Attached are copies of the bid proposals received for the above mentioned along with a copy of the Bid Tabulation Sheet.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return at your earliest convenience. We will prepare the agenda item and contract.

Please let me know if I can assist your department in any other way.

Department Head Approval *Michael Dalton*

Date 1/23/17

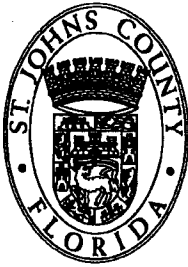
Budget Amount \$4,081.42

Account Funding Title Contractual Service

Funding Charge Code 0031-53120

Award to Bond Building & Property Maintenance

Award Amount \$4,081.42 Annual Price



**ST. JOHNS COUNTY
PURCHASING DEPARTMENT**

500 San Sebastian View
St. Augustine, Florida 32084

I N T E R O F F I C E M E M O R A N D U M

TO: Jeffery Nordsiek, Fleet Maintenance Manager
FROM: David Klages, Contract Coordinator
SUBJECT: Transmittal of Bids Received for Bid No. 17-11, Janitorial Services for Various SJC Facilities – Fleet Maintenance Department
DATE: January 19, 2017

Attached are copies of the bid proposals received for the above mentioned along with a copy of the Bid Tabulation Sheet.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return at your earliest convenience. We will prepare the agenda item and contract.

Please let me know if I can assist your department in any other way.

Department Head Approval 

Date 1-19-2017

Budget Amount 2052.00

Account Funding Title 1123 Contractual Services

Funding Charge Code 53120

Award to High Tech Com. Cleaning

Award Amount \$ 1764.00

ST JOHNS COUNTY

MAR 25 '17

PURCHASING



**ST. JOHNS COUNTY
PURCHASING DEPARTMENT**

500 San Sebastian View
St. Augustine, Florida 32084

I N T E R O F F I C E M E M O R A N D U M

TO: Debra Rhodes-Gibson, Library Director
FROM: David Klages, Contract Coordinator
SUBJECT: Transmittal of Bids Received for Bid No. 17-11, Janitorial Services for Various SJC
Facilities – SJC Main Branch Library, Ponte Vedra Branch Library, Bartram Trail
Library Branch
DATE: January 19, 2017

Attached are copies of the bid proposals received for the above mentioned along with a copy of the Bid Tabulation Sheet.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return at your earliest convenience. We will prepare the agenda item and contract.

Please let me know if I can assist your department in any other way.

Department Head Approval Debra Rhodes-Gibson

Date 1-30-2017

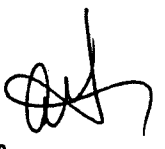
Budget Amount _____

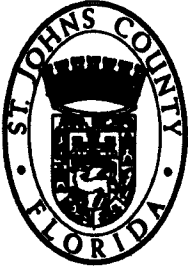
Account Funding Title 0018-53120

Funding Charge Code Library - Contractual

Award to High Tech Commercial Cleaning

Award Amount _____

Services 



**ST. JOHNS COUNTY
PURCHASING DEPARTMENT**

500 San Sebastian View
St. Augustine, Florida 32084

I N T E R O F F I C E M E M O R A N D U M

TO: Debra Rhodes-Gibson, Library Director
FROM: David Klages, Contract Coordinator
SUBJECT: Transmittal of Bids Received for Bid No. 17-11, Janitorial Services for Various SJC
Facilities – Hastings Branch Library, Southeast Branch Library, Anastasia Island
Branch Library
DATE: January 19, 2017

Attached are copies of the bid proposals received for the above mentioned along with a copy of the Bid Tabulation Sheet.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return at your earliest convenience. We will prepare the agenda item and contract.

Please let me know if I can assist your department in any other way.

Department Head Approval Debra Rhodes-Gibson

Date 1-30-2017

Budget Amount _____

Account Funding Title 0018-53170

Funding Charge Code Library Contractual Services

Award to Book Binding + Property Maintenance

Award Amount _____



**ST. JOHNS COUNTY
PURCHASING DEPARTMENT**

500 San Sebastian View
St. Augustine, Florida 32084

I N T E R O F F I C E M E M O R A N D U M

TO: Dr. Predrag Bulic, M.D., M.E., Chief Medical Examiner
FROM: David Klages, Contract Coordinator
SUBJECT: Transmittal of Bids Received for Bid No. 17-11, Janitorial Services for Various SJC
Facilities – Medical Examiner's Office
DATE: January 19, 2017

Attached are copies of the bid proposals received for the above mentioned along with a copy of the Bid Tabulation Sheet.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return at your earliest convenience. We will prepare the agenda item and contract.

Please let me know if I can assist your department in any other way.

Department Head Approval

Predrag Bulic, MD

Date

1/20/17

Budget Amount

\$ 4,740.00

Account Funding Title

Contractual Services

Funding Charge Code

0050-53120

Award to

Boro Bldg. + Property Maint.

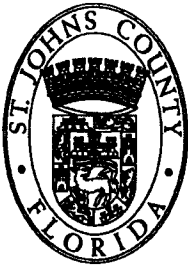
Award Amount

\$ 3,134.30

ST JOHNS COUNTY

JAN 23 '17

PURCHASING



**ST. JOHNS COUNTY
PURCHASING DEPARTMENT**

500 San Sebastian View
St. Augustine, Florida 32084

I N T E R O F F I C E M E M O R A N D U M

TO: Wil Smith, Director
FROM: David Klages, Contract Coordinator
SUBJECT: Transmittal of Bids Received for Bid No. 17-11, Janitorial Services for Various SJC Facilities – Parks & Recreation Department, Nease Beachfront Park House, Trout Creek Community Center, The Players Community Senior Center, Hart House at Beluthahatchee Park
DATE: January 19, 2017

Attached are copies of the bid proposals received for the above mentioned along with a copy of the Bid Tabulation Sheet.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return at your earliest convenience. We will prepare the agenda item and contract.

Please let me know if I can assist your department in any other way.

Department Head Approval Wil Smith

Date 1-27-17

Budget Amount 20,000.00

Account Funding Title Contractual Services

Funding Charge Code 0080-53120

Award to BORO BLDG & PROP MAINT

Award Amount 17,185.00



**ST. JOHNS COUNTY
PURCHASING DEPARTMENT**

500 San Sebastian View
St. Augustine, Florida 32084

I N T E R O F F I C E M E M O R A N D U M

TO: Benjamin Bright, Road & Bridge Manager
FROM: David Klages, Contract Coordinator
SUBJECT: Transmittal of Bids Received for Bid No. 17-11, Janitorial Services for Various SJC Facilities – Road & Bridge Department
DATE: January 19, 2017

Attached are copies of the bid proposals received for the above mentioned along with a copy of the Bid Tabulation Sheet.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return at your earliest convenience. We will prepare the agenda item and contract.

Please let me know if I can assist your department in any other way.

Department Head Approval

Dawn R. Carden

Date 1/24/17

Budget Amount \$12,000⁰⁰

Account Funding Title Contractual Services

Funding Charge Code 1122-53120

Award to High Tech Commercial Cleaning

Award Amount \$9,024⁰⁰

ST JOHNS COUNTY

JAN 25 '17

PURCHASING



**ST. JOHNS COUNTY
PURCHASING DEPARTMENT**

500 San Sebastian View
St. Augustine, Florida 32084

I N T E R O F F I C E M E M O R A N D U M

TO: Wendy Hicks, Solid Waste Manager
FROM: David Klages, Contract Coordinator
SUBJECT: Transmittal of Bids Received for Bid No. 17-11, Janitorial Services for Various SJC
Facilities – Solid Waste Department
DATE: January 19, 2017

Attached are copies of the bid proposals received for the above mentioned along with a copy of the Bid Tabulation Sheet.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return at your earliest convenience. We will prepare the agenda item and contract.

Please let me know if I can assist your department in any other way.

Department Head Approval Wendy Hicks

Date 1-20-17

Budget Amount 1,1010.⁰⁰

Account Funding Title Contractual Svcs

Funding Charge Code 4401.53120

Award to Boro Building & Property maint.

Award Amount 1,800.⁰⁰

ST JOHNS COUNTY
JAN 23 '17
PURCHASING



**ST. JOHNS COUNTY
PURCHASING DEPARTMENT**

500 San Sebastian View
St. Augustine, Florida 32084

I N T E R O F F I C E M E M O R A N D U M

TO: Rodney Cooper, County Traffic Engineer
FROM: David Klages, Contract Coordinator
SUBJECT: Transmittal of Bids Received for Bid No. 17-11, Janitorial Services for Various SJC
Facilities – Traffic & Transportation Department
DATE: January 19, 2017

Attached are copies of the bid proposals received for the above mentioned along with a copy of the Bid Tabulation Sheet.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return at your earliest convenience. We will prepare the agenda item and contract.

Please let me know if I can assist your department in any other way.

Department Head Approval

David R. Cardenas

Date 1/24/17

Budget Amount \$2,500⁰⁰

Account Funding Title 1125-53120 Contract Services

Funding Charge Code 1125-53120

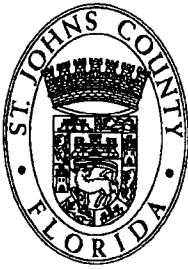
Award to High Tech Commercial Cleaning

Award Amount \$1,020⁰⁰

ST JOHNS COUNTY

JAN 25 '17

PURCHASING



ST. JOHNS COUNTY PURCHASING DEPARTMENT

500 San Sebastian View
St. Augustine, Florida 32084

INTEROFFICE MEMORANDUM

TO: Frank Kenton, Assistant Utility Director
FROM: David Klages, Contract Coordinator
SUBJECT: Transmittal of Bids Received for Bid No. 17-11, Janitorial Services for Various SJC Facilities – Utility Department
DATE: January 19, 2017

Attached are copies of the bid proposals received for the above mentioned along with a copy of the Bid Tabulation Sheet.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return at your earliest convenience. We will prepare the agenda item and contract.

Please let me know if I can assist your department in any other way.

Department Head Approval C. J. Kenton

Date 1/19/17

Budget Amount \$17,400

Account Funding Title Contractual Services

Funding Charge Code 4409-53120, 4413-53120, 4414-53120, 4415-53120, 4416-53120

Award to Boro Building & Property Maint.

Award Amount \$17,380.80

ST. JOHNS COUNTY BID TABULATION

BID TITLE	JANITORIAL SERVICES FOR VARIOUS SJC FACILITIES		ANY BIDDER AFFECTED ADVERSELY BY AN INTENDED DECISION WITH RESPECT TO THE AWARD OF ANY BID	OPENED BY	DAVE KLAGES
BID NUMBER	17-11		SHALL FILE WITH THE PURCHASING DEPARTMENT FOR ST. JOHNS COUNTY A WRITTEN NOTICE OF INTENT TO FILE A PROTEST NO LATER THAN SEVENTY-TWO (72) HOURS (EXCLUDING SATURDAY, SUNDAY AND LEGAL HOLIDAYS) AFTER THE POSTING OF THE BID TABULATION.	TABULATED BY	LEILA HARTLAND
OPENING DATE/TIME	January 18, 2017 2:00 PM		PROTEST PROCEDURES MAY BE OBTAINED IN THE PURCHASING DEPARTMENT.	VERIFIED BY	DAVE KLAGES
POSTING DATE/TIME	FROM	UNTIL			
	01/18/17 3:00 PM	01/23/17 3:00 PM			

	PURDY 1 INC.	HIGH TECH COMMERCIAL CLEANING	BORO BUILDING & PROPERTY MAINTENANCE			
Bid Bond	YES	YES	YES			
Addenda 1 & 2	YES	YES	YES			
UTILITY DEPARTMENT ANNUAL PRICE	\$19,020.00	\$30,552.00	\$17,380.80			
SOUTHEAST COURTHOUSE ANNEX ANNUAL PRICE	NO BID	\$9,840.00	\$8,915.58			
JULINGTON CREEK COURTHOUSE ANNEX ANNUAL PRICE	NO BID	\$15,444.00	\$11,520.00			
PONTE VEDRA COURTHOUSE ANNEX ANNUAL PRICE	NO BID	\$6,480.00	\$6,120.00			
ENGINEERING DEPARTMENT ANNUAL PRICE	NO BID	\$5,352.00	\$6,120.00			
TRAFFIC & TRANSPORTATION DEPT. ANNUAL PRICE	NO BID	\$1,020.00	\$5,040.00			

**ST. JOHNS COUNTY
BID TABULATION**

	PURDY 1 INC.	HIGH TECH COMMERCIAL CLEANING	BORO BUILDING & PROPERTY MAINTENANCE			
FLEET MAINTENANCE DEPARTMENT ANNUAL PRICE	NO BID	\$1,764.00	\$2,494.08			
ROAD & BRIDGE DEPARTMENT ANNUAL PRICE	NO BID	\$9,024.00	\$9,360.00			
MEDICAL EXAMINER'S OFFICE ANNUAL PRICE	\$5,808.00	\$5,592.00	\$3,134.30			
SOLID WASTE DEPARTMENT ANNUAL PRICE	NO BID	\$2,580.00	\$1,800.00			
FACILITIES MAINTENANCE DEPARTMENT ANNUAL PRICE	NO BID	\$5,604.00	\$4,081.42			
PARKS & RECREATION DEPARTMENT ANNUAL PRICE	NO BID	\$4,536.00	\$4,508.24			
NEASE BEACHFRONT PARK HOUSE ANNUAL PRICE	NO BID	\$1,980.00	\$1,828.80			
TROUT CREEK COMMUNITY CENTER & PARK ANNUAL PRICE	NO BID	\$4,500.00	\$3,960.00			
THE PLAYERS COMMUNITY SENIOR CENTER ANNUAL PRICE	NO BID	\$7,620.00	\$5,952.96			
HART HOUSE AT BELUTHAHATCHEE PARK ANNUAL PRICE	NO BID	\$1,980.00	\$936.00			
SJC MAIN LIBRARY BRANCH ANNUAL PRICE	NO BID	\$17,508.00	\$18,288.00			
PONTE VEDRA BRANCH LIBRARY ANNUAL PRICE	NO BID	\$23,304.00	\$29,439.36			

**ST. JOHNS COUNTY
BID TABULATION**

	PURDY 1 INC.	HIGH TECH COMMERCIAL CLEANING	BORO BUILDING & PROPERTY MAINTENANCE			
BARTRAM TRAIL BRANCH LIBRARY ANNUAL PRICE	NO BID	\$14,424.00	\$17,687.87			
HASTINGS BRANCH LIBRARY ANNUAL PRICE	NO BID	\$11,340.00	\$7,272.00			
SOUTHEAST BRANCH LIBRARY ANNUAL PRICE	NO BID	\$31,680.00	\$23,904.00			
ANASTASIA ISLAND BRANCH LIBRARY ANNUAL PRICE	NO BID	\$11,940.00	\$8,301.60			

BID AWARD DATE - _____



St. Johns County Board of County Commissioners

Purchasing Division

December 29, 2016

ADDENDUM #1

To: Prospective Bidders

From: St. Johns County Purchasing Department

Subject: Bid No. 17-11; Janitorial Services for Various SJC Facilities

This Addendum #1 is issued for further bidders' information and is hereby incorporated into the bid documents. Each bidder will ascertain before submitting a proposal that he/she has received all Addenda.

Please return an original copy of this signed Addendum with proposal to the St. Johns County Purchasing Department, David Klages, Contract Coordinator; 500 San Sebastian View; St. Augustine, FL 32084.

Clarifications:

1. Clarification: The Utility Dept. Environmental Laboratory located at 850 W 16th Street, St. Augustine, FL 32080 contains another building (Building D – Supervisors' Offices) which must also be serviced. The scope of work for Building D shall be the same as the scope of work for the other Utility Dept. locations. **Please be sure to factor in the cost for Building D when submitting your bid for the Utility Dept. Environmental Laboratory.**
2. Clarification: Building D of the Utility Dept. Environmental Laboratory located at 850 W 16th Street, St. Augustine, FL 32080 shall be included in the voluntary walk-through on January 3, 2017 from 8:00 A.M. – 12 noon.
3. Clarification: The five (5) Utility Dept. locations will be awarded to one contractor only. The contract for the Utility Dept. locations will be awarded to the responsive, responsible bidder with the lowest total annual cost of all five locations. **IF** you choose to bid on the Utility Dept. locations, you must bid on all five locations to be considered for award of those locations.
4. Clarification: Page 8 of the Bid Documents calls for Bidders to mark the outermost envelope as "BID NO. 17-11; SEALED BID FOR RESTROOM CLEANING SERVICES FOR SJC BEACHES & PARKS". This is a typographical error. Please mark the outermost envelope as "BID NO. 17-11; JANITORIAL SERVICES FOR VARIOUS SJC FACILITIES".
5. Clarification: Page 9 of the Bid Documents – SUB-CONTRACTORS (paragraph one) – please change "unit price per acre" to "price".

Questions:

6. Question: Must Bidders bid on all locations or can the groups or buildings be separated for bid?
Response: Bidders may bid on all locations or any combination of locations. Contracts will be awarded by individual locations as they appear on the Bid Form. Please see Item #3 of this addendum regarding the five Utility Dept. locations.
7. Question: I believe I read where taxes apply so we figure that into our price. I thought no taxes apply to County governmental buildings.
Response: Although the County is exempt from paying sales tax when making direct purchases, vendors/contractors working for the County are not tax exempt and must therefore factor in the cost of sales tax for the supplies they purchase.
8. Question: Is the new Contractor(s) required to furnish paper products/soap for the following buildings: SE Courthouse Annex, Julington Creek Courthouse Annex, and Ponte Vedra Courthouse Annex?
Response: Yes, the awarded Contactor(s) is responsible for providing paper products and hand soap for all three of those locations.
9. Question: Is there a history of the usage of paper products and hand soap available for the SE Courthouse Annex, Julington Creek Courthouse Annex, and Ponte Vedra Courthouse Annex?
Response: At this time that information is not available, however, if it becomes available prior to the deadline for addenda, it will be posted in another addendum.

Bid Due Date: Wednesday, January 18, 2017 by 2:00p.m.

Acknowledgment

Sincerely,

Signature and Date

David Klages
Contract Coordinator

Printed Name/Title

Company Name (Print)

END OF ADDENDUM NO. 1



St. Johns County Board of County Commissioners

Purchasing Division

January 6, 2017

ADDENDUM #2

To: Prospective Bidders

From: St. Johns County Purchasing Department

Subject: Bid No. 17-11; Janitorial Services for Various SJC Facilities

This Addendum #2 is issued for further bidders' information and is hereby incorporated into the bid documents. Each bidder will ascertain before submitting a proposal that he/she has received all Addenda.

Please return an original copy of this signed Addendum with proposal to the St. Johns County Purchasing Department, David Klages, Contract Coordinator; 500 San Sebastian View; St. Augustine, FL 32084.

Questions:

1. Question: Is there a history of the usage of paper products and hand soap available for the SE Courthouse Annex, Julington Creek Courthouse Annex, and Ponte Vedra Courthouse Annex?

Response: In terms of monthly costs for supplies:

- Southeast Courthouse Annex - approximately \$70.00 per month for supplies
- Julington Creek Courthouse Annex - approximately \$95.00 per month for supplies
- Ponte Vedra Courthouse Annex - approximately \$60.00 per month for supplies

2. Question: What is the current price for cleaning the Medical Examiner's Office?

Response: The annual price is \$4,740.00.

Bid Due Date: Wednesday, January 18, 2017 by 2:00p.m.

Acknowledgment

Sincerely,

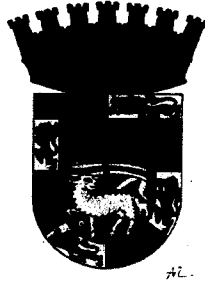
Signature and Date

David Klages
Contract Coordinator

Printed Name/Title

Company Name (Print)

END OF ADDENDUM NO. 2



**Board of County Commissioners
St. Johns County, Florida**

BID NO: 17-11

**JANITORIAL SERVICES FOR
VARIOUS SJC FACILITIES**

**BID DOCUMENTS
PROJECT SPECIFICATIONS**

St. Johns County Purchasing Department

500 San Sebastian View

St. Augustine, FL 32084

904.209.0150

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Attachment "F" – Bid Bond Form

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PROJECT SPECIFICATIONS

BID NO: 17-11**NOTICE TO BIDDERS**

Notice is hereby given that sealed bids will be received until 2:00 P.M. on Wednesday, January 18, 2017 by the St. Johns County Purchasing Department, located at 500 San Sebastian View, St. Augustine, Florida 32084 for **Bid No: 17-11; Janitorial Services for Various SJC Facilities.** Bids will be opened promptly after the 2:00 P.M. deadline. **Note:** Bids delivered or received in the Purchasing Department after the 2:00 P.M. deadline shall not be given consideration and shall be returned to the sender unopened.

The purpose of this bid is to solicit pricing from interested and qualified Contractors for the performance of janitorial services at various St. Johns County facilities. The awarded Contractor (s) shall be responsible for providing any and all materials, equipment, and labor necessary to perform the required services in accordance with the specifications for each of the sites provided herein. Services shall be performed as scheduled for each location.

Bid Documents may be obtained from Onvia DemandStar, Inc. at their website www.demandstar.com by requesting Document # **17-11**. For technical assistance with this Website please contact Onvia Supplier Services at 1-800-711-1712. A link to the Onvia DemandStar website is available through the St. Johns County Purchasing Website by clicking on the following link: www.sjcfl.us/BCC/Purchasing/Open_Bids.aspx. Please check the County's site for download availability and any applicable fees. Bid Documents may also be requested, in writing, from David Klages, Contract Coordinator, St. Johns County Purchasing, via email to dklages@sjcfl.us or fax to (904) 209-0167.

For informational purposes, site visits will be available to Vendors according to the schedule listed in the Bid Documents.

Any and all questions related to this project shall be directed, ***in writing***, to David Klages, Contract Coordinator, SJC Purchasing Department, via email to dklages@sjcfl.us or fax to (904) 209-0167. Questions are due no later than four o'clock (4:00PM) on **Friday, January 6, 2017** so that any necessary addenda may be issued in a timely manner. Any questions received after the deadline will not be answered unless previously approved by the SJC Purchasing Manager or other designated County Representative.

Any bidder, proposer or person substantially and adversely affected by an intended decision or by a term, condition, procedure or specification with respect to any bid, invitation, solicitation of proposals or requests for qualifications, shall file with the Purchasing Department for St. Johns County, a written notice of intent to protest no later than 72 hours (excluding Saturdays, Sundays and legal holidays for employees of St. Johns County) after the posting either electronically or by other means of the notice of intended action, notice of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The protest procedures may be obtained from the Purchasing Department and are included in the County's Purchasing Manual. All of the terms and conditions of the County Purchasing Manual are incorporated by reference and are fully binding.

Contractors shall not contact, lobby, or otherwise communicate with any SJC employee, including any member of the Board of County Commissioners, other than the above referenced individual from the point of advertisement of the Bid until contract(s) are executed by all parties, per SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". According to SJC policy, any such communication shall disqualify the Contractor, Contractor or consultant from responding to the subject invitation to bid, request for quote, request for proposal, invitation to negotiate, or request for qualifications.

St. Johns County reserves the right to accept or reject any or all bids/proposals, waive minor formalities, and to award the bid/proposal that best serves the interests of St. Johns County. St. Johns County also reserves the right to award the base bid and any alternate bids in any combination that best suits the needs of the County.

BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA
HUNTER S. CONRAD, CLERK

BY: _____
Deputy Clerk

FRONT END BID DOCUMENTS

INSTRUCTION TO BIDDERS

COUNTY: THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA ("COUNTY")

PROJECT: BID NO: 17-11; JANITORIAL SERVICES FOR VARIOUS SJC FACILITIES

DEFINITIONS

All definitions set forth in the General Conditions of the Contract or in other Contract Documents are applicable to the Bidding Documents.

Addenda Written or graphic instruments issued by the Purchasing Department prior to the time and date for receiving Bids that modify or interpret the Bidding Documents by addition, deletion, clarification, or corrections.

Base Bid A complete and properly signed proposal to do the work, or designated portion thereof, for the sums stipulated therein supported by data called for by the Bidding Documents.

Bid An offer, as a price, whether for payment or acceptance. A quotation, specifically given to a prospective purchaser upon its request, usually in competition with other Contractors

Bid (Formal or Sealed) A request for firm prices by Advertised Legal Notice. Prices are submitted in sealed envelopes and in conformance with a prescribed format, all of which are opened in public on an appointed hour and date as advertised.

Bid Bond A good faith monetary commitment which a bidder or surety forfeits to the County if the bidder refuses, or is unable to enter into a contract after submitting a bid, or the bidder cannot furnish the required bonds, usually five percent (5%) of the bid proposal price.

Bidder A firm or individual who submits a Bid to the County for the work described in the proposed Contract Documents.

Bidding Documents Documents which include the Advertisement/Notice to Bidders, Front End Bid Documents, Contract Agreement, Specifications and Plans including any Addenda issued prior to receipt of Bids.

Contract A delivered agreement between two or more parties, legally binding and enforceable, to perform a specific act or acts or exchange goods for consideration. A purchase order becomes a contract when accepted by a Contractor. A unilateral contract is one in which only one party promises performance. A bilateral contract is one in which both parties promise performance.

Contractor An individual or firm having a contract to provide goods, service or construction for a specified price.

County St. Johns County, a political subdivision of the State of Florida (F.S. 217.73)

Responsible Bidder A bidder capable of performing in all respects to fulfill the contract requirements. This includes having the ability to perform, the experience, reliability, capacity, credit, facilities and equipment to meet the contractual obligation.

Responsive Bid, Responsive Proposal, or Responsive Reply A bid, proposal, or reply submitted by a responsive and responsible Contractor conforming in all material respects to the solicitation.

Specifications A clear, complete and accurate statement of the physical, functional or technical requirements descriptive of an item and if applicable, the procedure to be followed to determine if the requirements are met.

Subcontractor A party who contracts with a prime Contractor to perform all or any part of the prime Contractor's obligations.

Unit Price An amount stated in the Bid as a price per unit of measurement for materials or services as described in the contract documents which shall include all labor, materials, equipment and any other item/s essential to accomplish the

scope of work of the Unit Price.

BIDDER'S REPRESENTATION

Each Bidder, by marking his Bid, represents that he has read and understands the Bidding and Contract Documents and his Bid is made in accordance herewith: he has visited the Site and has familiarized himself with the local conditions under which the Work is to be performed; and his Bid is based upon the materials, systems and equipment described in the Bidding Documents without exceptions.

BIDDING DOCUMENTS

Bidding documents may be obtained from www.demandstar.com or SJC Purchasing, in the number and for the purchase sum if any as stated in the Advertisement or Invitation - Notice to Bidders. Complete sets of Bidding Documents shall be used in preparing the Bid Proposal. St. Johns County shall not assume any responsibility for errors or misinterpretations resulting from the use of complete or incomplete sets of Bidding Documents. The County, in making copies of the Bidding Documents available on the above terms, do so only for the purpose of obtaining bids on the Work and do not confer a license or grant for any other use.

INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS

Bidders shall promptly notify the County of any ambiguity, inconsistency, or error which they may discover upon examination of the Bidding Documents or of the site and local conditions. Bidders requiring clarification of interpretation of the Bidding Documents shall make a written request to the County at least **fourteen (14) days** prior to the date for receipt of Bids.

An interpretation, correction, or change of the bidding Documents will be made by Addendum. Interpretation, corrections, or changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretation, corrections, and change. No change will be made to the Bidding Documents by the County or its Representative **seven (7) days** prior to Bid receiving date, however, the County reserves the authority to decrease this time depending on the necessity of such change.

SUBSTITUTIONS

The materials, products and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution. No substitution will be considered unless written request for approval has been submitted by the Bidder and has been received by the County at least **fourteen (14) days** prior to the date for receipt of Bids. Each such request shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitute, including drawings, cuts, performance and test data any other information necessary for an evaluation. A statement setting forth any changes in other materials, equipment or work that incorporation of the substitute would require shall be included. The burden of proof of the merit of the proposed substitute is upon the proposer. The project director's approval or disapproval of a proposed substitution shall be final.

If County Staff approves any proposed substitution, such approval will be set forth in an Addendum. Bidders shall **not** rely upon approval made in any other manner.

QUESTIONS

Any and all questions related to this project shall be directed, ***in writing***, to David Klages, Contract Coordinator, SJC Purchasing Department, via email to dklages@sjcfl.us or fax to (904) 209-0167. Questions are due no later than four o'clock (4:00PM) on **Friday, January 6, 2017**, so that any necessary addenda may be issued in a timely manner.

ADDENDA

Addenda will be distributed to all who are known by the entity responsible for distribution of the complete set of Bidding Documents. Copies of Addenda will be made available for inspection wherever Bidding Documents are on file for that purpose.

Each Bidder shall ascertain prior to submitting his bid that he has received all Addenda issued, and he **shall** acknowledge their receipt in the space provided in the Bid Proposal Form and attach a fully acknowledged copy of each addendum issued for the applicable bid with this bid proposal. Failure to provide fully acknowledged copies may result in a bid proposal being deemed non-responsive.

AVAILABILITY OF SITES: For informational purposes, voluntary site visits will be available to Vendors according to the schedule below.

Group 1 – Tuesday, January 3, 2017 from 8:00 A.M. – 12 noon

Utility Dept. Environmental Laboratory – please go to the 4th gate from the corner of Mizzell Road and 16th St. heading west. Please use the buzzer on the gate and wait for an escort.

- Utility Dept. Environmental Laboratory: 850 W 16th Street, St. Augustine, FL 32080
- Southeast Courthouse Annex: 6658 US 1 South, St. Augustine, FL 32086
- Solid Waste Dept.: 3005 Allen Nease Road, Elkton, FL 32033
- Facilities Maintenance Department: 2416 Dobbs Road, St. Augustine, FL 32086
- Parks & Recreation Department: 2175 Mizell Road, St. Augustine, FL 32080
- Hastings Branch Library: 6195 North Main Street, Hastings, FL 32145 **(10:00 A.M. – 12 noon)**
- Anastasia Island Library: 124 Seagrove Main Street, St. Augustine Beach, FL 32080 **(10:00 A.M. – 12 noon)**
- Southeast Branch Library: 6670 US 1 South, St. Augustine, FL 32086 **(10:00 A.M. – 12 noon)**

Group 2 – Wednesday, January 4, 2017 from 8:00 A.M. – 12 noon

Utilities Administration Building: please let the receptionist know you are there for a walk-through and someone will escort you.

Utilities Dept. Arc Drive locations – you will need to start at the warehouse (2104 Arc Drive, St. Augustine, FL 32084) in order to be escorted.

- Utility Administration Building: 1205 State Road 16, St. Augustine, FL 32084
- Utility Collections: 2100 Arc Drive, St. Augustine, FL 32084
- Utility Warehouse: 2104 Arc Drive, St. Augustine, FL 32084
- Utility Distribution: 2108 Arc Drive, St. Augustine, FL 32084
- Engineering Department: 2740 Industry Center Road, St. Augustine, FL 32084
- Traffic & Transportation Department: 2740 Industry Center Road, St. Augustine, FL 32084
- Fleet Maintenance Department: 2740 Industry Center Road, St. Augustine, FL 32084
- Road & Bridge Department: 2736 Industry Center Road, St. Augustine, FL 32084
- Road & Bridge Department: 2780 Industry Center Road, St. Augustine, FL 32084
- Main Branch Library: 1960 North Ponce De Leon Blvd, St. Augustine, FL 32084 **(11:00 A.M. – 12 noon)**
- Medical Examiner's Office: 4501 Avenue A, St. Augustine, FL 32084 **(8:00 A.M. – 8:30 A.M.)**

Group 3 – Thursday, January 5, 2017 from 8:00 A.M. – 12 noon

- Julington Creek Annex: 725 Flora Branch Boulevard, Jacksonville, FL 32259
- Ponte Vedra Courthouse Annex: 99 North Palm Valley Road, Ponte Vedra, FL 32081
- Nease Beachfront Park House: 3171 Coastal Highway, St. Augustine, FL 32084
- Bartram Trail Branch Library: 60 Davis Pond Blvd, Fruit Cove, FL 32259 **(10:00 A.M. – 12 noon)**
- Ponte Vedra Beach Library: 101 Library Blvd, Ponte Vedra Beach, FL 32082 **(10:00 A.M. – 12 noon)**
- Trout Creek Community Center: 6795 Collier Road, St. Augustine, FL 32092
- THE PLAYERS Community Senior Center: 175 Landrum Lane, Ponte Vedra Beach, FL 32082
- Hart House at Beluthahatchee Park: 1523 SR 13 N, St. Johns, FL 32259

FORM AND STYLE OF BIDS

Bids shall be submitted in **TRIPLICATE** (one (1) original and two (2) copies) on the required forms provided herein. All blanks on the Bid Form shall be filled in by typewriter or manually in blue or black ink. Bidders are not required to submit a copy of this Bid Document with their bid proposals. The bidders are required to submit, at a minimum, the Bid

Proposal Attachments listed on p. 15 of this Document.

Bid proposals must be placed in an envelope, sealed and placed in a second envelope or container, plainly marked on the outside addressed to St. Johns County Purchasing Department, with the bidder's return address in top left hand corner and recite: "BID NO: 17-11 - SEALED BID FOR RESTROOM CLEANING SERVICES FOR SJC BEACHES & PARKS".

See Example Below:

ABC Company, Inc.
123 Aviles Street
St. Augustine, FL 32084

St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine, FL 32084

BID NO.: XX-XX – SEALED BID FOR SAMPLE PROJECT

Where so indicated by the makeup of the Bid Form, sums shall be expressed in both words and figures, and in the case of discrepancy between the two, the amount expressed in words shall govern. Any interlineations, alteration or erasure must be initialed by the signer of the Bid, failure to do so may cause the Bidder's proposal to be considered non-responsive. Bidder shall make no stipulation on the Bid Form nor qualify his Bid in any manner, to do so will classify the Bid as being non-responsive.

Each copy of the Bid Proposal shall include the company name, address, telephone number and legal name of Bidder and a statement whether Bidder is sole proprietor, a partnership, a corporation or any other legal entity. Each copy shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further give the state of incorporation and have the corporation seal affixed.

A Bid submitted by an agent shall have a current Power of Attorney attached certifying agent's authority to bind the Bidder.

BID SECURITY

Each Bid shall be accompanied by a Bid Security, submitted on the Bid Bond form provided herein, or in the form of a certified or cashier's check, in the amount of five percent (5%) of the Total Annual Price of the cumulative total of the location(s) submitted on the Official County Bid Form, pledging that the Bidder will enter into a contract with the County on the terms stated in his Bid and will, if required, furnish bonds as described hereunder covering the faithful performance of the Contract and the payment of all obligations arising thereunder. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds to the County, if required, the amount of the Bid Security shall be forfeited, not as penalty, but as liquidated damages.

A Bid Security in the form of a certified or cashier's check must be made payable to the Board of County Commissioners of St. Johns County. Bidders are not required to submit Attachment "C" – Certificate as to Corporate Principal, or the Bid Bond forms provided herein if submitting a Bid Security in the form of a certified or cashier's check.

If a Bid Security is submitted as a Bid Bond, it shall be written on the form provided herein, with an acceptable surety, and the Attorney-in-Fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of his Power of Attorney. Acceptable surety companies are defined in "Instructions to Bidders". The Surety Company shall be licensed to do business in the State of Florida and shall be listed by the U.S. Treasury Department. Any Bidder submitting a Bid Security in the form of a Bid Bond must also submit Attachment "C" – Certificate as to Corporate Principal.

The County shall have the right to retain the Bid Security of Bidders until either: (a) the Contract is executed and bonds, if required, have been furnished, or (b) the specified time has elapsed so that Bids may be withdrawn, or (c) all Bids have been rejected.

BID BOND INSTRUCTIONS

If a Bidder chooses to submit a Bid Bond on the form provided herein, he must submit the bond as follows:

1. Prepare and submit one (1) original and two (2) copies of the required Bid Bond Forms as shown above
2. Type or print Bidder's and Surety's names in the same language as in the Advertisement, or Invitation to Bid.
3. Affix the Corporate Seal, and type or print the name of the Surety on the line provided and affix its corporate seal.
4. Attach a copy of Surety agent's Power of Attorney, unless the Power of Attorney has been recorded in St. Johns County. If it has been recorded, give the record book and page. If not recorded, the copy of the Power of Attorney must have an original signature of the Secretary or Assistant Secretary of Surety certifying the copy. The Surety's corporate seal must be affixed.

SUBMISSION OF BIDS

All copies of the Bid, and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope or container.

The envelope or container shall be addressed as required in the "Instruction to Bidders", and shall be identified with the Bid Number, Project Name, the Bidder's Name, and return address, and portion of the project or category of work for which the Bid is submitted. The envelope containing the above Bid Documents shall be enclosed in an outer envelope and identified in the same manner as shown above.

Bidder shall assume full responsibility for timely delivery at location designated for receipts of Bids. Bids shall be deposited at the designated location prior to the time and date for receipt of Bids indicated in the Advertisement/Notice to Bidders, or any time extension thereof made by Addendum. Bids received after the time and date for receipt of Bids will be returned to the sender unopened.

Oral, telephonic, telegraphic or electronic Bids are invalid and will not receive consideration.

MODIFICATION OR WITHDRAWAL OF BID

A Bid may not be modified, withdrawn or canceled by the Bidder during the stipulated time period following the time and date designated for the receipt of Bids, and Bidder so agrees in submitting his Bid.

Prior to time and date designated for receipt of Bids, a Bid submitted early may be modified or withdrawn only by notice to the party receiving Bids at the place and prior to the time designated for receipt of Bids.

Such notice shall be in writing over the signature of the Bidder. If by telephone, written confirmation over the signature of Bidder must be mailed and postmarked on or before the date and time set for receipt of Bids; it shall be so worded as not to reveal the amount of the original Bid. Withdrawn Bids may be resubmitted up to the time designated for the receipt of Bids provided that they are then fully in conformance with these Instructions to Bidders. Bid Security shall be in the amount of five percent (5%) of the Bid as modified or resubmitted.

BID POSTPONEMENT/CANCELLATION

The County may, at its sole and absolute discretion, reject any bids that are not submitted in accordance with the terms in this Bid Solicitation. The County may re-advertise this Bid; postpone or cancel, at any time, this Bid process; or waive any irregularities in this Bid or in the proposals received as a result of this Bid.

COSTS INCURRED BY BIDDERS

All expenses involved with the preparation and submission of bids to the County, or any work performed in connection therewith, shall be borne by the Bidder(s). No rights of Countyship will be conferred until title of the property is transferred to the successful bidder. All fees for copying and reproduction services for items listed herein are nonrefundable.

CONSIDERATION OF BIDS

Opening of Bids: Unless stated otherwise in an Addenda to the Advertisement/Notice to Bidders, the properly identified Bids received on time will be opened publicly as specified in the Advertisement and a tabulation of the bid amounts of the Base Bids and major Alternates, if any, will be made available to Bidders. The Bid Tabulation will be posted on the Purchasing Department bulletin board for seventy two (72) hours.

Any bidder, proposer or person substantially and adversely affected by an intended decision or by an term, condition, procedure or specification with respect to any bid, invitation, solicitation of proposals or requests for qualifications, shall file with the Purchasing Department for St. Johns County, a written notice of intent to protest no later than seventy two (72) hours (excluding Saturdays, Sundays and legal holidays for employees of St. Johns County) after the posting either electronically or by other means of the notice of intended action, not of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The protest procedures may be obtained from the Purchasing Department and are included in the County's Purchasing Manual. All of the terms and conditions of the County Purchasing Manual are incorporated by reference and are fully binding.

Rejection of Bids: The County reserves the right to reject any or all Bids and in particular to reject a Bid not accompanied by any required Bid Security or data required by the Bidding Documents or a Bid in any way incomplete or irregular.

Acceptance of Bid (Award): The County shall have the right to reject any or all Bids or waive any minor formality or irregularity in any Bid received. If the Contract is awarded, it will be awarded within a minimum of ninety (90) days from the date of the Bid opening, or as designated in the Bid Documents.

Bidders may submit pricing for one or more locations provided herein. Bidders are not required to bid on all locations.

It is the intent of the County to award a contract to the Vendor who submits the lowest responsive, responsible Total Annual Price Bid, provided the Bid has been submitted in accordance with the requirements of the Bidding Documents, if judged to be reasonable, and does not exceed the funds budgeted for the Project.

The County reserves the right to award to multiple Contractors, if awarding contracts by group is more cost effective than awarding a single contract based on pricing for the County as a whole.

QUALIFICATION OF CONTRACTORS

Minimum Qualifications: Bidders must be licensed to do business in the State of Florida, and in St. Johns County, FL, and must have been in business a minimum of one (1) year prior to bid submission.

Bidders must not have been under contract that was terminated by the County "for cause" within the past calendar year.

Each Bidder must complete Attachment "D" – License/Certification List and submit a copy of any and all listed licenses and certificates with each copy of the submitted Bid Proposal, along with documentation proving the required qualifications stated above. Upon award, and prior to the execution of a Contract Agreement, the awarded firm will be required to show proof of a Local Business Tax Receipt for St. Johns County.

BACKGROUND CHECKS

The awarded Contractor shall be required to perform background screenings on any and all personnel to perform services, at any time, on County property, under the awarded Agreement. The awarded Contractor shall certify, in writing, that all personnel proposed to perform work under the awarded Contract have been screened through the appropriate method outlined below, prior to any work being performed. Any and all personnel performing services on County property, under the awarded Agreement, must be properly screened, and must meet the criteria provided below:

- A. Level I Background Screenings are required for any and all Contractor provided personnel performing services on County property. Background screenings include, but are not limited to, national and local criminal history, driver license record, national sexual offender, and employment history.
- B. Level II Background Screenings are required for any and all Contractor provided personnel as specified in Chapter 435.06, Florida Statutes.
- C. Contractor provided personnel who undergo a Level I or Level II Background Screening and who are awaiting final disposition of a felony case, or who, in the past ten (10) years were found guilty of a felony offense, have had adjudication withheld in a felony case, or entered into a pre-trial intervention in a felony case may not perform any services under the awarded Agreement, if it is determined that the arrest record and/or the Court's action is relevant to the position and therefore makes the individual unsuitable to perform services on County property.

- D. The awarded Contractor shall be required to make any and all records from background screenings of Contractor provided personnel available to the County for review/audit, upon request from the County. The Contractor shall be responsible for obtaining any and all necessary permissions from the screened individuals allowing the transmission of records to the County for review.

JESSICA LUNSFORD ACT

Multiple sites requiring the services described herein are located on school grounds. Each Bidder shall submit the required information on Attachment "F" – Jessica Lunsford Act Form.

Bidder and all persons, firms or entities working by, through or under this Contract shall at all times comply with the requirements of Sections 1012.32, 1012.465, Florida Statutes and the Jessica Lunsford Act, as amended from time to time by the Florida Legislature and/or as implemented by the County. Bidder acknowledges that the requirements for compliance with the referenced Statutes, Act and implementation requirements of the County, as they may be changed from time to time during the course of its performance of the work, is included in the Base Bid price. Bidder further acknowledges that it shall not be entitled to any increase in the Contract Time or price as a result of its compliance with the requirements of the referenced Statutes, Act or the County's implementation requirements. Bidder hereby certifies that it and its Subcontractors and suppliers, including all of their employees, laborers, staff, leased personnel or others working by through or under the direction of Bidder on the work shall comply with all of the requirements of the above referenced Statutes, Act and County's implementation requirements at all times during the performance of the work and that such compliance will be at Bidder's sole cost and expense. Upon request, Bidder shall immediately produce evidence of compliance with the above referenced Statutes, Act or County's implementation requirements to the County, Design Consultant and/or Construction Program Manager as to any or all persons, firms, entities or others working at the Project site. Bidder shall be required to immediately remove any persons not in compliance with the requirements of the above referenced Statutes, Act and the County's implementation requirements upon discovery of non-compliance and to report such non-compliance to the County.

SUB-CONTRACTORS

If the Contractor elects to sub-contract with any firm, for any portion of the work, the Contractor shall be responsible for all work performed by any sub-Contractor and the Contractor shall not be relieved of any obligations under this Contract. Any and all costs for the use of any sub-Contractor for any portion of the work required under this Contract shall be included in the Bidder's submitted unit price per acre.

Each Bidder shall submit to St. Johns County, FL a list of Subcontractors and major materials suppliers to be used if awarded the contract. Each Bidder must complete Attachment "E" – List of Sub-Contractors, and attach a copy of any and all licenses and certificates for each sub-Contractor listed and submit with each copy of the Bid Proposal. If no Subcontractors or major material suppliers are required, so state there on.

Upon request by St. Johns County, FL, the successful Bidder shall within seven (7) days thereafter, submit all data required to establish to the satisfaction of St. Johns County, FL, the reliability and responsibility of the proposed Subcontractors to furnish and perform the work described in the Sections of the Specifications pertaining to such proposed Subcontractor's respective trades.

Prior to the award of the Contract, St. Johns County, FL will notify the Bidder in writing if St. Johns County, FL, after due investigation, has reasonable and substantial objection to any person or organization proposed as a Subcontractor. The Bidder then may, at his option, withdraw his Bid without forfeiture of Bid Security or submit an acceptable substitute at no increase in Bid price. If the Bidder fails to submit an acceptable substitute within seven (7) days of the original notification, St. Johns County, FL then may, at his option, disqualify the Bidder, at no cost to St. Johns County, FL.

St. Johns County, FL reserves the right to disqualify any Contractor, Subcontractor, Contractor, or material supplier due to previously documented project problems, either with performance or quality.

Subcontractors and other persons and organizations proposed by the Bidder and accepted by St. Johns County, FL, must be used on the work for which they were proposed and accepted and shall not be changed except with the written approval of St. Johns County, FL.

FORM OF AGREEMENT BETWEEN COUNTY AND CONTRACTOR

Form to be Used: Unless otherwise provided in the Bidding Documents, the Agreement for Work will be written on the

EXECUTION OF CONTRACT DOCUMENTS

The awarded Contractor shall return signed copies of the Contract Agreement to the SJC Purchasing Department within ten (10) consecutive calendar days of receipt of Notice of Award. St. Johns County shall return a fully executed original copy of the Contract Agreement to the Contractor no later than seven (7) consecutive calendar days after the return of the signed copies from the Contractor.

CONTRACT DURATION & RENEWAL

If awarded, the initial contract term shall be for an initial period of three (3) calendar years with a one (1) two-year renewal option, providing satisfactory performance has been maintained by the Contractor, and availability of funding. These contract renewal shall be contingent upon the availability of funds, satisfactory performance by the Contractor, and approval by the appropriate St. Johns County representatives. The County is under no obligation to exercise any of the available renewals. All renewals available under this contract are optional to the County.

INDEMNITY

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the County, its officials, and employees, from and against liability, claims, damages, losses and expenses including attorney's fees arising out of or resulting from performance of the work, provided that such liability, claims, damages, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part, by negligent acts or omissions of the Contractor, a Subcontractor, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such liability, claim, damage, loss or expense is caused in part by a party indemnified hereunder.

In claims against any person or entity indemnified under this paragraph by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefits acts or other employee benefits acts.

TERMINATION

Failure on the part of the Contractor to comply with any portion of the duties and obligations under the Contract Agreement shall be cause for termination. If the Contractor fails to perform any aspect of the responsibilities described herein St. Johns County shall provide written notification of any and all items of non-compliance. The Contractor shall then have five (5) consecutive calendar days to correct any and all items of non-compliance. If the items of non-compliance are not corrected, or acceptable corrective action has not been taken within the five (5) consecutive calendar days, the Contract Agreement may be terminated by St. Johns County for cause, upon giving fourteen (14) consecutive calendar days written notice to the Contractor.

The County may terminate the Contract Agreement at any time, without cause, upon thirty (30) days written notice to the Contractor of intention to do so.

Issuance of more than one (1) Notification of Default shall be cause for termination. If, at any time, the Contract Agreement with the awarded Contractor is terminated by the County, whether for cause or for convenience, the County may, at its sole discretion, negotiate with the second lowest, responsible, responsive bidder for the required services in order to enter into a contract with that Contractor to prevent a gap in services for the County, if it serves the best interest of the County to do so.

PRICING

The pricing under this Bid shall remain firm throughout the duration of the initial term of this Contract Agreement. No pricing increases will be permitted during the initial term. Price increases shall only be considered at the time Contract Renewals are issued. The Contractor shall submit any requests for increases in pricing no later than sixty (60) days prior to the effective date of the Contract Renewal. Requested price increases must be justified by the Contractor by providing proof of a cost increase to the Contractor in such major areas as cost of supplies, material, fuel, or changes in governmental regulations. The cost of an increase must not be offset by a corresponding decrease in another area.

Negotiated increases shall not exceed prior twelve (12) months CPI, unless otherwise approved by the County. Should the requested price increase be considered excessive or determined not to be competitive for the services, the County reserves the right to deny the requested price increase, or terminate the Contract Agreement, and re-bid for these services. All prices shall remain firm for the period of each Contract Renewal term.

METHOD OF PAYMENT

The Contractor shall submit an invoice to the appropriate County department at the end of each month. The date of the invoice shall not exceed thirty (30) calendar days from the date of services performed. Under no circumstances shall the invoice be submitted to the County in advance of the performance of services. The County reserves the right to refuse or prorate payment based on unsatisfactory performance of services during any month.

Failure to submit invoices in the prescribed manner may delay payment. Invoices shall be submitted as stated below:

SJC Utility Department
ATTN: Kathy Kelshaw
1205 State Road 16
St. Augustine, FL 32084

SJC Engineering Department
ATTN: Elizabeth Ingraham
2740 Industry Center Drive
St. Augustine, FL 32084

SJC Traffic & Transportation Department
ATTN: Tammy Bradford
2740 Industry Center Drive
St. Augustine, FL 32084

SJC Fleet Maintenance Dept.
ATTN: Jean Perseo
2740 Industry Center Drive
St. Augustine, FL 32084

SJC Road & Bridge Department
ATTN: Jennifer Kinlaw
2740 Industry Center Drive
St. Augustine, FL 32084

SJC Medical Examiner's Office
ATTN: Kelly Boulos
4501 Avenue A.
St. Augustine, FL 32084

SJC Solid Waste Department
ATTN: Christy Stewart
3005 Allen Nease Road
Elkton, FL 32033

SJC Parks & Recreation Department
ATTN: Jayne Delaney
2175 Mizell Road
St. Augustine, FL 32080

SJC Facilities Maintenance Department
ATTN: Diane Boone
2416 Dobbs Road
St. Augustine, FL 32086

SJC Branch Libraries
ATTN: Angelina Gervasi
1960 North Ponce De Leon Boulevard
St. Augustine, FL 32084

SJC Building Operations Dept. (Ponte Vedra, Southeast & Julington Creek Courthouse Annexes)
ATTN: Katie Diaz
500 San Sebastian View
St. Augustine, FL 32084

St. Johns County Payment Terms: Net 30 Days per 218.74(2) Florida Statutes

At a minimum, all invoices shall contain the following basic information:

- Contractor Information (Full Legal Name, Address, Phone, Fax)
- Date of Invoice, Invoice Number
- SJC Purchase Order Number, Master Contract Number, Bid Number
- Unit Price of product, Total Price of Invoice
- Description of Services Performed

REPORTING

Along with the monthly invoice, the Contractor shall be required to submit a monthly report detailing all services performed as reflected on the invoice. The report shall be submitted according to the requirements stated in the

specifications provided herein. Failure by the Contractor to properly submit report(s) as required, may result in a delay of payment of the submitted invoice. The County reserves the right to hold an invoice for payment until any and all required documentation and/or reporting is provided by the Contractor. The County shall notify the Contractor Representative immediately, via email, upon receipt of any invoice that is not accompanied by the required reporting documentation.

TAXES – Project is subject to Federal Excise and Florida Sales Taxes, which must be included in Bidder's proposal.

INSURANCE

The Contractor shall not commence work under this Contract until he has obtained all insurance required under this section and such insurance has been approved by St. Johns County. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Contractor shall furnish proof of Insurance to the County prior to the commencement of operations. The Certificate(s) shall clearly indicate the Contractor has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Certificates shall specifically include the County as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate. Compliance with the foregoing requirements shall not relieve the Contractor of its liability and obligations under this Contract.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida
 500 San Sebastian View
 St. Augustine, FL 32084

The Contractor shall maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, to protect the Contractor from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this contract, whether such operations be by the Contractor or by anyone directly employed by or contracting with the Contractor.

The Contractor shall maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$300,000 combined single limit for bodily injury and property damage liability to protect the Contractor from claims for damages for bodily injury, including the Countyship, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the Contractor or by anyone directly or indirectly employed by the Contractor.

The Contractor shall maintain during the life of this Contract, adequate Workers' Compensation Insurance in at least such amounts as is required by the law for all of its employees per Florida Statute 440.02.

In the event of unusual circumstances, the County Administrator or his designee may adjust these insurance requirements.

GOVERNING LAWS & REGULATIONS

The Contractor shall be responsible for being familiar and complying with any and all federal, state, and local laws, ordinances, rules and regulations that, in any manner, affect the work required under this contract. The agreement shall be governed by the laws of the State of Florida and St. Johns County both as to interpretation and performance.

END OF SECTION

OFFICIAL COUNTY BID FORM WITH ATTACHMENTS

BID NO: 17-11

**OFFICIAL COUNTY BID FORM
ST. JOHNS COUNTY, FLORIDA**

PROJECT: JANITORIAL SERVICES FOR VARIOUS SJC FACILITIES

TO: THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA

DATE SUBMITTED: _____

BID PROPOSAL OF

Full Legal Company Name

Mailing Address

Telephone Number

Fax Number

Bidders: Having become familiar with requirements of the service, and having carefully examined the Bidding Documents and Specifications entitled for Bid No: 17-11; Janitorial Services for Various SJC Facilities in St. Johns County, Florida, the undersigned proposes to furnish all materials, labor and equipment, supervision and all other requirements necessary to comply with the Contract Documents for the following bids quoted in this Bid Proposal summarized as follows:

Note: Any and all fees, charges, and costs associated with performing the required services must be included in the monthly/annual price submitted. The submitted prices shall be final cost to the County. No fuel or transportation surcharges, or any other fees or costs shall be paid in addition to the prices submitted below.

UTILITY DEPARTMENT ADMINISTRATION BUILDING

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Department: \$ _____ / 00
(Amount Written in Words)

UTILITY DEPARTMENT COLLECTIONS

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Department: \$ _____ / 00
(Amount Written in Words)

UTILITY DEPARTMENT WAREHOUSE

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Department: \$ _____ / 00
(Amount Written in Words)

UTILITY DEPARTMENT DISTRIBUTION

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Department: \$ _____ / 00
(Amount Written in Words)

UTILITY DEPARTMENT ENVIRONMENTAL LABORATORY

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Department: \$ _____ / 00
(Amount Written in Words)

SOUTHEAST COURTHOUSE ANNEX

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Location: \$ _____ / 00
(Amount Written in Words)

JULINGTON CREEK COURTHOUSE ANNEX

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Location: \$ _____ / 00
(Amount Written in Words)

PONTE VEDRA COURTHOUSE ANNEX

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Location: \$ _____ / 00
(Amount Written in Words)

ENGINEERING DEPARTMENT

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Department: \$ _____ / 00
(Amount Written in Words)

TRAFFIC & TRANSPORTATION DEPARTMENT

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Department: \$ _____ / 00
(Amount Written in Words)

FLEET MAINTENANCE DEPARTMENT

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Department: \$ _____ / 00
(Amount Written in Words)

ROAD & BRIDGE DEPARTMENT

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Department: \$ _____ / 00
(Amount Written in Words)

MEDICAL EXAMINER'S OFFICE

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Location: \$ _____ / 00
(Amount Written in Words)

SOLID WASTE DEPARTMENT

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Location: \$ _____ / 00
(Amount Written in Words)

FACILITIES MAINTENANCE DEPARTMENT

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Department: \$ _____ / 00
(Amount Written in Words)

PARKS & RECREATION DEPARTMENT

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Department: \$ _____ / 00
(Amount Written in Words)

NEASE BEACHFRONT PARK HOUSE

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Department: \$ _____ / 00
(Amount Written in Words)

TROUT CREEK COMMUNITY CENTER & PARK

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Department: \$ _____ / 00
(Amount Written in Words)

THE PLAYERS COMMUNITY SENIOR CENTER

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Department: \$ _____ / 00
(Amount Written in Words)

HART HOUSE AT BELUTHAHATCHEE PARK

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Department: \$ _____ / 00
(Amount Written in Words)

SJC MAIN LIBRARY BRANCH

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Location: \$ _____ / 00
(Amount Written in Words)

PONTE VEDRA BRANCH LIBRARY

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Location: \$ _____ / 00
(Amount Written in Words)

BARTRAM TRAIL BRANCH LIBRARY

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Location: \$ _____ / 00
(Amount Written in Words)

HASTINGS BRANCH LIBRARY

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Location: \$ _____ / 00
(Amount Written in Words)

SOUTHEAST BRANCH LIBRARY

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Location: \$ _____ / 00
(Amount Written in Words)

ANASTASIA ISLAND BRANCH LIBRARY

TOTAL MONTHLY PRICE: \$ _____ x 12 MOS = \$ _____

Annual Bid Amount for this Location: \$ _____ / 00
(Amount Written in Words)

Each Bidder shall insert the Total Monthly and Total Annual Price Bid in both numerals and words for each department and/or location he chooses to bid on. If there is a discrepancy, the amount written in words shall prevail as the correct bid amount.

In the event of a discrepancy, the County shall calculate the Total Annual Price Bid to determine the lowest, responsive, responsible bidder.

During the preparation of the Bid, the following addenda, if any, were received:

No.: _____ Date Received: _____

No.: _____ Date Received: _____

No.: _____ Date Received: _____

We, the undersigned, hereby declare that no person or persons, firm or corporation, other than the undersigned are interested, in this proposal, as principals, and that this proposal is made without collusion with any person, firm or corporation, and we have carefully and to our satisfaction examined the Bid Documents and Project Specifications.

We have made a full examination of the location(s) of the proposed work and the sources of supply of materials, and we hereby agree to furnish all necessary labor, equipment and materials, fully understanding that any quantities shown therewith are approximate only, and that we will fully complete all requirements therein as prepared by the County, within the same time limit specified in the Bid Documents as indicated above.

If the Undersigned is notified of the acceptance of this Bid Proposal by the Board within ninety (90) calendar days for the time set for the opening of Bids, the Undersigned further agrees, to execute a contract for the above work within ten (10) days after notice that his Bid has been accepted for the above stated compensation in the form of a Contract presented by the County.

The Undersigned further agrees that security in the form of a Bid Bond, certified or cashier's check in the amount of not less than five percent (5%) of the Total Annual Price Bid, payable to the County, accompanies this Bid; that the amount is not to be construed as a penalty, but as liquidated damages which said County will sustain by failure of the Undersigned to execute and deliver the Contract and Bond within ten (10) days of the written notification of the Award of the Contract to him; thereupon, the security shall become the property of the County, but if this Bid is not accepted within ninety (90) days of the time set for the submission of Bids, or if the Undersigned delivers the executed Contract upon receipt, the Security shall be returned to the Bidder within seven (7) working days.

CORPORATE/COMPANY

Full Legal Company Name: _____ (Seal)

By: _____
Signature of Authorized Representative (Name & Title typed or printed)

By: _____
Signature of Authorized Representative (Name & Title typed or printed)

Address: _____
Telephone No.: (____) _____ Fax No.: (____) _____

Email Address for Authorized Company Representative: _____
Federal I.D. Tax Number: _____ DUNS #: _____
(if applicable)

INDIVIDUAL

Name: _____
(Signature) (Name typed or printed) (Title)

Address: _____

Telephone No.: (____) _____ Fax No.: _____

Email Address: _____

Federal I.D. Tax Number: _____

Submittal Requirements:

Official County Bid Form Including Fully Acknowledged Addenda Applicable to this Bid

Attachment "A" – Affidavit

Attachment "B" – Certificate as to Corporate Principal

Attachment "C" – License / Certification List

Attachment "D" – List of Sub-Contractors

Attachment "E" – Jessica Lunsford Act Form

Attachment "F" – Bid Bond Form

Attachment "G" – Conflict of Interest Form

Official County Bid Form, Attachments "A", "B", "C", "D", "E", "F" and "G" must be completed, along with a fully acknowledged copy of each Addendum applicable to this Bid, and submitted with each copy of the Bid Proposal. One (1) original and two (2) copies of all required forms must be submitted.

ATTACHMENT "A"
ST. JOHNS COUNTY, BOARD OF COUNTY COMMISSIONERS AFFIDAVIT

TO: ST. JOHNS COUNTY, BOARD OF COUNTY COMMISSIONERS, ST. JOHNS COUNTY, ST. AUGUSTINE, FLORIDA.

At the time the proposal is submitted, the Bidder shall attach to his Bid a sworn statement.

This sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association, or corporation submitting the proposal, and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF FLORIDA, COUNTY OF ST. JOHNS

Before me, the Undersigned authority, personally appeared _____ who being duly sworn, deposes and says he is _____ (Title) of the firm of _____ Bidder submitting the attached proposal for the services covered by the bid documents for Bid No: 17-11; Janitorial Services for Various SJC Facilities, in St. Johns County, Florida.

The affiant further states that no more that one proposal for the above-referenced project will be submitted from the individual, his firm or corporation under the same or different name, and that such Bidder has no financial interest in the firm of another bidder for the same work. That neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bidding in connection with this firm's Bid on the above-described project. Furthermore, neither the firm nor any of its officers are barred from participating in public contract lettings in the State of Florida or any other state.

 (Bidder)

Sworn and subscribed to me this _____ day
 of _____, 20____.

By: _____

 (Title)

Notary Public:

 Signature

 Printed

My commission Expires: _____

BIDDER ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFADAVIT TO EACH BID.

ATTACHMENT "B"
CERTIFICATES AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the Secretary of the Corporation named as Principal in the attached bond; that _____ who signed the said bond on behalf of the Principal, was then of said Corporation; that I know his signature, and his signature hereto is genuine; and that said bond was duly signed, sealed, and attested for and in behalf of said Corporation by authority of it's governing body.

Secretary

Corporate Seal

(STATE OF FLORIDA
COUNTY OF ST. JOHNS)

Before me, a Notary Public duly commissioned, qualified and acting, personally appeared to me well known, who being by me first duly sworn upon oath, says that he is the Attorney-In-Fact, for the and that he has been authorized by _____ to execute the foregoing bond on behalf of the surety named therein in favor of St. Johns County, Florida.

Subscribed and sworn to me this _____ day of _____, 20____, A.D.

NOTARY PUBLIC
State of Florida-at-large

My Commission Expires:

(Attach Power of Attorney to original Bid Bond and Financial Statement of Surety Company)

ATTACHMENT "C"
LICENSE / CERTIFICATION LIST

In the space below, the Bidder shall list all **current** licenses and certifications held.

The bidder shall attach a copy of each current license or certification listed below to this form.

License Name	License #	Issuing Agency	Expiration Date

DIVISION OF WORK

NAME AND ADDRESS OF SUBCONTRACTORS

[illegible]

ATTACHMENT "E"
SWORN STATEMENT PURSUANT TO SECTIONS 1012.465 AND 1012.467,
FLORIDA STATUTES, THE JESSICA LUNS福德 ACT

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

1. This sworn statement is submitted to St. Johns County, Florida (Hereinafter referred to as "County") by _____
 (Print individual's name and title)

for _____ whose business
 (Print Name of entity submitting sworn statement)

address is _____

and its Federal Employer Identification Number (FEIN) is _____. If the entity has no FEIN, include the Social Security Number (SSN) of the individual signing this sworn statement and so indicate.

2. I, _____, am duly authorized to make this sworn statement on
 (Print individual's name and title)

behalf of _____
 (Print Name of entity submitting sworn statement)

3. I understand that during the 2005 Legislative Session, House Bill 1877, The Jessica Lunsford Act (hereinafter "The Act" or "Act") was passed and approved by Governor Bush on May 2, 2005, with an effective date of September 1, 2005.
4. I understand that the Act amended the background screening requirements of Section 1012.465, Florida Statutes (2004) for all non-instructional school district employees or "contractual personnel" by requiring all non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present to undergo and pass "level 2 background screening", and further, I understand the Act defines "contractual personnel" to include any Contractor, individual, or entity under contract to perform services on school grounds.
5. I understand that pursuant to Section 1012.465, Florida Statutes, non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in Sections 1012.32 and 435.04, Florida Statutes.
6. I further understand that Section 1012.467, Florida Statutes (2007) requires a fingerprint-based criminal history check for all "non-instructional Contractors," which is defined as any individual who received remuneration for services performed for the school district or a school, but who is not otherwise considered an employee of the school district. "Non-instructional Contractor" includes any employee of a Contractor who performed services for the school district or the school under the contract and any Subcontractor and its employees who are permitted access to school grounds when students are present, whose performance of the contract with the school or school board are not anticipated to result in direct contact with students, and for whom anticipated contact would be infrequent and incidental.
7. I understand that as a _____ (e.g. A private Contractor) all contractual personnel, as defined in section 1012.465, Florida Statutes, must meet level 2 screening requirements as outlined in sections 1012.32 and 435.04, Florida Statutes in order to do business on any school grounds within St. Johns County, Florida. In addition, all "non-instructional Contractors" must meet the screening requirements outlined in Section 1012.467, Florida Statutes.
8. I understand that "level 2 screening requirements", as defined in Sections 1012.32 and 435.04, and the background check required by Section 1012.467, Florida Statutes means that fingerprints of all contractual personnel and non-instructional Contractors must be obtained and submitted to the Florida Department of Law Enforcement for state processing and to the Federal Bureau of Investigation for federal processing.

9. I understand that St. Johns County, FL will implement local procedures to comply with screening requirements, as defined in Sections 1012.32, 1012.467 and 435.04. I understand that my company must comply with these local procedures as they are developed.
10. I understand that any costs and fees associated with the required background screening will be borne by my company.
11. I understand that any personnel of the Contractor found through fingerprint processing and subsequent level 2 background screening to have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any offense outlined in Section 435.04, Florida Statutes (or any similar statute of another jurisdiction), shall not be permitted to come onto school grounds or any leased premises where school-sponsored activities are taking place when students are present, shall not be permitted direct contact with students, and shall not be permitted to have access to school district funds. In addition, any personnel of the Contractor found to have been convicted of any offenses listed in Section 1012.467(2)(g), shall not be permitted access on school grounds.
12. I understand that the failure of any of the company's or my affected personnel to meet the screening standards as required by Sections 1012.465 and 1012.467, Florida Statutes, may disqualify my company from doing business on school grounds in St. Johns County, FL.
13. I hereby certify that the foregoing statement is true and correct in relation to the company for which I am submitting this sworn statement. I further certify that this statement is being given knowingly and voluntarily by me on behalf of my company.

The company submitting this sworn statement agrees to be bound by the provisions of SECTIONS 1012.32, 1012.465, 1012.467 AND 435.04, FLORIDA STATUTES, THE JESSICA LUNSFORD ACT 2005.

I CERTIFY THAT THE SUBMISSION OF THIS FORM TO ST. JOHNS COUNTY, FLORIDA ON BEHALF OF THE COMPANY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE BINDS THE COMPANY TO FULLY COMPLY WITH THE BACKGROUND SCREENING REQUIREMENTS OF SECTIONS 1012.32, 1012.465, 1012.467 AND 435.04, FLORIDA STATUTES.

(Signature)

Sworn to and subscribed before me this _____ day of _____, 20__.

Personally known _____

OR Produced Identification _____

Notary Public – State of _____

(Type of Identification)

My commission expires _____

(Printed typed or stamped commissioned name of notary public)

ATTACHMENT "F"
BID BOND

STATE OF FLORIDA
COUNTY OF ST. JOHNS

KNOW ALL MEN BY THESE PRESENTS, that _____ as Principal, and as Surety, are held and firmly bound unto St. Johns County, Florida, in the penal sum of Dollars (\$ _____) lawful money of the United States, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATIONS IS SUCH that whereas the Principal has submitted the accompanying Bid, dated _____, 20__.

For
Janitorial Services for Various SJC Facilities
St. Johns County, Florida

NOW THEREFORE,

- (a) If the Principal shall not withdraw said Bid within sixty (60) days after Bid Award date, and shall within ten (10) days after prescribed forms are presented to him for signature, enter into a written Contract with the County in accordance with the Bid as accepted, and give Bond with good and sufficient Surety or Sureties, as may be required, for the faithful performance and proper fulfillment of such Contract, then the above obligations shall be void and of no effect, otherwise to remain in full force and virtue.
- (b) In the event of the withdrawal of said Bid within the period specified, or the failure to enter into such Contract and give such Bond within the time specified, if the Principal shall pay the County the difference between the amount specified, in said Bid and the amount for which the County may procure the required Work and supplies, if the latter amount be in excess of the former, then the above obligations shall be void and of no effect, otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above bounded parties have executed this instrument under their several seals, this day of _____ A.D., 20__, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

BID BOND

WITNESSES:

(If Sole Countyship or Partnership two (2) Witnesses required).
(If Corporation, Secretary only will attest and affix seal).

WITNESSES:

PRINCIPAL:

NAME OF FIRM:

**SIGNATURE OF AUTHORIZED
OFFICER (AFFIX SEAL)**

TITLE

BUSINESS ADDRESS

CITY STATE

WITNESS:

SURETY:

CORPORATE SURETY

ATTORNEY-IN-FACT (AFFIX SEAL)

BUSINESS ADDRESS

CITY STATE

NAME OF LOCAL INSURANCE AGENCY

ATTACHMENT "G"
ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS
CONFLICT OF INTEREST DISCLOSURE FORM

Project Number/Description: **Bid No. 17-11; Janitorial Services for Various SJC Facilities**

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a consultant's/Contractor's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Consultants/Contractors, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the consultant's/Contractor's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

Please check the appropriate statement:

☐ I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.

☐ The undersigned Respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Legal Name of Respondent: _____

Authorized Representative(s) :

Signature

Print Name/Title

Signature

Print Name/Title

SPECIFICATIONS

BID NO: 17-11; Janitorial Services for Various SJC Facilities

MINIMUM SPECIFICATIONS & CONDITIONS

Equipment

The Contractor shall be required to furnish any and all supplies (when applicable), materials, equipment, labor and vehicles necessary to perform any and all services as specified herein and required under this contract unless otherwise stated in the scope of work for each individual department and/or location. Failure on the part of the Contractor to perform the required services as specified may result in termination of the Contract.

Any and all Contractor vehicles and equipment shall be prominently marked with the Contractor company name and contact telephone number, and shall be in good working condition, with no apparent disrepair or unsightly conditions on any part of the vehicle or equipment.

All standard equipment, safety equipment and lighting required or mandated by State, Federal, OSHA or ADA regulations must be provided by the Contractor at all times. All safety devices shall be properly installed and maintained in proper working condition at all times throughout the duration of the Contract. If, at any time, the County determines that any safety equipment is deficient in any way, the Contractor shall immediately remove the equipment from service and shall keep the equipment out of service until the deficiency is corrected to the satisfaction of the County.

Scope of Work

Please see the Scope of Work for each department/location on the following pages. The specifications are provided by location and apply to the specified location only.

Schedule

The Bidder(s) awarded contract(s) shall be required to perform the services in accordance to the schedule provided in the scope of work. Deviation from the schedule shall require previous authorization, in writing, from the Point of Contact for that location. The Contractor shall provide at least 24-hour notice, whenever possible, if changes to the schedule are required. In the case of emergencies, the Contractor shall notify the Point of Contact as early as possible.

Staffing

The awarded Bidder for each location shall be required to provide the list of approved personnel who will be performing services at each location. The Contractor(s) shall be required to submit any changes in staffing to the County for approval prior to new staff members coming in to provide services.

MSDS/Materials

Contractor must provide a list of all chemicals and shall provide MSDS (Material Safety and Data Sheets) for cleaning chemicals used to be kept on premises. The list and the Material Safety and Data Sheets must be kept up to date.

Log Book/Communications

A log book, provided by the Contractor, shall be kept on sight for recording dates and times in and out, and any notes used for communication between the Contractor and the County staff including, but not limited to, onsite reporting of contract deficiencies, security issues, and maintenance issues. The Point of Contact for the Contractor must be capable of communicating both orally and verbally in English.

Security of Building

At the end of each cleaning visit, all doors in the building will be checked to assure they are locked and alarms, if any, shall be set. Any doors found to be unlocked will be locked and reported to security staff, stating which door and the time door was found unlocked.

BID NO: 17-11
SCOPE OF WORK
SJC UTILITY DEPARTMENT

Locations: SJC Utility Admin Bldg.: 1205 State Road 16, St. Augustine, FL 32084 (approx. 24,000 sf)
SJC Utility Collections: 2100 Arc Drive, St. Augustine, FL 32084 (approx. 3,500 sf)
SJC Utility Warehouse: 2104 Arc Drive, St. Augustine, FL 32084 (approx. 1,800 sf)
SJC Utility Distribution: 2108 Arc Drive, St. Augustine, FL 32084 (approx. 3,500 sf)
*SJC Utility Environmental Lab: 850 W 16th Street, St. Augustine, FL 32080 (approx. 1,700 sf)

*Includes: Laboratory (approx. 300 sf) and Operations Building (approx. 1,380 sf)

Building E at the Environmental Lab/Operations location is NOT included in this scope of work.

The SJC Utility Administration Building including all offices (occupied & vacant), reception areas, conference rooms, restrooms, break rooms, stairways, entranceways, and hallways will be cleaned **after business hours between 5:00PM and 7:00AM, two (2) times weekly (every Wednesday and Friday), or on weekends for the Arc Drive locations.** This excludes designated holidays unless otherwise specified. It will be the responsibility of the Contractor to clean the interior of the St. Johns County Utility Administration Building to a satisfactory level of cleanliness and appearance, providing some supplies, commercial grade cleaning equipment, and all labor necessary. **Failure to maintain a satisfactory level of cleanliness and appearance of the St. Johns County Utility Administration Building will be cause for termination of services.**

The following are minimum general specifications for maintaining the cleanliness and appearance of the St. Johns County Utility Administration Building. *Note: These are minimum specifications and the Contractor may be required to provide services more frequently than specified below in order to maintain a clean and satisfactory appearance as determined by SJC Utility Department Staff.

A. Floors

1. All carpeted areas will be vacuumed **at least once each week** or as often as needed to maintain a clean appearance. The Contractor shall inspect all carpeted areas each week to locate and remove noticeable spots and stains. Recommendation by the Contractor shall be made when additional, professional carpet cleaning services are considered necessary.
2. All hard-surface floors shall be swept or dust mopped, and damp mopped, or buffed **each visit**. All hard-surface floors shall be scrubbed using a scrub brush **at least once each month** or as often as needed to maintain clean grout lines.
- 3.) All hard-surface floors shall be stripped and re-waxed **once every six months** or more often as necessary. The necessity of additional stripping and re-waxing shall be determined by SJC Utility Administration. Top scrubbing and additional coats of wax shall be permitted between stripping to maintain a bright, clean and shiny surface at all times. **Stripping & Waxing is NOT required for the Arc Drive locations.**
- 4.) Ceramic Tile floors shall be machine scrubbed **once every six months**.

B. Cleaning of Office Furniture

1. The tops of all counters, tables, desks and credenzas shall be dusted and wiped down with the appropriate cleanser or polish **each visit**.
2. The tops of all filing cabinets, other cabinets, and shelves shall be dusted and cleaned **at least once each week** (on Fridays) or as often as needed to maintain a clean appearance. Items on desks, credenzas, and cabinets shall be lifted and the surface underneath dusted and polished, unless papers are spread out over the desk. The sides and doors of filing cabinets, other cabinets, and credenzas shall be wiped down with an appropriate cleaning solution to remove any film or stains **at least once every six (6) months** or more often when necessary.

C. Vinyl or Cloth Covered Office Furniture

1. All chairs and couches with vinyl surfaces shall be wiped down and cleaned with an appropriate cleaning

solution at least once each month or more often when necessary.

2. All chairs and couches covered with fabric shall be vacuumed thoroughly at least once each month or as often as needed to maintain a clean appearance. All chair pedestal surfaces shall be dusted and/or wiped down at least once each month or as often as needed to maintain a clean appearance.

D. Window Blinds

- 1.) All blinds shall be dusted thoroughly at least once every six (6) months or as often as necessary to maintain a dust free condition. All blinds shall be drawn to a closed position if not already closed, when cleaning of each room has been completed.

E. Windows, Glass Doors & Mirrors

- 1.) All mirrors and glass doors (inside & out) shall be fully cleaned each visit.
- 2.) All glass partitions shall be fully cleaned at least once each week or as often as needed to maintain a clean appearance.
- 3.) All windows shall be cleaned inside and out at least once every six (6) months or as often as needed to maintain a clean appearance. This includes only those windows that can be reached with a step ladder and an extension squeegee.

F. Restroom Facilities

- 1.) Restrooms shall be thoroughly cleaned with disinfectant each visit. All toilets, including toilet bowls and toilet seats shall be cleaned with disinfectant each visit.
- 2.) Sinks (including behind faucets), countertops, and mirrors shall be cleaned with appropriate cleaning solution each visit.
- 3.) Tile floors in restroom and shower areas shall be mopped and/or scrubbed with a scrub brush with disinfectant each visit.
- 4.) Tile walls shall be cleaned with an appropriate cleaning solution at least once every six (6) months or as often as needed to maintain a clean appearance.
- 5.) All paper products and soap dispensers shall be replenished each visit so as to be kept full at all times.

G. Miscellaneous Maintenance

- 1.) All waste baskets shall be emptied and trash can liners replaced each visit.
- 2.) Front and side exterior entrances and walkways shall be cleaned, overhead ceilings and corners shall be swept free of insects, cobwebs, etc., and throw rugs and carpet runners (inside and outside) at entrance doors shall be vacuumed each visit.
- 3.) Back deck and patio area(s) shall be cleaned at least once each week.
- 4.) All drinking fountains shall be cleaned with disinfectant each visit.
- 5.) Walls and doors, including door handles/levers and trim hardware shall be spot cleaned of smudge marks and fingerprints as needed to maintain clean appearance.
- 6.) All stairs and landings shall be swept or dust mopped each visit, and mopped at least once each week.
- 7.) Elevator floors shall be swept/dust mopped, and damp mopped or buffed/polished at least once each week. Interior walls of elevator shall be wiped down and stainless steel polished at least once each week.
- 8.) HVAC return vents shall be vacuumed and the surface grates wiped down at least once every three (3) months.

H. Malfunctioning Equipment

Any equipment (i.e. toilets, faucets, drains, etc.) found not to be operating properly or leaking shall be reported to County staff and shall be repaired by the County.

I. Break Room/Galley/Kitchen Areas

- 1.) Sinks in galleys and kitchen areas shall be cleaned with disinfectant each visit.
- 2.) Countertops, cabinets (exterior only), and refrigerators (exterior only) shall be cleaned thoroughly each visit. If dirty dishes are left in sink, the Contractor shall remove them, clean the sink, and leave dirty dishes in a trash bag on the counter.
- 3.) Stove and microwave exterior surfaces shall be cleaned thoroughly each visit.

J. Supplies

- 1.) **The County shall supply** all paper goods including: paper towels, toilet paper, toilet seat liners, trash can liners, and hand soap.
- 2.) **The Contractor shall supply** all cleaning products, sprays, vacuum cleaners, buffers/scrubbers, and any other machinery or equipment necessary to fulfill the terms of the contract. The Contractor shall also supply stripper, floor wax, and pads for buffers/scrubbers.
- 4.) The Contractor shall notify the Point of Contact for the SJC Utility Department when supplies are running low so that more can be ordered. **Do not wait until stock has been fully depleted to replace.**

The Point of Contact for the SJC Utility Department

Kathy Kelshaw

Phone: 904-209-2712

E-mail: kkelshaw@sjcfl.us

BID NO: 17-11
SCOPE OF WORK
SJC SOUTHEAST and JULINGTON CREEK COURTHOUSE ANNEXES

Locations: Southeast Courthouse Annex: 6658 US 1 South, St. Augustine, FL 32086 (approx. 6,574 sf)

Julington Creek Annex: 725 Flora Branch Boulevard, Jacksonville, FL 32259 (approx. 10,000 sf)

The St. Johns County Southeast and Julington Creek Courthouse Annexes offices, reception areas, restrooms and hallways will be cleaned **after business hours between 5:00PM and 7:00AM, five (5) times weekly Monday thru Friday, excluding designated holidays unless otherwise specified.** Vacant or unoccupied offices shall be cleaned once per month. It will be the responsibility of the Contractor to clean the interior of the St. Johns County Courthouse Annex Buildings to a satisfactory level of cleanliness and appearance, providing all supplies, commercial grade cleaning equipment, and all labor necessary. **Failure to maintain a satisfactory level of cleanliness and appearance as provided below will be cause for termination of services.**

A. Carpet & Floors

All carpeted and tile floors in offices, hallways, and reception areas will be vacuumed, swept, mopped, and/or buffed to maintain a new appearance **each visit**. Tile floors shall be stripped and re-waxed a **minimum of once per year** with a product appropriate for the type of tile. The Contractor shall inspect all carpeted areas at least once each week to locate and remove noticeable spots and stains. Recommendation by the Contractor will be made when additional, professional carpet cleaning services are considered necessary.

B. Cleaning of Office Furniture

The tops of all counters, tables, desks and credenzas will be dusted and polished **each visit**. The tops of all filing cabinets, other cabinets, and shelves will be dusted and cleaned **at least once each week**. Items on desks, credenzas, and cabinets will be lifted and the surface underneath dusted and polished. If desk is covered with papers, do not move and clean. The sides and doors of filing cabinets, other cabinets, and credenzas will be wiped down with an appropriate cleaning solution to remove any film or stains **at least once every six (6) months or more often when necessary**. All public use tables will be cleaning **each visit** to remove smudges and marks. Fire extinguisher boxes, doorframes, and windowsills will be dusted **at least once each week or more often when necessary**.

C. Vinyl or Cloth Covered Office Furniture

All chairs and couches with vinyl surfaces will be wiped down and cleaned with an appropriate cleaning solution **at least once each month or more often when necessary**. All chairs and couches covered with fabric will be vacuumed thoroughly **at least once each month or more often if necessary**. All chair pedestal surfaces will be dusted and/or wiped down **at least once each month or more if necessary**.

D. Window Blinds

All blinds will be dusted thoroughly **at least once every six (6) months or more often if necessary** to maintain a dust free condition. All blinds will be drawn to a closed position if not already closed, when cleaning of each room has been completed.

E. Windows, Glass Doors & Mirrors

All mirrors and glass doors will be fully cleaned **each visit**. All glass partitions will be fully cleaned **at least once each week or more often when necessary**. All windows will be cleaned **at least once every six (6) months or more often when necessary**, inside and out (this includes only those windows that can be reached with a step ladder).

F. Restroom Facilities

Restrooms will be thoroughly cleaned **each visit**. All toilets, including toilet bowls, toilet tanks, and toilet seats will be cleaned and disinfected **each visit**. Sinks (including behind faucets), countertops, and mirrors will be cleaned with appropriate cleaning solution **each visit**. Tile floors will be mopped and/or scrubbed with a scrub brush with disinfectant **each visit**. Tile walls will be cleaned with an appropriate cleaning solution **at least once**

every six (6) months or more often when necessary. All paper products and soap dispensers will be replenished as needed so as to be kept full at all times.

G. Miscellaneous Maintenance

All waste baskets will be emptied each visit and plastic trash can liners will be replaced when necessary. Front and side entrances and walkways will be cleaned, overhead ceilings and corners will be swept free of insects, cobwebs, etc., and throw rugs and carpet runners (inside and outside) at entrance doors will be vacuumed each visit. All drinking fountains will be cleaned with disinfectant each visit. Walls and doors will be spot cleaned of smudge marks and fingerprints as needed to maintain clean appearance. HVAC vents shall be dusted at least once every six (6) months or more often when necessary.

H. Malfunctioning Equipment

Any equipment (i.e. toilets, faucets, drains, etc.) found not to be operating properly or leaking will be reported to County staff and will be repaired by the County.

I. Galley/Kitchen Areas

Sinks in galleys and kitchen areas will be cleaned with disinfectant each visit. Countertops, cabinets (exterior only), and refrigerators (exterior only) will be cleaned thoroughly each visit. If dirty dishes are left in sink, the Contractor shall remove them, clean the sink, and leave dirty dishes in a trash bag on the counter.

J. Supplies

The Contractor will be required to provide labor, equipment and all cleaning supplies.

- 1) **The Contractor shall supply** all cleaning supplies, including cleaning products, toilet paper, hand soap, and paper towels will be provided by the Contractor.
- 2) **The Contractor shall also supply** vacuum cleaners, buffers/scrubbers, stripper, floor wax, pads for buffers/scrubbers, and any other machinery or equipment necessary to fulfill the terms of the contract.
- 3) Contractor shall ensure that at least one mop and bucket and one vacuum cleaner remains onsite at all times.
- 4) The Contractor shall maintain an adequate amount of supplies onsite (toilet paper, hand towels, hand soap, etc.) so as to be able to replace necessities immediately as necessary. **Do not wait until stock has been fully depleted to replace.**

The Point of Contact for the Southeast & Julington Creek Courthouse Annexes:

Katie Diaz
Phone: (904) 209-0653
E-mail: kdiaz@sjcfl.us

Amanda Kiesel
Phone: (904) 209-0650
E-mail: akiesel@sjcfl.us

BID NO: 17-11
SCOPE OF WORK
PONTE VEDRA COURTHOUSE ANNEX

Location: 99 North Palm Valley Road, Ponte Vedra, FL 32081 (approx. 3,900 sf)

The St. Johns County Ponte Vedra Courthouse Annex offices, reception areas, restrooms, hallways, and conference rooms will be cleaned **after regular working hours, five (5) times per week (Monday thru Friday, excluding holidays)**. Vacant or unoccupied offices shall be cleaned once per month.

It will be the responsibility of the Contractor to clean the interior of the St. Johns County Courthouse Annex Buildings to a satisfactory level of cleanliness and appearance, providing all supplies, commercial grade cleaning equipment, and all labor necessary. It will be the responsibility of the cleaning agency awarded the contract to clean the interior of the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment. **Failure to maintain a satisfactory level of cleanliness and appearance at the Ponte Vedra Courthouse Annex will be cause for termination of services.**

The following are minimum general specifications for maintaining the cleanliness and appearance of the Ponte Vedra Courthouse offices.

A. Carpet

All carpeted areas must be vacuumed each visit. The Contractor shall inspect all carpeted areas at least once per month to locate and remove noticeable spots and stains. In unusual circumstances, spot cleaning may be required immediately. Recommendation by the cleaning service will be made when additional, professional carpet cleaning service is considered necessary.

B. Tile and Vinyl Floors

Tile Floors must be mopped and/or buffed each visit. Vinyl Floors must be mopped and/or buffed each visit and must be stripped and waxed at least once each year or more often as necessary to maintain a new appearance.

C. Cleaning of Office Furniture

The tops of all tables, desks, credenzas and counters must be dusted and polished at least each visit. The exteriors of all filing cabinets, other cabinets and tables must be dusted and cleaned at least once per week. Items on desks, credenzas, and counters must be lifted and the surface underneath dusted and polished. If desk is covered with papers, the Contractor must not clean the desk. At least once every six (6) months, the sides and drawers of filing cabinets, cabinets, credenzas and bookcases must be wiped down with a cleaning solution to remove dust, film and stains. All fire extinguisher boxes, doorframes and windowsills must be dusted at least once per week.

D. Vinyl or Cloth Covered Office Furniture

All chairs and couches with vinyl surfaces must be wiped down with cleaning solution at least once per month. All chairs and couches covered with fabric must be vacuumed thoroughly at least once time per month. All chair pedestal surfaces must be dusted and/or wiped down at least once per month.

E. Draperies/Window Blinds

All blinds will be dusted and/or lightly vacuumed at least once every six (6) months. The Contractor must close all blinds, if not already closed, when cleaning of each room as been completed. The Contractor must ensure that all windows are locked prior to closing blinds.

F. Windows, Glass Doors and Mirrors

All mirrors must be thoroughly cleaned each visit. All glass doors and glass partitions must be spot cleaned daily and fully cleaned once per week. The interior and exterior of all windows must be cleaned at least once every six (6) months or more often as necessary.

G. Restroom Facilities:

Restrooms must be thoroughly cleaned each visit. All toilets and toilet seats must be cleaned and disinfected each visit. All chrome fixtures must be cleaned and polished each visit. Sinks (including behind faucets), counter tops, and mirrors must be cleaned with appropriate cleanser each visit. Floors must be swept each visit and mopped with disinfectant at least once per week. Floor drains must be disinfected at least once per week. All paper products and soap dispensers must be replenished as needed with spare rolls of toilet tissue at each toilet. **The Contractor must provide a list of all chemicals and shall provide MSDS (Material Safety and Data Sheets) for cleaning chemicals used to be kept on premises. The list and the Material Safety and Data Sheets must be kept up to date.**

H. Miscellaneous Maintenance

All wastebaskets must be emptied each visit and plastic trash can liners must be replaced when necessary. Front and side entrances and walkways must be cleaned, overhead ceilings and corners will be swept free of insects, cobwebs, etc., and throw rugs and carpet runners (inside and outside) at entrance doors must be vacuumed each visit. All drinking fountains must be cleaned with disinfectant each visit. Walls and doors must be spot cleaned of smudge marks and fingerprints as needed to maintain a clean and sanitary appearance. HVAC vents must be dusted at least once every six (6) months or more often as necessary.

I. Malfunctioning Equipment

Any equipment (i.e. toilets, faucets, drains, etc.) found not to be operating properly or leaking must be reported to the SJC Point of Contact and will be repaired by the County.

J. Galley/Kitchen Areas

Sinks in galleys and kitchen areas will be cleaned with disinfectant each visit. Countertops, cabinets (exterior only), and refrigerators (exterior only) must be cleaned thoroughly each visit. If dirty dishes are left in the sink, the Contractor shall remove them, clean the sink, and leave dirty dishes in a trash bag on the counter.

K. Supplies

The Contractor will be required to provide labor, equipment and all cleaning supplies.

- 1) **The Contractor shall supply** all cleaning supplies, including cleaning products, toilet paper, hand soap, and paper towels will be provided by the Contractor.
- 2) **The Contractor shall also supply** vacuum cleaners, buffers/scrubbers, stripper, floor wax, pads for buffers/scrubbers, and any other machinery or equipment necessary to fulfill the terms of the contract.
- 3) Contractor shall ensure that at least one mop and bucket and one vacuum cleaner remains onsite at all times.
- 4) The Contractor shall maintain an adequate amount of supplies onsite (toilet paper, hand towels, hand soap, etc.) so as to be able to replace necessities immediately as necessary. **Do not wait until stock has been fully depleted to replace.**

MANDATORY REQUIREMENTS FOR THE SJC PONTE VEDRA COURTHOUSE ANNEX:

A. Background Checks

The Contractor or Contractor-supplied personnel assigned to work at the St. Johns County Building Operations Department shall submit to a background check performed by St. Johns County. Reporting of background check shall be "pass/fail". Personnel receiving a rating of "fail" shall not be allowed to work in any St. Johns County Facility.

Upon receiving a rating of "pass", the Contractor or Contractor-supplied employees will be given necessary access to the St. Johns County Ponte Vedra Courthouse Annex, including ID badge(s) and key(s) required for normal performance of duties. Badges and keys are property of St. Johns County and shall be returned when no longer required. **Any loss of badge or key, or change in status of Contractor-supplied personnel shall be reported immediately to Katie Diaz, Building Operations Department. The Contractor shall be responsible for the replacement costs of badges and/or keys.**

The Point of Contact for the Southeast & Julington Creek Courthouse Annexes:

Katie Diaz

Phone: (904) 209-0653

E-mail: kdiaz@sjcfl.us

Amanda Kiesel

Phone: (904) 209-0650

E-mail: akiesel@sjcfl.us

BID NO: 17-11
SCOPE OF WORK
SJC ENGINEERING and TRAFFIC & TRANSPORTATION DEPARTMENTS

Site: 2740 Industry Center Road, St. Augustine, FL 32084 (Engineering Dept. approx. 3,500 sf /Traffic & Transportation Dept. approx. 1,000 sf)

The St. Johns County Engineering and Traffic & Transportation Department offices, reception areas, restrooms, break rooms, hallways, conference rooms and entrances shall be cleaned **between 5:00pm and 7:00am, five (5) times weekly (Monday through Friday, excluding County recognized holidays).**

It shall be the responsibility of the Contractor to clean the interior of the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment necessary to perform the services described herein.

The following are minimum general specifications for maintaining the cleanliness and appearance of the SJC Engineering and Traffic & Transportation Departments. *Note: These are minimum specifications, and the Contractor may be required to provide service more frequently than specified below in order to maintain a clean and satisfactory appearance as determined by the SJC Engineering and Traffic & Transportation Staff. **Failure to maintain a satisfactory level of cleanliness and appearance of the Engineering and Traffic & Transportation Departments shall be cause for termination of services.**

A. Floors:

- 1.) All carpeted areas, including in offices, under desks and chairs, in hallways, in conference rooms under tables and chairs, and in reception areas shall be thoroughly vacuumed to maintain a clean appearance **each visit**. A monthly inspection shall be made of all carpeted areas to locate and remove noticeable spots and stains. Recommendation by the cleaning service will be made when additional, professional carpet cleaning service is considered necessary.
- 2.) All hard-surface and tiled areas shall be swept/dust mopped, and damp mopped/buffed **each visit**. Concrete entrance ways must be swept or blown off **each visit**.
- 3.) Tile floors shall be stripped and re-waxed **at least once each year** or more often as needed to maintain a clean appearance. Top scrubbing and/or additional wax applications may be required between stripping and waxing to maintain the floors. This shall be determined by the County staff.

B. Cleaning of Office Furniture:

- 1.) The tops of all counters, tables, desks and credenzas, including those with office equipment on top, and those in the conference room and break room, shall be dusted and polished **at least once each week**. If any desk, table, credenza or cabinet is covered with papers or files, the Contractor is not required to move and clean, but may dust around loose items and paperwork.
- 2.) The tops of all filing cabinets, other cabinets, and shelves will be dusted and cleaned **at least once each week** or more often as needed to maintain clean appearance.
- 3.) **At least once every six (6) months** or more often as necessary, the Contractor shall wipe down the sides and doors of filing cabinets, cabinets and credenzas with an appropriate cleaning solution to remove any film or stains.

C. Vinyl or Cloth Covered Office Furniture:

- 1.) All chairs and couches with vinyl surfaces will be wiped down and cleaned with an appropriate cleaning solution **at least once each month** or more often as necessary.
- 2.) All chairs and couches covered with fabric will be vacuumed thoroughly **at least once each month** or more often as necessary.
- 3.) All chair pedestal surfaces will be dusted and/or wiped down **at least once each month** or more often as necessary.

D. Windows, Glass Doors, and Mirrors:

- 1.) All glass doors and interior of all windows shall be spot checked for smudges and marks at least once each week and shall be fully cleaned at least once every other week.
- 2.) All glass partitions will be spot checked for smudges and marks at least once each week and shall be fully cleaned at least once each month or more often as necessary.
- 3.) The exterior of all windows shall be washed at least once every six (6) months, or more often as necessary inside and out (this includes only those windows that can be reached with a step ladder).

E. Restroom Facilities:

- 1.) Restrooms will be thoroughly cleaned and each visit. All toilets and toilet seats will be cleaned and disinfected, including the outside of the toilet, and behind the toilet each visit. Sinks (including behind faucets), counter tops, and mirrors will be cleaned with appropriate cleanser each visit. Floors will be mopped and/or scrubbed with a scrub brush with disinfectant each visit.
- 2.) Tile walls will be cleaned with an appropriate cleaner at least once every six (6) months or more often as necessary.
- 3.) All paper products and soap dispensers will be replenished as needed so as to be kept full at all times.

F. Miscellaneous Maintenance:

- 1.) All waste baskets will be emptied each visit and plastic trash can liners will be replaced when necessary.
- 2.) Front and side entrances and walkways will be cleaned, and throw rugs and carpet runners (inside and outside) at entrance doors will be vacuumed each visit.
- 3.) All drinking fountains will be cleaned with disinfectant each visit.
- 4.) Walls and doors will be spot cleaned of smudge marks and finger prints as needed.

G. Malfunctioning Equipment:

Any equipment (i.e. toilets, faucets, drains, etc.) found not to be operating properly or leaking will be reported to the Office Manager and will be repaired by the County.

H. Break Room Areas:

- 1.) Sinks, including behind faucets, in galleys and kitchen areas shall be cleaned with disinfectant at least once each week.
- 2.) Countertops, cabinets (exterior only), and refrigerators (exterior only) shall be cleaned thoroughly with disinfectant at least once each week. If dirty dishes are left in sink, remove them, clean sink, and leave dishes in trash bag on counter.

I. Supplies:

- 1.) **The Contractor** will be required to provide labor and all cleaning supplies, including cleaning products.
- 2.) **The County** will be required to provide toilet paper, hand soap, and paper towels.
- 3.) The Contractor shall supply vacuum cleaners, buffers/scrubbers, and any other machinery necessary to fulfill the terms of the contract. The Contractor shall also supply stripper, floor wax, and pads for buffers/scrubbers.
- 4.) The Contractor shall notify the Point of Contact of the quantity of each item required and when the stock needs to be replenished, allowing three (3) days advance notice, at minimum. **Do not wait until stock has been fully depleted.**

The Point of Contact for the SJC Engineering Department

Elizabeth Ingraham
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The Point of Contact for the SJC Traffic & Transportation Department

Tammy Bradford
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BID NO: 17-11
SCOPE OF WORK
SJC FLEET MAINTENANCE DEPARTMENT

Location: 2740 Industry Center Road, St. Augustine, FL 32084 (approx. 864 sf)

The St. Johns County Fleet Maintenance Department, including two (2) restrooms, two (2) offices, and a service corridor, shall be cleaned **after regular business hours, between 5:00PM and 7:00AM, twice per week (either Monday & Thursday, Tuesday & Friday, or Wednesday & Saturday, excluding County recognized holidays)**. It shall be the responsibility of the Contractor to clean the interior of the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment necessary to perform the services described herein. **Failure to maintain a satisfactory level of cleanliness and appearance of the Fleet Maintenance Building interior shall be cause for termination of services.**

The following are minimum general specifications for maintaining the cleanliness and appearance of the St. Johns County Fleet Maintenance Department. *Note: These are minimum specifications, and the Contractor may be required to provide services more frequently than specified below in order to maintain a clean and satisfactory appearance as determined by SJC Fleet Maintenance Staff.

A. Floors:

- 1.) Floors in restrooms, interior offices, and service corridor shall be swept/dust mopped and damp mopped/buffed each visit.
- 2.) All hard-surface floors shall be stripped and waxed at least once each quarter or as often as necessary to maintain a clean appearance.

B. Cleaning of Office Furniture:

- 1.) The tops of all tables, desks, credenzas and counters shall be dusted and polished once each week. Items on desks, credenzas and counters shall be lifted and the surface underneath dusted and polished. If desk is covered with papers, the Contractor shall not clean top of desk.
- 2.) The exterior of all filing cabinets, other cabinets, credenzas and tables shall be completely dusted and cleaned once each week.
- 3.) The sides and drawers of filing cabinets, other cabinets, credenzas and bookcases shall be wiped down with an appropriate cleaning solution to remove dust, film and stains at least once every six (6) months or more often as necessary.

C. Vinyl or Cloth Covered Office Furniture:

- 1.) All chairs and couches with vinyl surfaces shall be wiped down with an appropriate cleaning solution at least once each month or as often as necessary to maintain a clean appearance.
- 2.) All chairs and couches covered with fabric shall be vacuumed thoroughly once each month.
- 3.) All chair pedestal and chair rail surfaces shall be dusted and/or wiped down once each month.

D. Windows, Glass Doors & Mirrors:

- 1.) All mirrors shall be thoroughly cleaned each visit.
- 2.) All glass doors and glass partitions shall be spot cleaned each visit and fully cleaned once each week.

E. Restroom Facilities:

- 1.) There are two (2) restroom facilities.
- 2.) Restrooms shall be thoroughly cleaned with disinfectant each visit.
- 3.) All toilets, including toilet seats and toilet bowls shall be cleaned with disinfectant each visit.
- 4.) Sinks (including behind faucets), countertops, and mirrors shall be cleaned with appropriate cleaner each visit.
- 5.) Floors shall be mopped with disinfectant each visit. Floor drains shall be disinfected once each week.
- 6.) All paper products and soap dispensers shall be replenished as needed with spare rolls of toilet paper at each toilet.

F. Miscellaneous Maintenance:

- 1.) All wastebaskets shall be emptied **each visit** and plastic trash can liners, provided by the county, shall be replaced **each visit**.
- 2.) All drinking fountains shall be cleaned with disinfectant **each visit**.
- 3.) Walls shall be spot checked for smudge marks and fingerprints, and cleaned with an appropriate cleanser **as needed**.

G. Supplies:

- 1.) **The Contractor** will be required to provide labor and all cleaning supplies, including cleaning products.
- 2.) **The County** will be required to provide toilet paper, hand soap, and paper towels.
- 3.) The Contractor shall supply vacuum cleaners, buffers/scrubbers, and any other machinery necessary to fulfill the terms of the contract. The Contractor shall also supply stripper, floor wax, and pads for buffers/scrubbers.
- 4.) The Contractor shall notify the Point of Contact of the quantity of each item required and when the stock needs to be replenished, allowing three (3) days advance notice, at minimum. **Do not wait until stock has been fully depleted.**

The Point of Contact for the SJC Fleet Maintenance Department

Jean Perseo

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BID NO: 17-11
SCOPE OF WORK
SJC ROAD & BRIDGE DEPARTMENT (MODULAR TRAILERS)

Locations: 2736 Industry Center Road, St. Augustine, FL 32084 (approx. 1,300 sf)
2780 Industry Center Road, St. Augustine, FL 32084 (approx. 2,600 sf)

The St. Johns County Road and Bridge Department offices, reception areas, restrooms, break rooms, conference rooms, entranceways, and hallways will be cleaned **after regular business hours, five (5) times per week (Monday thru Friday, excluding holidays unless otherwise specified)**. It will be the responsibility of the cleaning agency awarded the contract to clean the interior of the St. Johns County Road and Bridge Complex to a satisfactory level of cleanliness and appearance, providing supplies, commercial grade cleaning equipment, and all labor necessary. **Failure to maintain a satisfactory level of cleanliness and appearance of the SJC Road and Bridge Modular Trailers will be cause for termination of services.**

The following are minimum general specifications for maintaining the cleanliness and appearance of the St. Johns County Road & Bridge Modular Trailers. *Note: These are minimum specifications, and the Contractor may be required to provide services more frequently than specified below in order to maintain a clean and satisfactory appearance as determined by SJC Road & Bridge Department Staff.

The Contractor shall be required to provide a valid email address to the SJC Point of Contact in order to facilitate communications regarding questions, concerns, compliance, etc. The Contractor shall also be responsible for completing the Janitorial Log and check list, maintained by the SJC Point of Contact, **each visit** in order to ensure satisfactory performance of these services.

A. Floors:

- 1.) All hard-surface areas shall be swept/dust mopped, and damp mopped **each visit**.
- 2.) All rugs must be vacuumed or swept **each visit**.

B. Cleaning of Office Furniture:

- 1.) The tops of the kitchen counter and tables including those in the conference room and break area, will be dusted and polished **each visit**. All chairs shall be pushed up under tables.
- 2.) The tops of all filing cabinets, other cabinets, and shelves will be dusted and cleaned **once every other week** or as often as needed to maintain clean appearance.

C. Vinyl or Cloth Covered Office Furniture:

- 1.) All chairs with vinyl surfaces will be wiped down and cleaned with an appropriate cleaning solution **once each month**.
- 2.) All chairs covered with fabric will be vacuumed thoroughly **once each month**.
- 3.) All chair pedestal surfaces will be dusted and/or wiped down **once each month**.

D. Window Blinds:

- 1.) All blinds will be dusted thoroughly **once every six (6) months**. All blinds will be drawn to a closed position if not already closed, when cleaning of each room has been completed.

E. Restroom Facilities:

- 1.) Restrooms will be thoroughly cleaned **each visit**. All toilets and toilet seats will be cleaned and disinfected, including the outside of the toilet, and behind the toilet **each visit**. Sinks (including behind faucets), counter tops, and mirrors will be cleaned with appropriate cleanser **each visit**. Floors will be mopped and/or scrubbed with a scrub brush with disinfectant **each visit**.
- 2.) All paper products and soap dispensers will be replenished as needed so as to be kept full at all times.

F. Miscellaneous Maintenance:

- 1.) All waste baskets will be emptied **each visit** and plastic trash can liners will be replaced when necessary.
- 2.) Front and rear entrances and walkways will be swept, and throw rugs and/or carpet runners (inside) at entrance doors will be vacuumed **each visit**.

G. Malfunctioning Equipment:

Any equipment (i.e. toilets, faucets, drains, etc.) found not to be operating properly or leaking will be reported to the Office Manager and will be repaired by the County.

H. Break Room Areas:

- 1.) Sinks, including behind faucets, and kitchen area shall be cleaned with disinfectant **each visit**.
- 2.) Countertops and refrigerators (exterior only) shall be cleaned thoroughly with disinfectant **each visit**. If dirty dishes are left in sink, remove them, clean sink, and leave dishes in trash bag on counter. The interior and exterior of the microwave shall also be cleaned **each visit**.
- 3.) In the break area in the modular under the Pole Barn, the table shall be wiped with an appropriate cleanser, and the chairs shall be pushed up under the table **each visit**.

I. Supplies:

- 1.) **The Contractor** will be required to provide labor and all cleaning supplies, including cleaning products.
- 2.) **The County** will be required to provide toilet paper, hand soap, and paper towels.
- 3.) The Contractor shall supply all equipment necessary to fulfill the terms of the contract. The Contractor shall notify the Point of Contact of the quantity of each item required and when the stock needs to be replenished, **allowing three (3) days advance notice, at minimum. Do not wait until stock has been fully depleted.**

The Point of Contact for the SJC Road & Bridge Department

Jennifer Kinlaw
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BID NO: 17-11
SCOPE OF WORK
SJC MEDICAL EXAMINER'S OFFICE

Location: 4501 Avenue A, St. Augustine, FL 32084 (approx. 2964 sf)

The St. Johns County Medical Examiner's administrative offices, reception areas, restrooms, hallways and conference rooms will be cleaned **either during morning working hours starting between 7:30 and 8:00 A.M. or after regular business hours nightly, five times per week (Monday thru Friday, excluding holidays).**

Only the restroom and office in the morgue area need to be cleaned; the Contractor will NOT be required to clean the rest of the morgue area, nor will the Contractor be permitted to enter any other areas of the morgue.

The Contractor shall be responsible for cleaning the interior of the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment. **Failure to maintain a satisfactory level of cleanliness and appearance of the Medical Examiner's Office interior will be cause for termination of services.**

The following are minimum general specifications for maintaining the cleanliness and appearance of the Medical Examiners offices.

A. Carpet

All carpeting in offices, hallways, and reception areas and meeting rooms will be vacuumed **each visit**. The Contractor shall inspect all carpeted areas **at least once each month** to locate and remove noticeable spots and stains. Recommendation by the cleaning service will be made when additional, professional carpet cleaning service is considered necessary.

B. Tile and Vinyl Floors

All tile floors shall be mopped **each visit**.

C. Cleaning of Office Furniture

The tops of all tables, desks, credenzas, counters and bookcases will be dusted and polished **each visit**. All filing cabinets and other cabinets will be completely dusted and cleaned at **least once each week**. Items on desks, credenzas, bookcases, and counters will be lifted and the surface underneath dusted and polished. If desk is covered with papers, the Contractor shall not clean the desk. **Once every six (6) months** the sides and drawers of filing cabinets, cabinets, credenzas and bookcases will be wiped down with an appropriate cleaning solution to remove dust, film and stains. All fire extinguisher boxes, doorframes and windowsills will be dusted **once each week**. All public use tables will be cleaned **once each week** to remove smudges and marks.

D. Vinyl or cloth covered office furniture

All chairs and couches with vinyl surfaces will be wiped down with cleaning solution **at least once per month**. All chairs and couches covered with fabric will be vacuumed thoroughly **once per month**. All chair pedestal surfaces will be dusted and/or wiped down **at least once per month**.

E. Window Blinds

All blinds will be lightly vacuumed **once every six (6) months**. All blinds will be drawn to a closed position if not already closed, when cleaning of each room as been completed. Assure that all windows are locked prior to closing blinds.

F. Windows, Glass Doors and Mirrors

All mirrors will be thoroughly cleaned **daily**. All glass doors and glass partitions will be spot cleaned daily and fully cleaned **once per week** on **Thursday**. All windows will be cleaned on a **semi-annual basis (every six (6) months)**, inside windows only.

G. Restroom Facilities

There are 3 restroom facilities in the administrative area and one restroom with shower in the autopsy building. Restrooms will be thoroughly cleaned **each day**. All toilets and toilet seats will be cleaned and disinfected **daily**. All chrome fixtures will be cleaned and polished each visit. Sinks (including behind faucets), counter tops, and mirrors will be cleaned with appropriate cleanser **daily**. Floors will be mopped with disinfectant **daily**. Floor drains will be disinfected **once per week**. All paper products and soap dispensers will be replenished as needed with spare rolls of toilet tissue at each toilet.

H. Miscellaneous Maintenance:

All wastebaskets will be emptied **daily** and plastic trash can liners, provided by the county, will be **replaced when necessary**. All entrances and walkways will be cleaned, including overheads, and throw rugs and carpet runners (inside and outside) at all entrance doors will be vacuumed **daily**. All drinking fountains will be cleaned with disinfectant **daily**. Walls will be spot cleaned of smudge marks and fingerprints as needed. All HV/AC vents will be **cleaned once per month**.

MANDATORY REQUIREMENTS FOR THE SJC MEDICAL EXAMINERS OFFICE:

A. Malfunctioning Equipment:

Any equipment (i.e. toilets, faucets, drains, etc.) found not to be operating properly or leaking will be reported to the Medical Examiner's Office and will be repaired by the County.

B. Supplies:

1. **The Contractor** will be required to provide labor and all cleaning materials and equipment.
2. **The County** will supply paper goods and liquid hand soap.
3. **The Contractor** will replenish liquid hand soap to the dispensers. When stocks are required to be replenished, a note will be provided to the Medical Examiner's Office Point of Contact listing the quantity of each item required, prior to supplies being completely depleted.

The Point of Contact for the Medical Examiner's Office

Kelly Boulos

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BID NO: 17-11
SCOPE OF WORK
SJC SOLID WASTE DEPARTMENT

Location: 3005 Allen Nease Road, Elkton, FL 32033 (approx. 2,800 sf)

The St. Johns County Solid Waste Department office, reception area, restrooms, hallways, conference room and break room will be cleaned **after regular working hours, one (1) time each week (every Monday, excluding County recognized holidays)**. The Contractor is responsible for cleaning the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment. **Failure to maintain a satisfactory level of cleanliness and appearance of the Purchasing Department office building will be cause for termination of services.**

A. Carpet

All carpeted areas in the offices and conference room will be vacuumed thoroughly each visit. The Contractor shall inspect all carpeted areas for spots and stains at least once each month. If any spots or stains are located, either by the Contractor or Solid Waste Staff, upon notification, the Contractor shall spot clean immediately. Recommendation by the cleaning service will be made when additional, professional carpet cleaning service is considered necessary.

B. Tile and Vinyl Floors

All tile and vinyl floors will be swept, and mopped and/or buffed each visit, and will be stripped and re-waxed at least once each year with an appropriate cleaner for the type of tile.

C. Cleaning of Office Furniture

The tops of all tables, desks, credenzas, counters and bookcases will be thoroughly dusted and polished each visit. If fingerprints and other marks are noticeable on the tops of desks and tables, the Contractor shall polish as necessary to maintain a clean surface. Items on desks (phones, keyboards, inboxes, staplers, etc), credenzas, and counters will be lifted and the surface underneath dusted and polished, unless the desk is covered with loose papers. If loose papers cover the desk, the Contractor should leave them untouched and clean around them. The exterior of all filing cabinets and other cabinets will be completely dusted and cleaned each visit. If loose papers cover the desk, the Contractor should leave them untouched and clean around them. The sides and drawers of filing cabinets, cabinets, credenzas and bookcases will be wiped down with a cleaning solution to remove dust, film and stains at least once every six (6) months. All fire extinguisher boxes, doorframes and windowsills will be dusted each visit.

D. Vinyl or Cloth Covered Office Furniture

All chairs and couches with vinyl surfaces will be wiped down with an appropriate cleaning solution at least once per month. All chairs and couches covered with fabric will be vacuumed thoroughly at least once per month. All chair pedestal and chair rail surfaces will be dusted and/or wiped down at least once per month.

E. Draperies/Window Blinds

All blinds will be lightly vacuumed at least once every six (6) months. The Contractor shall draw all blinds to a closed position when finished cleaning.

F. Windows, Glass Doors and Mirrors

All mirrors will be thoroughly cleaned each visit. All glass doors and glass partitions will be spot cleaned each visit and fully cleaned at least once every other week (twice monthly). The interior of all windows shall be spot cleaned at least once every other week (twice monthly), and fully cleaned at least once every six (6) months. The exterior of all windows shall be spot cleaned once per month, and fully cleaned at least once every six (6) months.

G. Restroom Facilities

There are three (3) restroom facilities. All restrooms will be thoroughly cleaned and disinfected each visit. All toilets, including toilet seats and toilet bowls will be cleaned and disinfected each visit. All chrome fixtures will be cleaned and polished each visit. Sinks (including behind faucets), counter tops, and mirrors will be cleaned and disinfected each visit. Tile floors and walls will be mopped or scrubbed with disinfectant each visit. Floor drains will be

disinfected **each visit**. All paper products and soap dispensers will be replenished as needed with spare rolls of toilet tissue at each toilet.

H. Miscellaneous Maintenance

All wastebaskets will be emptied **each visit** and plastic trash can liners will be **replaced when necessary**. All drinking fountains will be cleaned with disinfectant **each visit**. All entrance walkways front and rear, outside rugs and throw rugs at all entrance doors (inside and outside) and carpet runners will be vacuumed **each visit**.

MANDATORY REQUIREMENTS FOR THE SJC SOLID WASTE BUILDING:

A. Malfunctioning Equipment:

Any equipment (i.e. toilets, faucets, drains, etc.) found not to be operating properly or leaking will be reported to the Solid Waste Department Staff and will be repaired by the County.

B. Supplies:

1. **The Contractor** will be required to provide labor and all cleaning materials and equipment.
2. **The County** will supply paper goods and liquid hand soap.
3. **The Contractor** will replenish liquid hand soap to the dispensers. When stocks are required to be replenished, a note will be provided to the Medical Examiner's Office Point of Contact listing the quantity of each item required, prior to supplies being completely depleted.

The Point of Contact for the SJC Solid Waste Department

Christy Stewart
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BID NO: 17-11
SCOPE OF WORK
FACILITIES MAINTENANCE DEPARTMENT

Location: 2416 Dobbs Road, St. Augustine, FL 32086 (approx. 5,132 square feet)

The St. Johns County Facilities Maintenance offices, reception areas, restrooms, hallways, and conference rooms will be cleaned **after regular working hours, two days per week (Tuesday and Friday, excluding holidays)**. It will be the responsibility of the Contractor to clean the interior of the St. Johns County Facilities Maintenance Building to a satisfactory level of cleanliness and appearance, providing all supplies, commercial grade cleaning equipment, and all labor necessary. **Failure to maintain a satisfactory level of cleanliness and appearance at the Ponte Vedra Courthouse Annex will be cause for termination of services.**

The following are minimum general specifications for maintaining the cleanliness and appearance of the Facilities Maintenance Building.

A. Carpet

All carpeted areas must be vacuumed **each visit**. The Contractor shall inspect all carpeted areas **at least once per month** to locate and remove noticeable spots and stains. In unusual circumstances, spot cleaning may be required immediately. Recommendation by the cleaning service will be made when additional, professional carpet cleaning service is considered necessary.

B. Tile and Vinyl Floors

Tile Floors must be mopped and/or buffed **each visit**. Vinyl Floors must be mopped and/or buffed **each visit** and must be stripped and waxed **at least once every six (6) months** or more often as necessary to maintain a new appearance.

C. Cleaning of Office Furniture

The tops of all tables, desks, credenzas and counters must be dusted and polished **at least once per week**. The exteriors of all filing cabinets, other cabinets and tables must be dusted and cleaned **at least once per week**. Items on desks, credenzas, and counters must be lifted and the surface underneath dusted and polished. If desk is covered with papers, the Contractor must not clean the desk. **At least once every six (6) months** the sides and drawers of filing cabinets, cabinets, credenzas and bookcases must be wiped down with a cleaning solution to remove dust, film and stains. All fire extinguisher boxes, doorframes and windowsills must be dusted **at least once per week**.

D. Vinyl or Cloth Covered Office Furniture

All chairs and couches with vinyl surfaces must be wiped down with cleaning solution **at least once per month**. All chairs and couches covered with fabric must be vacuumed thoroughly **at least once per month**. All chair pedestal surfaces must be dusted and/or wiped down **at least once per month**.

E. Draperies/Window Blinds:

All blinds will be dusted and/or lightly vacuumed **at least once every six (6) months**. The Contractor must close all blinds, if not already closed, when cleaning of each room as been completed. The Contractor must ensure that all windows are locked prior to closing blinds.

F. Windows, Glass Doors and Mirrors:

All mirrors must be thoroughly cleaned **each visit**. All glass doors and glass partitions must be spot cleaned daily and fully cleaned **once per week on Fridays**. The interior of all windows must be cleaned **once every six (6) months** or more often as necessary.

G. Restroom Facilities

All Restrooms must be thoroughly cleaned **each visit**. All toilets and toilet seats must be cleaned and disinfected **each visit**. All chrome fixtures must be cleaned and polished **each visit**. Sinks (including behind faucets), counter tops, and mirrors must be cleaned with appropriate cleanser **each visit**. Floors must be swept and mopped with

disinfectant **each visit**. Floor drains must be disinfected **at least once per week**. All paper products and soap dispensers must be replenished as needed with spare rolls of toilet tissue at each toilet. **The Contractor must provide a list of all chemicals and shall provide MSDS (Material Safety and Data Sheets) for cleaning chemicals used to be kept on premises. The list and the Material Safety and Data Sheets must be kept up to date.**

H. Miscellaneous Maintenance

All wastebaskets must be emptied **each visit** and plastic trash can liners, provided by the County, must be **replaced when necessary**. Front and side entrances and walkways must be cleaned, overhead ceilings and corners will be swept free of insects, cobwebs, etc., and throw rugs and carpet runners (inside and outside) at entrance doors must be vacuumed **each visit**. All drinking fountains must be cleaned with disinfectant **each visit**. Walls and doors must be spot cleaned of smudge marks and fingerprints as needed to maintain a clean and sanitary appearance. HVAC vents must be dusted **once every six (6) months**, or more often as necessary.

I. Malfunctioning Equipment

Any equipment (i.e. toilets, faucets, drains, etc.) found not to be operating properly or leaking must be reported to the SJC Point of Contact and will be repaired by the County.

J. Galley/Kitchen Areas

Sinks in galleys and kitchen areas will be cleaned with disinfectant **each visit**. Countertops, cabinets (exterior only), and refrigerators (exterior only) must be cleaned thoroughly **each visit**. If dirty dishes are left in the sink, the Contractor shall remove them, clean the sink, and leave dirty dishes in a trash bag on the counter.

K. Supplies

- 1) **The County shall supply** all paper goods including: paper towels, toilet paper, toilet seat liners, trash can liners, and hand soap.
- 2) **The Contractor shall supply** all cleaning products, sprays, vacuum cleaners, buffers/scrubbers, and any other machinery or equipment necessary to fulfill the terms of the contract. The Contractor shall also supply stripper, floor wax, and pads for buffers/scrubbers.
- 3.) The Contractor shall notify the Point of Contact for the SJC Utility Department when supplies are running low so that more can be ordered. **Do not wait until stock has been fully depleted to replace.**

The Point of Contact for the SJC Facilities Maintenance Department

Diane I. Boone
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BID NO: 17-11
SCOPE OF WORK
PARKS AND RECREATION DEPARTMENT

Location: 2175 Mizell Road, St. Augustine, FL 32080 (6,272 sf)

The SJC Recreation Department offices, reception areas, restrooms, hallways, entryways, conference rooms, wellness room, and break rooms, and the Mizell Warehouse building office and lobby shall be cleaned **after regular business hours, not before five o'clock (5:00pm), two (2) times per week on Wednesdays and Fridays, or if previously approved in writing by the SJC Recreation Department, one day on the weekend, if unable to clean on Friday.** If and when a County observed holiday falls on one of the days the Contractor is required to clean, the Contractor shall coordinate with the SJC Recreation Department to schedule an alternate date to provide the services.

The Contractor shall be responsible for cleaning the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment. The specifications and conditions described below are minimum requirements for the performance of these cleaning services. The Contractor may be required to perform specific aspects of the services more often in order to maintain a satisfactory level of cleanliness as determined by the SJC Recreation Department. **Failure to maintain a satisfactory level of cleanliness and appearance of the Recreation Department buildings shall be cause for termination of services.**

A. Carpet

All carpeted areas in offices, hallways, entryways, reception areas, copy rooms, and conference rooms shall be vacuumed thoroughly **each visit**. This includes along the edges and in the corners of all carpeted areas. The Contractor shall inspect all carpeted areas for spots and stains **at least once each month**. If any spots or stains are located, either by the Contractor or SJC Recreation Staff, upon notification, the Contractor shall spot clean immediately. Recommendation by the Contractor shall be made when additional, professional carpet cleaning services are considered necessary.

B. Tile & Vinyl

All tile and vinyl floors will be swept, and mopped and/or buffed, **each visit**, and will be stripped and re-waxed **at least once each year** with an appropriate cleaner for the type of tile.

C. Cleaning of Furniture:

The tops of all tables, desks, credenzas, counters and bookcases shall be thoroughly dusted **at least once each week** and polished **at least once each month**. If fingerprints and other marks are noticeable on the tops of desks and tables, the Contractor shall dust and/or polish as necessary to maintain a clean appearance on all high traffic surfaces. Items on desks (phones, keyboards, inboxes, staplers, etc.), credenzas, tables, and counters shall be lifted and the surface underneath dusted and polished, unless the desk is covered with loose papers. If loose papers cover the desk, the Contractor shall leave them untouched and clean around them. The exterior of all filing cabinets and other cabinets shall be completely dusted and cleaned **at least once each week**. The sides and drawers of filing cabinets, credenzas, bookcases and other cabinets shall be wiped down with a cleaning solution to remove dust, film and stains **at least once every six (6) months**. All fire extinguisher boxes, doorframes, and windowsills shall be dusted **at least once each week**.

D. Vinyl or Cloth Covered Furniture

All chairs and couches with vinyl surfaces shall be wiped down with an appropriate cleaning solution **at least once each month**. All chairs and couches covered with fabric shall be vacuumed thoroughly **at least once each month**. All chair pedestal and chair rail surfaces shall be dusted and/or wiped down **at least once each month**.

E. Draperies/Window Blinds

All blinds will be lightly vacuumed **at least once every six (6) months**. The Contractor shall draw all blinds to a closed position when finished cleaning.

F. Windows, Glass Doors & Mirrors

All mirrors shall be thoroughly cleaned at least once each week. All glass doors and glass partitions shall be spot cleaned at least once each week and fully cleaned at least once each month. The interior of all windows shall be spot cleaned at least once every other week (twice monthly) and fully cleaned at least once every six (6) months.

G. Restrooms

There are two (2) restrooms. Both restrooms shall be thoroughly cleaned and disinfected each visit. All toilets, including toilet seats, handles and toilet bowls shall be cleaned and disinfected each visit. All chrome fixtures shall be cleaned and polished each visit. Sinks (including behind faucets), counter tops, soap dispensers, shall be cleaned and disinfected each visit. Tile floors and walls shall be mopped and/or scrubbed with disinfectant each visit. All paper products and soap dispensers shall be replenished as needed with spare supplies left out in case they run out during business hours.

H. Breakroom

Spot clean area around trash can to ensure walls, floors, cabinets, etc. around the trash can are free of residue, grime and trash. Dust and damp wipe counters, sinks, exterior of appliances, interior of microwave oven, using an appropriate, disinfectant cleanser.

I. Wellness Room

All machines in the wellness room shall be wiped down with disinfectant cleanser once each week.

J. Miscellaneous Maintenance

All trash cans and wastebaskets shall be emptied each visit and plastic trash can liners shall be replaced when necessary.

All drinking fountains shall be cleaned with disinfectant each visit.

All entrance walkways, front and rear, outside rugs and throw rugs at all entrance doors (inside and outside) and carpet runners shall be vacuumed each visit.

All areas shall be inspected for cob webs, high and low, and shall be dusted or swept away as needed. All baseboards, and other areas not already mentioned shall be dusted as needed using microfiber dusters.

All light switches, walls around doorways, cabinets, doors and door frames shall be wiped down with a microfiber cloth to remove fingerprints and marks.

All telephones shall be damp wiped using a green microfiber cloth and disinfectant cleanser.

K. Malfunctioning Equipment

Any equipment (i.e. toilets, faucets, drains, etc.) found not to be operating properly, or leaking, shall be reported to the Recreation Department Staff and shall be repaired by the County.

L. Supplies:

A. **The Contractor** shall be required to provide all necessary labor and all cleaning materials and equipment.

B. **The County** shall provide paper goods, trash bags and liquid hand soap. Liquid hand soap shall be replenished to the dispensers by the Contractor. When stocks need to be replenished, the Contractor shall notify the Point of Contact via email, memo or telephone call, listing the quantity of each item required, prior to supplies being completely depleted (less than 1 days' worth of supplies).

The Point of Contact for the parks and Recreation Department

Jayne Delaney
Phone: 904-209-0329
E-mail: jdelaney@sjcfl.us

BID NO: 17-11
SCOPE OF WORK
NEASE BEACHFRONT PARK HOUSE

Location: 3171 Coastal Highway, St. Augustine, FL 32084 (approx. 2,818 sf)

The Nease House offices, restroom, hallways, entryway, conference room, and kitchen shall be cleaned **after regular businesses hours, not before five o'clock (5:00pm), every other week, or if previously approved in writing by the SJC Recreation Department one day on the weekend.** If and when a County observed holiday falls on the day the Contractor is required to clean, the Contractor shall coordinate with the appropriate SJC Recreation Department Staff to schedule an alternative date to provide services.

The Contractor shall be responsible for cleaning the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment. The specifications and conditions described below are minimum requirements for the performance of these cleaning services. The Contractor may be required to perform specific aspects of the services more often in order maintain a satisfactory level of cleanliness as determined by SJC Recreation Department Staff. **Failure to maintain a satisfactory level of cleanliness and appearance of the Nease Beachfront Park House shall be cause for termination of services.**

A. Carpet

The carpeted area in the entryway shall be vacuumed thoroughly **each visit**. This includes along the edges and in the corners of all carpeted areas. The Contractor shall inspect the carpeted areas for spots and stains **at least once each month**. If any spots or stains are located either by the Contractor or SJC Recreation Staff, upon notification, the Contractor shall spot clean immediately. Recommendation by the Contractor shall be made when additional, professional carpet cleaning services are considered necessary.

B. Tile & Vinyl

All tile and vinyl floors will be swept, and mopped and/or buffed, **each visit**, and will be stripped and re-waxed **at least once each year** with an appropriate cleaner for the type of tile.

C. Hardwood Floors

All hardwood floors will be swept and mopped, **each visit**.

D. Cleaning of Furniture

The tops of all tables, desks, credenzas, counters and bookcases shall be thoroughly dusted **every visit**, and polished **at least once per month**. If fingerprints and other marks are noticeable on the tops of desks and tables, the Contractor shall dust and/or polish as necessary to maintain a clean appearance on all high traffic surfaces. Items on the desks (phones, keyboards, inboxes, staplers, etc.), credenzas, tables, and counters shall be lifted and the surface underneath dusted and polished, unless the desk is covered with loose papers. If loose papers cover the desk, the Contractor shall leave them untouched and clean around them. The exterior of all filing cabinets and other cabinets shall be completely dusted and cleaned **each visit**. The sides and drawers of filing cabinets, credenzas, bookcases and other cabinets shall be wiped down with a cleaning solution to remove dust, film and stains **at least once every six (6) months**. All fire extinguisher boxes, doorframes, and window sills shall be dusted **every visit**.

E. Vinyl or Cloth Covered Furniture

All chairs and couches with vinyl surfaces shall be wiped down with an appropriate cleaning solution **at least once each month**. All chairs and couches covered with fabric shall be vacuumed thoroughly **at least once each month**. All chair pedestals and chair rail surfaces shall be dusted and/or wiped down **at least once a month**.

F. Draperies/Window Blinds:

All blinds will be lightly vacuumed **at least once every six (6) months**.

G. Windows, Glass Doors & Mirrors

All mirrors shall be thoroughly cleaned each visit. All glass doors and glass partitions shall be spot cleaned each visit and fully cleaned at least once each month. The interior of all windows shall be spot cleaned every visit and fully cleaned at least once every six (6) months.

H. Restrooms

There is one (1) restroom. The restroom shall be thoroughly cleaned and disinfected each visit. All toilets, including toilet seats, handles and toilet bowls shall be cleaned and disinfected each visit. All chrome fixtures shall be cleaned and polished each visit. Sinks (including behind faucets), countertops, soap dispensers, shall be cleaned and disinfected each visit. Tile floors shall be mopped and/or scrubbed with disinfectant each visit. All paper products and soap dispensers shall be replenished as needed with spare supplies left out in case they run out during business hours.

I. Kitchen:

Spot clean area around trash can to ensure walls, floors, cabinets, etc. around the trash can are free of residue, grime, and trash each visit. Dust and damp wipe counters, sinks, exterior of appliances, interior of microwave oven, using an appropriate disinfectant cleanser each visit.

J. Miscellaneous Maintenance

All trash cans and wastebaskets shall be emptied each visit and plastic trash can liners shall be replaced when necessary.

All areas shall be inspected for cob webs, high and low, and shall be dusted or swept away as needed. All baseboards, and other areas not already mentioned shall be dusted as needed using microfiber dusters.

All light switches, walls around doorways, cabinets, doors and door frames shall be wiped down with a microfiber cloth to remove fingerprints and marks.

All telephones shall be damp wiped using a green microfiber cloth and disinfectant cleanser.

K. Malfunctioning Equipment

Any equipment (i.e. toilets, faucets, drains, etc.) found not to be operating properly, or leaking shall be reported to the Recreation Department Staff and shall be repaired by the County.

L. Supplies

1. **The Contractor** shall be required to provide all necessary labor and all cleaning materials and equipment.
2. **The County** shall provide paper goods, trash bags and liquid hand soap. Liquid hand soap shall be replenished to the dispensers by the Contractor. When stocks need to be replenished, the Contractor shall notify the Point of Contact via email, memo or telephone call, listing the quantity of each item required, prior to supplies being completely depleted (less than 1 days' worth of supplies).

The Point of Contact for the Nease Beachfront Park House

Jayne Delaney
Phone: 904-209-0329
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BID NO: 17-11
SCOPE OF WORK
TROUT CREEK COMMUNITY CENTER & PARK

Location: 6795 Collier Road, St. Augustine, FL 32092 (4,400 sf)

Services will be provided twice per week on Monday and Thursday (preferably before 7:00 A.M. on Mondays). If and when a County observed holiday falls on one of the days the Contractor is required to clean, the Contractor shall coordinate with the SJC Recreation Department to schedule an alternate date to provide the services.

The Contractor shall be responsible for cleaning the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment. The specifications and conditions described below are minimum requirements for the performance of these cleaning services. The Contractor may be required to perform specific aspects of the services more often in order to maintain a satisfactory level of cleanliness as determined by the SJC Recreation Department. **Failure to maintain a satisfactory level of cleanliness and appearance of the Recreation Department buildings shall be cause for termination of services**

Entrances / Common Areas / Hallways:

- A. Thoroughly clean all entrance door glass **inside and out**.
- B. Dust all exposed horizontal surfaces, including, counters, tables, cabinets, etc. Damp wipe to remove spillage marks, smudges, etc.
- C. Neatly arrange all chairs and literature on tables.
- D. Spot clean all seating as needed.
- E. Spot clean all interior glass.
- F. Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless requested otherwise by County.
- G. Vacuum all high traffic carpeted areas with a HEPA filtered vacuum.
- H. Vacuum all areas rugs and mats, roll up clean beneath and replace.
- I. Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, under tables, corners, etc. Move light items as necessary.
- J. Spot mop all hard surface flooring using a neutral cleaner to remove soil and spills.
- K. Disinfect all drinking fountains and remove any haze or streaks.
- L. Remove any gum and foreign matter if possible from flooring.

Private Offices / Activity Room / Bread Room/ Back Room:

- A. Clean and disinfect all light switches, door handles, and other frequently touched surfaces to reduce the spread of bacteria, viruses and other harmful organisms.
- B. Dust all exposed horizontal surfaces of furniture; including counters, desks, tables, cabinets, etc.
- C. Damp wipe to remove spillage marks, smudges, etc. HTCC will not move personal items or papers without permission.
- D. Clean all glass furniture tops to remove streaks, marks and smudges.
- E. Spot clean all interior glass.
- F. Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless requested otherwise by Client.
- G. Vacuum all high traffic carpeted areas with a HEPA filtered vacuum.
- H. Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, under tables, corners, etc. Move light items as necessary.
- I. Spot mop all hard surface flooring using a neutral cleaner to remove soil and spills.
- J. Remove any gum and foreign matter from flooring if possible.

Kitchen:

- A. Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless requested otherwise by Client.
- B. Vacuum all area rugs and mats, roll up clean beneath and replace.
- C. Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, under tables, corners, etc. Move light items as necessary.
- D. Damp mop all hard surface flooring using neutral cleaner to remove soil and spills.
- E. Remove any gum and foreign matter from flooring if possible.

Restrooms:

- A. Disinfect all light switches, door handles, handrails, dispensers and any other frequently touched surface to reduce the spread of bacteria, viruses and other harmful organisms.
- B. Scour, clean and disinfect all sinks, counters, fixtures, toilets, toilet seats and urinals. Pay close attention to the bases of the toilets!
- C. Dust all horizontal surfaces of furniture.
- D. Spot clean / wipe clean all mirrors and dispensers. Ensure they are free of streaks and smudges.
- E. Restock all consumables: soap, toilet tissue, paper towels, etc.
- F. Remove fingerprints, spots and all unauthorized marks and writing from walls and partitions. Some marks may not come off.
- G. Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless requested otherwise by Client.
- H. Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, behind toilets, corners, edges, etc.
- I. Thoroughly mop all flooring with a germicidal disinfectant.
- J. Remove any gum and foreign matter from flooring if possible.
- K. Dust tops of furniture, wall hangings, doors, partition tops, mirrors, and air vents.
- L. Polish all stainless / chrome; including dispensers, mirrors and fixtures.
- M. Clean and sanitize partitions and tiled walls around toilets and urinals.
- N. Pour disinfectant down floor drains to prevent traps from drying out.

Outside Entrances:

- A. Check area for debris and clean-up as necessary.

Janitor's Closet:

- A. Remove trash from area.
- B. Maintain an orderly arrangement of all janitorial supplies and equipment.
- C. Hang all mop heads so they dry out properly.
- D. Clean and disinfect service sinks as needed.
- E. Sweep and spot mop floors as needed.
- F. High dust all reachable surfaces as needed.

All Areas:

- A. Thoroughly dust all horizontal surfaces of furniture; including counters, desks, computer monitors, tables, cabinets, partition tops, and wall hangings. Pay close attention around computer monitors and desk accessories. HTCC will not move personal items or papers without permission.
- B. Dust and wipe clean all windowsills high and low. Pay close attention to lower windowsills.
- C. Work surfaces that are cleared off will be disinfected.
- D. Disinfect and thoroughly clean all telephone receivers and dust the bases.
- E. Spot clean walls, doors, doorframes, and kick plates. Pay close attention to walls around waste receptacles. Note: some painted walls cannot be cleaned.

- F. Clean door jambs and thresholds around all entry doors as needed.
- G. Polish all reachable stainless steel items like sinks, appliances, drinking fountains, etc.
- H. Thoroughly vacuum all carpeted areas wall to wall with a HEPA filtered vacuum. Be sure to get all hard to reach areas like under desks, behind doors and corners. Move light items as necessary. Use the edging tool when needed.
- I. Thoroughly mop all hard surface floors.

Monthly Cleaning

All Areas:

- A. High dust all reachable tops of doors, door frames, air vents, light fixtures and ceiling fans.
- B. Pay close attention to corners high and low; remove cobwebs as needed.
- C. Thoroughly dust and wipe clean all vertical surfaces of furniture, file cabinets, shelves, fixtures, picture frames, etc.
- D. Dust all baseboards, including cubicle baseboards. Scuffs may be removed for an additional charge.
- E. Dust the chair rail, wall molding and door molding.
- F. Vacuum or brush all upholstered furniture.
- G. Dust legs, pedestals, and bases of furniture.
- H. Thoroughly dust all blinds throughout the facility.

Supplies:

- A. **The Contractor** shall be required to provide all necessary labor and all cleaning materials and equipment.
- B. **The County** shall provide paper goods, trash bags and liquid hand soap. Liquid hand soap shall be replenished to the dispensers by the Contractor. When stocks need to be replenished, the Contractor shall notify the Point of Contact via email, memo or telephone call, listing the quantity of each item required, prior to supplies being completely depleted (less than 1 days' worth of supplies).

The Point of Contact for the parks and Recreation Department

Jayne Delaney
Phone: 904-209-0329
E-mail: jdelaney@sjcfl.us

BID NO: 17-11
SCOPE OF WORK
THE PLAYERS COMMUNITY SENIOR CENTER

Location: 175 Landrum Lane, Ponte Vedra Beach, FL 32082 (10,600 sf)

Services will be provided three times per week (Monday – Friday before 9:00 A.M., Monday – Thursday after 3:00 P.M., Friday after 4:00 P.M., or any time on Saturday and Sunday). If and when a County observed holiday falls on one of the days the Contractor is required to clean, the Contractor shall coordinate with the SJC Recreation Department to schedule an alternate date to provide the services.

The Contractor shall be responsible for cleaning the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment. The specifications and conditions described below are minimum requirements for the performance of these cleaning services. The Contractor may be required to perform specific aspects of the services more often in order to maintain a satisfactory level of cleanliness as determined by the SJC Recreation Department. **Failure to maintain a satisfactory level of cleanliness and appearance of the Recreation Department buildings shall be cause for termination of services**

Entrances / Common Areas / Hallways:

- A. Thoroughly clean all entrance door glass **inside and out**.
- B. Clean and disinfect the receptionist counter, light switches, entrance door handles, and other frequently touched surfaces to reduce the spread of bacteria, viruses and other harmful organisms.
- C. Dust all exposed horizontal surfaces, including, counters, tables, cabinets, etc. Damp wipe to remove spillage marks, smudges, etc.
- D. Neatly arrange all chairs and literature on tables.
- E. Spot clean all seating as needed.
- F. Spot clean all interior glass.
- G. Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless requested otherwise by County.
- H. Vacuum all high traffic carpeted areas with a HEPA filtered vacuum.
- I. Vacuum all areas rugs and mats, roll up clean beneath and replace.
- J. Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, under tables, corners, etc. Move light items as necessary.
- K. Spot mop all hard surface flooring using a neutral cleaner to remove soil and spills.
- L. Disinfect all drinking fountains and remove any haze or streaks.
- M. Remove any gum and foreign matter if possible from flooring.

Private Offices / Activity Room / Bread Room/ Back Room:

- A. Clean and disinfect all light switches, door handles, and other frequently touched surfaces to reduce the spread of bacteria, viruses and other harmful organisms.
- B. Dust all exposed horizontal surfaces of furniture; including counters, desks, tables, cabinets, etc.
- C. Damp wipe to remove spillage marks, smudges, etc. HTCC will not move personal items or papers without permission.
- D. Clean all glass furniture tops to remove streaks, marks and smudges.
- E. Spot clean all interior glass.
- F. Scour and disinfect the sink(s) and backsplash areas thoroughly. Stainless and chrome should be free of streaks and smudges.
- G. Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless requested otherwise by Client.
- H. Vacuum all high traffic carpeted areas with a HEPA filtered vacuum.

- I. Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, under tables, corners, etc. Move light items as necessary.
- J. Spot mop all hard surface flooring using a neutral cleaner to remove soil and spills.
- K. Remove any gum and foreign matter from flooring if possible.
- L. Neatly arrange all chairs under the Conference Room table.

Restrooms:

- A. Disinfect all light switches, door handles, handrails, dispensers and any other frequently touched surface to reduce the spread of bacteria, viruses and other harmful organisms.
- B. Scour, clean and disinfect all sinks, counters, fixtures, toilets, toilet seats and urinals. Pay close attention to the bases of the toilets!
- C. Dust all horizontal surfaces of furniture.
- D. Spot clean / wipe clean all mirrors and dispensers. Ensure they are free of streaks and smudges.
- E. Restock all consumables: soap, toilet tissue, paper towels, etc.
- F. Remove fingerprints, spots and all unauthorized marks and writing from walls and partitions. Some marks may not come off.
- G. Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless requested otherwise by Client.
- H. Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, behind toilets, corners, edges, etc.
- I. Thoroughly mop all flooring with a germicidal disinfectant.
- J. Remove any gum and foreign matter from flooring if possible.
- K. Dust tops of furniture, wall hangings, doors, partition tops, mirrors, and air vents.
- L. Polish all stainless / chrome; including dispensers, mirrors and fixtures.
- M. Clean and sanitize partitions and tiled walls around toilets and urinals.
- N. Pour disinfectant down floor drains to prevent traps from drying out.

Janitor's Closet:

- A. Remove trash from area.
- B. Maintain an orderly arrangement of all janitorial supplies and equipment.
- C. Hang all mop heads so they dry out properly.
- D. Clean and disinfect service sinks as needed.
- E. Sweep and spot mop floors as needed.
- F. High dust all reachable surfaces as needed.

Outside Porch / Walkways / Dumpster Area:

- A. Police area for debris.
- B. Dust all ceiling fans.
- C. Thoroughly sweep/blow all walkways and porch area.

All Areas:

- A. Thoroughly dust all horizontal surfaces of furniture; including counters, desks, computer monitors, tables, cabinets, partition tops, and wall hangings. Pay close attention around computer monitors and desk accessories. HTCC will not move personal items or papers without permission.
- B. Dust and wipe clean all windowsills high and low. Pay close attention to lower windowsills.
- C. Work surfaces that are cleared off will be disinfected.
- D. Disinfect and thoroughly clean all telephone receivers and dust the bases.
- E. Spot clean walls, doors, doorframes, and kick plates. Pay close attention to walls around waste receptacles. Note: some painted walls cannot be cleaned.
- F. Clean door jambs and thresholds around all entry doors as needed.

- G. Polish all reachable stainless steel items like sinks, appliances, drinking fountains, etc.
- H. Thoroughly vacuum all carpeted areas wall to wall with a HEPA filtered vacuum. Be sure to get all hard to reach areas like under desks, behind doors and corners. Move light items as necessary. Use the edging tool when needed.
- I. Thoroughly mop all hard surface floors.

Monthly Cleaning

All Areas:

- A. High dust all reachable tops of doors, door frames, air vents, light fixtures and ceiling fans.
- B. Pay close attention to corners high and low; remove cobwebs as needed.
- C. Thoroughly dust and wipe clean all vertical surfaces of furniture, file cabinets, shelves, fixtures, picture frames, etc.
- D. Dust all baseboards, including cubicle baseboards. Scuffs may be removed for an additional charge.
- E. Dust the chair rail, wall molding and door molding.
- F. Vacuum or brush all upholstered furniture.
- G. Dust legs, pedestals, and bases of furniture.
- H. Thoroughly dust all blinds throughout the facility.

Supplies:

- A. **The Contractor** shall be required to provide all necessary labor and all cleaning materials and equipment.
- B. **The County** shall provide paper goods, trash bags and liquid hand soap. Liquid hand soap shall be replenished to the dispensers by the Contractor. When stocks need to be replenished, the Contractor shall notify the Point of Contact via email, memo or telephone call, listing the quantity of each item required, prior to supplies being completely depleted (less than 1 days' worth of supplies).

The Point of Contact for the parks and Recreation Department

Jayne Delaney
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BID NO. 17-11
SCOPE OF WORK
HART HOUSE AT BELUTHAHATCHEE PARK

Location: 1523 SR 13 N, St. Johns, FL 32259 (1,120 sf)

Services will be provided the 2nd and 4th Friday of each month. If and when a County observed holiday falls on one of the days the Contractor is required to clean, the Contractor shall coordinate with the SJC Recreation Department to schedule an alternate date to provide the services.

The Contractor shall be responsible for cleaning the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment. The specifications and conditions described below are minimum requirements for the performance of these cleaning services. The Contractor may be required to perform specific aspects of the services more often in order to maintain a satisfactory level of cleanliness as determined by the SJC Recreation Department. **Failure to maintain a satisfactory level of cleanliness and appearance of the Recreation Department buildings shall be cause for termination of services**

Entrances / Common Areas / Hallways:

- A. Thoroughly clean all entrance door glass **inside and out**.
- B. Clean door jambs and thresholds around entry doors as needed.
- C. Clean and disinfect the light switches, entrance door handles, and other frequently touched surfaces to reduce the spread of bacteria, viruses and other harmful organisms.
- D. Thoroughly dust all horizontal surfaces of furniture; including counters, desks, computer monitors, tables, cabinets, partition tops, and wall hangings. Pay close attention around computer monitors and desk accessories.
- E. Dust and wipe clean all windowsills high and low. Pay close attention to lower windowsills.
- F. Work surfaces that are cleared off will be disinfected.
- G. Disinfect and thoroughly clean all telephone receivers and dust the bases.
- H. Spot clean walls, doors, doorframes, and kick plates. Pay close attention to walls around waste receptacles. Note: some painted walls cannot be cleaned.
- I. Neatly arrange all chairs and literature on tables.
- J. Spot clean all seating as needed.
- K. Spot clean all interior glass.
- L. Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless requested otherwise by County.
- M. Thoroughly vacuum all carpeted areas wall to wall with a HEPA filtered vacuum. Be sure to get all hard to reach areas like under desks, behind doors and corners. Move light items as necessary. Use the edging tool when needed.
- N. Vacuum all areas rugs and mats, roll up clean beneath and replace.
- O. Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, under tables, corners, etc. Move light items as necessary.
- P. Thoroughly mop all hard surface flooring using a neutral cleaner to remove soil and spills.
- Q. Disinfect all drinking fountains and remove any haze or streaks. Polish as needed.
- R. Remove any gum and foreign matter if possible from flooring.

Office Areas / Living Room:

- A. Clean and disinfect all light switches, door handles, and other frequently touched surfaces to reduce the spread of bacteria, viruses and other harmful organisms.
- B. Thoroughly dust all horizontal surfaces of furniture; including counters, desks, computer monitors, tables, cabinets, partition tops, and wall hangings. Pay close attention around computer monitors and desk accessories.
- C. Clean all glass furniture tops to remove streaks, marks and smudges.

- D. Dust and wipe clean all windowsills high and low. Pay close attention to lower windowsills.
- E. Work surfaces that are cleared off will be disinfected.
- F. Disinfect and thoroughly clean all telephone receivers and dust the bases.
- G. Spot clean walls, doors, doorframes, and kick plates. Pay close attention to walls around waste receptacles. Note: some painted walls cannot be cleaned.
- H. Spot clean all interior glass.
- I. Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless requested otherwise by County.
- J. Thoroughly vacuum all carpeted areas wall to wall with a HEPA filtered vacuum. Be sure to get all hard to reach areas like under desks, behind doors and corners. Move light items as necessary. Use the edging tool when needed.
- K. Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, under tables, corners, etc. Move light items as necessary.
- L. Thoroughly mop all hard surface flooring using a neutral cleaner to remove soil and spills.
- M. Remove any gum and foreign matter from flooring if possible.

Kitchen:

- A. Thoroughly dust all exposed horizontal surfaces of furniture; including counters, TVs, the table(s), chairs, dispensers, and cabinets.
- B. Wipe down all counters and the table(s) with a disinfectant; move light items as necessary.
- C. Clean and disinfect all light switches, door handles, and other frequently touched surfaces to reduce the spread of bacteria, viruses and other harmful organisms.
- D. Scour and disinfect the sink(s) and backsplash areas thoroughly. Stainless and chrome should be free of streaks and smudges.
- E. Clean the exterior of the appliances and vending machines.
- F. Thoroughly clean the inside and outside the microwave(s). Be sure to get the inside top and clean beneath the rotating glass tray.
- G. Polish all stainless steel appliances, sinks, and chrome.
- H. Restock all paper supplies and hand soap.
- I. Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless requested otherwise by County.
- J. Vacuum all area rugs and mats, roll up clean beneath and replace.
- K. Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, under tables, corners, etc. Move light items as necessary.
- L. Thoroughly mop all hard surface flooring using neutral cleaner to remove soil and spills.
- M. Remove any gum and foreign matter from flooring if possible.

Restrooms:

- A. Disinfect all light switches, door handles, handrails, dispensers and any other frequently touched surface to reduce the spread of bacteria, viruses and other harmful organisms.
- B. Scour, clean and disinfect all sinks, counters, fixtures, toilets, toilet seats and urinals. Pay close attention to the bases of the toilets!
- C. Dust tops of furniture, wall hangings, doors, partition tops, mirrors, and air vents.
- D. Polish all stainless / chrome; including dispensers, mirrors and fixtures.
- E. Remove fingerprints, spots and all unauthorized marks and writing from walls and partitions. Some marks may not come off.
- F. Clean and sanitize tiled walls around toilets.
- G. Spot clean / wipe clean all mirrors and dispensers. Ensure they are free of streaks and smudges.
- H. Restock all consumables: soap, toilet tissue, paper towels, etc.

- I. Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless requested otherwise by County.
- J. Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, behind toilets, corners, edges, etc.
- K. Thoroughly mop all flooring with a germicidal disinfectant.
- L. Remove any gum and foreign matter from flooring if possible.

All Areas:

- A. Thoroughly dust all horizontal surfaces of furniture; including counters, desks, computer monitors, tables, cabinets, partition tops, and wall hangings. Pay close attention around computer monitors and desk accessories. HTCC will not move personal items or papers without permission.
- B. Dust and wipe clean all windowsills high and low. Pay close attention to lower windowsills.
- C. Work surfaces that are cleared off will be disinfected.
- D. Disinfect and thoroughly clean all telephone receivers and dust the bases.
- E. Spot clean walls, doors, doorframes, and kick plates. Pay close attention to walls around waste receptacles. Note: some painted walls cannot be cleaned.
- F. Clean door jambs and thresholds around all entry doors as needed.
- G. Polish all reachable stainless steel items like sinks, appliances, drinking fountains, etc.
- H. Thoroughly vacuum all carpeted areas wall to wall with a HEPA filtered vacuum. Be sure to get all hard to reach areas like under desks, behind doors and corners. Move light items as necessary. Use the edging tool when needed.
- I. Thoroughly mop all hard surface floors.

Monthly Cleaning

All Areas:

- A. High dust all reachable tops of doors, door frames, air vents, light fixtures and ceiling fans.
- B. Pay close attention to corners high and low; remove cobwebs as needed.
- C. Thoroughly dust and wipe clean all vertical surfaces of furniture, file cabinets, shelves, fixtures, picture frames, etc.
- D. Dust all baseboards, including cubicle baseboards. Scuffs may be removed for an additional charge.
- E. Dust the chair rails, wall molding and door molding.
- F. Vacuum or brush all upholstered furniture.
- G. Dust legs, pedestals, and bases of furniture.
- H. Thoroughly dust all blinds throughout the facility.

Supplies:

- A. **The Contractor** shall be required to provide all necessary labor and all cleaning materials and equipment.
- B. **The County** shall provide paper goods, trash bags and liquid hand soap. Liquid hand soap shall be replenished to the dispensers by the Contractor. When stocks need to be replenished, the Contractor shall notify the Point of Contact via email, memo or telephone call, listing the quantity of each item required, prior to supplies being completely depleted (less than 1 days' worth of supplies).

The Point of Contact for the parks and Recreation Department

Jayne Delaney
 Phone: 904-209-0329
 E-mail: jdelaney@sjcfl.us

BID NO: 17-11
SCOPE OF WORK
SJC BRANCH LIBRARIES

Locations: Main Branch: 1960 North Ponce De Leon Blvd, St. Augustine, FL 32084 (approx. 15,000 sf)

*Hastings Branch: 6195 North Main Street, Hastings, FL 32145 (approx. 7,000 sf)

Anastasia Island Branch: 124 Seagrove Main Street, St. Augustine Beach, FL 32080 (approx. 8,100 sf)

Southeast Branch: 6670 US 1 South, St. Augustine, FL 32086 (approx. 20,000 sf)

Bartram Trail Branch: 60 Davis Pond Blvd, Fruit Cove, FL 32259 (approx. 14,658 sf)

Ponte Vedra Beach Branch: 101 Library Blvd, Ponte Vedra Beach, FL 32082 (approx. 24,800 sf)

*Note: The Hastings Branch includes Suite C which is accessed separately from the main building.

The Contractor shall be responsible for furnishing all labor and equipment necessary to provide annual janitorial services to the SJC Branch Libraries according to the following schedule:

- Hastings & Anastasia Island Branches: **five (5) days per week, Tuesday thru Saturday**
- Main, Southeast, Bartram Trail & Ponte Vedra Branches: **six (6) days per week, Monday thru Saturday**

The Contractor shall perform these services after regular business hours. Each branch's business hours are available at the website www.sjcpls.org. It will be the responsibility of the Contractor to maintain a satisfactory level of cleanliness and appearance and to adhere to the minimum specifications and conditions for the janitorial services as specified herein.

Failure by the Contractor to maintain a satisfactory level of cleanliness and appearance of the any of the branch library locations will be cause for termination of services.

The areas for which the Contractor is responsible for cleaning are as follows: offices, reception areas, restrooms, hallways, entranceways (interior & exterior), conference rooms, break rooms at each of the branch locations listed above. The following articles are requirements for each aspect of janitorial service for all six (6) branch libraries, which are minimum requirements at which the Contractor must perform. **Failure on the part of the Contractor to meet these specifications for any or all of the six (6) locations may be cause for immediate termination of this Contract.**

*Services required "each visit" shall be performed five (5) times per week for the branch locations open five (5) days, and six (6) times per week for branch locations open six (6) days.

It shall be the responsibility of the Contractor(s) to ensure that the required services are performed as they are required. In the event the Contractor supplied personnel is unable to perform the janitorial services due to emergency, illness, or accident, the Contractor shall be required to supply back-up personnel to the necessary locations in order to have the services performed as required.

The Contractor shall supply a minimum of two (2) individuals to perform the required services at each branch location each day. In the event one or both of the individuals for a designated branch library are unavailable on any given day, it shall be the responsibility of the Contractor to supply two (2) alternate individuals to perform the required services. The alternate individuals supplied must have been background checked by the County prior to performing any services under this contract.

A. FLOORS

The Contractor shall vacuum all carpeted areas each visit to maintain a clean and fresh appearance. The Contractor shall be responsible for moving any small or mobile furniture (i.e. chairs, beanbags, small table, signs, etc.) to make sure that carpeted areas beneath may be vacuumed. The Contractor shall be responsible for making a daily inspection of all carpeted areas to locate and remove noticeable spots and stains. The Contractor shall make recommendations for additional, professional carpet cleaning services as it is considered necessary.

The Contractor shall dust mop (or sweep) AND damp mop/buff all hard-surface floors, including those in entranceways (interior & exterior), hallways, restrooms, and kitchens/break rooms, each visit. Porches (where

applicable) will be swept once per week.

B. OFFICE FIXTURES

All cabinets and countertops will be dusted and polished with a rag and cleaner once per week to remove smudges and marks. Public use tables shall be wiped down with an appropriate cleanser each visit. Fire extinguisher boxes and doorframes will be dusted once per week. Doors will be cleaned once per month. Upper shelving and tops of cabinets (above eye level) will be dusted and polished once per month. Baseboards will be cleaned once per month. Light fixtures, both hanging and in ceiling shall be cleaned once per month with an extended handle duster.

C. VINYL OR CLOTH COVERED OFFICE FURNITURE

All chairs and couches for public use with vinyl surfaces will be wiped down with an appropriate cleaning solution each visit. All chairs and couches for public use with fabric surfaces will be vacuumed thoroughly each visit. All chair pedestal surfaces will be dusted and/or wiped down at least once per month.

D. WINDOW BLINDS & WINDOWSILLS

All windowsills will be dusted once per week. All blinds will be dusted thoroughly once every six (6) months, or more often as necessary to maintain them in a dust free condition. All blinds will be drawn to a closed position when cleaning has been completed. The Contractor shall be responsible for assuring that any and all windows are closed and locked prior to leaving the premises.

E. WINDOWS, GLASS DOORS & MIRRORS

All mirrors will be fully cleaned each visit. All glass doors, glass partitions, and glass display units will be spot cleaned each visit and fully cleaned every Friday.

F. RESTROOMS

All restrooms, including those for staff and public use will be thoroughly cleaned with disinfectant each visit, this includes all toilets, toilet seats, toilet handles, sinks, countertops, mirrors, soap dispensers, handicap railings, and stall doors. All restroom fixtures and furniture shall be cleaned with the appropriate cleanser depending on the surface material. All restroom floors will be mopped with disinfectant and/or scrubbed with a scrub brush with disinfectant each visit. Floor drains will be flushed with disinfectant once per week. Tile walls will be cleaned with disinfectant once every six (6) months or more often as necessary to maintain a satisfactory level of cleanliness. Ceiling vents will be vacuumed once per month. All paper products, urinal cakes, and soap dispensers will be replenished as needed for all restrooms (with spare rolls of toilet paper at each toilet for staff restrooms only).

G. KITCHEN/BREAKROOM AREAS

Sinks in galleys and kitchen areas shall be cleaned with disinfectant each visit. Countertops, cabinets, and refrigerators (exterior only) shall be cleaned with disinfectant each visit. If dirty dishes are left in sink, the Contractor shall remove them, clean the sink and place dirty dishes on a trash bag on top of the counter.

H. MISCELLANEOUS MAINTENANCE

All wastebaskets will be emptied each visit and plastic liners, provided by the County, will be replaced when necessary. All exterior trash cans will be emptied each visit. All entrances and walkways (interior & exterior), including overhangs, throw rugs and carpet runners will be vacuumed each visit. Walls will be spot cleaned to remove smudge marks and fingerprints as needed. Book carts will be moved as necessary to clean under and behind them in all locations of the libraries (i.e. behind Circulation Desk, or in workrooms, etc.). A/C vents shall be dusted once per week. Cigarette urns will be emptied each visit, and the sand will be replaced once each quarter.

I. MALFUNCTIONING EQUIPMENT

Any equipment (i.e. toilets, faucets, drains, etc.) found to not be operating properly, or leaking shall be reported to the Branch Manager, and shall be repaired by the County. The Contractor shall not attempt any repair on County equipment.

J. SUPPLIES

- 1) **The County shall supply** all paper goods including: paper towels, toilet paper, toilet seat liners, trash can liners, and hand soap.
- 2.) **The Contractor shall supply** all cleaning products, sprays, vacuum cleaners, buffers/scrubbers, and any other machinery or equipment necessary to fulfill the terms of the contract. The Contractor shall also supply stripper, floor wax, and pads for buffers/scrubbers.
- 3.) The Contractor shall notify the Point of Contact for the SJC Utility Department when supplies are running low so that more can be ordered. **Do not wait until stock has been fully depleted to replace.**

The Point of Contact for the SJC Branch Libraries

Angelina Gervasi
Phone: 904-827-6931
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Main Branch:
Valerie Peischel-Mull
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Hastings Branch:
Brad Powell
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Anastasia Island Branch:
Mikki Sampo
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Southeast Branch:
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Bartram Trail Branch:
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Ponte Vedra Beach Branch:
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