

RESOLUTION NO. 2018 - 133

**A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO AWARD BID NO. 18-56 AND TO EXECUTE AN AGREEMENT FOR JANITORIAL SERVICES FOR PUBLIC WORKS ADMINISTRATION, FLEET MAINTENANCE, AND ROAD & BRIDGE**

**RECITALS**

**WHEREAS**, the County desires to enter into a contract with North Florida Building Maintenance, LLC dba City Wide Maintenance to provide Janitorial Services for the Public Works Administration, Fleet Maintenance, and Road & Bridge Department facilities; and

**WHEREAS**, the scope of work entails performing janitorial services at the Public Works Administration, Fleet Maintenance, and Road & Bridge Department 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, North Florida Building Maintenance, LLC dba City Wide Maintenance was selected as the lowest, responsive, responsible bidder to enter into a contract with the County to perform the work referenced above; and

**WHEREAS**, the total annual compensation payable to North Florida Building Maintenance, LLC dba City Wide Maintenance equals \$37,646.52; and

**WHEREAS**, the County has reviewed the terms, provisions, conditions and requirements of the proposed contract (attached hereto, and incorporated herein) and finds that entering into a contract 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 No. 18-56 to North Florida Building Maintenance, LLC dba City Wide Maintenance and to and to execute a contract for the services set forth therein.

Section 3. Upon Board approval, the County Administrator, or designee, is further authorized to execute an agreement with North Florida Building Maintenance, LLC dba City Wide Maintenance 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 No. 18-56.

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.

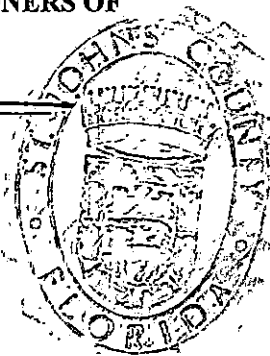
**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County, Florida, this 15 day of May, 2018.

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

By: Henry Dean  
Henry Dean, Chair

ATTEST: Hunter S. Conrad, Clerk  
By: Ram Hatterman Deputy Clerk

RENDITION DATE 5/17/18





**CONTRACT AGREEMENT**  
**BID NO: 18-56; JANITORIAL SERVICES FOR PUBLIC WORKS**  
**ADMINISTRATION, FLEET MAINTENANCE, AND ROAD & BRIDGE**  
**Master Contract #: 18-MCC-NOR-09326**

This Contract Agreement, ("Agreement") is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between **St. Johns County, FL** ("County"), a political subdivision of the State of Florida, whose principal offices are located at 500 San Sebastian View, St. Augustine, FL 32084, and **North Florida Building Maintenance, LLC dba City Wide Maintenance** ("Contractor"), authorized to do business in the State of Florida, with offices located at: 3947 Boulevard Center Drive, Suite 100, Jacksonville, FL 32207; Phone: (904) 737-4969; Fax: (904) 737-4973; Email: [emurphy@gocitywide.com](mailto:emurphy@gocitywide.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 June 1, 2018, and shall be in effect for an initial contract term of three (3) calendar days, 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 availability of funds. 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 satisfactorily performed the Services noted in the Contract Documents.

**ARTICLE 2 - ENUMERATION OF CONTRACT DOCUMENTS**

The term "Contract Documents" shall include all RFP/O Documents and any addenda/exhibits thereto; all Specifications; this Agreement, any duly executed amendments, addenda, and/or exhibits hereto; and any and all Change Orders.

**ARTICLE 3 - SERVICES**

The Contractor's responsibility under this Agreement is to provide janitorial services at the Public Works Administration, Fleet Maintenance, and Road & Bridge Department 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: 18-56. The services required under this Agreement are stated in the Specifications attached hereto as Exhibit "C".

**ARTICLE 4 – SCHEDULE**

The Contractor shall perform the required Services according to the schedule submitted and approved by the County. No changes to said schedule shall be made without prior written authorization from the County's representative.

**ARTICLE 5 – COMPENSATION/BILLING/INVOICES**

- A. The County shall compensate the Contractor based upon the Total Annual Price of thirty-seven thousand, six hundred forty-six dollars and fifty-two cents (\$37,646.52) according to the pricing proposal attached hereto as Exhibit "A", which shall include any and all direct and indirect costs, and reimbursable expenses. The maximum amount available as compensation to Contractor under this Agreement shall not exceed the amount stated above without the County's express written approval, and amendment to this Agreement.
- B. It is strictly understood that Contractor is not entitled to the above-referenced amount of compensation. Rather, Contractor's compensation is based upon Contractor's adhering to the Scope of Work, detailed in this Agreement. As such, the Contractor's compensation is dependent upon satisfactory completion and delivery of all work product and deliverables noted in the Scope of Work, and detailed in this Agreement.
- C. The Contractor shall bill the County for services satisfactorily performed, and materials satisfactorily delivered on a monthly basis. The signature of the Contractor's authorized representative on the submitted invoice shall constitute the Contractor's certification to the County that:

1. The Contractor has billed the County for all services rendered by it and any of its sub-contractors or materials suppliers through the date of the invoice;
  2. As of the date of the invoice, no other outstanding amounts are due from the County to the Contractor for services rendered;
  3. The reimbursable expenses, if any, have been reasonably incurred; and
  4. The amount requested is currently due and owing.
- D. 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 Work, and must be submitted with a Monthly Invoicing Form 1551, as provided by the County. The County may return a bill/invoice from the Contractor, and request additional documentation/information. Under such circumstances, the timeframe for payment will be extended by the time necessary to receive a verified bill/invoice.
- E. The Contractor's acceptance of the County's payment of an invoiced amount shall release the County from any claim by the Contractor, or by the Contractor's Contractors or sub-Contractors, for work performed but not invoiced during the time period indicated on the invoice for which payment was issued.
- F. Unless otherwise notified, bills/invoices should be delivered to:
- |   |  |  |
|---|--|--|
| <p><b>Public Works Administration</b><br/> ATTN: Liz Ingraham<br/> 2750 Industry Center Road<br/> St. Augustine, FL 32084</p> | <p><b>Fleet Maintenance</b><br/> ATTN: Jean Perseo<br/> 2760 Industry Center Road<br/> St. Augustine, FL 32084</p> | <p><b>Road &amp; Bridge</b><br/> ATTN: Jennifer Kinlaw<br/> 2740 Industry Center Road<br/> St. Augustine, FL 32084</p> |
|---|--|--|
- 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 Contractor's final bill/invoice to the County. 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 Agreement.

**ARTICLE 6 – 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 wage rates and other factual unit costs supporting the compensation are accurate, complete, and current as of the date of this Agreement.

The original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the County determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of the Agreement.

**ARTICLE 7 – ARREARS**

The Contractor shall not pledge the County's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgement, 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 8 – 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 Agreement may be terminated by the County with cause upon at least fourteen (14) calendar days advance written notice of such termination with cause. Such written notice shall indicate the exact cause for termination.

**ARTICLE 9 – NOTICE OF DEFAULT/RIGHT TO CURE**

- A. Should the County fail to perform (default) under the terms of this Agreement, then the Contractor shall provide written notice to the County, which such notice shall include a timeframe of no fewer than five (5) business days in which to cure the default. Failure to cure the default 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. 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\_) calendar days in which to cure the default. Failure to cure the default 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.
- C. Consistent with other provisions in this Agreement, Contractor shall be paid for services authorized and satisfactorily performed under this Contract 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 10 – PERSONNEL**

The Contractor represents that it has, or shall secure at its own expense, all necessary personnel required to perform the Work as provided 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 Work required hereunder shall be performed by the Contractor, or under its supervision. All personnel engaged in performing the Work shall be fully qualified and, if required, authorized or permitted under federal, state and local law to perform such Work.

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 Work shall be performed by skilled and competent personnel to the highest professional standards in the field. The Contractor is responsible for the professional quality, technical accuracy, and timely completion of all work performed hereunder, and shall correct or revise any errors or deficiencies in the Work, without additional compensation.

#### **ARTICLE 11 – 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 12 – 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 provide a tax exemption certificate to the Contractor upon request. 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 13 – AVAILABILITY OF FUNDS**

The County's obligations under this Agreement are contingent upon the lawful appropriation of sufficient funds, for that purpose, by the St. Johns County Board of County Commissioners. Pursuant to the requirements of Section 129.07,

Florida Statutes, payment made under this Agreement shall not exceed the amount appropriate in the County's budget for such purpose in that fiscal year. Nothing in this Agreement shall create any obligation on the part of the Board of County Commissioners to appropriate such funds for the payment of services provided under this Agreement during 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.

#### **ARTICLE 14 - 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 Agreement, 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, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000.

The Contractor shall maintain during the life of the awarded Contract 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 are required by the law for all of its employees (if three or more) per Florida Statute 440.02.

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

#### **ARTICLE 15 - INDEMNIFICATION**

The Contractor shall indemnify and hold harmless the County and its officers and employees from claims, liabilities, damages, losses, and costs, including court costs, expert witness and professional consultation services, and attorneys' fees, arising out of the Consultant's errors, omissions, or negligence. The Contractor shall not be liable to, nor be required to indemnify the County for, any portions of damages arising out of any error, omission, or negligence of the County or its officers and employees.

#### **ARTICLE 16 - 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, neither the County nor the Contractor shall assign, sublet, convey or transfer its interest in this Agreement without the written consent of the other. 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 17 – NO THIRD PARTY BENEFICIARIES**

It is expressly understood by the County, and the Contractor, 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 18 – 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 19 – 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 thirty (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 20 – 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.

If delay is caused by the failure of the Contractor's subcontractor(s) to perform or make progress, and if such delay arises out of causes reasonably beyond the control of the Contractor and its subcontractor(s) and is without the fault or negligence of either of them, the Contractor shall not be deemed to be in default.

Upon the Contractor's request, the County shall consider the facts and extent of any delay in performing the work and, if the Contractor's failure to perform was without its fault or negligence, the Contract Schedule and/or any other affected provision of this Agreement shall be revised accordingly; subject to the County's right to change, terminate, or stop any or all of the Work at any time.

**ARTICLE 21 – 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 22 – 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 23 – CONTINGENT FEES**

Pursuant to Section 287.055(6), Florida Statutes, 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.

Violation of this section shall be grounds for termination of this Agreement. If this Agreement is terminated for violation of this section, the County may deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or other consideration.

#### **ARTICLE 24 – 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 25 – 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 26 – 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 27 – 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 28 – COMPLIANCE WITH APPLICABLE LAWS**

Both the County and the Contractor shall comply with any and all applicable laws, rules, regulations, orders, and policies of the County, State, and Federal Governments.

**ARTICLE 29 – AUTHORITY TO PRACTICE**

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

**ARTICLE 30 – 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 31 - 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 32 – FLORIDA LAW & VENUE**

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

**ARTICLE 33 – 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 34 - 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  
Attn: Jaime Locklear, MPA, CPPB, FCCM, Purchasing Manager  
500 San Sebastian View  
St. Augustine, FL 32084

and if sent to the Contractor shall be mailed to:

North Florida Building Maintenance, LLC dba City Wide Maintenance  
Attn: Emanuel Murphy  
3947 Boulevard Center Drive, Suite 100, Jacksonville, FL 32207  
Jacksonville, FL 32207

**ARTICLE 35 - 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 36 –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.

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.

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: 500 San Sebastian View, St. Augustine, FL 32084, (904) 209-0805, [publicrecords@sjcfl.us](mailto:publicrecords@sjcfl.us)**

**ARTICLE 37 – 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 St. Johns County, Florida.

**ARTICLE 38 – 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 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 39 – AUTHORITY TO EXECUTE**

Each party represents that it has the lawful authority to enter into this Agreement and has authorized the execution of this Agreement by the party's authorized representative shown below.

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**BID NO: 18-56; JANITORIAL SERVICES FOR PUBLIC WORKS  
ADMINISTRATION, FLEET MAINTENANCE, AND ROAD & BRIDGE  
Master Contract #: 18-MCC-NOR-09326**

IN WITNESS WHEREOF, authorized representatives of the County and Contractor have executed this Contract Agreement on the day and year below noted.

**COUNTY:**

St. Johns County, FL

County Name

By: \_\_\_\_\_  
Signature - County Representative

Jaime T. Locklear, MPA, CPPB, FCCM  
Printed Name - County Representative

Assistant Purchasing Manager  
Printed Title - County Representative

\_\_\_\_\_  
Date of Execution

**CONTRACTOR:**

North Florida Building Maintenance, LLC  
dba City Wide Maintenance

Company Name

\_\_\_\_\_  
Signature of Contractor Representative

\_\_\_\_\_  
Printed Name - Contractor Representative

\_\_\_\_\_  
Printed Title - Contractor Representative

\_\_\_\_\_  
Date of Execution

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

\_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Date of Execution

**LEGALLY SUFFICIENT**

\_\_\_\_\_  
Deputy County Attorney

\_\_\_\_\_  
Date of Execution

**BID NO: 18-56; JANITORIAL SERVICES FOR PUBLIC WORKS  
ADMINISTRATION, FLEET MAINTENANCE, AND ROAD & BRIDGE**

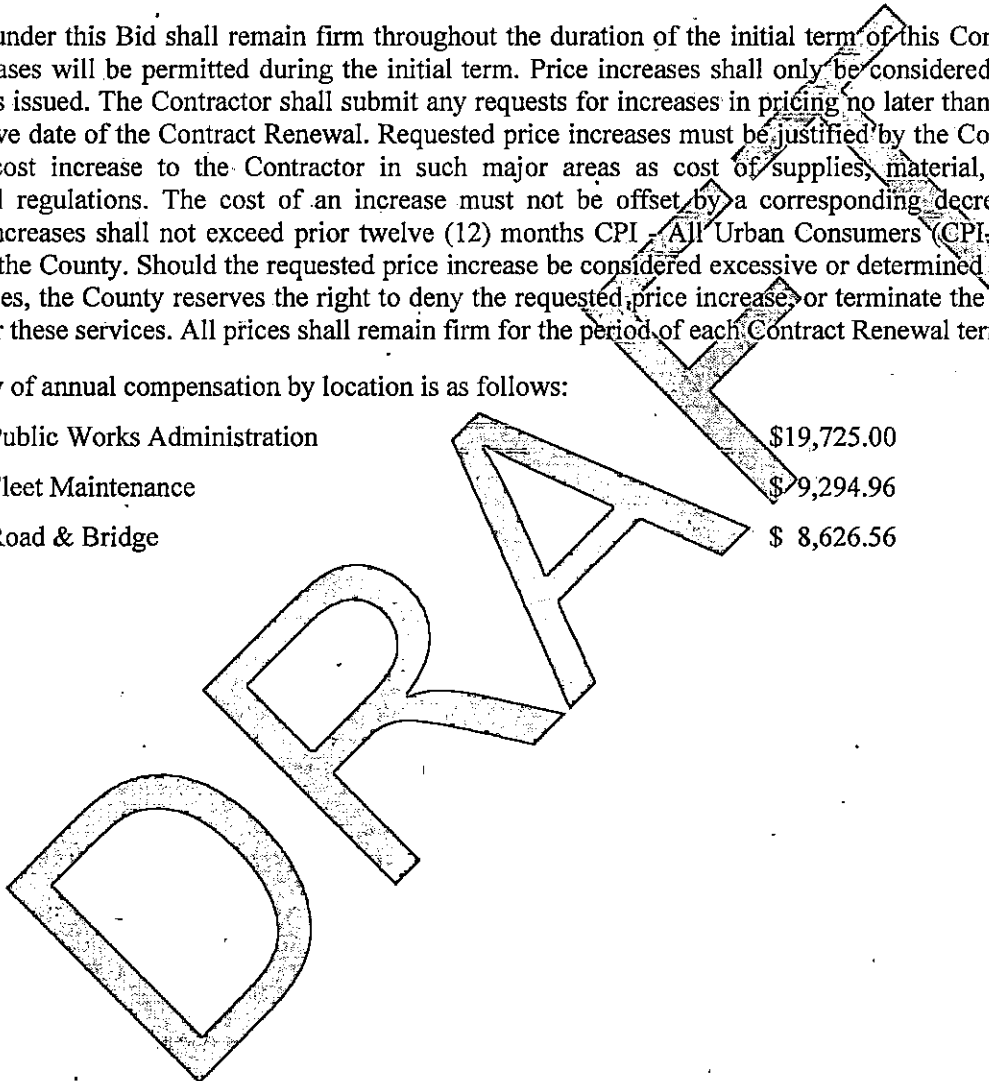
**EXHIBIT "A" – BASIS OF COMPENSATION**

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.

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 Renewal(s) is 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 - All Urban Consumers (CPI-U), 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.

The summary of annual compensation by location is as follows:

- Public Works Administration \$19,725.00
- Fleet Maintenance \$9,294.96
- Road & Bridge \$ 8,626.56



**BID NO: 18-56; JANITORIAL SERVICES FOR PUBLIC WORKS  
ADMINISTRATION, FLEET MAINTENANCE, AND ROAD & BRIDGE**

**EXHIBIT "B" – CONTRACT SCHEDULE**

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

***Initial Contract*** – Shall become effective on June 1, 2018, 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.

DRAFT

**BID NO: 18-56: JANITORIAL SERVICES FOR PUBLIC WORKS  
ADMINISTRATION, FLEET MAINTENANCE, AND ROAD & BRIDGE**

**EXHIBIT "C" – SPECIFICATIONS**

**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 or each individual department/location unless otherwise stated in the scope of work.

Any and all Contractor vehicles and equipment shall be prominently marked with the Contractor's 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**

The Contractor shall be required to provide a valid email address to the SJC Point of Contact at each location in order to facilitate communications regarding questions, concerns; compliance, etc. 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.

The Contractor shall be responsible for completing a check list indicating completion of all items listed in sub-categories A – J under the Scope of Work on the following pages each visit in order to ensure satisfactory performance of these services.

**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.

## SJC PUBLIC WORKS ADMINISTRATION BUILDING

**Sites:** 2750 Industry Center Road, St. Augustine, FL 32084 (Public Works Administration Building approx. 17,181 sf)

The St. Johns County Public Works Administration Building offices, reception areas, restrooms, break rooms, hallways, conference rooms and entrances shall be cleaned **between 5:00 p.m. and 7:00 a.m., five (5) times per week (Monday through Friday, excluding County recognized holidays unless otherwise specified).**

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 Public Works Administration Building. NOTE: These are **minimum** specifications. The Contractor may be required, at his/her own expense, 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 on the part of the Contractor to perform the required services as specified may result in termination of the Contract.**

### 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 power scrubbed once **per quarter**.
4. 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).
4. All glass entry doors will be cleaned of all smudges and marks each visit.

**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. Showers will be cleaned with appropriate cleanser a minimum of once per week.
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 Point of Contact 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 each visit.
2. Countertops, cabinets (exterior only), 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.

**I. Supplies:**

1. **The Contractor will be required to provide labor and all cleaning supplies, including cleaning products. The County will be required to provide toilet paper, hand soap, paper towels, trash can liners and sanitary basket liners.**
2. 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.
3. 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.

**J. HVAC Vents:**

1. HVAC vents shall be vacuumed and the surface grates wiped down at least once every three (3) months.

**The Point of Contact for the SJC Public Works Administration Building:**

Liz Ingraham  
Phone: 904-209-0266  
E-mail: [eingraham@sjcfl.us](mailto:eingraham@sjcfl.us)

## SJC FLEET MAINTENANCE BUILDING

**Location:** 2760 Industry Center Road, St. Augustine, FL 32084 (Fleet Maintenance Building approx. 3,869 sf)

The St. Johns County Fleet Maintenance Building offices, reception areas, restrooms, break rooms, hallways, conference rooms and entranceways shall be cleaned **between 5:00 p.m. and 7:00 a.m., five (5) times per week (Monday through Friday, excluding County recognized holidays unless otherwise specified).**

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 Fleet Maintenance Building. NOTE: These are minimum specifications. The Contractor may be required, at his/her own expense, to provide service more frequently than specified below in order to maintain a clean and satisfactory appearance as determined by the SJC Fleet Maintenance Staff. **Failure on the part of the Contractor to perform the required services as specified may result in termination of the Contract.**

### 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 power scrubbed once **per quarter**.
4. 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).
4. All glass entry doors will be cleaned of all smudges and marks each visit.

**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. Showers will be cleaned with appropriate cleanser at a minimum of once per week.
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 Point of Contact 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 each visit.
2. Countertops, cabinets (exterior only), 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.

**I. Supplies:**

1. **The Contractor** will be required to provide labor and all cleaning supplies, including cleaning products. **The County** will be required to provide toilet paper, hand soap, paper towels, trash can liners and sanitary basket liners.
2. 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.
3. 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.

**J. HVAC Vents:**

1. HVAC vents shall be vacuumed and the surface grates wiped down at least once every three (3) months.

**The Point of Contact for the SJC Fleet Maintenance Building:**

Jean Perseo

Phone: 904-209-0285

E-mail: [jperseo@sjcfl.us](mailto:jperseo@sjcfl.us)

## SJC ROAD & BRIDGE BUILDING

**Locations:** 2740 Industry Center Road, St. Augustine, FL 32084 (Road & Bridge Building 5,364 sf)

The St. Johns County Road and Bridge Building offices, reception areas, restrooms, break rooms, hallways, conference rooms and entrances will be cleaned **between 5:00 p.m. and 7:00 a.m., five (5) times per week (Monday through Friday, excluding County recognized holidays unless otherwise specified).**

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 Road & Bridge Building. NOTE: These are **minimum** specifications. The Contractor may be required, at his/her own expense, 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. **Failure on the part of the Contractor to perform the required services as specified may result in termination of the Contract.**

### 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 power scrubbed once **per quarter**.
4. 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).
4. All glass entry doors will be cleaned of all smudges and marks each visit.

**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. Showers will be cleaned with appropriate cleanser at a minimum of once per week.
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 Point of Contact 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 each visit.
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**I. Supplies:**

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3. 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.

**J. HVAC Vents:**

1. HVAC vents shall be vacuumed and the surface grates wiped down at least once every three (3) months.

**The Point of Contact for the SJC Road & Bridge Building:**

Jennifer Kinlaw  
Phone: 904-209-0266  
E-mail: [jkinlaw@sjcfl.us](mailto:jkinlaw@sjcfl.us)



## St. Johns County Board of County Commissioners

Purchasing Division

### NOTICE OF INTENT TO AWARD

April 25, 2018

**RE: Bid No: 18-56; Janitorial Services for Public Works Administration, Fleet Maintenance, and Road & Bridge**

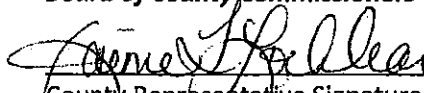
Please be advised that the Purchasing Department of St. Johns County is issuing this Notice of Intent to Award a contract to North Florida Building Maintenance, LLC dba City Wide Maintenance as the lowest responsive, responsible bidder for Bid No: 18-56; Janitorial Services for Public Works Administration, Fleet Maintenance, and Road & Bridge. This notice will remain posted on the **St. Johns County Purchasing Department bulletin board** until 1:00 P.M., Monday, April 30, 2018.

Any person (including any bidder or proposer) who is, or claims to be, adversely affected by the County's decision or proposed decision shall file a written Notice of Protest with the Purchasing Department of St. Johns County within 72 hours after the posting of the notice of decision or proposed decision. Failure to file a Notice of Protest within the time prescribed in Section 304.10 of the St. Johns County Purchasing Manual (the Bid Protest Procedure), or failure to post the bond or other security required by the County within the time allowed for filing a bond, shall constitute a waiver of proceedings and a waiver of the right to protest. 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 herein by reference and are fully binding.

Should the Purchasing Department receive no protests in response to this notice, an agenda item will be submitted to the St. Johns County Board of County Commissioners for their consideration and subsequent approval to award a contract.

Please forward all correspondence, requests or inquiries directly to David Klages, Procurement Coordinator, at [dklages@sjcfl.us](mailto:dklages@sjcfl.us).

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

  
County Representative Signature

Jaime T. Locklear, MPA, CPPB, FCCM, Purchasing Manager  
Name & Title (Printed)

Date: 25 Apr 18



**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:** Dawn Cardenas, Public Works Administrative Manager  
**FROM:** David Klages, Procurement Coordinator  
**SUBJECT:** Transmittal of Bids Received for Bid No: 18-56; Janitorial Services for Public Works Administration, Fleet Maintenance, and Road & Bridge  
**DATE:** April 23, 2018

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.

ST JOHNS COUNTY

APR 24 '18

PURCHASING

Department Head Approval

*Dawn Cardenas*

Date

*4/23/18*

Budget Amount

*\$19,974*

Account Funding Title

*Contract Services*

Funding Charge Code

*1121/1122/1123/1125/1126 - 53120*

Award to

*North Building Maint. LLC dba City Wide Maint*

Award Amount

*\$ 37,646.52*

**ST. JOHNS COUNTY  
BID TABULATION  
Revised April 23, 2018**

**BID TITLE** JANITORIAL SERVICES FOR PUBLIC WORKS ADMINISTRATION, FLEET MAINTENANCE, AND ROAD & BRIDGE

**BID NUMBER** 18-56

**OPENING DATE/TIME** April 18, 2018 2:00 PM

**POSTING DATE/TIME**

FROM	UNTIL
04/23/18 4:00 PM	04/26/18 4:00 PM

ANY BIDDER AFFECTED ADVERSELY BY AN INTENDED DECISION WITH RESPECT TO THE AWARD OF ANY BID 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. PROTEST PROCEDURES MAY BE OBTAINED IN THE PURCHASING DEPARTMENT.

**OPENED BY:** David Klages *DK*  
**TABULATED BY:** Bryan Matus *BM*  
**VERIFIED BY:** David Klages *DK*

BIDDERS	Public Works Administration - Monthly Price	Fleet Maintenance - Monthly Price	Road & Bridge - Monthly Price	Total Annual Price (all 3 locations)	Bid Security	Addenda 1 & 2
NEW VENTURE OF JACKSONVILLE, INC. dba HIGH TECH COMMERCIAL CLEANING	\$1,976.00	\$536.00	\$636.00	\$37,776.00	Yes	Yes
DEEP CLEAN 4 LIFE, LLC	\$6,374.15	\$1,435.39	\$1,990.00	\$117,594.48	*No	Yes
SEBASTIAN CLEANING, LLC	\$1,090.87	\$233.33	\$333.33	*\$19,890.36	Yes	Yes
NORTH FLORIDA BUILDING MAINTENANCE, LLC dba CITY WIDE MAINTENANCE	\$1,643.75	\$774.58	\$718.88	\$37,646.52	Yes	Yes

BID AWARD DATE - \_\_\_\_\_

\*Deep Clean 4 Life, LLC is deemed non-responsive. Sebastian Cleaning, LLC has withdrawn their bid.

BID NO: 18-56

OFFICIAL COUNTY BID FORM  
ST. JOHNS COUNTY, FLORIDA

PROJECT: JANITORIAL SERVICES FOR PUBLIC WORKS ADMINISTRATION, FLEET MAINTENANCE,  
AND ROAD & BRIDGE

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

DATE SUBMITTED: 4-18-2018

**BID PROPOSAL OF**

North Florida Building Maintenance, LLC dba City Wide Maintenance  
Full Legal Company Name

3947 Boulevard Center Dr Suite 100 904-737-4969 904-737-4973  
Mailing Address Jay, FL 32207 Telephone Number Fax Number

Bidders: Having become familiar with requirements of the work, and having carefully examined the Bidding Documents and Specifications entitled: Bid No. 18-56: Janitorial Services for Public Works Administration, Fleet Maintenance, and Road & Bridge 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 total price submitted below. The submitted prices shall be the final cost to the County. No separate fuel or transportation surcharges, or any other fees or costs shall be paid in addition to the prices submitted below.

**PUBLIC WORKS ADMINISTRATION**

TOTAL MONTHLY PRICE: \$ 1,643.75

TOTAL MONTHLY PRICE: \$ One thousand, six hundred and forty three 75¢ /00  
(Amount Written in Words)

**FLEET MAINTANCE**

TOTAL MONTHLY PRICE: \$ 774.58

TOTAL MONTHLY PRICE: \$ Seven hundred, Seventy four and 58¢ /00  
(Amount Written in Words)

**ROAD & BRIDGE**

TOTAL MONTHLY PRICE: \$ 718.88

TOTAL MONTHLY PRICE: \$ Seven Hundred and Eighteen 88¢ /00  
(Amount Written in Words)

**BID NO: 18-56**

Bidders must type or legibly write, in blue or black ink, the Total Monthly Price for each location.

Bidder shall insert the Total Monthly Price in numerals and in words. Any discrepancy between the two submitted amounts shall be determined by the amount written in words.

St. Johns County reserves the right to award this bid based on the Total Monthly Price of the individual locations or in any combination thereof, including all three locations combined, and may therefore award a contract to one vendor only or multiple vendors, whichever best serves the interest of the County.

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

No.: 1 Date Received: 4-5-2018

No.: 2 Date Received: 4-11-2018

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 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 Total Lump Sum Bid Price, payable to the Owner, accompanies this Bid; that the amount is not to be construed as a penalty, but as liquidated damages which said Owner 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 Owner, 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.



BID NO: 18-56

CORPORATE/COMPANY:

dba Citywide Maintenance

Full Legal Company Name: North Florida Building Maintenance, LLC (Seal)

By: [Signature] Emanuel Murphy  
Signature of Authorized Representative (Name & Title typed or printed)

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

Address: 3947 Boulevard Center Dr Jacksonville FL 32207  
Suite 100  
Telephone No.: (904) 737-4969 Fax No.: (904) 737-4973

Email Address for Authorized Company Representative: emurphy@gocitywide.com

Federal I.D. Tax Number: 41-2279395 DUNS #: 031880018  
(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
  - Attachment "A" - Affidavit
  - Attachment "B" - Certificate as to Corporate Principal
  - Attachment "C" - License/Certification List
  - Attachment "D" - List of Proposed Sub-Contractors
  - Attachment "E" - Conflict of Interest Disclosure Form
  - Bid Bond Form
  - Fully Acknowledged Addenda Applicable to this bid

Official County Bid Form, Attachments "A", "B", "C", "D", and "E", Bid Bond (form 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.

BID NO: 18-56

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 Emanuel Murphy who being duly sworn, deposes and says he is Senior Sales Executive (Title) of the firm of N. Fl Building Maintenance LLC Bidder submitting the attached proposal for the services covered by the bid documents for Bid No. 18-56; Janitorial Services for Public Works Administration, Fleet Maintenance, and Road & Bridge, in St. Johns County, Florida.

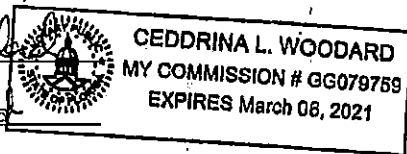
The affiant further states that no more than one proposal for the above-referenced project will be submitted from the individual, his firm or corporation under the same or different name, and that such Bidder has no financial interest in the firm of another bidder for the same work. That neither he, 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.

North Florida Building Maintenance LLC  
(Bidder)

By: [Signature]  
Senior Sales Executive  
(Title)

Sworn and subscribed to me this 18<sup>th</sup> day of April, 2018.

Notary Public:  
[Signature]  
Signature  
Cedrina L. Woodard  
Printed



My commission Expires: March 08, 2021

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

BID NO: 18-56

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
Womens Business Certification		Office of Supplier Diversity	10-6-19

BID NO: 18-56

ATTACHMENT "D"

**LIST OF PROPOSED SUB-CONTRACTORS**

All subcontractors are subject to approval of County. The following are subcontractors proposed to be used in connection with this work:

DIVISION OF WORK

NAME AND ADDRESS OF SUBCONTRACTORS

Janitorial

Charles Doug Park Cleaning

5312 CR 208 St. Augustine 32092

Floor Care

J & T Perfection

11751 Cherry Bark Dr. E Jax 32218

Windows

Fish Window Cleaning

151 College Dr. Suite 7 Orange Park 32065

ATTACHMENT "E"

**ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS  
CONFLICT OF INTEREST DISCLOSURE FORM**

Project Number/Description: Bid No. 18-56; Janitorial Services for Public Works Administration, Fleet Maintenance, and Road & Bridge

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 Contractor'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.

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

North Florida Building Maintenance, LLC

Authorized Representative(s):

[Signature]  
Signature

Ernest Murphy SSE  
Print Name/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name/Title

4/18/2018 12:00:00 AM

CHECK NUMBER	PAYABLE TO	AMOUNT
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81048	Board of County Commissioners of St. Johns County	*****1,500.25
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Teller #: 154631

93056836

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

**Atlantic Coast Bank**  
 P.O. Box 1256 Waycross, GA 31502  
 Pay to the Order of Board of County Commissioners of St. Johns County  
 Amount \$ \*\*\*\*\*1,500.25  
 Date: April 18, 2018  
 One Thousand Five Hundred and 25/100 \*\*\*\*\*1,500.25 DOLLARS

**CASHERS CHECK**

Memo: \_\_\_\_\_  
 Authorized Signature: *[Signature]*

THE BACK OF THIS DOCUMENT CONTAINS A TRUE WATERMARK - HOLD UP TO LIGHT TO VIEW

790 OSP FORM#35105 07/15

⑈08⑈1048⑈ ⑆26⑆27⑆17⑆17⑆

90⑆⑆2046⑈



930 N. University Blvd,  
Jacksonville, FL 32211-5581

Return Service Requested

North Florida Building Maint. LLC  
City Wide Maintenance

\$1,500.25

Check No. 81048



## St. Johns County Board of County Commissioners

Purchasing Division

April 5, 2018

### ADDENDUM #1

**To:** Prospective Respondents  
**From:** St. Johns County Purchasing Department  
**Subject:** Bid No: 18-56; Janitorial Services for Public Works Administration, Fleet Maintenance, and Road & Bridge

This Addendum #1 is issued to further respondents' information and is hereby incorporated into the Bid documents. Each respondent will ascertain before submitting a proposal that he/she has received all Addenda. Please return an original copy of this signed Addendum with your proposal to the St. Johns County Purchasing Division, Attn: David Klages; 500 San Sebastian View, St. Augustine, FL 32084.

#### Clarification:

1. The Public Works Administration and Fleet Maintenance buildings are new facilities. The PW Administration building will house the SJC Engineering Department and the Traffic & Transportation Department. The Fleet Maintenance Dept. will occupy the new Fleet Maintenance building by itself. The Road & Bridge Department will move into the current Engineering Department building following renovations to it.
2. The Square Footage of the Public Works Administration building that is required to be cleaned is hereby reduced from 18,714 sf to 17,181 sf per the floor plan, included in this addendum. NOTE: The rooms with an "X" through them do not need to be cleaned.
3. The Square Footage of the Fleet Maintenance building that is required to be cleaned is hereby reduced from 4,416 sf to 3,869 sf per the floor plan, included in this addendum. NOTE: The rooms that need to be cleaned are the ones within the heavy rectangular borders on the floor plan (disregard the circular borders). The rooms with an "X" through them do not need to be cleaned.
4. The County shall be responsible for providing trash can liners and sanitary basket liners, not the Contractor.
5. Bid Security is due at the time of the Bid Opening. If a certified or cashier's check is not submitted, Bidders must fill out the Bid Bond form AND submit a Bid Bond.
6. Scope of Work: D. Windows, Glass Doors, and Mirrors – The "interior of all windows" shall mean the interior of every window, including windows on the perimeter of the building.
7. The following shall be added to the Scope of Work for all three facilities: HVAC vents shall be vacuumed and the surface grates wiped down at least once every three (3) months.

#### Questions:


1. Are "Green" cleaning supplies required to be used?  
Answer: No, they are not required.
2. Are the maintenance rooms of the Public Works Administration building included in the square footage count?  
Answer: No; they are part of the rooms that have an "X" through them per *Clarification, item 2* of this addendum.

3. Is the NAPA parts warehouse of the Fleet Maintenance building included in the square footage count?  
 Answer: No, it is included as an area that is outside the borders on the floor plan per *Clarification, item 3* of this addendum.
4. Do the overhead pipes in the Road & Bridge building need to be dusted?  
 Answer: Yes, the overhead pipes in the Road & Bridge building must be dusted at least once every three (3) months.
5. Who is the current service provider?  
 Answer: New Venture of Jacksonville, Inc. dba High Tech Commercial Cleaning.
6. How many employees currently perform the services?  
 Answer: Currently there are two employees servicing the facilities; however, the new Public Works Administration building is larger than the current facility.
7. Can you provide the current Contractor's fees?  
 Answer: Please refer to *Clarification, item 1* of this addendum. There is no data for the Public Works Administration building and new Fleet Maintenance building. The current pricing for the Road & Bridge building as it relates to this solicitation (currently occupied by the Engineering, Traffic & Transportation and Fleet Maintenance departments) is \$8,136.00 per year (\$678.00 per month).
8. What is the annual budget for the contract under this solicitation?  
 Answer: The annual budget for all three facilities combined is \$19,976.00.
9. Can another walk-through of the facilities be arranged?  
 Answer: Please contact David Klages, Procurement Coordinator at 904-209-0166 or [dklages@sjctf.us](mailto:dklages@sjctf.us) to request a walk-through of the facilities. We will do our best to accommodate your request but cannot guarantee that we can.

**THE SUBMITTAL DUE DATE REMAINS APRIL 18, 2018 AT 2:00 P.M.**

Acknowledgment

Sincerely,

 4-5-18  
 Signature and Date

David Klages  
 Procurement Coordinator

Emerald Murphy, SSE  
 Printed Name/Title

North FL. Building Maintenance  
 Company Name (Print)

**END OF ADDENDUM NO. 1**

**\*Two pages to follow.**





St. Johns County Board of County Commissioners

Purchasing Division

April 11, 2018

ADDENDUM #2

**To:** Prospective Respondents

**From:** St. Johns County Purchasing Department

**Subject:** Bid No: 18-56; Janitorial Services for Public Works Administration, Fleet Maintenance, and Road & Bridge

This Addendum #2 is issued to further respondents' information and is hereby incorporated into the Bid documents. Each respondent will ascertain before submitting a proposal that he/she has received all Addenda. Please return an original copy of this signed Addendum with your proposal to the St. Johns County Purchasing Division, Attn: David Klages; 500 San Sebastian View, St. Augustine, FL 32084.

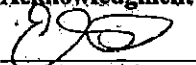
Clarification:

1. The area of the Road & Bridge building to be serviced is 5,364 sf. Following renovation, 3,458 sf will be carpeted and 1,906 sf will consist of luxury vinyl tile (LVT).

**THE SUBMITTAL DUE DATE REMAINS APRIL 18, 2018 AT 2:00 P.M.**

**Acknowledgment**

Sincerely,

 4-11-18  
 Signature and Date

David Klages  
Procurement Coordinator

Emanuel Murphy, SSE  
Printed Name/Title

Nath PL Buldry Maintenance  
Company Name (Print)

END OF ADDENDUM NO. 2

## The Big Picture Overview

City Wide understands the importance of the basics. Properly trained quality people with healthy cleaning products are the price of entry into the cleaning industry, but you want more than just the basics. With City Wide, you'll receive more than just a clean building, you'll also gain more time and reduce stress.

### We represent a new kind of choice.

With City Wide, you're not choosing between two maintenance companies; you're choosing between the same thing you've always had and an improved way of handling your janitorial services. You're choosing a company that will become an extension of your management team with the ability to reduce the time and stress associated with managing your janitorial and other vendors.

Why continue to hire one janitorial company after another resulting in the same problems, when you can hire a company who is committed to reducing your stress level and saving you time?

### Welcome to a Smarter Way to Maintain Your Building.

City Wide is a management company in the building maintenance industry with more than 50 years' experience offering janitorial and 20-plus other facility services.

No matter how many or few services you require, City Wide will take the hassle out of the equation. You have enough on your plate, so we assign you a Facility Services Manager (FSM), aided by a Night Manager, to ensure each building is getting the proper attention to detail it deserves 24 hours a day. Your FSM meets with you during the day to help increase quality while reducing cost. Your Night Manager oversees the services being done in your facility to ensure superior work on every project.



*City Wide offers you more services, consistent results and more control all while reducing overall cost!*

### Why Choose City Wide?

For one service or many, City Wide will provide unparalleled assistance in the form of:

- One point of contact
- Simplified invoicing
- 24 hour client care
- Competitive pricing
- Facility Services Manager and Night Manager
- Proactive evaluation of your building

Our clients see a difference in the quality of service delivered by City Wide. That's why we boast a retention rate of more than 90%.

## Company History

In 1961, a young entrepreneur named Frank Oddo decided to open up his own janitorial company when he couldn't find the right job. He grew City Wide from the ground up to become one of the most prominent companies in the building maintenance industry. In 1996 his son, Jeff, took over as the active president and continues in that role today. Jeff is credited with redirecting the company on to a path that would come to set the company apart in the building maintenance world.

- Transitioned from traditionally staffed to management company
- Began to offer more than 20 different services
- "Sit on the same side of the table" as the client - represent their needs
- Focus on vendor selection, compliance & overall client satisfaction

An FSM, assisted by a Night Manager, were assigned to every account, dramatically reducing the amount of stress and time associated with managing vendors.

Nearly 50 years later, City Wide has become one of the country's superior service management companies. We provide building maintenance in hundreds of buildings throughout the United States and clean thousands of buildings and nearly 100 million square feet of commercial space every night.

## We Live Our Values Every Day

- Lifetime client relations
- Delivering on every promise
- Honesty & integrity

Our values serve as the foundation upon which we will work with each other, our clients, and our suppliers toward mutual success. Everyone associated with our organization is constantly challenged to live these values.

### City Wide Mission Statement

By serving others we make a difference in our clients' lives and our community by improving quality, reducing costs and/or saving our clients time.

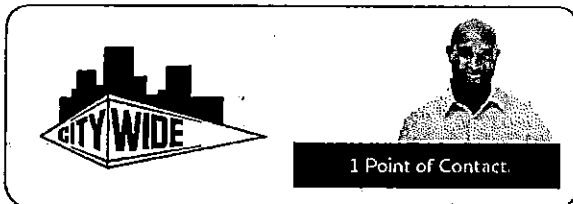
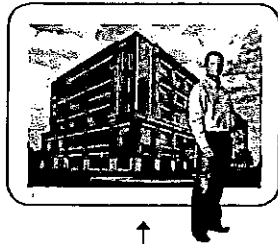


*City Wide is revolutionizing the building maintenance industry.*

# The City Wide Model

City Wide is a management company that collaborates with medium sized businesses to offer building maintenance solutions for commercial properties..

What exactly does that mean?



1. Most people in charge of their building maintenance and janitorial needs have multiple areas of responsibility and have many different challenges.

- No time to manage vendor problems
- Little experience in maintenance industry
- Too many responsibilities, not enough time
- Hassle with changing vendors

2. City Wide provides you with one point of contact.

- 1 person to address & handle problems
- Your needs represented
- Management of vendors and quality control
- 30 day implementation process

3. We align with small and medium sized businesses, or Service Providers, to execute your services.

- Highly skilled in services they offer
- Owner mentality
- Tedious selection process and training
- Performance bonds posted on each account
- Reduced turnover, more consistent results

City Wide provides these businesses a way to grow without needing to focus on anything but the execution of their services.

---

You have a choice. You can continue to work with companies who employ the same model you've always worked with and continue to deal with limited management, high turnover and unsecured buildings or you can choose City Wide. With City Wide you'll receive phenomenal management, highly executed services with owner mentality and someone representing your needs.

---

# 20+ Building Maintenance Solutions.

1 Point of Contact.

## The City Wide Advantage

Because of City Wide's unique business model, we are able to provide you with a much higher level of results while reducing the amount of stress and time associated with managing maintenance providers.



## Your Facility Services Manager

With City Wide, your happiness is at the top of our list. We will assign you one person responsible for your satisfaction before you even sign the dotted line. Your Facility Services Manager will:

- Become your eyes and ears in the facility
- Ensure we've delivered on promises set forth in the service agreement
- Communicate your needs to the service providers
- Meet with you regularly
- 24 hour resolution policy

In short, our goal is to provide you with the help you've always needed but thought you couldn't afford. Your Facility Services Manager comes with no additional fees attached.

Let us do the dirty work to make you look good.



## A Property Manager's Best Friend

City Wide provides janitorial and building maintenance services to many property management companies. We recognize the multitude of responsibilities on a property manager's plate and aim to reduce the amount of time they spend on managing their maintenance providers.

We are a nationally recognized building maintenance company and are proud to be trusted by management professionals across all industries.

### Time Spent...

#### OWNERS/MANAGERS

Budgets  
Meetings  
Forecasting

#### TENANTS/END USER

Renewals  
Satisfaction  
Meetings  
Requests  
Other

### Time Saved...

#### VENDORS

Sales People  
Bidding  
Interviewing  
Sourcing  
Inspections  
Managing  
Paying  
Other



## A Manager's Best Friend

- Facility Managers
- Operations Managers
- Office Managers
- Purchasing Managers

No matter what your title, City Wide provides janitorial and building maintenance services to a variety of industries including medical facilities, retail establishments, banks, schools, mid-rise and high rise buildings in addition to other commercial properties.

We are a nationally recognized building maintenance company and are proud to be trusted by management professionals across all industries.

### Time Spent...

#### EXTERNAL

Budgets  
 Meetings  
 Forecasting  
 Satisfaction  
 Requests  
 Other

---

### Time Saved...

#### VENDORS

Sales People  
 Bidding  
 Interviewing  
 Sourcing  
 Inspections  
 Managing  
 Paying  
 Other

---

# PERFORMANCE



## Introducing Performance Plus.

We believe every person deserves the opportunity to function at his or her highest and healthiest potential while at work. Performance Plus allows just that, letting you thrive in a clean environment at a price that won't break the bank. City Wide's system is unique in the industry because our focus directly attacks the problem of indoor air quality. We looked at every function it takes to maintain your building and developed a highly-sustainable and easily executable solution to improve each.

### Details of Performance Plus.

Performance Plus was created to deliver a sustainable solution to your janitorial needs without the substantial cost associated with other programs. City Wide looked at all of the high profile certifications available and combined the best of each to create a solution to sustainable cleaning without the high cost.

### How do we create a cleaner building?

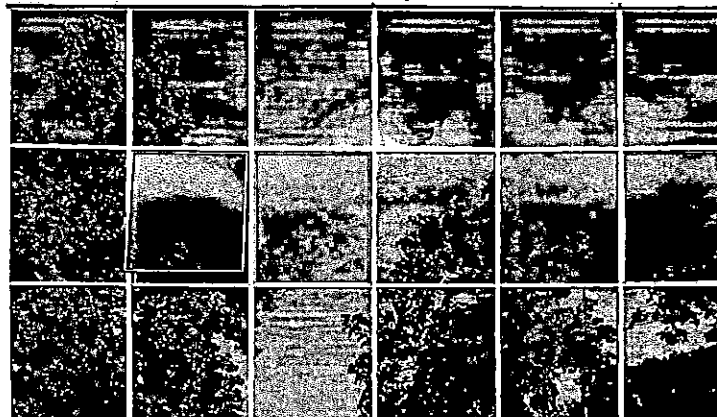
Performance Plus was designed around six proprietary steps and strategies to maximize the time spent cleaning your building. These strategies focus on preemptively attacking dirt before it ever enters the building with matting programs and using

high efficient chemicals and equipment to ensure that more dirt is removed each night.

### How do we deliver a lower cost?

Our proprietary team cleaning program makes us more efficient with the time spent in each building. Over the course of our relationship, Performance Plus results in less dirt in your building on a daily basis. Instead of putting more money in our own pockets for the reduction in time, we pass those savings on to you.

While other companies may spend less time in your building and skim over areas in order to give you a lower bid, City Wide has chosen to employ high efficient strategies and methods to remove more dirt in less time.







## Approved Chemicals



### Re-Juv-Nal

Re-Juv-Nal® is a concentrated, hospital grade disinfectant, mildewstat, deodorizer that cleans and controls the hazard of cross-contamination from environmental surfaces.

**DILUTION:** 1:64 (2 ounces per gallon of water)

**USE:** Surfaces requiring **DISINFECTANT** such as toilets, sinks, light switches, door knobs, school desks, medical counters, etc.

### Suprox

Suprox™ is a versatile, highly concentrated multi-purpose cleaner containing stabilized Hydrogen peroxide and natural citrus solvents to provide highly effective cleaning for many surfaces including glass, restroom fixtures, tile and grout, counters, floors, and carpets. The Hydrogen peroxide formulation in Suprox™ Concentrate also aids in brightening grout and enhancing the appearance of tiled surfaces.

**LIGHT CLEANING DILUTION:** 1:256 (1/2 oz. per gallon of water)

**GENERAL PURPOSE CLEANING DILUTION:** 1:128 (1 oz. per gallon of water)

**HEAVY CLEANING DILUTION:** 1:20 (6 oz. per gallon of water)

**USE:** All non-restroom **CLEANING** such as glass, walls, tables, doors, carpets, etc.



### Super Shine-All

Shine-All® is a concentrated, neutral pH formula used to remove a wide variety of dirt and grime without harming floor finish. It is perfect for cleaning resilient tile, asphalt tile, vinyl floors, synthetic floors, terrazzo, quarry tile, paver brick, natural stone, and coated wood floors.

**LIGHT CLEANING DILUTION:** 1:128 (1 oz. per gallon of water)

**NORMAL DAMP MOPPING DILUTION:** 1:42 (3 oz. per gallon of water)

**USE:** Most **FLOORS**

### Blue Microfibers

**USE:** All **NON-restroom** areas



### Red Microfibers

**USE:** **RESTROOMS** Only



### 32 oz. Trigger Spray Bottles

**NOTE:** All spray bottles are to be properly labeled for contents.

Created June 2011



Building  
Maintenance  
Solutions

## Chemicals & Equipment



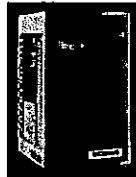
**Re-Juv-Nal** - A concentrated, hospital-grade, disinfectant/detergent cleaner, fungicide, mildewstat, deodorizer that cleans and controls the hazard of cross-contamination from environmental surfaces. Is especially adapted for use on floors, walls, and other hard surfaces where broad spectrum control is important. Its special neutral pH formula is designed to clean without damaging surfaces.



**Suprox** - Versatile, highly concentrated multipurpose cleaner contains stabilized hydrogen peroxide and natural citrus solvents to provide highly effective cleaning for many surfaces including glass, restroom fixtures, tile and grout, counters, floors, and carpets. The hydrogen peroxide formulation in Suprox also aids in brightening grout and enhancing the appearance of tiled surfaces. Green Seal Certified.



**Super Shine All** - Concentrated, neutral pH formula won't harm floor finish. Perfect for cleaning resilient tile, asphalt tile, vinyl floors, synthetic floors, terrazzo, quarry tile, paver brick, natural stone and coated wood floors. Protective sheen helps preserve and protect. Excellent for damp mopping and auto-scrubbing. Biodegradable, Phosphate free. Green Seal Certified.



**Devastator** - A fast acting stripper works quickly to remove the toughest wax and polish build-ups. Removes polish coats that have been repeatedly burnished and hardened with ultra high-speed floor machines. Use on masonry, hard floors and vinyl composition flooring.



**Explorer** - A high-solids, acrylic copolymer floor polish formulated to provide a clear, wet-looking, protective shine on your floors. Its advanced formula is perfect for resilient tile, terrazzo, unglazed ceramic, quarry tile, paver brick, natural stone or concrete flooring. Resists black heel marks, scratching, and scuffing. It's tough enough and dries fast enough for use in main lobbies, entrances, and major traffic corridors. 25% Solids Content, pH 8.00 - 9.00.



**Nutra-Rinse** - A high-quality neutralizer and conditioner formulated to help eliminate alkaline residues on floors. Its special chelating action ties up the insoluble alkaline salts left behind by alkaline strippers that can cause floor finishes to powder or wear poorly.



**Jell Baseboard Stripper** - This nonflammable, heavy-duty gelled wax stripper utilizes an inverted valve to make spraying easy. Cleans and strips areas where floor machines cannot reach. The gel clings to vertical surfaces such as baseboards, metal doors and frames.



Building  
Maintenance  
Solutions



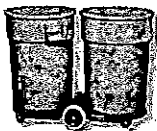
**Wavebrake® Mop Bucket & Winger System -**  
The WaveBrake mop bucket and wringer system reduces splashing, which means a safer environment, cleaner floors, and improved productivity. The optional dirty water bucket helps produce cleaner, less slippery floors by separating dirty water from clean water. High efficiency wringer is easy to use and lasts longer.



**Green Cleaning with Microfiber -** Microfibers are specially designed non-abrasive, non-linting fibers, small enough to penetrate into surface pores and remove tiny dust particles for a deep clean. Microfiber is environmentally responsible, requiring less water and chemicals to clean. Drying time is reduced by 50%, saving valuable time and energy.



**Toilet Bowl Swab / Scrubbers**



**55 Gallon Brutes with Dollies**



**Brute Caddies with pockets**



**Janitorial Carts**



Loop-ended cotton, blended, and microfiber wet mops.



**Microfiber Dust Mop -** Electromagnetically charged microfiber loops deep clean large areas.



**Microfiber Wet Mop & Pad -** Microfiber penetrates surface pores to remove even the tiniest dirt particles.



**Color-Coded Microfibers** to avoid cross-contamination



**Backpack Vacuums -** Comfort Pak 10, Green Label Approved by the Carpet and Rug Institute



**Upright Vacuum -** Dual motor CarpetMaster 200 with HEPA filtration.

Employee Uniform Samples



Business  
Maintenance  
Solutions

City Wide Polo Shirt



Men's Pleated Work Pant - PT32

Product Details

Men's Pleated Work Pant - PT32

**Fabric:** 8 oz. Twill.

**Blend:** 65% Polyester / 35% Combed cotton.

**Finish:** Post-cure durable press.

**Silhouette:** Slight taper.

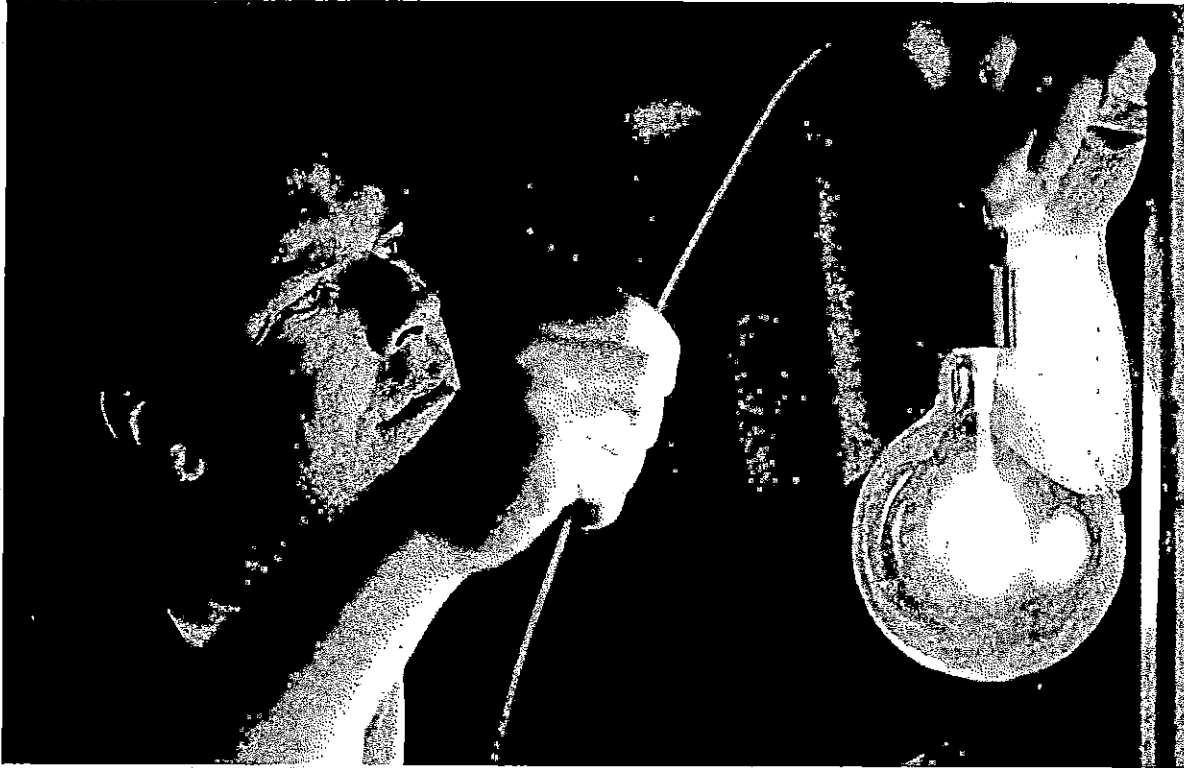
**Care:** Industrial wash.

**Closure:** Heavy duty brass ratcheting zipper, button closures.

**Pocket:** Two slack style front pockets, two set-in hip pockets, left has button closure, darts over hip pockets for better fit.

**Waistband:** Innerlined for body and shape, folder set band w/ outlet.

**Other:** Synthetic blend pocketing and waistband trim. Double front pleats. Soft hand twill.



## In Conclusion

Regardless of the size and scope of your operation and the range of your immediate needs, City Wide can manage the job. We have developed a proprietary business model and are dedicated to a vision that does not simply try to do better than the competition, but ensures 100% client satisfaction.

We have a superior track record in customer retention for a reason and welcome the opportunity to show you why first hand. City Wide appreciates that selecting the right vendor means taking in to account all the information you've received. What's important to remember is you are not being given the choice between two maintenance companies.

This is not an "apples to apples" comparison; it's truly "apples to oranges." You're being given the choice between another janitorial company or a management company who will become an extension of your team. We'll let the facts speak for themselves.

*We appreciate this opportunity  
to earn your business.*

# The Services We Provide

Although you may only require janitorial services today, it's beneficial to know you've hired more than just a cleaning company. In hiring City Wide you've hired a management company with one point of contact that can assist you with more than 20 building maintenance services, rather than many vendors with unique contacts for each service. City Wide provides you the greatest advantage once we relieve you of the stress of managing your building maintenance needs, in addition to, your janitorial.

By providing just one point of contact for everything from carpet cleaning to janitorial supplies to window washing, your FSM reduces the stress and time spent dealing with vendors who are a constant source of problems. He or she will pro-actively help you keep your building in top shape and work with you to maximize your budget to get the most out of your building. Here is a short list of some of the other services we provide:

## Lawn Care

- Mow & edge
- Blow off sidewalk and parking lot
- Trim shrubs and trees
- Annuals

## Floor Care Specialists

- Strip/Refinish all resilient tile and hard surface floors
- Scrub rest room floors

## Carpet Care Specialists

- Clean carpets using appropriate method; extraction, bonnet, and dry form

## Window Washers

- Wash interior and/or exterior windows, ground level to high-rise

## Construction Clean-up

- Prepare a site for use after construction

## Pressure Washing

- Eliminate build up from the exterior of your buildings

## Lighting Services

- Replace difficult to reach and high voltage lighting

## Parking Lots

- Striping
- Pothole repair
- Parking lot sweeping

## Janitorial Supplies

- Toilet Tissue
- Soap & dispensers
- Paper towels
- Break room supplies



Building  
Maintenance  
Solutions

## Transition Planning

**New Account Implementation-** With 30 days notice we will implement the following in order to ensure a smooth transition. We will be able to start the entire project on shorter notice if 30 days is not an option.

Transition from one building service provider to another can be a positive experience. The key is a high degree of care, study and planning. City Wide knows the pitfalls of the changing providers and will work with you very closely to create a flexible plan that will benefit the maintenance of your facility. We fully recognize the potential for transition difficulties and our transition planning virtually eliminates these challenges.

In order to insure success from the very first day we spend extra time planning the most optimum way to transition into a new facility. Extra attention is given to create daily, weekly, quarterly and annual schedules and job cards.

Depending upon the complexity of the transition, the planning team may include the Owner, Director of Operations, Night Manager & Team Lead.

### 30 DAYS TILL START

- 1) Select planning team assigned and planning begins.
- 2) Assign your Facility Service Manager and Night Manager

### 25 DAYS TILL START

- 3) Building walk through, with the Client, will be scheduled for the City Wide Facility Services Manager and the City Wide Sales Representative to view the facility, review the scope of work and discuss items of importance. It is important that introducing your FSM to key contacts be done at this time.
- 4) During the pre-start walk-through building keys, alarm codes and emergency procedures will be issued to the proper personnel.
- 5) Equipment will be ordered

### 20 DAYS TILL START

- 6) City Wide will select the certified Service Provider/cleaners. The crew will be overstaffed initially so that we will have right number of people to ensure a smooth transition. Additionally, a pre-start walk-through and work loading briefings with the crew and supervisory personnel will be conducted to verify that we have thought of all contingencies.



Building  
Maintenance  
Solutions

- 7) Workload the facility; job cards for each position will be developed and nightly building inspection checklists will be created for each area of the building. These checklists will also include instructions for any unique requirements for a particular area.

#### 10 DAYS TILL START

- 8) All personnel will be required to pass a background check prior to working in the building. All personnel will be uniformed and wear badges and will have completed the proper safety training prior to working in the building.
- 9) Cleaning team attends an orientation where we train the cleaning crew and team lead to perform the scope of work as agreed to.

#### WEEK OF START

- 10) Deliver all equipment and supplies maintained on site, to secure area. MSDS sheets will be maintained in the secure area. Equipment will be tested.
- 11) Perform initial clean and project work, if necessary.
- 12) The City Wide Facility Services Manager and/or Night Manager will be required to assist with the start up to ensure a proper smooth transition. This will be a minimum of the first 3 nights. We will police our own performance instead of having to be told about it from the customer.

#### WEEK AFTER START

- 13) Our Facility Services Manager will conduct frequent, daily if required, inspections in the morning to ensure that the areas meet the scope of work and review expectations with our client until we are both satisfied that the building is in line with expectations.
- 14) Daily and nightly follow-up by the operations management team.
- 15) Regularly meetings with our customer contacts to review progress and address concerns.
- 16) Weekly inspections will be made thereafter during the day by the Facility Services Manager.
- 17) Minimum of quarterly review meetings scheduled with DOO and client.



# Security Policy & Training

## Human Resources Department

City Wide understands the importance of properly trained quality people with healthy cleaning products are the price of entry into the cleaning industry. All City Wide Maintenance personnel assigned to your building have been interviewed and screened.

**Background checks** are run for every new hire, sub-contractor, and hourly employee. City Wide performs a Felony/Misdemeanor search of all jurisdictions that appear on the SSN trace in the past 7 years. It includes a social security number trace to make sure it is valid. We also want to make sure that the person is authorized to work in the United States. The decision to hire someone is not based on whether or not they have a criminal background. Rather it is loosely based on if they have a felony, what it is for, and how long ago. All area required to wear a uniform and a name badge.

## Some secure facilities we proudly service in your area include:

Duval County Schools	Jax Port & TWIC	FBI	Army
Department of the Interior	Navy	IRS	DEA
GE Aviation	Over 30 financial institutions		

When requested we use Quest Diagnostic for **drug screening**.

## Immigration Compliance Policy

Federal regulations require City Wide Maintenance to comply with the Immigration Reform and Control Act of 1986. All new employees must complete and I-9 Form and provide proof of their identity and their ability to work in this country. The Human Resources Department is responsible for obtaining the I-9 Form and verifying the eligibility to work in the United States. Employees will be expected to complete the I-9 Form during orientation. Human Resources will properly complete the Employer Section of the I-9 Form. If a new employee is unable to provide the necessary documentation within three working days from the date of hire, he/she must provide proof that he/she has applied for the required documents. If this is not provided, the employee will be terminated.

## OSHA Regulation

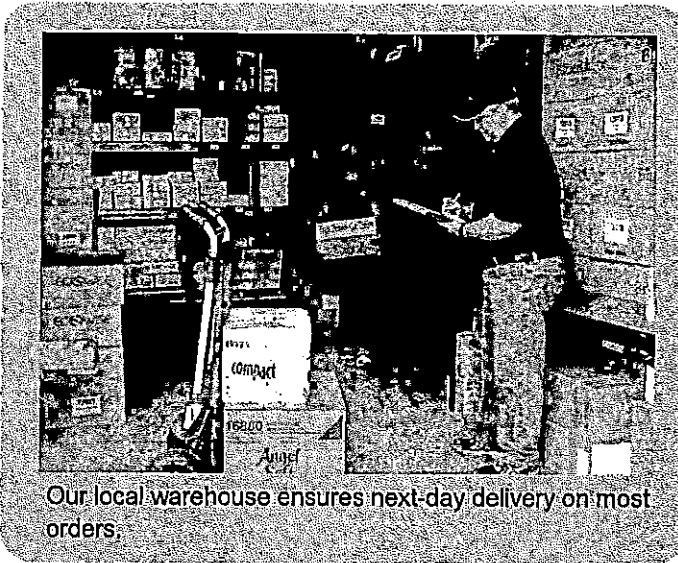
City Wide Maintenance follows all OSHA regulation and requirement. This includes posting of Martial Safety Data Sheets and properly labeling containers and material that are used at your facility. In addition, our janitorial staff has been properly advised about bio-hazardous waste and blood borne pathogens that can be found in some facilities.

## Employee Training

City Wide maintenance believes new employee training is one of the most important elements in achieving high quality cleaned and maintenance programs. In addition to an in-house orientation/training program, employees are trained on-the-job by their Night/Day Managers for the 1st 5 days. The employee receives a detailed explanation of building rules, written cleaning responsibilities in the form of a check sheet created specially for your facility. City Wide believe this is one of the most important tools we can utilize to reduce the learning curve of new employees.

# City Wide Supply Management

By combining janitorial supply management with your daily janitorial service, you can eliminate a time-consuming management task and increase the efficiency of your building maintenance operations overall. City Wide provides world-class supply service to our clients, in compliance with your budgets and environmental requirements.



Our local warehouse ensures next-day delivery on most orders.

## Save Costs on Janitorial Supply Services

Our network of world-class supply vendors enables us to find the right products for your facility, and to make ordering recommendations with your cost savings in mind. Because we provide supplies for over 200 of our customers we typically save our customer more than 15%. City Wide will take the pain out of product selection, and make recommendations for improving your current supply strategies at our annual pricing review.



Our local warehouse ensures next-day delivery on most orders.

## No mid-quarter Rate Increases

When working with City Wide you will not see mid-quarter rate increases. We only make increases up to 2 times a year; January 1<sup>st</sup> & July 1<sup>st</sup>.

## No Delivery and Fuel Surcharges

If you work with City Wide you will not see hidden fees on your invoice. We do not charge our customers delivery and fuel surcharges.

## Support Locally Owned Business

City Wide is a locally owned and operated small business. We maintain a fleet of delivery trucks and drivers that keeps your business local. Our warehouse is located in Jacksonville, ensuring prompt delivery on your orders the next day.

You Can't Go Wrong With  
City Wide Supply Management.



## St. Johns County Board of County Commissioners

Purchasing Division

April 5, 2018

### ADDENDUM #1

**To:** Prospective Respondents  
**From:** St. Johns County Purchasing Department  
**Subject:** Bid No: 18-56; Janitorial Services for Public Works Administration, Fleet Maintenance, and Road & Bridge

This Addendum #1 is issued to further respondents' information and is hereby incorporated into the Bid documents. Each respondent will ascertain before submitting a proposal that he/she has received all Addenda. **Please return an original copy of this signed Addendum with your proposal to the St. Johns County Purchasing Division, Attn: David Klages; 500 San Sebastian View, St. Augustine, FL 32084.**

#### Clarification:

1. The Public Works Administration and Fleet Maintenance buildings are new facilities. The PW Administration building will house the SJC Engineering Department and the Traffic & Transportation Department. The Fleet Maintenance Dept. will occupy the new Fleet Maintenance building by itself. The Road & Bridge Department will move into the current Engineering Department building following renovations to it.
2. The Square Footage of the Public Works Administration building that is required to be cleaned is hereby reduced from 18,714 sf to **17,181 sf** per the floor plan, included in this addendum. NOTE: The rooms with an "X" through them do not need to be cleaned.
3. The Square Footage of the Fleet Maintenance building that is required to be cleaned is hereby reduced from 4,416 sf to **3,869 sf** per the floor plan, included in this addendum. NOTE: The rooms that need to be cleaned are the ones within the heavy rectangular boarders on the floor plan (disregard the circular boarders). The rooms with an "X" through them do not need to be cleaned.
4. The County shall be responsible for providing trash can liners and sanitary basket liners, not the Contractor.
5. Bid Security is due at the time of the Bid Opening. If a certified or cashier's check is not submitted, Bidders must fill out the Bid Bond form **AND** submit a Bid Bond.
6. **Scope of Work: D. Windows, Glass Doors, and Mirrors** – The "interior of all windows" shall mean the interior of every window, including windows on the perimeter of the building.
7. The following shall be added to the Scope of Work for all three facilities: HVAC vents shall be vacuumed and the surface grates wiped down **at least once every three (3) months.**

#### Questions:

1. Are "Green" cleaning supplies required to be used?  
**Answer: No, they are not required.**
2. Are the maintenance rooms of the Public Works Administration building included in the square footage count?  
**Answer: No, they are part of the rooms that have an "X" through them per Clarification, item 2 of this addendum.**

3. Is the NAPA parts warehouse of the Fleet Maintenance building included in the square footage count?  
**Answer: No, it is included as an area that is outside the borders on the floor plan per *Clarification, item 3* of this addendum.**
  
4. Do the overhead pipes in the Road & Bridge building need to be dusted?  
**Answer: Yes, the overhead pipes in the Road & Bridge building must be dusted at least once every three (3) months.**
  
5. Who is the current service provider?  
**Answer: New Venture of Jacksonville, Inc. dba High Tech Commercial Cleaning.**
  
6. How many employees currently perform the services?  
**Answer: Currently there are two employees servicing the facilities; however, the new Public Works Administration building is larger than the current facility.**
  
7. Can you provide the current Contractor's fees?  
**Answer: Please refer to *Clarification, item 1* of this addendum. There is no data for the Public Works Administration building and new Fleet Maintenance building. The current pricing for the Road & Bridge building as it relates to this solicitation (currently occupied by the Engineering, Traffic & Transportation and Fleet Maintenance departments) is \$8,136.00 per year (\$678.00 per month).**
  
8. What is the annual budget for the contract under this solicitation?  
**Answer: The annual budget for all three facilities combined is \$19,976.00.**
  
9. Can another walk-through of the facilities be arranged?  
**Answer: Please contact David Klages, Procurement Coordinator at 904-209-0166 or [dklages@sicfl.us](mailto:dklages@sicfl.us) to request a walk-through of the facilities. We will do our best to accommodate your request but cannot guarantee that we can.**

**THE SUBMITTAL DUE DATE REMAINS APRIL 18, 2018 AT 2:00 P.M.**

**Acknowledgment**

**Sincerely,**

\_\_\_\_\_  
 Signature and Date

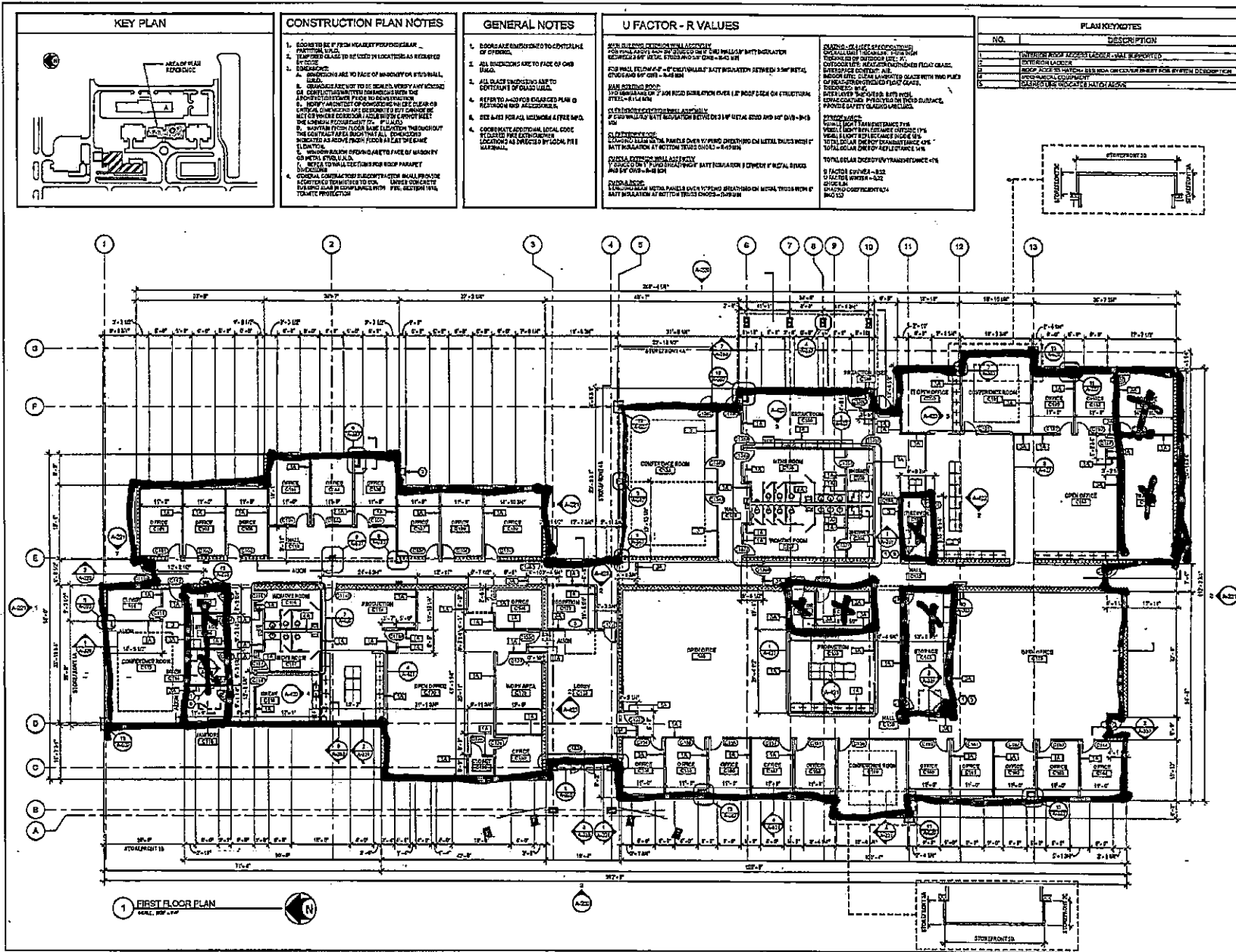
David Klages  
 Procurement Coordinator

\_\_\_\_\_  
 Printed Name/Title

\_\_\_\_\_  
 Company Name (Print)

**END OF ADDENDUM NO. 1**  
**\*Two pages to follow.**

# PUBLIC WORKS ADMINISTRATION BUILDING



## DEPARTMENT OF PUBLIC WORKS

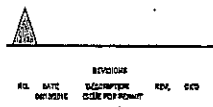
BUILDING C

## ST. JOHN'S COUNTY

1625 STATE ROAD 16 ST. AUGUSTINE, FL 32084

**Bergmann associates**  
architects // engineers // planners

6325 Seagrape Road  
Suite 100  
Melbourne, FL 32904  
Phone: 321.252.3123  
Fax: 321.252.3200  
www.bergmann.com



### BUILDING C FLOOR PLAN

NO.	DATE	BY	DESCRIPTION

**A-103**

*BLDG. C @ 17, 181 clean*

# FLEET MAINTENANCE BUILDING

**CONSTRUCTION PLAN NOTES**

- CONFIRM SEE F-7 FROM MECHANICAL ROOM DETAIL FOR WINDOW TYPE AND MATERIALS.
- WALLS TO BE FINISHED WITH CERAMIC TILE.
- WALLS TO BE FINISHED WITH CERAMIC TILE.
- WALLS TO BE FINISHED WITH CERAMIC TILE.

**GENERAL NOTES**

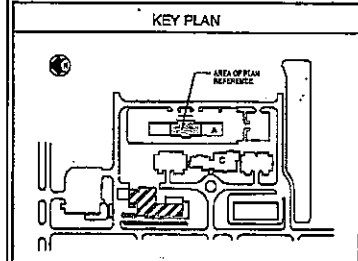
- PROGRAM'S DIMENSIONS TO CENTERLINE OF OPENING.
- ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.

**WALL TYPE LEGEND:**

———— 200 RATED WALL

**KEYNOTES - FLOOR PLAN**

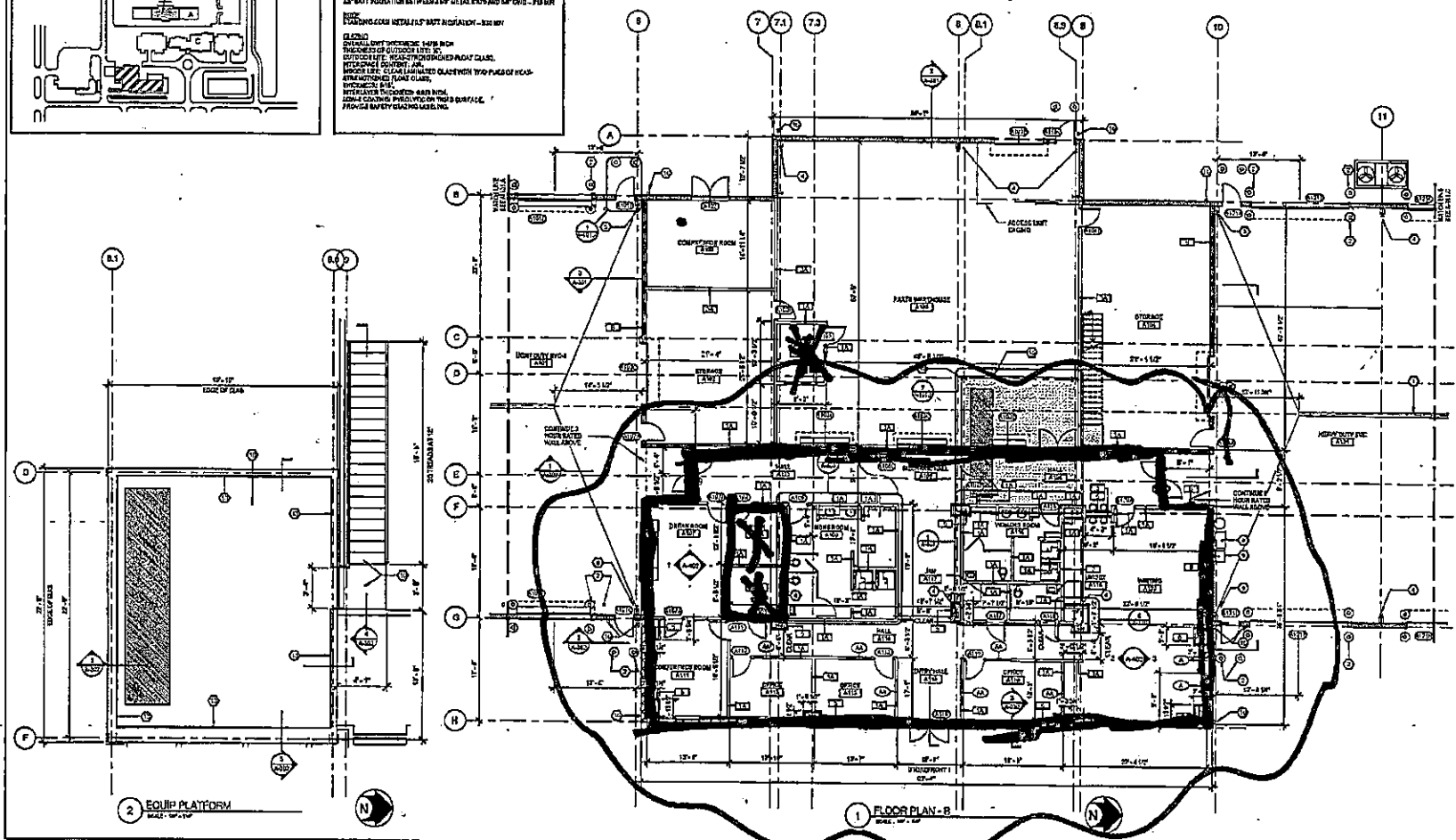
NO.	DESCRIPTION
1	TRUCK LIFT - REFER TO PLUMBING DRAWING
2	WALLS TO BE FINISHED WITH CERAMIC TILE
3	WALLS TO BE FINISHED WITH CERAMIC TILE
4	WALLS TO BE FINISHED WITH CERAMIC TILE
5	WALLS TO BE FINISHED WITH CERAMIC TILE
6	WALLS TO BE FINISHED WITH CERAMIC TILE
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18	WALLS TO BE FINISHED WITH CERAMIC TILE
19	WALLS TO BE FINISHED WITH CERAMIC TILE
20	WALLS TO BE FINISHED WITH CERAMIC TILE



**U FACTOR - R VALUES**

EXTERIOR WALLS AND PARTITIONS SHALL BE CONSTRUCTED AS FOLLOWS:

- WALLS TO BE FINISHED WITH CERAMIC TILE.
- WALLS TO BE FINISHED WITH CERAMIC TILE.
- WALLS TO BE FINISHED WITH CERAMIC TILE.
- WALLS TO BE FINISHED WITH CERAMIC TILE.



**DEPARTMENT OF PUBLIC WORKS**

BUILDING A

**ST. JOHNS COUNTY**

1825 ST. ROAD 16  
ST AUGUSTINE FL 32084

**Bergmann** associates  
architects // engineers // planners

2520 Douglas Road  
Suite 100  
St. Augustine, FL 32084  
Phone 904.329.3333  
Fax 904.329.3333  
www.bergmann.com



**REVISIONS**

NO.	DATE	DESCRIPTION	REV.	BY
01	04/27/11	ISSUE FOR PERMIT	1	CFD

**BUILDING A PART FLOOR PLAN B**

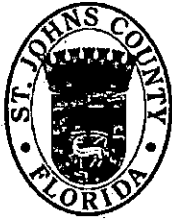
**LEGEND**

————	WALLS TO BE FINISHED WITH CERAMIC TILE
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————	WALLS TO BE FINISHED WITH CERAMIC TILE

10/21

**A-101.B**

*BLAG.A @ 3,869 sq ft clean*



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

Purchasing Division

April 11, 2018

**ADDENDUM #2**

**To:** Prospective Respondents  
**From:** St. Johns County Purchasing Department  
**Subject:** Bid No: 18-56; Janitorial Services for Public Works Administration, Fleet Maintenance, and Road & Bridge

This Addendum #2 is issued to further respondents' information and is hereby incorporated into the Bid documents. Each respondent will ascertain before submitting a proposal that he/she has received all Addenda. **Please return an original copy of this signed Addendum with your proposal to the St. Johns County Purchasing Division, Attn: David Klages; 500 San Sebastian View, St. Augustine, FL 32084.**

**Clarification:**

1. The area of the Road & Bridge building to be serviced is 5,364 sf. Following renovation, 3,458 sf will be carpeted and 1,906 sf will consist of luxury vinyl tile (LVT).

**THE SUBMITTAL DUE DATE REMAINS APRIL 18, 2018 AT 2:00 P.M.**

**Acknowledgment**

**Sincerely,**

\_\_\_\_\_  
Signature and Date

David Klages  
Procurement Coordinator

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Company Name (Print)

**END OF ADDENDUM NO. 2**



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

**BID NO: 18-56**

**JANITORIAL SERVICES FOR PUBLIC WORKS ADMINISTRATION,  
FLEET MAINTENANCE, AND ROAD & BRIDGE**

**BID DOCUMENTS  
PROJECT SPECIFICATIONS**

**St. Johns County Purchasing Department  
500 San Sebastian View  
St. Augustine, FL 32084  
904.209.0150**

**Final: 03/20/18**



## **TABLE OF CONTENTS**

### **FRONT END BID DOCUMENTS**

Notice to Bidders

Instruction to Bidders

Official County Bid Form

Attachments:

“A” – Affidavit

“B” – Certificate as to Corporate Principal

“C” – License/Certification List

“D” – List of Proposed Sub-Contractors

“E” – Conflict of Interest Disclosure Form

Bid Bond

### **PROJECT SPECIFICATIONS**

**BID NO: 18-56**

**NOTICE TO BIDDERS**

Notice is hereby given that sealed bids will be received until 2:00 p.m. on **Wednesday, April 18, 2018** by the St. Johns County Purchasing Department located at 500 San Sebastian View, St. Augustine, Florida 32084 for **Bid No: 18-56; Janitorial Services for Public Works Administration, Fleet Maintenance, and Road & Bridge.** Bids will be opened promptly after the 2:00 p.m. deadline. **Note:** Bids delivered to or received by 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 the St. Johns County Public Works Administration, Fleet Maintenance, and Road & Bridge 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 # **18-56**. 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: http://www.sjcfi.us/Purchasing/OpenBids.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, Procurement Coordinator, St. Johns County Purchasing Department, via email to dklages@sjcfi.us or fax to (904) 209-0167.

A **Non-Mandatory Pre-Bid Meeting & Site Visit** shall be held in the St. Johns County Engineering Department Conference Room located at 2740 Industry Center Road, St. Augustine, FL 32084 on **Wednesday, April 4, 2018 at 11:00 a.m.** All firms interested in submitting a response are invited to attend this meeting. Immediately following the pre-bid meeting shall be a walk-through of the facilities so that bidders may familiarize themselves with the conditions. Although attendance is not required, bidders are highly encouraged to attend both the pre-bid meeting and the walk-through of the facilities.

Any and all questions related to this project shall be directed, **in writing**, to David Klages, Procurement Coordinator, St. Johns County Purchasing Department, via email to dklages@sjcfi.us or fax to (904) 209-0167. Questions are due no later than **5:00 p.m. on Monday, April 9, 2018**, 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 any 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.

Vendors 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 vendor, 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

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

**PROJECT:** BID NO: 18-56; JANITORIAL SERVICES FOR PUBLIC WORKS ADMINISTRATION, FLEET MAINTENANCE, AND ROAD & BRIDGE

### DEFINITIONS

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

Addenda are 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 is 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 vendors

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

Bidding Documents 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 vendor. 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 vendor 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 is 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](http://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 Owner, in making copies of the Bidding Documents available on the above terms, does so only for the purpose of obtaining bids on the Work and does not confer a license or grant for any other use.

### **INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS**

Bidders shall promptly notify the Owner 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 Owner 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 Owner or its Representative **seven (7) days** prior to Bid receiving date, however, the Owner 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 manager'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.

### **DESIGNATED POINT OF CONTACT**

The County's Designated Point of Contact for this Bid is David Klages, Procurement Coordinator, St. Johns County Purchasing Department. Any and all questions and/or inquiries shall be directed to Mr. Klages, **in writing**, via email at [dklages@sjcfl.us](mailto:dklages@sjcfl.us) or fax to (904) 209-0167.

In the event the Designated Point of Contact provided above is absent or otherwise unavailable, firms may contact Leigh Daniels, CPPB, Procurement Supervisor, at [ldaniels@sjcfl.us](mailto:ldaniels@sjcfl.us).

Bidders shall not contact, lobby, or otherwise communicate with any other County Staff, including members of the Board of County Commissioners, other than the designated representative shown above. Failure to comply with this requirement shall disqualify a bidder from consideration for award, as provided in St. Johns County Purchasing Code 304.6.5 as

provided below:

Vendors 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 vendor, contractor, or Contractor 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.

#### **NON-MANDATORY PRE-BID MEETING & SITE VISIT**

A Non-Mandatory Pre-Bid Meeting & Site Visit shall be held in the St. Johns County Engineering Department Conference Room located at 2740 Industry Center Road, St. Augustine, FL 32084 on **Wednesday, April 4, 2018 at 11:00 a.m.** All firms interested in submitting a response are invited to attend this meeting. Immediately following the pre-bid meeting shall be a walk-through of the facilities so that Bidders may familiarize themselves with the conditions. Although attendance is not required, bidders are highly encouraged to attend both the pre-bid meeting and the walk-through of the facilities.

#### **QUESTIONS**

Any and all questions related to this project shall be directed, **in writing**, to David Klages, Procurement Coordinator, St. Johns County Purchasing Department, via email to [dklages@sjcfl.us](mailto:dklages@sjcfl.us) or fax to (904) 209-0167. Questions are due no later than **5:00 p.m. on Monday, April 9, 2018**, 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.

#### **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 a bid, that all issued addenda have been received, and each Bidder **shall** acknowledge receipt, of all issued addenda in the space provided in the Official County Bid Form, and a fully acknowledged copy of each issued addendum must be included in the submitted bid proposal. Failure to provide fully acknowledged copies of each addendum may result in a bid proposal being deemed non-responsive.

#### **BID SUBMITTAL REQUIREMENTS**

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 **entire** Bid Document with their bid proposals. The bidders are required to submit, at a minimum, the Bid Proposal Attachments listed on page 18 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: 18-56; Janitorial Services for Public Works Administration, Fleet Maintenance, and Road & Bridge".

*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

At the end of this document, a sealed Bid mailing label is provided for convenience. Bidders shall affix the provided label to the outside of the sealed envelope/container to submit their Bid.

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.

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. If there is an error(s) adding the unit prices, the correct amount shall be used.

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, and may result in the Bidder being removed from consideration for award.

Each submitted copy of the Bid Proposal shall include the full legal company name, address, telephone number and legal name of an authorized representative for the Bidder and a statement as to whether the Bidder is a sole proprietor, partnership, corporation, or any other legal entity. Each copy of the submitted Bid 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**, pledging that the Bidder will enter into a contract with the Owner on the terms stated in the 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 Owner, 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 "B" – 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 "B" – Certificate as to Corporate Principal.

The Owner 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.

### **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.

### **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.

### **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 ownership 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 Addendum 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 Total Annual amounts 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 Owner's Purchasing Manual. All of the terms and conditions of the Owner Purchasing Manual are incorporated by reference and are fully binding.

*Vendors 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 vendor, contractor, or Contractor from responding to the subject invitation to bid, request for quote, request for proposal, invitation to negotiate, or request for qualifications.*



**Rejection of Bids:** The Owner 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 Owner 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.

It is the intent of the Owner to award a contract to the Bidder who submits the lowest responsive, responsible Bid on the basis of the total annual price bid, provided the Bid has been submitted in accordance with the requirements of the Bidding Documents, if judged to be reasonable, does not exceed the funds budgeted for the Work and is deemed to be in the best interest of the County.

The County may consider award to multiple Bidders, if awarding multiple contracts is more cost effective than awarding a single contract based on pricing for the County as a whole.

### **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 Renewal(s) is 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 - All Urban Consumers (CPI-U), 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.

### **INVOICING**

The Contractor shall submit an invoice to the appropriate SJC Department contact 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:

**Public Works Administration**  
ATTN: Liz Ingraham  
2750 Industry Center Road  
St. Augustine, FL 32084  
E-mail: [eingraham@sjcfl.us](mailto:eingraham@sjcfl.us)

**Fleet Maintenance**  
ATTN: Jean Perseo  
2760 Industry Center Road  
St. Augustine, FL 32084  
E-mail: [jperseo@sjcfl.us](mailto:jperseo@sjcfl.us)

**Road & Bridge**  
ATTN: Jennifer Kinlaw  
2740 Industry Center Road  
St. Augustine, FL 32084  
E-mail: [jkinlaw@sjcfl.us](mailto:jkinlaw@sjcfl.us)

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
- Total Price of Invoice
- Description of Services Performed

### **REPORTING**

Along with the monthly invoice, the Contractor shall be required to submit a copy of the Janitorial Log and check list detailing all services performed as reflected on the invoice. The report shall be submitted according to the requirements stated in the specifications (page 28, LOG BOOK/COMMUNICATIONS) 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.

### **MINIMUM QUALIFICATION OF CONTRACTORS**

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 "C" – 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.

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.

### **SUB-CONTRACTORS**

Each Bidder shall submit to the County, a list of Subcontractors and major materials suppliers to be used if awarded the contract. A copy of the form, Attachment "D", is provided in the Bidding Documents. If no Subcontractors or major material suppliers are required, so state there on.

Upon request by the County, the successful Bidder shall within seven (7) days thereafter, submit all data required to establish to the satisfaction of the County, 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, the County will notify the Bidder in writing if either the County, 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, the County then may, at its option, disqualify the Bidder, at no cost to the County.

The County reserves the right to disqualify any Contractor, Subcontractor, Vendor, 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 the County, must be used on the work for which they were proposed and accepted and shall not be changed except with the written approval of the County.

### **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 St. Johns County Standard Agreement between Owner and Contractor where the basis of payment is a Stipulated Sum. In the event of a conflict in specifications or contract requirements the more stringent shall apply.

### **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 (but no later than seventeen (17) days from the Notice of Award).

### **INDEMNITY**

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, 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.

### **CONTRACT AGREEMENT & TERM**

If awarded, the initial contract term shall be for an initial period of three (3) calendar years with one (1) two-year renewal option, providing satisfactory performance has been maintained by the Contractor, and availability of funding. The 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.

### **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 seven (7) 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 seven (7) 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.

### 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 the awarded Contract 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 the awarded Contract 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 the awarded Contract 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 the awarded Contract Agreement, 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 the awarded Contract 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 the awarded Contract Agreement, adequate Workers' Compensation Insurance in at least such amounts as are required by the law for all of its 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 addition to the standard insurance requirements specified in the Standard Agreement, this project will require USL&H Insurance (Longshore Harbor Worker's Compensation Act - LHWCA).

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.

For the projects awarded under this contract relating to an Emergency declaration, the Contractor will comply with the strictest provisions of Federal 2 CFR 200, State, and Local procurement Rules, Regulations and/or Ordinances, etc.

**PUBLIC RECORDS**

In accordance with Chapter 119 of the Florida Statutes (Public Records Law) and Chapter 286 Freedom of Information Act, and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Bids and the responses thereto are public record. Proposers should identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. Failure to identify confidential and/or proprietary information prior to submission of the proposal may result in such information being subject to release if requested in a public records request.

**END OF SECTION**

**OFFICIAL COUNTY BID FORM  
WITH ATTACHMENTS**

**BID NO: 18-56**

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

**PROJECT:** JANITORIAL SERVICES FOR PUBLIC WORKS ADMINISTRATION, FLEET MAINTENANCE,  
AND ROAD & BRIDGE

**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 work, and having carefully examined the Bidding Documents and Specifications entitled: Bid No. 18-56; Janitorial Services for Public Works Administration, Fleet Maintenance, and Road & Bridge 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 total price submitted below. The submitted prices shall be the final cost to the County. No separate fuel or transportation surcharges, or any other fees or costs shall be paid in addition to the prices submitted below.

**PUBLIC WORKS ADMINISTRATION**

TOTAL MONTHLY PRICE: \$ \_\_\_\_\_

TOTAL MONTHLY PRICE: \$ \_\_\_\_\_ /00  
(Amount Written in Words)

**FLEET MAINTANCE**

TOTAL MONTHLY PRICE: \$ \_\_\_\_\_

TOTAL MONTHLY PRICE: \$ \_\_\_\_\_ /00  
(Amount Written in Words)

**ROAD & BRIDGE**

TOTAL MONTHLY PRICE: \$ \_\_\_\_\_

TOTAL MONTHLY PRICE: \$ \_\_\_\_\_ /00  
(Amount Written in Words)

**BID NO: 18-56**

Bidders must type or legibly write, in blue or black ink, the Total Monthly Price for each location.

Bidder shall insert the Total Monthly Price in numerals and in words. Any discrepancy between the two submitted amounts shall be determined by the amount written in words.

St. Johns County reserves the right to award this bid based on the Total Monthly Price of the individual locations or in any combination thereof, including all three locations combined, and may therefore award a contract to one vendor only or multiple vendors, whichever best serves the interest of the County.

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 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 Total Lump Sum Bid Price, payable to the Owner, accompanies this Bid; that the amount is not to be construed as a penalty, but as liquidated damages which said Owner 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 Owner, 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.



**BID NO: 18-56**

**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
  - Attachment "A" – Affidavit
  - Attachment "B" – Certificate as to Corporate Principal
  - Attachment "C" – License/Certification List
  - Attachment "D" – List of Proposed Sub-Contractors
  - Attachment "E" – Conflict of Interest Disclosure Form
  - Bid Bond Form
  - Fully Acknowledged Addenda Applicable to this bid

Official County Bid Form, Attachments "A", "B", "C", "D", and "E", Bid Bond (form 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.

BID NO: 18-56

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. 18-56: Janitorial Services for Public Works Administration, Fleet Maintenance, and Road & Bridge, in St. Johns County, Florida.

The affiant further states that no more than 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: \_\_\_\_\_

Notary Public:

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed

My commission Expires: \_\_\_\_\_

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

BID NO: 18-56

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 its 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

**BID NO: 18-56**

**ATTACHMENT "D"**

**LIST OF PROPOSED SUB-CONTRACTORS**

All subcontractors are subject to approval of County. The following are subcontractors proposed to be used in connection with this work:

**DIVISION OF WORK**

**NAME AND ADDRESS OF SUBCONTRACTORS**

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**BID NO: 18-56**

**ATTACHMENT "E"**

**ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS  
CONFLICT OF INTEREST DISCLOSURE FORM**

**Project Number/Description: Bid No. 18-56; Janitorial Services for Public Works Administration, Fleet Maintenance, and Road & Bridge**

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 Contractor'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.

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

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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

BID NO: 18-56

**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 Public Works Administration, Fleet Maintenance, and Road & Bridge**

St. Johns County, Florida

NOW THEREFORE,

- (a) If the Principal shall not withdraw said Bid within ninety (90) 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 NO: 18-56**

WITNESSES:

(If Sole Ownership 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



# SPECIFICATIONS

**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 or each individual department/location unless otherwise stated in the scope of work.

Any and all Contractor vehicles and equipment shall be prominently marked with the Contractor's 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**

The Contractor shall be required to provide a valid email address to the SJC Point of Contact at each location in order to facilitate communications regarding questions, concerns, compliance, etc. 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.

The Contractor shall be responsible for completing a check list indicating completion of all items listed in sub-categories A – I under the Scope of Work on the following pages each visit in order to ensure satisfactory performance of these services.

**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: 18-56**

**SCOPE OF WORK  
SJC PUBLIC WORKS ADMINISTRATION BUILDING**

**Sites:** 2750 Industry Center Road, St. Augustine, FL 32084 (Public Works Administration Building approx. 18,714 sf)

The St. Johns County Public Works Administration Building offices, reception areas, restrooms, break rooms, hallways, conference rooms and entrances shall be cleaned **between 5:00 p.m. and 7:00 a.m., five (5) times per week (Monday through Friday, excluding County recognized holidays unless otherwise specified).**

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 Public Works Administration Building. NOTE: These are minimum specifications. The Contractor may be required, at his/her own expense, 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 on the part of the Contractor to perform the required services as specified may result in termination of the Contract.**

**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 power scrubbed once **per quarter**.
4. 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).
4. All glass entry doors will be cleaned of all smudges and marks each visit.

**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. Showers will be cleaned with appropriate cleanser a minimum of once per week.
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 Point of Contact 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 each visit.
2. Countertops, cabinets (exterior only), 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.

**I. Supplies:**

1. **The Contractor** will be required to provide labor and all cleaning supplies, including cleaning products. **The County** will be required to provide toilet paper, hand soap, and paper towels.
2. 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.
3. 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 Public Works Administration Building:**

Liz Ingraham

Phone: 904-209-0266

E-mail: [eingraham@sjcfl.us](mailto:eingraham@sjcfl.us)

**SCOPE OF WORK  
SJC FLEET MAINTENANCE BUILDING**

**Location:** 2760 Industry Center Road, St. Augustine, FL 32084 (Fleet Maintenance Building approx. 4,416 sf)

The St. Johns County Fleet Maintenance Building offices, reception areas, restrooms, break rooms, hallways, conference rooms and entranceways shall be cleaned **between 5:00 p.m. and 7:00 a.m., five (5) times per week (Monday through Friday, excluding County recognized holidays unless otherwise specified).**

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 Fleet Maintenance Building. NOTE: These are minimum specifications. The Contractor may be required, at his/her own expense, to provide service more frequently than specified below in order to maintain a clean and satisfactory appearance as determined by the SJC Fleet Maintenance Staff. **Failure on the part of the Contractor to perform the required services as specified may result in termination of the Contract.**

**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 power scrubbed once **per quarter**.
4. 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).
4. All glass entry doors will be cleaned of all smudges and marks each visit.

**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. Showers will be cleaned with appropriate cleanser at a minimum of once per week.
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 Point of Contact 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 each visit.
2. Countertops, cabinets (exterior only), 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.

**I. Supplies:**

1. **The Contractor** will be required to provide labor and all cleaning supplies, including cleaning products. **The County** will be required to provide toilet paper, hand soap, and paper towels.
2. 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.
3. 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 Building:**

Jean Perseo

Phone: 904-209-0285

E-mail: [jperseo@sjcfl.us](mailto:jperseo@sjcfl.us)

**SCOPE OF WORK  
SJC ROAD & BRIDGE BUILDING**

**Locations:** 2740 Industry Center Road, St. Augustine, FL 32084 (Road & Bridge Building 5,364 sf)

The St. Johns County Road and Bridge Building offices, reception areas, restrooms, break rooms, hallways, conference rooms and entrances will be cleaned **between 5:00 p.m. and 7:00 a.m., five (5) times per week (Monday through Friday, excluding County recognized holidays unless otherwise specified).**

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 Road & Bridge Building. NOTE: These are minimum specifications. The Contractor may be required, at his/her own expense, 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. **Failure on the part of the Contractor to perform the required services as specified may result in termination of the Contract.**

**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 power scrubbed once **per quarter**.
4. 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.
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**The Point of Contact for the SJC Road & Bridge Building:**

Jennifer Kinlaw

Phone: 904-209-0266


E-mail: [jkinlaw@sjcfl.us](mailto:jkinlaw@sjcfl.us)



**SEALED BID MAILING LABEL**

**Cut along the outer border and affix this label  
to your sealed bid envelope to identify it as a  
"Sealed Bid"**

<b>SEALED BID • DO NOT OPEN</b>	
<b>SEALED BID NO.:</b>	<b>Bid No: 18-56</b>
<b>BID TITLE:</b>	<b>Janitorial Services for Public Works Administration, Fleet Maintenance, and Road &amp; Bridge</b>
<b>DUE DATE/TIME:</b>	<b>Wednesday, April 18, 2018 by 2:00 p.m.</b>
<b>SUBMITTED BY:</b>	_____ Company Name
	_____ Company Address
	_____ Company Address
<b>DELIVER TO:</b>	<b>St. Johns County Purchasing Dept. Attn: David Klages 500 San Sebastian View St. Augustine, FL 32084</b>



END OF BID DOCUMENT