

RESOLUTION NO. 2024 - 340

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO AWARD CONTRACT IFB 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS TO SOUTHERN CLEANING SERVICES, INC., AND TO EXECUTE A GENERAL SERVICE CONTRACT FOR THE PERFORMANCE OF REQUIRED SERVICES.

RECITALS

WHEREAS, the County has contracts for janitorial services at various County Facilities which are reaching their expiration, and required re-solicitation. The required services are specified in the Bid Documents under IFB 1822R, and are specific to each location or department; and

WHEREAS, through the County’s formal Bid process, Southern Cleaning Service. Inc., were the lowest, responsive, responsible bidders for various facilities based upon the total annual amount by location; and

WHEREAS, the County finds that issuing contracts for these services serves each County departments purpose; and

WHEREAS, the services have been budgeted by the specified SJC departments in FY24/25 and will be included in all budgets for future fiscal years for Board approval.

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

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 IFB 1822R to Southern cleaning Services, Inc., as the lowest, responsive, responsible bidder, for the specified locations as indicated on the Bid Tabulation, and is further authorized to execute contracts for the performance of the required services at the annual price submitted.

Section 3. 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, on this 20th day of August, 2024.

Rendition Date AUG 20 2024

BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA

By: [Signature]
Sarah Arnold, Chair

ATTEST: Brandon J. Patty,
Clerk of Circuit Court & Comptroller

By: [Signature]
Deputy Clerk





GENERAL SERVICES AGREEMENT
BETWEEN
ST. JOHNS COUNTY AND CONTRACTOR

General Services Agreement No: 24-GSA-SOU-20174

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This General Services Agreement (“Contract”) is made this ___ day of _____, 2023 (the “Effective Date”) by and between **ST. JOHNS COUNTY** (“County”), a political subdivision of the State of Florida, whose principal offices are located at 500 San Sebastian View, St. Augustine, FL 32084; and Southern Cleaning Services, Inc., (“Contractor”), a company authorized to do business in the State of Florida, with its principal offices located at: 7900 Belfort Parkway, Suite 300, Jacksonville, FL 32256, Phone: (904)260-3100, and E-mail: RMetevia@scsione.com, for **IFB NO 1822R; Janitorial Services for Various County Buildings.**

In consideration of the mutual promises and covenants contained herein, the parties hereby agree as follows:

ARTICLE I CONTRACT DOCUMENTS

1.1 The Contract Documents

1.1.1 The Contract Documents consist of the following documents incorporated herein by reference:

- a) Fully Executed Change Orders and Amendments to this Agreement
- b) This Fully Executed General Services Agreement and all Exhibits and/or Attachment here to:
 - i. Exhibit A – Annual Pricing
 - ii. Exhibit B – Scope of Services
 - iii. Exhibit C – Department Contact List
- c) Notice to Proceed
- d) Bid Documents and Bid Forms with all addenda thereto for IFB No. 1822R
- e) Bonds and Insurance furnished by Contractor

1.1.2 Documents not enumerated above are not Contract Documents and do not form part of this Contract. No terms, conditions, limitations or exclusions in Contractor’s bid/proposal documents or invoices shall be binding upon County or become part of the Contract Documents.

1.2 Definitions

When the following terms appear in the Contract Documents, they shall have the following meaning:

1.2.1 Addendum (Addenda): A document issued by the County during the bidding period which modifies, supersedes or supplements the Contract Documents.

1.2.2 Applicable Laws: All local, state, and federal laws, statutes, codes, ordinances, rules and regulations in effect at the time Work and Warranty Work is performed under this Contract.

1.2.3 Amendment: A written addition or modification of, or a waiver of a right or obligation under the terms of the Contract executed by the County and issued after execution of the Contract.

1.2.4 Claim: Any claim, liability, loss, demand, demand for arbitration, damage, lien, cause of action of any kind, obligation, responsibility, cost, expense, royalty, fee, assessment, penalty, fine, judgment, interest or award, pending or threatened, whether arising by law, contract, tort, voluntary settlement or otherwise.

1.2.5 Change Order: A written order to Contractor executed by the County, issued after execution of this Contract, authorizing and directing a change in the Work or an adjustment in the Contract Price or the Contract Time, or any combination thereof.

1.2.6 Contract Price: The sum set forth in Exhibit A of this Contract shall constitute the Contract Price, as may be amended by Change Order. Unless otherwise approved by the County in writing, the Contract Price includes all taxes, including without limitation, income and withholding tax of any kind and sales tax imposed by the state or by the County and paid by Contractor or any Subcontractors with respect to sales of goods purchased for the performance of the Work.

1.2.7 Contract Time: The number of calendar days between commencement and completion of the Work, as may be amended by Change Order.

1.2.8 Final Completion: Completion of all Work in compliance with the Contract Documents, as determined by the County, and issuance of a Final Certificate for Payment.

1.2.9 Jobsite: Any physical location or other place on, under, in, at or through which any aspect of the Work is performed.

1.2.10 Notice to Proceed: A written notice given by the County to Contractor fixing the date on which the Contract Time will commence to run and identifying the corresponding Final Completion date.

1.2.11 County Representative: The individual tasked with representing the interests of the County throughout the duration of the Contract.

1.2.12 Subcontractor: A Subcontractor is an individual, partnership, corporation, association, joint-venture or any combination thereof, which has a direct or indirect contract with Contractor to perform a portion of the Work.

1.2.13 Work: All services required by the Contract Documents, including all labor, materials, supplies, equipment and services as well as all other deliverables provided, or to be provided, by Contractor to fulfill Contractor's obligations under this Contract.

1.3 Independent Contractor

Contractor represents that it is fully experienced and properly qualified, licensed, equipped, organized, and financed to perform the Work under this Contract. Contractor shall act as an independent contractor and not as an agent in performing this Contract and shall maintain complete control over its employees and all of its Subcontractors and suppliers of any tier. Nothing contained in this Contract or any lower-tier subcontract or purchase order awarded by Contractor shall create any contractual relationship between any such subcontractor or supplier and the County. Contractor shall perform all Work in accordance with the requirements of this Contract and in accordance with its own methods subject to compliance with this Contract.

1.4 Disputes

1.4.1 Contractor is solely responsible for requesting instructions, interpretations or clarifications concerning the Contract Documents and is solely liable for any cost and/or expenses arising from its failure to do so. Any dispute relating to a question of fact arising under this Contract shall be resolved through good faith efforts upon the part of Contractor and the County. Unless otherwise directed in writing, Contractor shall at all times carry on the Work and maintain its progress schedule in accordance with the requirements of the Contract and the determination of the County, pending resolution of any dispute. Any dispute that is not disposed of by mutual agreement shall be decided by the County who shall reduce such decision to writing. The decision of the County shall be final and conclusive. Contractor's failure to protest the County's determination or decisions within fourteen (14) calendar days after receipt thereof shall constitute a waiver by Contractor of all its rights to further protest, judicial or otherwise.

1.4.2 In no event will a dispute, the filing of a protest, claim or appeal, or the resolution or litigation thereof, relieve Contractor from its obligations to timely perform the Work required by the Contract and to maintain the progress schedule in accordance with the Contract.

ARTICLE II THE SERVICES

2.1 Scope of Services

2.1.1 Contractor shall perform all of the Services required, implied, or reasonably inferable from, the Contract Documents and stated in **Exhibit B**, Scope of Services, Unless otherwise provided in the Contract Documents, Contractor shall provide and pay for all labor, supervision, materials, supplies, tools, transportation, storage, equipment and machinery, utilities (including but not limited to water, heat, fuel, light, and cooling), and all other services necessary for proper execution and completion of the Service, whether temporary or permanent and whether or not incorporated or to be incorporated in the Service. Materials, articles and equipment furnished by Contractor for incorporation into the Work shall be new unless otherwise specified in the Contract Documents.

2.1.2 Contractor shall use only competent and skilled personnel to perform and supervise the Services and shall remove from such Work any person determined to be unfit, unqualified, or acting in violation of any obligation of Contractor under this Contract. In the event a person is removed from the Work, Contractor shall promptly replace such individual with

another who is fully competent and skilled to perform the Work at Contractor's sole expense.

2.1.3 Except as otherwise required for the safety or protection of persons or the Work or property at the Jobsite or adjacent thereto, and except as otherwise stated in the Contract Documents, all Work at the Jobsite shall be performed during regular working hours, Monday through Friday. Contractor will not perform Work on a Saturday, Sunday, or any legal holiday. Contractor may perform Work outside regular working hours or on Saturdays, Sundays, or legal holidays only with the County's prior written consent, which will not be unreasonably withheld.

2.1.4 In addition, when the Work requires by Florida Statute, Contractor shall use only licensed, registered and/or certified personnel to perform the Work. Such Statutes may include, but are not limited to, Chapter 489 (Regulation of Professions and Occupations Contracting) and Chapter 633, Part III (Fire Protection and Suppression) of the Florida Statutes.

2.2 Payment of Costs

Except as otherwise expressly provided, Contractor shall pay directly all costs and expenses of the Work of any kind or nature whatsoever including but not limited to all costs of permitting, regulatory compliance, obtaining and maintaining required bonds and insurance pursuant to Article 11, payments due to Subcontractors and suppliers, legal, financial, sales, use and similar taxes on materials and equipment, transportation and storage of materials and equipment, preparation of schedules, budgets and reports and all other costs required to satisfactorily complete the Work.

2.3 Cleaning the Jobsite

Contractor shall keep its Work area(s) neat, secure and orderly during performance of the Work and shall clean up and remove all waste, rubbish and construction debris as they accumulate. Upon Final Completion of the Work, Contractor shall remove all waste, rubbish and construction debris from the Work area as well as all tools, appliances, equipment, temporary utilities, temporary Work and machinery and surplus materials.

2.4 Title and Risk of Loss

Title to the structures, improvements, fixtures, machinery, equipment and materials constituting the Work shall pass to the County no later than time of payment. Such transferred title shall in each case be good, free and clear of any and all security interests, liens or other encumbrances. Contractor shall, however, bear all risk of loss concerning such structures, improvements, fixtures, machinery, equipment and materials until Final Completion, regardless of the extent to which the loss was insured or the availability of insurance proceeds. The transfer of title does not imply acceptance by the County nor does it relieve Contractor from the responsibility for any loss or damage to items.

2.5 Access to Work

The County and/or County Representative, shall at all reasonable times have full access to all parts and locations of the Jobsite(s) from commencement of the Work through Final Completion. Contractor shall take whatever steps necessary to provide such access when requested.

2.6 Utilities

If the scope of Work requires, Contractor shall, at its expense, make all arrangements necessary to secure the availability of and maintain all temporary utilities required to construct and operate Contractor's Work as required by the Contract Documents.

2.7 Taxes

Contractor shall pay all taxes, levies, duties and assessments of every nature which may be applicable to any Work under this Contract. The Contract Price and any agreed variations thereof shall include all applicable taxes imposed by law. Contractor shall make any and all payroll deductions required by law. Contractor herein indemnifies and holds the County harmless from any liability on account of any and all such taxes, levies, duties, assessments and deductions. The indemnity provision of this section shall survive the expiration or earlier termination of this Contract. Contractor may not use the County's tax-exempt status unless specifically authorized in writing in advance.

2.8 Publicity and Advertising

2.8.1 Contractor shall not make any announcement or release any information or publish any photographs concerning this Contract or the Work or any part thereof to any member of the public, press or any official body, unless prior written consent is obtained from the County.

2.8.2 Use of the County Seal or County Logo is strictly prohibited. In accordance with, County Ordinance 92-2 and County Administrative Policy 101.3, Contractor may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal or Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

2.9 County Furnished Items

2.9.1 Contractor shall obtain and pay for all permits, fees and licenses necessary and ordinary for the performance of the Work. Excluding such permits, fees and licenses, the County shall obtain all approvals, easements, and the like required for Work.

2.9.2 The County shall furnish Contractor electronic copies of the Contract Documents for execution of the Work. Hard copies of the Contract Documents shall be the responsibility of Contractor. The above responsibility notwithstanding, Contractor may request a (hardcopy) set of Contract Documents from the County. Contractor will reimburse the County for the actual costs (or \$25, whichever is greater), of providing such hardcopy set.

ARTICLE III CONTRACT TIME

3.1 Schedule

3.1.1 This Agreement shall become effective upon the date of execution by all parties, shall be in effect for an initial contract term of two (2) calendar years ("Contract Term") with three (3) one (1) year renewals. This Contract may be extended, for a period of up to six (6) calendar months, for the purposes of ensuring no gap in services during the procurement of a new Contract.

3.2 Time is of the Essence

Time is of the essence regarding each and every obligation of Contractor under this Contract. Each obligation is deemed material, and a breach of any such obligation (including a breach resulting from untimely performance) is a material breach.

3.3 Disclaimer of Consequential Damages

The County shall not be liable to Contractor, whether in contract, tort, warranty or under any statute or on any other basis, for any consequential, incidental, indirect, special, punitive or exemplary damages suffered or incurred by Contractor in connection with this Contract, even if the County has been advised of the possibility of such damages. Consequential damages shall include, by way of example and without limitation, opportunity costs, loss of use of facilities or other assets, consequential damage claims of subcontractors, lost profits, lost savings, lost business, lost bonding capacity, lost financing, lost reputation or lost goodwill.

ARTICLE IV CONTRACT PRICE AND PAYMENT

4.1 Contract Price

4.1.1 As full and complete compensation for satisfactory performance of the Work by Contractor, the County shall pay to Contractor compensation in accordance with the prices set forth in **Exhibit "A"**, (hereinafter the "Contract Price").

4.1.2 Unit prices included in the Contract Price are "all-inclusive", including labor, material, supervision, tools, equipment, insurance, taxes, fringe benefits, coordination, engineering, overhead, profit, performance and payment bonds, and all other items incidental to or necessary for the completion of the Work. Unit prices are fixed for the duration of the Contract and are not subject to escalation for any cause.

4.2 Measurement and Payment

4.2.1 Contractor shall make all surveys necessary for determining all quantities of Work to be paid under this Contract. Copies of field notes, computations and other records made by Contractor for the purpose of determining quantities shall be furnished to the County Representative upon request. Contractor shall notify the County Representative prior to the time such surveys are made. The County Representative may but shall have no obligation to witness and verify such surveys. Measurements and computations shall be made by such methods as the County may consider appropriate for the class of work measured. The dividing limits, lines or planes between adjacent items or classes of excavation, concrete, or other types of Work where not definitely indicated on the Drawings or in the Specifications shall be as determined by the County.

4.2.2 No payments of invoices (or portions thereof) shall, at any time, constitute approval or acceptance of the Work under this Contract, nor be a waiver by the County of any of the terms contained herein.

4.3 Progress Payments

4.3.1 Prior to Contractor's submittal of the initial Application for Payment, Contractor shall have delivered Insurance Certificate(s) evidencing coverages in accordance with Article 11. The County will not make any payment to Contractor until Contractor has complied with this requirement.

4.3.2 On or before the tenth (10th) day of each calendar month, Contractor shall submit an Application for Payment to the County Representative in such form and manner, and with such supporting data and content, as the County Representative may require. Such Application for Payment shall be based on the amount of Work done or completed during the payment period which is defined as the first day of the preceding calendar month through the last day of the preceding calendar month. The County Representative will review the Application for Payment to determine whether the quantity and quality of the Work is as represented in the Application for Payment and thereafter confirm to the County the amount properly owing to Contractor. Upon receipt by the County of the County Representative's recommendation for payment, payments will be made in accordance with the Local Government Prompt Payment Act (Sections 218.70-218.80 of the Florida Statutes) less such amounts, if any, otherwise owing by Contractor to the County or which the County shall have the right to withhold. Any Application for Payment determined by the County not to be suitable for payment shall be modified and processed in accordance with the County's assessment.

4.3.3 In the event any dispute with respect to any payment or Application for Payment cannot be resolved between Contractor and the County Representative, Contractor may demand in writing a meeting with and review by the County's Director of Purchasing and Contracts. Such meeting and review shall occur within ten (10) business days of receipt by the County of Contractor's written demand. The Director of Purchasing and Contracts shall issue a written decision on the dispute within ten (10) business days of such meeting. This decision shall be deemed the County's final decision for the purpose of the Local Government Prompt Payment Act.

4.3.4 Contractor warrants and guarantees that title to Work, materials, and equipment covered in any Application for Payment shall pass to the County no later than the time of payment and shall be free and clear of liens, claims, security interests or other encumbrances.

4.4 Application for Payment

4.4.1 Contractor may make Application for Payment, at intervals of not more than once a month for Work satisfactorily completed. Each Application for Payment shall clearly include:

- a) The Contract Number;
- b) A unique Application for Payment number;
- c) Contractor's legal name and address;
- d) Taxpayer identification number (Contractor's federal employer identification number);
- e) Brief description of the completed Work, in accordance with Contractor's Schedule of Values;
- f) The original Contract Price including approved Change Order amounts; and,
- g) Preferred remittance address, if different from the mailing address.

The County may require any other information from Contractor that the County deems necessary to verify Contractor's Application for Payment. No later than ten (10) days after execution of this Contract or Notice to Proceed has been issued, the County will identify in a separate written notice the submittal requirements for Contractor's payment requests.

4.4.2 Each Application for Payment shall be signed by Contractor and shall constitute Contractor's representation that the Work has progressed to the level for which payment is requested, that the Work has been properly installed or performed in full accordance with this Contract, and that Contractor knows of no reason why payment should not be made as requested. Contractor's final Application for Payment shall also be accompanied by a full and complete release and/or waiver of all liens complying with Section 713.20 of the Florida Statutes.

4.4.3 Contractor must remit undisputed payment due for labor, services, or materials furnished by Subcontractors and suppliers hired by Contractor, within ten (10) days after receipt of each progress payment from the County pursuant to Section 218.735 of the Florida Statutes. If necessary for the protection of the County, the County shall have the right, at its sole option, to make payment by joint check or by direct check to Contractor's Subcontractors or suppliers without advance notice to or consent of Contractor. If joint checks are issued following claims by Contractor's Subcontractors or suppliers, the County shall be entitled to an administrative fee of \$50.00 per check for the expense of processing each joint check.

Any amounts paid directly to a Subcontractor or supplier will be deducted from payments made to, or amounts due or that may become due to, Contractor. The issuance of a joint check shall create no rights in favor of any person or entity beyond the right of the named payees to payment of the check and shall not be deemed to commit the County to repeat the procedure in the future.

4.4.4 No progress payment shall be interpreted to constitute approval or acceptance of any Work under this Contract, nor be considered a waiver by Contractor of any of the terms of this Contract.

4.4.5 The County's performance and obligation to pay under this Contract is contingent upon an appropriation of lawfully available funds by the Board of County Commissioners. The County shall promptly notify Contractor if the necessary appropriation is not made.

4.5 Withheld Payment

4.5.1 The County may decline to make payment, may withhold funds otherwise payable and, if necessary, may demand the return of some or all of the amounts previously paid to Contractor, if:

- a) Any Claims are made against Contractor by the County or third parties, including Claims for liquidated damages or if reasonable evidence indicates the probability of the making of any such Claim;
- b) Any Claims are made against the County, the County's property or any other party indemnified hereunder which is or might be covered by Contractor's Indemnification obligations under Section 10.2 below;
- c) Contractor fails to pay Subcontractors or others in full and on-time;
- d) Contractor fails to submit schedules, reports, or other information required under the Contract;
- e) Contractor fails to diligently prosecute the Work and maintain progress to assure completion within the Contract Time;
- f) Contractor persistently fails to fully and timely perform the Work in accordance with the Contract Documents;
- g) Defective or nonconforming Work is not remedied; or
- h) Contractor is in default of any other representation, warranty, covenant or performance obligation of this Contract.

4.5.2 If Claims or liens filed against Contractor or property of the County connected with performance under this Contract are not promptly removed by Contractor after receipt of written notice from the County to do so, the County may remove such Claims or liens and all costs in connection with such removal shall be deducted from withheld payments or other monies due, or which may become due, to Contractor. If the amount of such withheld payments or other monies due Contractor under the Contract is insufficient to meet such cost, or if any Claim or lien against Contractor is discharged by the County after final payment is made, Contractor and its surety or sureties shall promptly pay the County all costs (including attorney's fees) incurred thereby regardless of when such Claim or lien arose.

ARTICLE V CONTRACTOR RESPONSIBILITIES

5.1 Performance

5.1.1 Contractor warrants that, to the best of its knowledge, there is no pending or threatened action, proceeding, or investigation, or any other legal or financial condition, that would in any way prohibit, restrain, or diminish Contractor's ability to satisfy its contractual obligations hereunder.

5.1.2 Contractor shall perform no part of the Work at any time without adequate Contract Documents or, as appropriate, approved Shop Drawings, Product Data or samples for such portion of the Work. If Contractor performs any portion of the Work where Contractor knows or should know such Work involves a recognized error, inconsistency or omission in the Contract Documents without notice to the County Representative and the County, Contractor shall bear responsibility for such performance and shall bear the cost of correction.

5.1.3 Contractor shall perform the Work strictly in accordance with this Contract.

5.1.4 Contractor shall confine its operations to the Jobsite or such other land and areas identified in and permitted by the Contract Documents. Contractor shall assume full responsibility for any damage to any such land or area, to the County or occupant thereof, or of any adjacent land or areas, resulting from the performance of the Work. Should any Claim be made by any such owner or occupant because of the performance of the Work, Contractor shall promptly settle with such other party

by negotiation or otherwise resolve the Claim by other dispute resolution proceeding or at law. Contractor shall, to the fullest extent permitted by Applicable Law, indemnify and hold harmless the County, and its officers, directors, agents and employees and anyone directly or indirectly employed by them from and against Claims, costs, losses, and damages arising out of or resulting from any Claim or action, legal or equitable, brought by any such owner or occupant against the County or any other party indemnified hereunder to the extent caused by or based upon Contractor's or a Subcontractor's performance of the Work.

5.1.5 Contractor is solely and exclusively responsible for supervising all workers at the Jobsite. Contractor shall supervise and direct the Work using Contractor's best skill, effort and attention. Contractor shall be responsible to the County for any and all acts or omissions of Contractor, its employees and others engaged in the Work on behalf of Contractor.

5.1.6 Contractor and the Work must comply with all Applicable Law and the requirements of any applicable grant agreements.

5.2 Authorized Representative

Prior to commencing Work, Contractor shall designate in writing a competent, authorized representative(s) acceptable to the County to represent and act for Contractor ("Authorized Representative"). All communications given to the Authorized Representative shall be binding upon Contractor. An Authorized Representative may be added, removed or changed upon prior written notice given pursuant to Section 12.18 titled "Written Notice".

5.3 Environmental, Safety and Health

5.3.1 Safety and Protection. Contractor shall be solely and exclusively responsible for conducting operations under this Contract to avoid risk of harm to the health and safety of persons and property and for inspecting, supervising and monitoring all equipment, materials (whether in storage on or off the Jobsite), work practices and safety precautions (including but not limited to adequate maintenance of traffic) used in the Work to ensure compliance with its obligations under this Contract. Contractor shall provide or cause to be provided necessary training and furnish all safety equipment/tools, including OSHA compliant and ANSI certified personal protective equipment as appropriate and necessary for the performance of the Work, to its subcontractors of every tier and enforce the use of such training and safety equipment/tools.

5.3.2 Compliance. Contractor shall comply with all Applicable Laws bearing on the safety of persons or property, or their protection from damage, injury or loss including compliance with applicable permits, plans and approvals. To the extent allowed by law, Contractor shall assume all responsibility and liability with respect to all matters regarding the safety and health of its employees and the employees of Contractor's subcontractors and suppliers of any tier, with respect to the Work.

5.3.3 Toxic Substances/Federal Hazard Communication "Right to Know and Understand" Regulations.

The Federal "Right to Know and Understand" Regulation (also known as the Hazard Communication / Globally Harmonized System of Classification and Labeling of Chemicals (GHS) implemented by OSHA requires employers to inform their employees of any toxic substances to which they may be exposed in the workplace, and to provide training in safe chemical storage, labeling, handling practices and emergency procedures.

Accordingly, the Contractor(s) performing under this contract shall be required to provide two (2) complete sets of Safety Data Sheets (SDS) to each of the departments utilizing the awarded products. This information should be provided at the time when the initial delivery is made, on a department-by-department basis. If performing services on site, it is preferred that each contractor bring their hazardous communication program and SDS in a binder labeled with the contractor's name and identified as a Hazardous Communication/GHS Program. Upon leaving the jobsite and the removal of all hazardous materials, contractors shall take their information with them. The transport, use, and disposal of toxic substances must be conducted in accordance with DEP/EPA regulations.

Upon request, contractors working at St. Johns County facilities or jobsites will be given access to the written Hazardous Communication Program and informed where to locate SDS.

5.4 Final Inspection and Testing

All equipment and materials furnished and Work performed shall be inspected and tested by Contractor at Contractor's expense. Contractor shall give the County Representative timely notice, at least 48 hours in advance, of readiness of the Work for required inspections, tests or approvals unless otherwise specified in the Contract Documents. Neither

observations by the County nor inspections, tests, or approvals shall relieve Contractor from the Contractor's obligations to perform the Work in accordance with the Contract Documents. The County Representative will issue a Final Certificate for Payment following satisfactory inspection of the Work.

5.5 Final Payment

5.5.1 Upon Contractor's receipt of the Final Certificate for Payment, Contractor may submit a final invoice.

5.5.2 Acceptance of Final Payment shall constitute a waiver of all Claims against the County by Contractor except for those Claims previously made in writing against the County by Contractor, pending at the time of Final Payment, and identified in writing by Contractor as unsettled at the time of its request for Final Payment.

5.5.3 In the event Contractor fails to make a Request for Final Payment, or to resubmit a final Application for Payment within ninety (90) days after being requested to do so, the County may deem any and all retained funds to be abandoned property and shall give notice of abandonment to Contractor. The County may set off against the final payment any amounts due to County from Contractor arising out of or under this or any other Contract or Contract between them.

ARTICLE VI COUNTY REPRESENTATIVE

6.1 County Representative Responsibilities

6.1.1 The County shall designate as its representative a County Representative. The County Representative shall be authorized to act on behalf of the County only to the extent provided in this Article VI.

6.1.2 The County and Contractor shall communicate with each other in the first instance through the County Representative.

6.1.4 The County Representative shall review Contractor's Applications for Payment and shall confirm to the County for payment to Contractor, those amounts then due to Contractor as provided in this Contract.

6.1.5 The County Representative shall have authority to reject Work, which is defective or does not conform to the requirements of this Contract. If the County Representative deems it necessary or advisable, the County Representative shall have authority to require additional inspection or testing of the Work for compliance with Contract requirements at Contractor's expense.

6.1.8 The County Representative shall, upon written request from Contractor, conduct inspections to determine the date of Final Completion, shall receive and forward to the County for the County's review and records, written warranties and related documents required by this Contract and shall issue a Final Certificate for Payment upon compliance with the requirements of this Contract.

6.1.9 The County Representative's decision in matters relating to aesthetic effect shall be final if consistent with the intent of this Contract.

ARTICLE VII CHANGES IN THE WORK

7.1 General

7.1.1 The County may, at any time, without invalidating this Contract and without notice to sureties, unilaterally direct changes in the Work within the general scope of this Contract, consisting of additions, deletions, revisions, or any combination thereof, by Change Order or by field order. Contractor agrees to promptly comply with such orders and proceed with the Work, which shall be performed under the applicable requirements of the Contract Documents.

7.1.2 If at any time Contractor believes that acts or omissions of the County constitute a change to the Work, Contractor shall, within five (5) days of such change or act or omission, submit a written notice to the County Representative explaining in detail the basis for the change request. Upon agreement as to the impact of the change or act or omission, the Contract Time and/or Contract Price shall be adjusted by written Change Order. **IT IS EXPRESSLY AND SPECIFICALLY AGREED THAT ANY AND ALL CLAIMS FOR CHANGES TO THE CONTRACT TIME OR CONTRACT PRICE SHALL BE WAIVED IF NOT SUBMITTED IN STRICT ACCORDANCE WITH THE REQUIREMENTS OF THIS SECTION.**

7.2 Acceptance of Change Orders

Contractor's written acceptance of a Change Order shall constitute a final and binding Contract to the provisions thereof and a waiver of all claims in connection therewith, whether direct, indirect, or consequential in nature.

7.3 Notice to Sureties

Contractor shall notify and obtain the timely consent and approval of Contractor's surety with reference to all Change Orders if such notice, consent or approval is required by Contractor's surety or by law. Contractor represents and warrants to County that Contractor is solely liable and responsible to so notify and obtain any such consent or approval.

ARTICLE VIII STOPPING WORK, AND ACCEPTING DEFECTIVE OR NONCONFORMING WORK

8.1 Right to Stop Work

If the Work is defective, or Contractor fails to supply sufficient skilled workers, suitable materials, or equipment or fails to furnish or perform the Work in such a way that the completed Work will conform to the Contract Documents, the County, acting through the County Representative, may order Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated. The County's right to stop Work, or any portion thereof, shall not give rise to any duty on the part of the County to exercise this right for the benefit of Contractor or any other party.

8.2 County May Accept Defective or Nonconforming Work

If the County chooses to accept defective or nonconforming Work, the County may do so. In such events, the Contract Price shall be reduced by the greater of (a) the reasonable cost of removing and correcting the defective or nonconforming Work, and (b) the difference between the fair market value of the Work had it not been constructed in such manner as to include defective or nonconforming Work. If the remaining portion of the unpaid Contract Price, if any, is insufficient to compensate the County for its acceptance of defective or nonconforming Work, Contractor shall, pay the County such remaining compensation for accepting defective or nonconforming Work.

ARTICLE IX CONTRACT SUSPENSION AND TERMINATION

9.1 Suspension

The County may, by written notice, order Contractor to suspend, delay or interrupt Work, in whole or in part, for a period of time as the County may determine. If such suspension delays Contractor's ability to meet the authorized Contract Time, Contractor will be granted an extension of time as reasonably agreed by both parties. Contractor shall not be entitled to an adjustment to the Contract Time to the extent that performance is, was or would have been so suspended, delayed or interrupted by another cause, act or omission for which Contractor is responsible.

9.2 Termination

9.2.1 The County may by written notice to Contractor terminate the Work under this Contract in whole or in part at any time for the County's convenience or for the default of Contractor.

9.2.2 Upon receipt of such termination notice Contractor shall immediately stop all Work and shall immediately cause any and all of its Subcontractors and material suppliers at any tier, to immediately stop all work, leaving the Jobsite or Work area in a safe and secured condition. Contractor shall not be paid for any work performed or costs incurred after the termination date that reasonably could have been avoided. The County may direct Contractor to assign Contractor's right, title and interest under terminated orders or subcontracts to its designee.

9.2.3 Contractor shall not remove from any Jobsite any materials, equipment, plant or tools that have been paid for by County pursuant to this Contract. Contractor hereby grants the County a free and unimpeded right of access to Contractor's facilities, which shall survive any termination of the Contract, for the purpose of permitting the County to take control of and remove any Work, including but not limited to any Work for which title has vested in the County.

9.2.4 If the termination is for the convenience of the County, an equitable adjustment in the compensation to be paid Contractor shall be made based upon the cost for completed Work, Work in progress, and the substantiated, reasonable and actually incurred costs associated with termination. No amount shall be allowed for anticipated profit or unperformed work.

9.2.5 For purposes of this Termination provision, Contractor shall be deemed in default if Contractor (1) persistently or repeatedly refuses or fails to perform the Work in a timely manner, (2) fails to supply enough properly skilled Workers, supervisory personnel or proper equipment or materials, (3) fails to make prompt payment to Subcontractors, or for materials or labor, (4) becomes insolvent or becomes the subject of voluntary or involuntary bankruptcy proceedings, (5) persistently disregards laws, ordinances, rules, regulations or orders of any public authority having jurisdiction, or (6) breaches or violates a material provision of this Contract. If the termination is attributable to the default of Contractor, the County shall have the right, without prejudice to any other right or remedy, to take possession of the Jobsite and of all materials, equipment, tools, and machinery thereon owned by Contractor and may finish the Work by whatever methods it may deem expedient. In such case, Contractor shall not be entitled to receive any further payment until the Work is finished.

ARTICLE X WARRANTY AND INDEMNITY

10.1 Warranty

10.1.1 Contractor warrants and guarantees to the County that all labor furnished to progress the Work under this Contract shall be competent to perform the tasks undertaken and that the product of such labor shall yield only first-class results and that all materials and equipment furnished under this Contract shall be of good quality, free from faults and defects and in strict conformance with the Contract Documents.

10.1.2 Contractor warrants all materials, equipment and labor it furnishes or performs under this Contract against all defects in design, materials and workmanship for a period of one year (or the period of time in any guarantee or warranty provided by any manufacturer or supplier of equipment or materials incorporated into the Work, whichever is later) from and after the date of Final Completion. Contractor shall within ten (10) Days after being notified in writing by the County of any defect in the Work or non-conformance of the Work (Warranty Work), commence and prosecute with due diligence all Work necessary to fulfill the terms of the warranty at its sole cost and expense. Contractor shall act sooner as requested by the County in response to an emergency. In addition, Contractor shall, at its sole cost and expense, repair and replace any portions of the Work (or work of other contractors) damaged by its Warranty Work or which becomes damaged in the course of repairing or replacing Warranty Work. For any Work so corrected, Contractor's obligation hereunder to correct Warranty Work shall be reinstated for an additional one-year period, commencing with the date of acceptance of such corrected Work.

10.1.3 Contractor shall perform such tests as the County may require to verify that any corrective actions, including, without limitation, redesign, repairs, and replacements comply with the requirements of the Contract Documents. All costs associated with such corrective actions and testing, including the removal, replacement, and reinstatement of equipment and materials necessary to gain access, shall be the sole responsibility of Contractor.

10.1.4 All warranties and guarantees of subcontractors, suppliers and manufacturers with respect to any portion of the Work, whether express or implied, are deemed to be obtained by Contractor for the benefit of the County, regardless of whether or not such warranties and guarantees have been transferred or assigned to the County by separate Contract and Contractor agrees to enforce such warranties and guarantees, if necessary, on behalf of the County.

10.1.5 In the event that Contractor fails to perform its obligations under this Warranty Section, or under any other warranty or guaranty under this Contract, to the reasonable satisfaction of the County, the County shall have the right to correct and replace any defective or non-conforming Work and any work damaged by such work or the replacement or correction thereof at Contractor's sole expense. Contractor shall be obligated to fully reimburse the County for any expenses incurred hereunder upon demand.

10.1.6 Failure on the part of the County to reject defective, non-conforming or unauthorized Work shall not release Contractor from its contractual obligations, be construed to mean acceptance of such Work or material by the County, or, after Final Completion, bar the County from recovering damages or obtaining such other remedies as may be permitted by law.

10.1.7 No adjustment in the Contract Time or Contract Price will be allowed because of delays in the performance of the Work as a result of correcting defective, non-conforming or unauthorized Work.

10.1.8 County and Contractor agree that the provisions of Florida Statute Chapter 558 shall not apply to this Contract.

10.2 Indemnity

10.2.1 Contractor shall indemnify and hold harmless the County and its officers and employees (“Indemnified Party”), from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney’s fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of Contractor and persons employed or utilized by Contractor in the performance of this Contract.

10.2.2 To the extent permitted by, and in accordance with Section 725.06 of the Florida Statutes, Contractor further agrees that “damages, losses and costs”, includes fines, citations, court judgments, insurance claims, restoration costs or other liability, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of Contractor and persons employed or utilized by Contractor in the performance of this Contract.

10.2.3 To the extent permitted by, and in accordance with Section 725.06 of the Florida Statutes, for purposes of indemnity, the “persons employed or utilized by Contractor” shall be construed to include, but not be limited to, Contractor, its staff, employees, subcontractors, all deliverers, suppliers, furnishers of materials or services or anyone acting for, on behalf of, or at the request of Contractor.

10.2.4 In Claims against any person or entity indemnified hereunder by an employee of Contractor, any Subcontractor, or subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Section 10.2 shall not be limited by a limitation on the amount or type of damages, compensation or benefits payable by or for Contractor or any Subcontractor or subcontractor under any workers’ compensation acts, disability benefits acts or other employee benefit acts.

10.2.5 Contractor’s indemnity and hold harmless obligations hereunder shall extend to all Claims against the County by any third party or third-party beneficiary of this Contract and all liabilities, damages, losses and costs related thereto.

10.2.6 This indemnification will not be valid in the instance where the loss is caused by the gross negligence, or willful, wanton or intentional misconduct of any Indemnified Party.

10.2.7 If any provision(s), or portion(s) of a provision(s) of this Section, or the application thereof to any person or circumstance shall, to any extent, be held to be invalid, illegal or unenforceable for any reason whatsoever, the validity, legality and enforceability of the remaining provision(s), or part of the provision(s), shall not in any way be affected or impaired thereby; and shall be interpreted to the fullest extent possible to be enforceable and to give effect to the intent manifested by the provision(s), or portion(s) thereof, held invalid, illegal or unenforceable.

10.2.8 Contractor shall further indemnify and hold harmless the County its officers and employees from and against all Claims arising out of any infringement of patent rights or copyrights incident to the use in the performance of the Work or resulting from the incorporation in the Work of any invention, design, process, product, or device not specified in the Contract Documents and shall defend such Claims in connection with any alleged infringement of such rights.

10.2.9 The indemnification provisions of this Section 10.2 shall survive expiration or earlier termination of this Contract.

ARTICLE XI INSURANCE

11.1 Contractor’s Insurance Requirements

11.1.1 All insurance policies shall be satisfactory to the County and be issued by companies authorized and duly licensed to transact business in the State of Florida. Contractor shall furnish proof of insurance to the County prior to execution of this Contract. No Work shall commence under this Contract until Contractor has obtained all insurance coverages required under this section. Certificates of insurance shall clearly indicate Contractor has obtained insurance of the type, amount, and classification as required by this Contract. Required insurance coverage shall be maintained in force, including coverage for Additional Insureds, until Final Completion of all Work including Warranty Work.

11.1.2 No less than ten (10) days written notice shall be provided to the County prior to cancellation, non-renewal or any material change of required insurance policies. Yearly renewal certificates shall be provided to the County within thirty (30) days of expiration of the current policy.

11.1.3 The types and amounts of insurance required under this Contract do not in any way limit the liability of Contractor

including under any warranty or indemnity provision of this Contract or any other obligation whatsoever Contractor may have to the County or others. Nothing in this Contract limits Contractor to the minimum required insurance coverages found in this Article XII.

11.2 Additional Insured Endorsements and Certificate Holder

The term "Additional Insured", as used in this Contract, shall mean St. John's County, its elected officials, officers, employees, agents and representatives. Certificates of insurance shall specifically name each Additional Insured for all policies of insurance except Workers' Compensation and Professional Liability. A copy of the endorsement showing the required coverages must accompany the certificate of insurance.

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

11.3 Workers Compensation & Employer's Liability

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

11.4 Commercial General Liability

Contractor shall procure and maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, including bodily injury (including wrongful death), property damage, products, personal & advertising injury, and completed operations. This insurance must provide coverage for all Claims that may arise from the services and/or operations completed under this Contract, whether such services or operations are by Contractor or anyone directly or indirectly employed by them. Such insurance(s) shall also be primary and non-contributory with regard to insurance carried by the Additional Insureds.

11.5 Automobile Liability

Contractor shall procure and maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$2,000,000 combined single limit for bodily injury and property damage liability and insuring liability arising out of or in any way related directly or indirectly to the ownership, maintenance or use of any owned, non-owned or rented/hired automobiles.

11.6 Other Requirements

The required insurance limits identified in Sections 11.4 above may be satisfied by a combination of a primary policy and/or Umbrella or Excess Liability Insurance policy. Contractor shall require each lower-tier subcontractor to comply with all insurance requirements appropriate for its scope of work, and any deficiency shall not relieve Contractor of its responsibility herein. Upon written request, Contractor shall provide County with copies of lower-tier subcontractor certificates of insurance.

Providing and maintaining adequate insurance coverage is a material obligation of Contractor. County has no obligation or duty to advise Contractor of any non-compliance with the insurance requirements contained in this Section. If Contractor fails to obtain and maintain all of the insurance coverages required herein, Contractor shall indemnify and hold harmless the Additional Insureds from and against any and all Claims that would have been covered by such insurance had Contractor complied with its obligations herein.

County reserves the right to adjust the above minimum insurance requirements or require additional insurance coverages to address other insurable hazards.

ARTICLE XII MISCELLANEOUS

12.1 Examination of Contractor's Records

The County or its authorized representative shall, until the expiration of five (5) years after final payment under this Contract, have access to, and the right to examine any directly pertinent books, documents, papers and records of Contractor involving transactions relating to this Contract, and to make copies, excerpts and transcriptions thereof. If any such examination reveals that Contractor has overstated any component of the Contract Price, Change Order, Claim, or any other

County payment obligation arising out of this Contract, then Contractor shall, at the election of the County, either immediately reimburse to the County or offset against payments otherwise due Contractor, the overstated amount plus interest. The foregoing remedy shall be in addition to any other rights or remedies the County may have.

12.2 Backcharges

Upon the County's notification to undertake or complete unperformed Work such as cleanup or to correct defective or non-conforming services, equipment, or material (Backcharge Work), if Contractor states or by its actions indicates it is unable or is unwilling to immediately proceed and/or complete the Backcharge Work in an agreed time; the County may perform such Backcharge Work by the most expeditious means available and backcharge Contractor for any and all costs thereby incurred by the County.

The County shall separately invoice or deduct and retain from payments otherwise due to Contractor the costs for Backcharge Work. The County's right to backcharge is in addition to any and all other rights and remedies provided in this Contract or by law. The County's performance of the Backcharge Work shall not relieve Contractor of any of its responsibilities under this Contract and Contractor shall be responsible for the Backcharge Work as if it were its own.

12.3 Applicable Law

Contractor and the Work must comply with all Applicable Law and the requirements of any applicable grant agreements.

12.4 Governing Law & Venue

The Contract shall be governed by the laws of the State of Florida. Venue for any administrative and/or legal action arising under the Contract shall be St. Johns County, Florida.

12.5 Assignment

Contractor shall not assign the Work or this Contract, in whole or in part, without the prior written consent the County. Contractor shall be responsible for all Work performed under the Contract Documents. Contractor shall not sell, assign or transfer any of its rights, duties or obligations under the Contract, or under any Change Order issued pursuant to the Contract or make an assignment or transfer of any amounts payable to Contractor under the Contract, without the prior written consent of the County. In the event of any assignment, Contractor remains secondarily liable for performance of the Contract, unless the County expressly waives such secondary liability. The County may assign the Contract with prior written notice to Contractor of its intent to do so. This Contract may be assumed by and shall inure to the benefit of the County's successors and assigns without the consent of Contractor.

12.6 Severability

If a court deems any provision of the Contract void, invalid or unenforceable, that provision shall be enforced only to the extent that it is not in violation of law or is not otherwise unenforceable and all other provisions shall remain in full force and effect.

12.7 Section Headings

The section and other headings contained in this Contract are for reference purposes only and shall not affect the meaning or interpretation of this Contract.

12.8 Disclaimer of Third-Party Beneficiaries

This Contract is solely for the benefit of County and Contractor and no right or cause of action shall accrue to or for the benefit of any third party not a formal party hereto. Nothing in this Contract, expressed or implied, is intended or shall be construed to confer upon or give any person or entity other than County and Contractor, any right, remedy, or Claim under or by reason of this Contract or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon County and Contractor.

12.9 Waiver; Course of Dealing

The delay or failure by the County to exercise or enforce any of its rights or remedies under this Contract shall not constitute or be deemed a waiver of the County's right thereafter to enforce those rights or remedies, nor shall any single or partial exercise of any such right or remedy preclude any other or further exercise thereof or the exercise of any other right or remedy. The conduct of the parties to this Contract after the Effective Date shall not be deemed a waiver or modification of this Contract.

12.10 No Waiver of Sovereign Immunity

Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance and obligations under this Contract and shall be fully binding until such time as any proceeding brought on account of this Contract is barred by any applicable statute of limitations.

12.11 Execution in Counterparts

This Contract may be executed in counterparts, each of which shall be an original document, and all of which together shall constitute a single instrument. The parties may deliver executed counterparts by e-mail transmission, which shall be binding. In the event this Contract is executed through a County-approved electronic signature or online digital signature service (such as DocuSign), such execution shall be valid, effective and binding upon the party so executing. Execution and delivery of an executed counterpart of this Contract and/or a signature page of this Contract by electronic image scan transmission (such as a "pdf" file) or through a County approved electronic signature service will be valid and effective as delivery of a manually executed counterpart of this Contract.

12.12 Entire Contract

This Contract, together with the Contract Documents for the Work, constitutes the entire Contract between County and Contractor relating to the subject matter hereof and supersedes all prior or contemporaneous Contracts, negotiations, discussions and understandings, oral or written. This Contract may not be amended or modified except in writing signed by both parties.

12.13 Survival

The provisions of the Contract Documents which by their nature survive termination of the Contract, including without limitation all warranties, indemnities, insurance, payment obligations, and the County's right to audit Contractor's books and records, shall in all cases survive the expiration or earlier termination of this Contract.

12.14 Employment Eligibility and Mandatory Use of E-Verify

As a condition precedent to entering into this Contract, and in accordance with section 448.095, F.S., Contractor and its subcontractors shall register with and use the E-Verify system to verify the work authorization status of all employees hired on or after January 1, 2021.

- a. Contractor shall require each of its subcontractors to provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of such affidavit for the duration of this Contract.
- b. The County, Contractor, or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated section 448.09(1), F.S. or these provisions regarding employment eligibility shall terminate the contract with the person or entity.
- c. The County, upon good faith belief that a subcontractor knowingly violated these provisions regarding employment eligibility, but Contractor otherwise complied, shall promptly notify Contractor and Contractor shall immediately terminate the contract with the subcontractor.
- d. The County and Contractor hereby acknowledge and mutually agree that, a contract terminated pursuant to these provisions regarding employment eligibility is not a breach of contract and may not be considered as such. Any contract terminated pursuant to these provisions regarding employment eligibility may be challenged in accordance with section 448.095(2)(d), F.S.
- e. Contractor acknowledges that, in the event that the County terminates this Contract for Contractor's breach of these provisions regarding employment eligibility, then Contractor may not be awarded a public contract for at least one (1) year after such termination. Contractor further acknowledges that Contractor is liable for any additional costs incurred by the County as a result of the County's termination of this Contract for breach of these provisions regarding employment eligibility.
- f. Contractor shall incorporate in all subcontracts made pursuant to this Contract the provisions contained herein regarding employment eligibility.

12.15 Equal Employment Opportunity

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

12.15.1 Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, disability, age, sex (including sexual orientation and gender identity/expression), national origin (including limited English proficiency), marital status, or familial status. Contractor will take affirmative action to ensure that applicants and employees are treated during employment without regard to their race, color, religion, disability, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, familial status, genetic information or political affiliation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertisement, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

12.15.2 Contractor will, in all solicitations or advertisements for employees placed for, by, or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, familial status, or genetic information.

12.15.3 Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with Contractor's legal duty to furnish information.

12.15.4 Contractor will send to each labor union or representatives of workers with which it has a collective bargaining Contract or other contract or understanding, a notice to be provided by the County, advising the labor union or workers' representative of Contractor's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

12.15.5 Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

12.15.6 Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the County and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

12.15.7 In the event of Contractor's noncompliance with the nondiscrimination clauses of this Contract or with any of such rules, regulations, or orders, this Contract may be cancelled, terminated or suspended in whole or in part and Contractor may be declared ineligible for further contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

12.15.8 Contractor will include the provisions of paragraphs 12.15.1 through 12.15.8 in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. Contractor will take such action with respect to any subcontractor or vendor as may be directed to the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, Contractor may request the United States to enter into such litigation to protect the interest of the United States.

12.16 Public Records

12.16.1 Contractor shall comply and shall require all of its Subcontractors to comply with the State of Florida's Public Records Statute (Chapter 119), specifically to:

- (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 Applicable Law;
- (3) Ensure that public records related to this Contract 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 Contract and following expiration of this Contract, or earlier termination thereof, if Contractor does not transfer the records to the County; and
- (4) Upon completion of this Contract, or earlier termination thereof, transfer, at no cost, to the County all public records in possession of Contractor or keep and maintain for inspection and copying all public records required by the County to perform the Work.

12.16.2 If Contractor, upon expiration of this Contract or earlier termination thereof: i) transfers all public records to the County, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements; and ii) keeps and maintains public records, Contractor shall meet all Applicable Law and 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.

12.16.3 Failure by Contractor to comply with the requirements of this section shall be grounds for immediate, unilateral termination of this Contract by the County.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (904) 209-0805, PUBLICRECORDS@SJCFL.US, [500 SAN SEBASTIAN VIEW, ST. AUGUSTINE, FLORIDA 32084](#)

12.17 Anti-Bribery

Contractor and its Subcontractors shall at all times during the term of this Contract comply with all anti-bribery and corruption laws that are applicable to the performance of this Contract. Contractor represents that it has not, directly or indirectly, taken any action which would cause it to be in violation of Chapter 838 of the Florida Statutes. Contractor shall immediately notify the County of any violation (or alleged violation) of this provision.

12.18 Convicted and Discriminatory Vendor Lists, and Scrutinized Companies

12.18.1 Contractor warrants that neither it nor any Subcontractor is currently on the convicted vendor list or the discriminatory vendor list maintained pursuant to Sections 287.133 and 287.134 of the Florida Statutes, or on any similar list maintained by any other state or the federal government. Contractor shall immediately notify the County in writing if its ability to perform is compromised in any manner during the term of the Contract.

12.18.2 Section 287.135 of the Florida Statutes prohibits agencies from contracting with companies for goods or services that are on the Scrutinized Companies that Boycott Israel List, or with companies that are engaged in a boycott of Israel, and from contracting with companies for goods or services of \$1,000,000 or more that are on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or are engaged in business operations in Cuba or Syria. The lists are created pursuant to §215.473 and §215.4725, F.S. By execution of this Contract, Contractor certifies that it is not listed on the Scrutinized Companies that Boycott Israel List, the

Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria, and understands that pursuant to §287.135, F.S., the submission of a false certification may subject Contractor to civil penalties, attorney's fees, and/or costs. In accordance with §287.135, F.S., the County may terminate this Contract if a false certification has been made, or the Contractor is subsequently placed on any of these lists, or engages in a boycott of Israel or is engaged in business operations in Cuba or Syria.

12.19 Written Notice

Any and all notices, requests, consents, approvals, demands, determinations, instructions, and other forms of written communication under this Contract shall be validly given when delivered as follows:

- i. Hand delivered to Contractor's Authorized Representative or hand delivered during normal business hours and addressed as shown below, or
- ii. Delivered by U.S. Mail, electronic mail or commercial express carrier, (postage prepaid, delivery receipt requested), to the following addresses:

St. Johns County
500 San Sebastian View
St. Augustine, FL 32084
Attn: Leigh Daniels
Email Address: ldaniels@sjcfl.us

Southern Cleaning Services, Inc.
7900 Belfort Parkway, Suite 300
Jacksonville, FL 32256
Attn: Russ Metevia
Email Address: RMetevia@scsione.com

With a copy to:

St. Johns County
Office of the County Attorney
500 San Sebastian View
St. Augustine, FL 32084
Email Address: BCCAttorney@sjcfl.us

Notices shall be deemed to have been given on the date of delivery to the location listed above without regard to actual receipt by the named addressee. County and Contractor may each change the above addresses at any time upon prior written notice to the other party.

The authorized representatives hereto have executed this Contract effective as of the Effective Date. Contractor's authorized representative executing this Contract represents that he or she is duly authorized to execute this Contract on behalf of Contractor.

County

St. Johns County (Seal)
(Typed Name)

By: _____
(Signature of Authorized Representative)

(Printed Name)

(Title)

(Date of Execution)

Contractor

Southern Cleaning Services, Inc. (Seal)
(Typed Name)

By: _____
(Signature of Authorized Representative)

(Printed Name)

(Title)

(Date of Execution)

ATTEST:
St. Johns County, FL
Clerk of Circuit Court and Comptroller

By: _____
(Deputy Clerk)

(Date of Execution)

Legally Sufficient:

(Office of County Attorney)

(Date of Execution)

FORM 2

CONTRACTOR'S FINAL RELEASE AND WAIVER OF LIEN

Owner: St. Johns County (hereafter "County")	County Department/Division:
Contract No.:	Contractor Name:
Project (Jobsite) Address:	Contractor Address:
	Contractor License No.:
Payment Amount:	Amount of Disputed Claims:

The undersigned has been paid in full for all labor, work, services, materials, equipment, and/or supplies furnished to the County and does hereby waive and release any notice of lien, any right to mechanic's lien, any bond right, any claim for payment and any rights under any similar ordinance, rule or statute related to a claim or payment rights the undersigned has on the above described Project, except for the payment of Disputed Claims, if any, described below.

The undersigned warrants that he or she either has already paid or will use the monies received from this final payment to promptly pay in full all of its laborers, subcontractors, materialmen and suppliers for all labor, work, services, materials, equipment, or supplies provided for or to the above referenced Project.

Before any recipient of this document relies on it, the recipient should verify evidence of payment to the undersigned.

Disputed Claims: The following invoices, pay applications, retention, or extra work are reserved by undersigned from this final payment (if there are no Disputed Claims enter "**None**"):

None

Signed this ___ day of _____, 20__

Contractor/Company Name

By:

Signature

Printed Name

Title

NOTICE: THIS DOCUMENT WAIVES RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT TO THE EXTENT OF THE PAYMENT AMOUNT OR THE AMOUNT RECEIVED.

**EXHIBIT “A”
ANNUAL PRICING**

Compensation for services satisfactorily performed shall be in accordance with the Annual Price Rates provided below.

The annual pricing Contractor may request on an annual basis following the first year of the Contract, an increase to the Contract pricing, for consideration by the County. Any request for an adjustment to pricing must be submitted not later than sixty (60) days prior to the anniversary of the Effective Date of the contract, starting on the first anniversary. Requested pricing adjustments must be based on the change in the current Consumer Price Index (CPI)-All Urban Consumers (CPI-U), from the prior year. The latest available month’s data will be used to calculate the change from the prior year. Contractor may require, if requested by the County, to provide supporting documentation related to the requested pricing adjustment, and failure to provide such documentation may result in denial by the County.

The County is under no obligation to accept or approve any requested pricing adjustment, whether or not it is supported by the Consumer Price Index (CPI). Additionally, the County may elect and Contractor agrees, to negotiate any requested price adjustment submitted. Any approved pricing adjustment will be implemented through a Contract Amendment.

In addition, any changes in contract pricing are subject to the availability of lawfully appropriated funds but the availability of such funds does not obligate the County to accept any requested price adjustment.

DEPARTMENT / LOCATION	SF	ANNUAL PRICE
BUILDING OPERATIONS DEPARTMENT		
HOMICIDE INVESTIGATION UNIT	3,700	\$1,101.12
JULINGTON CREEK ANNEX	10,000	\$14,880.00
MEDICAL EXAMINER'S OFFICE	3,400	\$5,059.20
PONTE VEDRA ANNEX	4,500	\$6,696.00
SOUTH EAST ANNEX	8,000	\$11,904.00
SUPERVISOR OF ELECTION BUILDING	10,200	\$5,312.16
SUPERVISOR OF ELECTION BUILDING ELECTION YEAR	10,200	\$6,324.00
LIBRARY DEPARTMENT		
HASTINGS CITY LIBRARY	5,000	\$8,928.00
SOUTHEAST BRANCH	20,000	\$41,664.00
SOUTHEAST BRANCH ADMINISTRATION	5,000	\$7,440.00
PARKS & RECREATIONS DEPARTMENT		
AL WILKE COMMUNITY CENTER	3,073	\$2,743.57
BEACH SERVICES OFFICE	2,328	\$692.81
EQUESTRIAN CENTER	3,160	\$940.42
HART HOUSE AT BELUTHAHATCHEE PARK	1,120	\$166.66
PARKS & RECREATION ADMIN. BUILDING	6,272	\$933.27
PARKS & RECREATION MAINTENANCE COMPOUND	2,700	\$1,607.04
SAN SEBASTIAN RIVER PARK FACILITY	1,800	\$535.68
THE PLAYERS COMMUNITY SENIOR CENTER	10,600	\$9,463.68
TROUT CREEK COMMUNITY CENTER	4,400	\$3,928.32
W.E. HARRIS COMMUNITY CENTER	1,000	\$892.00
ST. JOHNS COUNTY FAIRGROUNDS (KITCHEN)	500	\$240.00

PUBLIC WORKS DEPARTMENT		
ADMINISTRATION BUILDING	18,714	\$27,846.43
FLEET MAINTENANCE BUILDING	4,416	\$6,571.01
ROAD & BRIDGE BUILDING	5,572	\$8,291.14
SOLID WASTE DEPARTMENT		
SOLID WASTE OFFICE / TILLMAN RIDGE	3,300	\$1,227.60
STRATTON ROAD FACILITY (SCALEHOUSE/OFFICE)	500	\$300.00
UTILITIES DEPARTMENT		
ADMINISTRATION BUILDING	30,000	\$16,416.00
COLLECTIONS BUILDING	3,500	\$1,041.60
DISTRIBUTION CENTER	3,500	\$1,041.60
ENVIRONMENTAL LAB	6,797	\$2,022.79
OPERATIONS BUILDING	1,380	\$410.69
WAREHOUSE	1,800	\$535.68

EXHIBIT B
SCOPE OF SERVICES

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

SCOPE OF WORK
HOMICIDE INVESTIGATIONS UNIT

Location: 2446 Dobbs Rd., St. Augustine, FL 32086. (approx. 3,700 sf)

The Homicide Investigations Unit (HIU) offices, reception areas, breakrooms, restrooms, and hallways **must be cleaned during business hours between 8:30AM and 3:45PM, one (1) times per week (Friday) with a possible 2nd day upon request; excluding County observed holidays, unless otherwise specified.** The Contractor shall be responsible for cleaning the interior of the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment. **Failure to maintain a satisfactory level of cleanliness and appearance of the Homicide Investigations Unit office interior will be cause for termination of services.**

The following are minimum general specifications for maintaining the cleanliness and appearance of the HIU office.

A. Carpets:

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

B. Tile and Vinyl Floors:

All tile/vinyl floors shall be mopped each visit. Tile/vinyl floors shall be stripped and re-waxed a minimum of **once each year**.

C. Cleaning of Office Furniture:

The tops of all tables, desks, credenzas, counters and bookcases will be dusted and polished **each visit**. All filing cabinets and other cabinets will be completely dusted and cleaned **at least once each week**. If desk is covered with papers, the Contractor shall not clean the desk. Once **every six (6) months**, or more often as necessary, the sides and drawers of filing cabinets, cabinets, credenzas and bookcases will be wiped down with an appropriate cleaning solution to remove dust, film and stains.

D. Vinyl or Cloth Covered Office Furniture:

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

E. Window Blinds:

All blinds will be vacuumed a minimum of **once every three (3) months**. All blinds will be drawn to a closed position if not already closed, when cleaning of each room as been completed. Assure that all windows are locked prior to closing blinds.

F. Windows, Glass Doors and Mirrors:

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

G. Galley/Kitchen:

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

H. Restroom Facilities:

There are four (4) restrooms in the HIU office. Two (2) public and two (2) staff. All restrooms will be thoroughly cleaned with disinfectant cleaner **each visit**. All toilets and toilet seats will be cleaned and disinfected **each visit**. All 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**. Tile walls will be cleaned with an appropriate cleaner **once every six (6) months**, or more often as necessary. All paper products and soap dispensers will be replenished as needed so as to be kept full at all times. Successful Bidder will provide a list of all chemicals and will provide SDS (Safety Data Sheets) for cleaning chemicals used on premises. The list and the SDS must be kept up to date.

I. Miscellaneous Maintenance:

All wastebaskets will be emptied **each visit** and plastic trash can liners will be replaced when necessary. Front and side entrances and walkways will be cleaned and throw rugs and carpet runners (inside and outside) at all entrance doors will be vacuumed **each visit**. All drinking fountains will be cleaned with disinfectant **each visit**. Walls will be spot cleaned of smudge marks and fingerprints as needed.

J. Conduct in County Buildings:

1. No janitorial employee will access any records, files or documents at any time during the performance of their duties.
2. No janitorial employee will access any area of the building being cleaned other than the area of work responsibility or authorized break or office area, without previous knowledge of their Lead, or previous approval of the Building Operation Superintendent or their designee.
3. No janitorial employee shall use County telephones except in the event of an emergency. Any telephone charges verified by the County incurred by the janitorial firm's employees shall be billed to the janitorial firm.
4. All equipment used by janitorial employees will meet Occupational Safety and Health Administration (OSHA) standards for plugs, cords, grounds, etc.
5. No janitorial employees will be accompanied in their work area by acquaintances, family members or any other nonemployee of the janitorial firm.
6. Smoking is not permitted in ANY County building.
7. Janitorial employees must conduct themselves in an orderly and safe manner. Fighting, horseplay, stealing, being under the influence of alcohol or drugs or bringing alcohol or drugs onto County property, soliciting, gambling, or any immoral or undesirable conduct is not permitted and may be grounds for immediate termination of the Contract.
8. Proper attire is required while working on County property, i.e.: no cut-offs, tank tops, flip flops, pajamas, open toed shoes, etc.

K. Malfunctioning Equipment:

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

L. Supplies:

The successful bidder will be required to provide all necessary labor and equipment, including vacuum cleaners, buffer/scrubbers, and any other machinery necessary to perform the services required under this contract. The **Contractor shall also supply stripper, floor wax, pads for buffers/scrubbers, paper goods, cleaning products and liquid hand soap and will be replenished as needed by the Contractor.**

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

SCOPE OF WORK MEDICAL EXAMINER'S OFFICE

Location: 4501 Ave. A, St. Augustine, FL 32095 (approx. 3,400 sf)

The St. Johns County Medical Examiner's offices, reception areas, breakrooms, restrooms, hallways, and conference rooms will be cleaned **after regular working hours, starting after 5:30PM, five (5) times per week (Monday thru Sunday, excluding holidays)**. Vacant or unoccupied offices shall be cleaned once per month.

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

A. Carpet

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

B. Tile and Vinyl Floors

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

C. Cleaning of Office Furniture

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

D. Vinyl or Cloth Covered Office Furniture

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

E. Draperies/Window Blinds

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

F. Windows, Glass Doors and Mirrors

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

G. Restroom Facilities:

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

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

H. Miscellaneous Maintenance

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

I. Galley/Kitchen Areas

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

J. Supplies

The Contractor will be required to provide any and all supplies necessary to perform the required services, including cleaning supplies, paper products, and hand soap. Contractor shall maintain a sufficient amount of paper product and other supplies on hand at each location so that no supplies run out at any given time. Contractor shall also provide any and all equipment including vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, floor stripper, floor wax, and any other materials and equipment necessary to perform the required services.

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

SCOPE OF WORK JULINGTON CREEK ANNEX

Location: 725 Flora Branch Blvd., St. Johns, FL 32259 (approx. 10,000 sf)

The St. Johns County Julington Creek Annex offices, reception areas, breakrooms, restrooms, hallways, and conference rooms will be cleaned **after regular working hours, starting after 5:30PM, five (5) times per week (Monday thru Friday, excluding holidays)**. Vacant or unoccupied offices shall be cleaned once per month.

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

A. Carpet

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

B. Tile and Vinyl Floors

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

C. Cleaning of Office Furniture

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

D. Vinyl or Cloth Covered Office Furniture

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

E. Draperies/Window Blinds

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

F. Windows, Glass Doors and Mirrors

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

G. Restroom Facilities:

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

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

H. Miscellaneous Maintenance

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

I. Galley/Kitchen Areas

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

J. Supplies

The Contractor will be required to provide any and all supplies necessary to perform the required services, including cleaning supplies, paper products, and hand soap. Contractor shall maintain a sufficient amount of paper product and other supplies on hand at each location so that no supplies run out at any given time. Contractor shall also provide any and all equipment including vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, floor stripper, floor wax, and any other materials and equipment necessary to perform the required services.

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

SCOPE OF WORK
PONTE VEDRA ANNEX

Location: 151 Sawgrass Corners, Ponte Vedra Beach, FL 32082 (approx. 4,500 sf)

The St. Johns County Ponte Vedra Annex offices, reception areas, breakrooms, restrooms, hallways, and conference rooms will be cleaned **after regular working hours, starting after 5:30PM, five (5) times per week (Monday thru Friday, excluding holidays)**. Vacant or unoccupied offices shall be cleaned once per month.

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

A. Carpet

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

B. Tile and Vinyl Floors

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

C. Cleaning of Office Furniture

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

D. Vinyl or Cloth Covered Office Furniture

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

E. Draperies/Window Blinds

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

F. Windows, Glass Doors and Mirrors

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

G. Restroom Facilities:

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

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

H. Miscellaneous Maintenance

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

I. Galley/Kitchen Areas

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

J. Supplies

The Contractor will be required to provide any and all supplies necessary to perform the required services, including cleaning supplies, paper products, and hand soap. Contractor shall maintain a sufficient amount of paper product and other supplies on hand at each location so that no supplies run out at any given time. Contractor shall also provide any and all equipment including vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, floor stripper, floor wax, and any other materials and equipment necessary to perform the required services.

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

SCOPE OF WORK
SOUTHEAST ANNEX (DUPONT CENTER)

Location: 6658 US1 South, St. Augustine, FL 32086 (approx. 8,000 sf)

The St. Johns County Southeast Annex offices, reception areas, breakrooms, restrooms, hallways, and conference rooms will be cleaned **after regular working hours, starting after 5:30PM, five (5) times per week (Monday thru Friday, excluding holidays)**. Vacant or unoccupied offices shall be cleaned once per month.

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

A. Carpet

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

B. Tile and Vinyl Floors

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

C. Cleaning of Office Furniture

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

D. Vinyl or Cloth Covered Office Furniture

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

E. Draperies/Window Blinds

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

F. Windows, Glass Doors and Mirrors

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

G. Restroom Facilities:

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

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

H. Miscellaneous Maintenance

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

I. Galley/Kitchen Areas

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

J. Supplies

The Contractor will be required to provide any and all supplies necessary to perform the required services, including cleaning supplies, paper products, and hand soap. Contractor shall maintain a sufficient amount of paper product and other supplies on hand at each location so that no supplies run out at any given time. Contractor shall also provide any and all equipment including vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, floor stripper, floor wax, and any other materials and equipment necessary to perform the required services.

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

SCOPE OF WORK
SJC SUPERVISOR OF ELECTIONS OFFICE

Location: 4455 Avenue A, St. Augustine, FL 32095 (10,200 SF)

Scope of Work:

The St. Johns County Supervisor of Elections administrative offices, reception areas, restrooms, breakrooms and hallways **must be cleaned three (3) nights a week, except during an Election year during the months of July through November the SJC Supervisor of Elections Administration office must be cleaned five (5) nights a week.** The Contractor shall be responsible for restocking all paper products, soap and cleaning the interior of the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment. **Failure to maintain a satisfactory level of cleanliness and appearance of the Supervisor of Elections Office interior will be cause for termination of services.**

The following are minimum general specifications for maintaining the cleanliness and appearance of the St. Johns County Supervisor of Elections office.

A. Carpet:

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

B. Tile and Vinyl Floors:

All tile/vinyl floors shall be mopped **each visit.** Tile/Vinyl floors shall be stripped and re-waxed at least **once each year.** (4 coats of wax per strip / 2 coats of wax per scrub).

C. Cleaning of Office Furniture:

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

D. Vinyl or cloth covered office furniture:

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

E. Window Blinds and Windowsills:

All blinds will be lightly vacuumed **at least once every three (3) months.** All blinds will be drawn to a closed position if not already closed, when cleaning of each room as been completed. Assure that all windows are locked prior to closing blinds.

F. Windows, Glass Doors and Mirrors:

All mirrors and glass doors will be thoroughly cleaned **each visit.** All glass partitions will be fully cleaned **once each week.** All windows will be cleaned on a semi-annual basis (**once every six (6) months**), inside and out (this includes only those windows that can be reached with a step ladder).

G. Galley/Kitchen:

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

H. Restroom Facilities:

There are five (5) restrooms in the Supervisor of Elections Office. All restrooms shall be considered "staff" because they are located behind the counter in the office. All restrooms will be thoroughly cleaned with disinfectant cleaner **each visit**. All toilets and toilet seats will be cleaned and disinfected **each visit**. All 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**. Tile walls will be cleaned with an appropriate cleaner on a semi-annual basis (**once every six (6) months**), or more often as necessary.

I. Miscellaneous Maintenance:

All wastebaskets will be emptied **each visit** and plastic trash can liners will be **replaced when necessary**. Front and side entrances and walkways will be cleaned, and throw rugs and carpet runners (inside and outside) at all entrance doors will be vacuumed **each visit**. The Training Room North Entrance (including the foyer) shall be cleaned inside and outside **each visit**. The Training Room South Entrance shall be cleaned only during election periods. All drinking fountains will be cleaned with disinfectant **each visit**. Walls will be spot cleaned of smudge marks and fingerprints as needed.

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

SCOPE OF WORK
SOUTHEAST BRANCH LIBRARY
SOUTHEAST BRANCH LIBRARY ADMINISTRATION

Location: 6670 US Highway 1 S 1, St. Augustine, FL 32086 (20,000 SF, Library) (5,000 SF, Administration office)

HOURS

The Library must be cleaned seven (7) days a week (Monday through Sunday), after operations hours and the Administration office must be cleaned five (5) days a week (Monday through Friday).

Operating Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10:00AM-8:00PM	10:00AM-8:00PM	10:00AM-6:00PM	10:00AM-8:00PM	10:00AM-6:00PM	10:00AM-5:00PM	1:00PM-5:00PM

A. Floors

The Contractor shall vacuum **all** carpeted areas (approximately 5,000sf) **each visit** to maintain a clean and fresh appearance. The Contractor shall be responsible for moving any small or mobile furniture (i.e. chairs, beanbags, small table, signs, etc.) to make sure that carpeted areas beneath may be vacuumed. The Contractor shall be responsible for making a daily inspection of all carpeted areas to locate and remove noticeable spots and stains. The Contractor shall make recommendations for additional, professional carpet cleaning services as it is considered necessary.

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

B. Office Fixtures

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

C. Vinyl or Cloth Covered Office Furniture

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

D. Window Blinds & Windowsills

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

E. Windows, Glass Doors & Mirrors

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

F. Restrooms

All restrooms, including those for staff and public use will be thoroughly cleaned with disinfectant **each visit**. this includes all toilets, toilet seats, toilet handles, sinks, countertops, mirrors, soap dispensers, handicap railings, and stall doors. All restroom fixtures and furniture shall be cleaned with the appropriate cleanser depending on the surface material. All restroom floors will be mopped with disinfectant and/or scrubbed with a scrub brush with disinfectant **each visit**. Floor drains will be flushed with disinfectant **once per week**. Tile walls will be cleaned with disinfectant **once every six (6) months** or more often as necessary

to maintain a satisfactory level of cleanliness. Ceiling vents will be vacuumed **once per month**. All paper products, urinal cakes, and soap dispensers will be replenished each visit for all restrooms (with spare rolls of toilet paper at each toilet for staff restrooms only).

G. Kitchen/Breakroom Areas

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

H. Miscellaneous Maintenance

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

I. Supplies

The County shall provide the following supplies: paper towels, toilet paper, toilet seat liners, trash can liners, and hand soap.

The Contractor shall provide the following supplies: all cleaning products, sprays, polishes, cleaners, towels, brushes, brooms, buckets, vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, floor stripper, floor wax, and any other supplies and equipment necessary to perform the required services as specified herein.

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

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

SCOPE OF WORK
HASTINGS CITY BRANCH LIBRARY

Location: 6195 S. Main Street, Hastings, FL 32145 (5,000 SF)

Temporary Location: W.E Harris Center, 400 Harris Street, Hastings, FL 32145 (800 SF)

HOURS

The Library must be cleaned six (6) days a week (Monday through Saturday), after operations hours and the Administration office must be cleaned five (5) days a week (Monday through Friday).

Operating Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10:00AM-6:00PM	10:00AM-7:00PM	10:00AM-6:00PM	10:00AM-7:00PM	10:00AM-6:00PM	10:00AM-3:00PM	Closed

The Hastings City Library will close August 5, 2024 and reopen in the temporary location on Monday, September 2, 2024. The Hastings City Library is projected to reopen August/September 2025.

A. Floors (does not have sf)

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

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

B. Office Fixtures

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

C. Vinyl or Cloth Covered Office Furniture

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

D. Window Blinds & Windowsills

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

E. Windows, Glass Doors & Mirrors

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

F. Restrooms

All restrooms, including those for staff and public use will be thoroughly cleaned with disinfectant **each visit**. this includes all toilets, toilet seats, toilet handles, sinks, countertops, mirrors, soap dispensers, handicap railings, and stall doors. All restroom fixtures and furniture shall be cleaned with the appropriate cleanser depending on the surface material. All restroom floors will be mopped with disinfectant and/or

scrubbed with a scrub brush with disinfectant **each visit**. Floor drains will be flushed with disinfectant **once per week**. Tile walls will be cleaned with disinfectant **once every six (6) months** or more often as necessary to maintain a satisfactory level of cleanliness. Ceiling vents will be vacuumed **once per month**. All paper products, urinal cakes, and soap dispensers will be replenished each visit for all restrooms (with spare rolls of toilet paper at each toilet for staff restrooms only).

G. Kitchen/Breakroom Areas

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

H. Miscellaneous Maintenance

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

I. Supplies

The County shall provide the following supplies: paper towels, toilet paper, toilet seat liners, trash can liners, and hand soap.

The Contractor shall provide the following supplies: all cleaning products, sprays, polishes, cleaners, towels, brushes, brooms, buckets, vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, floor stripper, floor wax, and any other supplies and equipment necessary to perform the required services as specified herein.

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

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

SCOPE OF WORK
AL WILKIE COMMUNITY CENTER

Location: 6150 S. Main Street, Hastings, FL 32145 (3,073 SF)

Services will be provided three (3) times per week on Monday, Wednesday, and Friday (preferably before 7:00 A.M. or after 6:00 P.M.) All County observed Holidays, that fall on a cleaning day, contractor shall coordinate with the SJC Parks & Recreation Department to schedule an alternate date to provide the services.

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

A. Carpet (approximately 4,500sf)

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

B. Tile & Vinyl

All tile and vinyl floors will be swept, and mopped and/or buffed, **each visit**, and will be stripped and re-waxed **at least once each year** with an appropriate cleaner for the type of tile. The amount of wax needed for the floors to meet expectations, shall be made by the contractor.

C. Cleaning of Furniture:

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

D. Vinyl or Cloth Covered Furniture

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

E. Windows, Glass Doors & Mirrors

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

F. Restrooms

The restrooms shall be thoroughly cleaned and disinfected **each visit**. All toilets, including toilet seats, handles and toilet bowls shall be cleaned and disinfected **each visit**. All chrome fixtures shall be cleaned and polished **each visit**. Sinks (including behind faucets), counter tops, soap dispensers, shall be cleaned and disinfected **each visit**. Tile floors

and walls shall be mopped and/or scrubbed with disinfectant **each visit**. All paper products and soap dispensers shall be replenished as needed with spare supplies left out in case they run out during business hours.

G. Kitchen

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

H. Janitor's Closet

The Contractor shall maintain an orderly arrangement of all janitorial supplies and equipment. Remove all trash from area at **each visit**. Hang all mop heads so they dry out properly at **each visit**. Clean and disinfect service sinks **as needed**. Sweep and spot mop floors **as needed**. High dust all reachable surfaces **as needed**.

I. Miscellaneous Maintenance

1. All trash cans and wastebaskets shall be emptied **each visit** and trash can liners shall be **replaced when necessary**.
2. All drinking fountains shall be cleaned with disinfectant **each visit**.
3. All entrance walkways, front and rear, outside rugs and throw rugs at all entrance doors (inside and outside) and carpet runners shall be vacuumed **each visit**.
4. All areas shall be inspected for cob webs, high and low, and shall be dusted or swept away as needed. All baseboards, and other areas not already mentioned shall be dusted as needed using microfiber dusters.
5. All light switches, walls around doorways, cabinets, doors and door frames, other frequently touched surfaces shall be cleaned and disinfected **each visit**.
6. All telephones shall be damp wiped using a green microfiber cloth and disinfectant cleanser.
7. All floors shall be inspected **each visit** and any gum or foreign matter shall be removed if possible.

J. Supplies:

1. **The County shall furnish the following supplies:** paper towels, toilet paper, toilet seat liners, trash can liners, and liquid hand soap.
2. **The Contractor shall provide the following supplies:** all cleaning products, sprays, polishes, cleaners, towels, brushes, brooms, buckets, vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, stripper, floor wax, and any other supplies and equipment necessary to perform the required services as specified herein.
3. The Contractor shall notify the Point of Contact for the SJC Parks & Recreation Department when supplies are running low so that more can be ordered. **Do not wait until stock has been fully depleted to replace.**

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**SCOPE OF WORK
BEACH SERVICES OFFICE**

Location: 901 Pope Road, St. Augustine, FL 32080 (2,328 SF)

The SJC Beach Services Department offices, reception areas, restrooms, hallways, entryways, conference rooms, wellness room, and break rooms shall be cleaned **after one o'clock (1:00pm), one (1) time per week on Sundays, or if previously approved, in writing, by the SJC Beach Services Department, one day on the weekend, if unable to clean on Sunday.** If and when a County observed holiday falls on one of the days the Contractor is required to clean, the Contractor shall coordinate with the SJC Beach Services Department to schedule an alternate date to provide the services.

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

A. Carpet:

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

B. Tile & Vinyl:

All tile and vinyl floors will be swept, and mopped and/or buffed, **each visit,** and will be stripped and re-waxed **at least once each year** with an appropriate cleaner for the type of tile. The amount of wax needed for the floors to meet expectations, shall be made by the contractor.

C. Cleaning of Furniture:

The tops of all horizontal surfaces including but not limited to all tables, desks, partition tops, wall hangings, computer monitors, credenzas, cabinets, counters, and bookcases shall be thoroughly dusted **each visit** and polished **at least once each month.** If fingerprints and other marks are noticeable on the tops of desks and tables, the Contractor shall dust and/or polish as necessary to maintain a clean appearance on all high traffic surfaces. Items on desks (phones, keyboards, inboxes, staplers, etc.), credenzas, tables, and counters shall be lifted and the surface underneath dusted and polished, unless the desk is covered with loose papers. If loose papers cover the desk, the Contractor shall leave them untouched and clean around them. The exterior of all filing cabinets and other cabinets shall be completely dusted and cleaned **each visit.** The sides and drawers of filing cabinets, credenzas, bookcases and other cabinets shall be wiped down with a cleaning solution to remove dust, film and stains **at least once every six (6) months.** All computer towers, battery packs, fire extinguisher boxes, doorframes, and windowsills shall be dusted **each visit.**

D. Vinyl or Cloth Covered Furniture:

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

E. Draperies/Window Blinds:

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

F. Windows, Glass Doors & Mirrors:

All mirrors shall be thoroughly cleaned **each visit.** All glass doors (including entry doors) and glass partitions shall be cleaned inside and out **each visit.**

G. Restrooms:

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

H. Breakroom:

Spot clean area around trash can to ensure walls, floors, cabinets, etc. around the trash can are free of residue, grime and trash. Thoroughly clean counters, backsplash, sinks, exterior of all appliances, inside and outside of microwave oven; using an appropriate, disinfectant cleanser.

I. Wellness Room:

All machines in the wellness room shall be wiped down with disinfectant cleanser **each visit**.

J. Miscellaneous Maintenance:

1. All trash cans and wastebaskets shall be emptied **each visit** and plastic trash can liners shall be **replaced when necessary**.
2. All drinking fountains shall be cleaned with disinfectant **each visit**.
3. All stainless-steel appliances, sinks, and chrome fixtures shall be polished **at least once each month**.
4. All entrance walkways, front and rear, outside rugs and throw rugs at all entrance doors (inside and outside) and carpet runners shall be vacuumed **each visit**. All area rugs and mats shall be rolled up cleaned underneath and replaced.
5. All door jams and thresholds around entry doors shall be inspected and cleaned as needed.
6. All areas shall be inspected for cob webs, high and low, and shall be dusted or swept away as needed. All baseboards, and other areas not already mentioned shall be dusted as needed using microfiber dusters.
7. All light switches, walls around doorways, cabinets, doors and door frames shall be wiped down with a microfiber cloth to remove fingerprints and marks.
8. All telephones shall be damp wiped using a green microfiber cloth and disinfectant cleanser.

K. Frequently Touched Surfaces

Any surface which is frequently touched shall be thoroughly cleaned with disinfectant at **each visit**. This includes but is not limited to the receptionist counter, all light switches, handrails, dispensers, and entrance door handles.

L. Malfunctioning Equipment:

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

M. Supplies:

1. The Contractor shall be required to provide all necessary labor and all cleaning materials and equipment.
2. Paper goods, trash bags and liquid hand soap shall be supplied by the County and shall be replenished to the dispensers by the Contractor. When stocks need to be replenished, the Contractor shall notify the Beach Services Department Staff via email, memo or telephone call, listing the quantity of each item required, prior to supplies being completely depleted (less than 1 days' worth of supplies).

The list of all chemicals and **MSDS (Material Safety and Data Sheets) for cleaning chemicals used shall be kept on premises. The list and the MSDS must be kept up to date.** A log book, provided by the SJC Beach Services Department, shall be kept on site for recording dates and times in and out, and any notes used for communication between Beach Services staff and the Contractor.

BID NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**SCOPE OF WORK
EQUESTRIAN CENTER
ST. JOHNS COUNTY FAIRGROUNDS (KITCHEN)**

Location: Equestrian Center - 8200 Smith Road, Hastings, FL 32145 (3,160 SF)

Location: St. Johns County Fairgrounds (Kitchen) – 5840 State Road 207E, Elkton, FL 32033 (500 SF)

The Equestrian Center shall be cleaned **every Monday, or as requested in writing by the SJC Parks & Recreation Department for “as needed” cleanings**. If and when a County observed holiday falls on the day the Contractor is required to clean, the Contractor shall coordinate with the appropriate SJC Parks & Recreation Department Staff to schedule an alternative date to provide services.

The St. Johns County Fairgrounds (Kitchen) shall be cleaned **one (1) day per week, or as requested in writing by the SJC Parks & Recreation Department for “as needed” cleanings**. If and when a County observed holiday falls on the day the Contractor is required to clean, the Contractor shall coordinate with the appropriate SJC Parks & Recreation Department Staff to schedule an alternative date to provide services.

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

A. Tile & Vinyl

All tile and vinyl floors will be swept, and mopped and/or buffed, **each visit**, and will be stripped and re-waxed **at least once each year** with an appropriate cleaner for the type of tile. The amount of wax needed for the floors to meet expectations, shall be made by the contractor.

B. Hardwood Floors

All hardwood floors, including screened porch floor, will be swept and mopped, **each visit**.

C. Restrooms

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

D. Kitchen:

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

E. Miscellaneous Maintenance

1. All trash cans and wastebaskets shall be emptied **each visit** and plastic trash can liners shall be **replaced when necessary**.
2. All areas shall be inspected for cob webs, high and low, and shall be dusted or swept away as needed. All baseboards, and other areas not already mentioned shall be dusted as needed using microfiber dusters.
3. All light switches, walls around doorways, cabinets, doors and door frames shall be wiped down with a microfiber cloth to remove fingerprints and marks.

F. Supplies

1. **The County shall furnish the following supplies:** paper towels, toilet paper, toilet seat liners, trash can liners, and

hand soap.

2. **The Contractor shall provide the following supplies:** all cleaning products, sprays, polishes, cleaners, towels, brushes, brooms, buckets, vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, stripper, floor wax, and any other supplies and equipment necessary to perform the required services as specified herein.
3. The Contractor shall notify the Point of Contact for the SJC Parks & Recreation Department when supplies are running low so that more can be ordered. **Do not wait until stock has been fully depleted to replace.**

BID NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**SCOPE OF WORK
HART HOUSE AT BELUTHAHATCHEE PARK**

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

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

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

A. Carpet

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

B. Tile & Vinyl

All tile and vinyl floors will be swept, and mopped and/or buffed, **each visit**, and will be stripped and re-waxed **at least once each year** with an appropriate cleaner for the type of tile. The amount of wax needed for the floors to meet expectations, shall be made by the contractor.

C. Cleaning of Furniture:

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

D. Vinyl or Cloth Covered Furniture

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

E. Windows, Glass Doors & Mirrors

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

F. Restrooms

The restrooms shall be thoroughly cleaned and disinfected **each visit**. All toilets, including toilet seats, handles and toilet bowls shall be cleaned and disinfected **each visit**. All chrome fixtures shall be cleaned and polished **each visit**. Sinks (including behind faucets), counter tops, soap dispensers, shall be cleaned and disinfected **each visit**. Tile floors

and walls shall be mopped and/or scrubbed with disinfectant **each visit**. All paper products and soap dispensers shall be replenished as needed with spare supplies left out in case they run out during business hours.

G. Kitchen

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

H. Janitor's Closet

The Contractor shall maintain an orderly arrangement of all janitorial supplies and equipment. Remove all trash from area at **each visit**. Hang all mop heads so they dry out properly at **each visit**. Clean and disinfect service sinks **as needed**. Sweep and spot mop floors **as needed**. High dust all reachable surfaces **as needed**.

I. Miscellaneous Maintenance

- All trash cans and wastebaskets shall be emptied **each visit** and trash can liners shall be **replaced when necessary**.
- All drinking fountains shall be cleaned with disinfectant **each visit**.
- All entrance walkways, front and rear, outside rugs and throw rugs at all entrance doors (inside and outside) and carpet runners shall be vacuumed **each visit**.
- All areas shall be inspected for cob webs, high and low, and shall be dusted or swept away as needed. All baseboards, and other areas not already mentioned shall be dusted as needed using microfiber dusters.
- All light switches, walls around doorways, cabinets, doors and door frames, other frequently touched surfaces shall be cleaned and disinfected **each visit**.
- All telephones shall be damp wiped using a green microfiber cloth and disinfectant cleanser.
- All floors shall be inspected **each visit** and any gum or foreign matter shall be removed if possible.

J. Supplies:

- **The County shall furnish the following supplies:** paper towels, toilet paper, toilet seat liners, trash can liners, and liquid hand soap.
- **The Contractor shall provide the following supplies:** all cleaning products, sprays, polishes, cleaners, towels, brushes, brooms, buckets, vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, stripper, floor wax, and any other supplies and equipment necessary to perform the required services as specified herein.
- The Contractor shall notify the Point of Contact for the SJC Parks & Recreation Department when supplies are running low so that more can be ordered. **Do not wait until stock has been fully depleted to replace.**

BID NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**SCOPE OF WORK
PARKS & RECREATION ADMINISTRATION BUILDING**

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

The SJC Parks & Recreation Department offices, reception areas, restrooms, hallways, entryways, conference rooms, and break rooms, and the Mizell Warehouse building office and lobby shall be cleaned **after regular business hours, after five o'clock (5:00pm), two (2) times per week on Wednesdays and Fridays, or if previously approved in writing by the SJC Parks & Recreation Department, one day on the weekend, if unable to clean on Friday.** If and when a County observed holiday falls on one of the days the Contractor is required to clean, the Contractor shall coordinate with the SJC Parks & Recreation Department to schedule an alternate date to provide the services.

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

A. Carpet

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

B. Tile & Vinyl

All tile and vinyl floors will be swept, and mopped and/or buffed, **each visit**, and will be stripped and re-waxed **at least once each year** with an appropriate cleaner for the type of tile. The amount of wax needed for the floors to meet expectations, shall be made by the contractor.

C. Cleaning of Furniture:

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

D. Vinyl or Cloth Covered Furniture

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

E. Draperies/Window Blinds

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

F. Windows, Glass Doors & Mirrors

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

cleaned **at least once every other week (twice monthly)** and fully cleaned **at least once every six (6) months**. Windowsills and doorframes shall be dusted **at least once each week**.

G. Restrooms

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

H. Breakroom

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

I. Miscellaneous Maintenance

- All trash cans and wastebaskets shall be emptied **each visit** and trash can liners shall be **replaced when necessary**.
- All drinking fountains shall be cleaned with disinfectant **each visit**.
- All entrance walkways, front and rear, outside rugs and throw rugs at all entrance doors (inside and outside) and carpet runners shall be vacuumed **each visit**.
- All areas shall be inspected for cob webs, high and low, and shall be dusted or swept away as needed. All baseboards, and other areas not already mentioned shall be dusted as needed using microfiber dusters.
- All light switches, walls around doorways, cabinets, doors and door frames shall be wiped down with a microfiber cloth to remove fingerprints and marks.
- All telephones shall be damp wiped using a green microfiber cloth and disinfectant cleanser.

J. Supplies:

- **The County shall furnish the following supplies:** paper towels, toilet paper, toilet seat liners, trash can liners, and liquid hand soap.
- **The Contractor shall provide the following supplies:** all cleaning products, sprays, polishes, cleaners, towels, brushes, brooms, buckets, vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, stripper, floor wax, and any other supplies and equipment necessary to perform the required services as specified herein.
- The Contractor shall notify the Point of Contact for the SJC Parks & Recreation Department when supplies are running low so that more can be ordered. **Do not wait until stock has been fully depleted to replace.**

BID NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**SCOPE OF WORK
PARKS & RECREATION MAINTENANCE COMPOUND
PARKS & RECREATION WAREHOUSE COMPOUND**

Location: 860 W. 16th Street, St. Augustine, FL 32086 (2,700 SF, MAINTENANCE COMPOUND) (WAREHOUSE COMPOUND 2,000 SF)

Contractor shall perform the required services two (2) days a week. If and when a County observed holiday falls on one of the days the Contractor is required to clean, the Contractor shall coordinate with the SJC Parks & Recreation Department to schedule an alternate date to provide the required services.

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

The Contractor shall perform the following janitorial services during every cleaning visit to include:

- a) Offices - detail dust all furniture, walls, lights, inside windows, and floors.
- b) Restrooms - clean all walls, sinks, toilets, shower, mirrors, lights, vents, and floors.
- c) Break/storage room - detail clean walls and flooring.

Floor Care- dust mop and mop all VCT flooring and sweep and mop all tile flooring

BID NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**SCOPE OF WORK
SAN SEBASTIAN RIVER PARK FACILITY**

Location: 320 State Road 312, St. Augustine, FL 32084 (1,800 SF)

The San Sebastian River Park Facility shall be cleaned **one (1) day per week, or as requested in writing by the SJC Parks & Recreation Department for "as needed" cleanings**. If and when a County observed holiday falls on the day the Contractor is required to clean, the Contractor shall coordinate with the appropriate SJC Parks & Recreation Department Staff to schedule an alternative date to provide services.

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

A. Carpet

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

B. Tile & Vinyl

All tile and vinyl floors will be swept, and mopped and/or buffed, **each visit**, and will be stripped and re-waxed **at least once each year** with an appropriate cleaner for the type of tile. The amount of wax needed for the floors to meet expectations, shall be made by the contractor.

C. Cleaning of Furniture:

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

D. Vinyl or Cloth Covered Furniture

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

E. Draperies/Window Blinds

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

F. Windows, Glass Doors & Mirrors

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

G. Restrooms

The two (2) restrooms shall be thoroughly cleaned and disinfected **each visit**. All toilets, including toilet seats, handles and toilet bowls shall be cleaned and disinfected **each visit**. All chrome fixtures shall be cleaned and polished **each visit**. Sinks (including behind faucets), counter tops, soap dispensers, shall be cleaned and disinfected **each visit**. Tile floors and walls shall be mopped and/or scrubbed with disinfectant **each visit**. All paper products and soap dispensers shall be replenished as needed with spare supplies left out in case they run out during business hours. The shower does not need to be cleaned at this facility.

H. Breakroom

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

I. Miscellaneous Maintenance

- All trash cans and wastebaskets shall be emptied **each visit** and trash can liners shall be **replaced when necessary**.
- All drinking fountains shall be cleaned with disinfectant **each visit**.
- All entrance walkways, front and rear, outside rugs and throw rugs at all entrance doors (inside and outside) and carpet runners shall be vacuumed **each visit**.
- All areas shall be inspected for cob webs, high and low, and shall be dusted or swept away as needed. All baseboards, and other areas not already mentioned shall be dusted as needed using microfiber dusters.
- All light switches, walls around doorways, cabinets, doors and door frames shall be wiped down with a microfiber cloth to remove fingerprints and marks.
- All telephones shall be damp wiped using a green microfiber cloth and disinfectant cleanser.

J. Supplies:

- **The County shall furnish the following supplies:** paper towels, toilet paper, toilet seat liners, trash can liners, and liquid hand soap.
- **The Contractor shall provide the following supplies:** all cleaning products, sprays, polishes, cleaners, towels, brushes, brooms, buckets, vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, stripper, floor wax, and any other supplies and equipment necessary to perform the required services as specified herein.
- The Contractor shall notify the Point of Contact for the SJC Parks & Recreation Department when supplies are running low so that more can be ordered. **Do not wait until stock has been fully depleted to replace.**

BID NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**SCOPE OF WORK
THE PLAYERS COMMUNITY SENIOR CENTER
TROUT CREEK COMMUNITY CENTER
W.E. HARRIS COMMUNITY CENTER**

Location: The Players Community Senior Center - 175 Landrum Lake, Ponte Vedra Beach, FL 32082 (10,600 SF)

Location: Trout Creek Community Center - 6795 Collier Road, St. Augustine, FL 32092 (4,400 SF)

Location: W.E. Harris Community Center – 400 E. Harris Street, Hastings, FL 32145 (1,000 SF)

Services will be provided three (3) times per week on Monday, Wednesday, and Friday (preferably before 7:00 A.M. or after 6:00 P.M.). If and when a County observed holiday falls on one of the days the Contractor is required to clean, the Contractor shall coordinate with the SJC Parks & Recreation Department to schedule an alternate date to provide the services.

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

A. Carpet

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

B. Tile & Vinyl

All tile and vinyl floors will be swept, and mopped and/or buffed, **each visit**, and will be stripped and re-waxed **at least once each year** with an appropriate cleaner for the type of tile. The amount of wax needed for the floors to meet expectations, shall be made by the contractor.

C. Cleaning of Furniture:

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

D. Vinyl or Cloth Covered Furniture

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

E. Windows, Glass Doors & Mirrors

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

cleaned **at least once every other week (twice monthly)** and fully cleaned **at least once every six (6) months**. Windowsills and doorframes shall be dusted **at least once each week**.

F. Restrooms

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

G. Kitchen

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

H. Janitor's Closet

The Contractor shall maintain an orderly arrangement of all janitorial supplies and equipment. Remove all trash from area at **each visit**. Hang all mop heads so they dry out properly at **each visit**. Clean and disinfect service sinks **as needed**. Sweep and spot mop floors **as needed**. High dust all reachable surfaces **as needed**.

I. Miscellaneous Maintenance

- All trash cans and wastebaskets shall be emptied **each visit** and trash can liners shall be **replaced when necessary**.
- All drinking fountains shall be cleaned with disinfectant **each visit**.
- All entrance walkways, front and rear, outside rugs and throw rugs at all entrance doors (inside and outside) and carpet runners shall be vacuumed **each visit**.
- All areas shall be inspected for cob webs, high and low, and shall be dusted or swept away as needed. All baseboards, and other areas not already mentioned shall be dusted as needed using microfiber dusters.
- All light switches, walls around doorways, cabinets, doors and door frames, other frequently touched surfaces shall be cleaned and disinfected **each visit**.
- All telephones shall be damp wiped using a green microfiber cloth and disinfectant cleanser.
- All floors shall be inspected **each visit** and any gum or foreign matter shall be removed if possible.

J. Supplies:

- **The County shall furnish the following supplies:** paper towels, toilet paper, toilet seat liners, trash can liners, and liquid hand soap.
- **The Contractor shall provide the following supplies:** all cleaning products, sprays, polishes, cleaners, towels, brushes, brooms, buckets, vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, stripper, floor wax, and any other supplies and equipment necessary to perform the required services as specified herein.
- The Contractor shall notify the Point of Contact for the SJC Parks & Recreation Department when supplies are running low so that more can be ordered. **Do not wait until stock has been fully depleted to replace.**

BID NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**SCOPE OF WORK
PUBLIC WORKS ADMINISTRATION BUILDING
SJC FLEET MAINTENANCE BUILDING
SJC ROAD & BRIDGE BUILDING**

Location: 2750 Industry Center Road, St. Augustine, FL 32084 (18,714 SF)

Location: 2760 Industry Center Road, St. Augustine, FL 32084 (4,416 SF)

Location: 2740 Industry Center Road, St. Augustine, FL 32084 (5,572 SF)

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

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

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

A. Floors:

- 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.
- All hard-surface and tiled areas shall be swept/dust mopped, and damp mopped **each visit**. Concrete entrance ways must be swept or blown off **each visit**.
- Tile floors shall be power scrubbed once **per quarter**.
- Approximate carpet per square feet
 - Fleet Maintenance building 700sf
 - Public Works building 14,490sf
 - Road & Bridge building 350sf

B. Cleaning of Office Furniture:

- 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.
- 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.
- **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:

- 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.
- All chairs and couches covered with fabric will be vacuumed thoroughly **at least once each month** or more often as necessary.

- 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:

- 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**.
- 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.
- All glass entry doors will be cleaned of all smudges and marks **each visit**.

E. Restroom Facilities:

- 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**.
- Tile walls will be cleaned with an appropriate cleaner **at least once every six (6) months** or more often as necessary.
- All paper products and soap dispensers will be replenished as needed so as to be kept full at all times.

F. Miscellaneous Maintenance:

- All waste baskets will be emptied **each visit** and plastic trash can liners will be replaced when necessary.
- All Recycle Bins will be emptied **at a minimum of once per week**.
- 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**.
- All drinking fountains will be cleaned with disinfectant **each visit**.
- 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:

- Sinks, including behind faucets, in galleys and kitchen areas shall be cleaned with disinfectant **each visit**.
- 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:

- **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.
- 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.
- 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.**

BID NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

SCOPE OF WORK SJC COUNTY SOLID WASTE DEPARTMENT

Tillman Ridge: 3005 Allen Nease Road, Elkton, FL 32033

(Office - approx. 2,800 SF; Scalehouse - approx. 200 SF; Breakroom - approx. 300 SF)

Stratton Road: 250 N. Stratton Road, St. Augustine, FL 32095

(Office - approx. 300 SF; Scalehouse - approx. 200 SF)

The SJC Solid Waste Department office, reception area, restrooms, hallways, conference room and break room will be cleaned **every Friday, after 6:00PM or on Saturday after 1:00PM, excluding County recognized holidays**. The Contractor is responsible for cleaning the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment. **Failure to maintain a satisfactory level of cleanliness and appearance of the specified locations will be cause for termination of services.**

A. Carpet

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

B. Tile and Vinyl Floors

All tile and vinyl floors will be swept, and mopped and/or buffed **each visit**, and will be stripped and re-waxed **at least once each year** with an appropriate cleaner for the type of tile. (Tilman Ridge is approximately 1,000SF)

C. Cleaning of Office Furniture

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

D. Vinyl or Cloth Covered Office Furniture

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

E. Window Blinds & Windowsills

All windowsills will be dusted **once per week**. All blinds will be dusted thoroughly **once every six (6) months**. The Contractor shall draw all blinds to a closed position when finished cleaning.

F. Windows, Glass Doors and Mirrors

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

G. Restroom Facilities

There are three (7) restroom facilities. All restrooms will be thoroughly cleaned and disinfected **each visit**. All toilets, including toilet seats and toilet bowls will be cleaned and disinfected **each visit**. All chrome fixtures will be cleaned and polished **each visit**. Sinks (including behind faucets), counter tops, and mirrors will be cleaned and disinfected **each visit**. Tile floors and walls will be mopped or scrubbed with disinfectant **each visit**. Floor drains will be disinfected **each visit**. All paper products and soap dispensers will be replenished as needed with spare rolls of toilet tissue at each toilet.

H. Kitchen/Breakroom Areas

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

I. Miscellaneous Maintenance

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

J. Supplies:

- **The County shall furnish the following supplies:** paper towels, toilet paper, toilet seat liners, trash can liners, and hand soap.
- **The Contractor shall provide the following supplies:** all cleaning products, sprays, polishes, cleaners, towels, brushes, brooms, buckets, vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, stripper, floor wax, and any other supplies and equipment necessary to perform the required services as specified herein.
- The Contractor shall notify the Point of Contact for the SJC Solid Waste Department when supplies are running low so that more can be ordered. **Do not wait until stock has been fully depleted to replace.**

BID NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

SCOPE OF WORK SJC UTILITY DEPARTMENT

UTILITY ADMINISTRATION BUILDING: 1205 STATE ROAD 16, ST. AUGUSTINE, FL 32084 (30,000 SF)

UTILITY COLLECTIONS: 2100 ARC DRIVE, ST. AUGUSTINE, FL 32084 (3,500 SF)

UTILITY DISTRIBUTION: 2108 ARC DRIVE, ST. AUGUSTINE, FL 32084 (3,500 SF)

UTILITY ENVIRONMENTAL LAB: 3930 INMAN ROAD, ST. AUGUSTINE, FL 32084 (6,797 SF)

UTILITY OPERATIONS BUILDING: 850 W 16TH STREET, ST. AUGUSTINE, FL 32080 (1,380 SF)

(BUILDING E AT THE OPERATIONS LOCATION IS NOT INCLUDED**)**

UTILITY WAREHOUSE: 2104 ARC DRIVE, ST. AUGUSTINE, FL 32084 (1,800 SF)

The **SJC Utility Administration Building** including all offices (occupied & vacant), reception areas, conference rooms, restrooms, break rooms, gym, IT Offices and storeroom, stairways, entranceways and patios, and hallways will be cleaned **after business hours between 5:00PM and 7:00AM, two (2) times weekly (every Wednesday and Friday)**. The **SJC Utility Arc Drive locations, the SJC Utility Lab and the SJC Utility Operations Building** including all offices (occupied & vacant), reception areas, restrooms, break rooms, storeroom, entranceways, and hallways will be cleaned **after business hours between 5:00PM and 7:00AM, one (1) time weekly on weekends**. This excludes designated holidays unless otherwise specified. It will be the responsibility of the Contractor to clean the interior of the SJC Utility Administration Building to a satisfactory level of cleanliness and appearance, providing some supplies, commercial grade cleaning equipment, and all labor necessary. **Failure to maintain a satisfactory level of cleanliness and appearance at any of the SJC Utility locations will be cause for termination of services.**

The **SJC Utilities Collection, Distribution, Environmental Lab, Operations and Warehouse buildings** including all offices (occupied & vacant), reception areas, conference rooms, restrooms, break rooms, gym, IT Offices and storeroom, stairways, entranceways and patios, and hallways will be cleaned **once (1) weekly on either Friday (after 5:00PM) or anytime on Saturday or Sunday**.

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

A. Floors

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

B. Cleaning of Office Furniture

1. The tops of all counters, tables, desks and credenzas shall be dusted and wiped down with the appropriate

cleanser or polish each visit.

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

C. Vinyl or Cloth Covered Office Furniture

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

D. Window Blinds

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

E. Windows, Glass Doors & Mirrors

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

F. Restroom Facilities

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

G. Miscellaneous Maintenance

- a. All waste baskets shall be emptied and trash can liners replaced each visit.
- b. Front and side exterior entrances and walkways shall be cleaned, overhead ceilings and corners shall be swept free of insects, cobwebs, etc., and throw rugs and carpet runners (inside and outside) at entrance doors shall be vacuumed each visit.
- c. Back deck and patio area(s) shall be cleaned each visit.
- d. All drinking fountains shall be cleaned with disinfectant each visit.
- e. Walls and doors, including door handles/levers and trim hardware shall be spot cleaned of smudge marks and fingerprints as needed to maintain clean appearance.
- f. All stairs and landings shall be swept or dust mopped each visit, and mopped at least once each week.
- g. Elevator floors shall be swept/dust mopped, and damp mopped or buffed/polished at least once each week. Interior walls of elevator shall be wiped down and stainless steel polished at least once each week.

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

H. Break Room/Galley/Kitchen Areas

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

I. Exterior Entranceways and Patios

1. Are to be swept or air blown free of debris **each visit.**

J. Supplies

1. **The County shall furnish the following supplies:** paper towels, toilet paper, toilet seat liners, trash can liners, and hand soap.
2. **The Contractor shall provide the following supplies:** all cleaning products, sprays, polishes, cleaners, towels, brushes, brooms, buckets, vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, stripper, floor wax, and any other supplies and equipment necessary to perform the required services as specified herein.
3. The Contractor shall notify the Point of Contact for the SJC Utility Department when supplies are running low so that more can be ordered. **Do not wait until stock has been fully depleted to replace.**

EXHIBIT A

BUILDING OPERATIONS DEPARTMENT

BUILDING	ADDRESS	SF	CONTACT	EMAIL
Homicide Investigation Unit	2446 Dodds Road, St. Augustine, FL 32086	3,700	John Kooker / Allen Karapcik	jkooker@sjcfl.us akarapcik@sjcfl.us
HOMICIDE BUILDING MUST BE CLEANED DURING OPERATING BUSINESS HOURS 8:30AM-4:00PM				
Julington Creek Annex	725 Flora Branch Blvd. St. Johns, FL 32259	10,000	John Kooker / Allen Karapcik	jkooker@sjcfl.us akarapcik@sjcfl.us
Medical Examiner's Office	4501 Ave A. St. Augustine, FL 32095	3,400	John Kooker / Allen Karapcik	jkooker@sjcfl.us akarapcik@sjcfl.us
Ponte Vedra Annex	151 Sawgrass Corners Dr. Ponte Vedra Beach, FL 32082	4,500	John Kooker / Allen Karapcik	jkooker@sjcfl.us akarapcik@sjcfl.us
Southeast Annex	6658 US1 South, St. Augustine, FL 32086	8,000	John Kooker / Allen Karapcik	jkooker@sjcfl.us akarapcik@sjcfl.us
Supervisor of Election Building	4455 Ave A. St. Augustine, FL 32095	10,200	Wayne Fusco / John Kooker	wfusco@votesjc.com jkooker@sjcfl.us

LIBRARY DEPARTMENT

LIBRARY	ADDRESS	SF	CONTACT	EMAIL
Southeast Branch	6670 US Highway 1 S 1, St. Augustine, FL 32086	20,000	Todd Booth	tbooth@sjcfl.us
Southeast Branch Administration	6670 US Highway 1 S 1, St. Augustine, FL 32086	5,000	Todd Booth	tbooth@sjcfl.us
Hastings City Branch	6195 S. Main Street, Hastings, FL 32145	5,000	Brad Powell	bpowell@sjcfl.us
W.E. Harris Center (Starts 9/2/2024)	400 Harris Street, Hastings, FL 32145	800	Brad Powell	bpowell@sjcfl.us
HASTINGS CITY LIBRARY WILL MOVE TO W.E. HARRIS CENTER ON AUGUST 5, 2024 AND WILL REOPEN IN THE W.E. HARRIS CENTER ON SEPTEMBER 2, 2024, FOR ONE (1) YEAR.				
STARTING AUGUST 4, 2024, THE HASTING CITY LIBRARY WILL CLOSE BUT WILL RESUME A CLEANING SCHEDULE TENTATIVELY AUGUST/SEPTEMBER 2025.				

PARKS & RECREATION DEPARTMENT

BUILDING	ADDRESS	SF	CONTACT	EMAIL
Al Walke Community Center	6150 S. Main Street, Hastings, FL32145	3,073	Diane Gorski	dgorski@sjcfl.us
Beach Services Office	901 Pop Road, St. Augustine, FL 32080	2,328	Diane Gorski	dgorski@sjcfl.us
Equestrian Center	8200 Smith Road, Hasting, FL 32145	3,160	Diane Gorski	dgorski@sjcfl.us
Hart House at Beluthahatchee Park	1523 SR 13N, St. Johns, FL 32259	1,120	Diane Gorski	dgorski@sjcfl.us
Parks & Recreation Admin. Building	2175 Mizell Road, St. Augustine, Fl 32080	6,272	Diane Gorski	dgorski@sjcfl.us
Parks & Recreation Maintenance Compound	860 W 16 th St., St. Augustine, FL 32086	2,700	Diane Gorski	dgorski@sjcfl.us
Parks & Recreation Warehouse Compound	860 W 16 th St., St. Augustine, FL 32086	2,000	Diane Gorski	dgorski@sjcfl.us
San Sebastian River Park Facility	320 State Rd. 312, St. Augustine, FL 32084	1,800	Diane Gorski	dgorski@sjcfl.us

EXHIBIT A

The Players Community Senior Center	175 Landrum Lake, Ponte Vedra Beach, FL 32082	10,600	Diane Gorski	dgorski@sjcfl.us
Trout Creek Community Center	6795 Collier Rd., St. Augustine, FL 32092	4,400	Diane Gorski	dgorski@sjcfl.us
W.E. Harris Community Center	400 E. Harris St., Hastings, FL 32145	1,000	Diane Gorski	dgorski@sjcfl.us
St. Johns County Fairgrounds (Kitchen)	5840 State Rd. 207E, Elkton, FL 32033	500	Diane Gorski	dgorski@sjcfl.us

PUBLIC WORKS DEPARTMENT

BUILDING	ADDRESS	SF	CONTACT	EMAIL
Administration Building	2750 Industry Center Rd. St. Augustine, FL 32084	18,714	Jennifer Kinlaw	jkinlaw@sjcfl.us
Fleet Maintenance Building	2760 Industry Center Rd. St. Augustine, FL 32084	4,416	Jennifer Kinlaw	jkinlaw@sjcfl.us
Road & Bridge Building	2740 Industry Center Rd. St. Augustine, FL 32084	5,572	Jennifer Kinlaw	jkinlaw@sjcfl.us

SOLID WASTE DEPARTMENT

BUILDING	ADDRESS	SF	CONTACT	EMAIL
Solid Waste Office / Tillman Ridge	3005 Allen Nease Road, Elkton, FL 32033	3,300	Bob Howell / Heather Wittmer	bhowell@sjcfl.us hwittmer@sjcfl.us
Stratton Road	250 N. Stratton Road, St. Augustine, FL 32095	500	Bob Howell / Heather Wittmer	bhowell@sjcfl.us hwittmer@sjcfl.us

UTILITIES DEPARTMENT

BUILDING	ADDRESS	SF	CONTRACT	EMAIL
Administration Building	1205 SR. 16, St. Augustine, FL 32084	30,000	Brian Pinkerton	bpinkerton@sjcfl.us
Collections Building	2100 ARC. Drive, St. Augustine, FL 32084	3,500	Brian Pinkerton	bpinkerton@sjcfl.us
Distribution Center	2108 ARC Drive, St. Augustine, FL 32084	3,500	Brian Pinkerton	bpinkerton@sjcfl.us
Environmental Lab	3930 Inman Road, St. Augustine, FL 32084	6,797	Brian Pinkerton	bpinkerton@sjcfl.us
Operations Building	850 W. 16 th Street, St. Augustine, FL 32084	1,380	Brian Pinkerton	bpinkerton@sjcfl.us
Warehouse	2104 ARC. Dr. St. Augustine, FL 32080	1,800	Brian Pinkerton	bpinkerton@sjcfl.us



NOTICE OF INTENT TO AWARD

August 2, 2024

BID No: 1822R; Janitorial Services for Various County Wide Buildings.

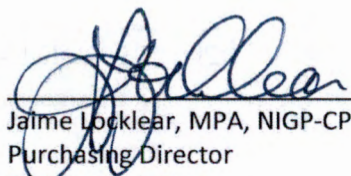
St. Johns County hereby issues this Notice of Intent to Award Southern Cleaning Services, Inc., as the lowest, responsive, responsible Bidder under the above referenced Invitation for Bids.

Any actual Bidder, Proposer or Supplier who is aggrieved in connection with the Notice of Intent to Award a Contract, where such grievance is asserted to be the result of a violation of the requirements of the St. Johns County Purchasing Policy and associated procedures, or any applicable provision of law by the officers, agents, or employees of the County, may file a Protest to the Director of Purchasing & Contracts. The Protest must be made in writing and filed by 4:00PM on the fifth business day following the date of the posting of the Notice of Intent to Award, and must be submitted in accordance with Section 13, SJC Purchasing Policy.

Should no Protest be received in response to this Notice the County will proceed with award of a Contract in accordance with SJC Purchasing Policy.

Please forward all correspondence, requests or inquiries directly to Jennifer McDaniel, Procurement Coordinator, via email at jmcdaniel@sjcfl.us or phone at (904) 209-3270.

St. Johns County, FL
Board of County Commissioners
Purchasing Department



Jaime Locklear, MPA, NIGP-CPP, CPPO, CPPB
Purchasing Director

jlocklear@sjcfl.us
(904) 209-0158 - Direct

Date: 8/2/2024



ST. JOHNS COUNTY, FL
 BID TABULATION

BID NO./TITLE: BID NO: 1822R; Janitorial Services for Various County Wide Buildings

OPENING DATE: 10-Jul-24
OPENED BY: J.McDaniel
VERIFIED BY: M. Rinberger
POSTING DATE: 21-Jun-24

BIDDERS	ANNUAL PRICING	NUMBER OF LOCATIONS					
Divinity Hospitality Services, Inc.	\$4,705,224.00	31					
NewVentures of Jacksonville, Inc., dba High Tech Commerical Cleaning	\$213,036.00	17					
Ultra Pristine LLC	\$44,220.00	3					
American Janitorial, Inc.	\$266,016.96	31					
Clean Space, Inc	\$214,055.16	31					
Boro Building & Property Maintenance	\$248,200.32	31					
Southern Cleaning Services, Inc.	\$194,627.52	31					
F&R Professional Cleaning, Inc.	\$278,640.00	31					

Quality Maintenance Professionals	\$291,341.76	31					
North Florida Building Maintenance DBA Citywide Facility Solutions	\$317,424.48	31					
American Facility Services	\$256,733.16	31					
Chi-Ada Corporation	\$320,416.56	31					
A+ Environmental Solutions & Services, LLC	\$1,334,858.40	31					

Any actual Bidder who is aggrieved in connection with the Notice of Intent to Award, where such grievance is asserted to be the result of a violation of the requirements of the County's Purchasing Policy and associated procedures, or any applicable provision of law by the officers, agents, or employees of the County, may file a Protest with the Assistant Director of Purchasing & Contracts. The Protest must be submitted in writing, accompanied by a security in the form of a Protest Bond, by 4:00PM on the fifth business day following the date of the posting of the Notice of Intent to Award.

All public records shall become available for inspection and copying pursuant to Chapter 119, Florida Statutes.



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

INVITATION FOR BIDS NO: 1822R

JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine FL 32084
(904) 209-0150
www.sjcfcl.us/Purchasing/index.aspx

Final 6/21/2024

BID NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

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Exhibit A – County building’s address and contact information

Sealed Bid Mailing Label

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PART I – GENERAL TERMS AND CONDITIONS

1) DEFINITIONS

Terms used within this Invitation for Bids (“IFB”) shall have the meaning as set forth in the St. Johns County Purchasing Policy (“Policy”), or as otherwise defined herein. Any definition provided herein, shall govern over the definitions provided in the Policy.

2) PURPOSE & INTENT

The purpose for this IFB is to solicit Bids from qualified Bidders, for consideration in performing the specified Services. The determination of award of work shall be made on the basis of cost, using the Annual Prices, which shall be stated in the Contract.

3) COMPLIANCE WITH ST. JOHNS COUNTY PURCHASING POLICY

All provisions of the Policy and associated procedures are incorporated into the IFB Documents by reference, and are fully binding. Bidders are required to submit their Bids, and to conduct their activities in accordance with the Policy and associated procedures.

4) BIDDER’S REPRESENTATION

By submitting a Bid, each Bidder represents and warrants that Bidder has read and understands all information and requirements provided herein, and that Bidder is familiar with and understands all conditions related to the work specified herein, and the submitted Bid is based upon all necessary considerations to perform the work in accordance with all specifications and requirements provided herein, or as otherwise provided in an Addendum. Bidder also represents that any and all costs associated with performing the specified work are included in the submitted Bid.

5) IFB DOCUMENTS

The IFB Documents are those documents which shall govern the solicitation, submittal, consideration and award of submitted Bid(s), which generally includes, but is not limited to: IFB Documents, Specifications, Plans, Drawings, and all issued Addenda.

IFB Documents may be obtained from www.demandstar.com or SJC Purchasing Department. The IFB Documents shall be used by Bidders to prepare their Bid for submittal. St. Johns County (“County”) shall not assume any responsibility for errors or misrepresentations resulting from the use of complete or incomplete sets of IFB Documents. The County, in making the IFB Documents available, do so only for the purpose of obtaining Bids for the specified purpose and do not confer a license or grant for any other use.

6) INTERPRETATION OR CORRECTION OF BID DOCUMENTS

Bidders shall promptly notify the Designated Point of Contact of any ambiguity, inconsistency, or error which they may discover upon examination of the IFB Documents or of the site and local conditions. Bidders requiring clarification or interpretation of the IFB Documents shall make a written request to the Designated Point of Contact by or before the deadline for questions as provided herein.

An interpretation, correction or change of the IFB Documents will be made by Addendum. Interpretations, corrections, or changes of the IFB Documents made in any other manner will not be binding, and Bidders must not rely upon such interpretations, corrections, or changes. No change will be made to the IFB Documents by the County less than seven (7) days prior to the submittal deadline for Bids. The County, however, reserves the right to issue addendums at any time prior to the submittal deadline for Bids in order to serve the best interest of the County.

7) SUBSTITUTIONS

The materials, products and equipment described in the IFB 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 received by the Designated Point of Contact at least fourteen (14) calendar days prior to the submittal deadline for 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 testing data, and 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 must also be included. The burden of proof of the merit of the proposed substitute is upon the bidder of the substitute. 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 must not rely upon approval made in any other manner.

8) DESIGNATED POINT OF CONTACT

The County's Designated Point of Contact for this Bid is Jennifer McDaniel, Procurement Coordinator, St. Johns County Purchasing Department. Any and all questions and/or inquiries shall be directed to Jennifer McDaniel, *in writing*, via email at jmcdaniel@sjcfl.us. In the event the Designated Point of Contact is absent or otherwise unavailable for more than three (3) business days, firms may contact Mark Rinberger, Procurement Coordinator at mrinberger@sjcfl.us.

9) LOBBYING PROHIBITION

In accordance with Section 9 of the Policy, Bidders **SHALL NOT** contact any staff member of the County, including members of the Board of County Commissioners, except the above referenced Designated Point of Contact with regard to this Invitation for Bids. Any such communication is a violation of the Policy and shall result in disqualification and removal from consideration for award under this IFB.

10) SITE VISITS

Site visits shall be allowed but must be authorized and coordinated through the County department's appointed contact, **Exhibit A**.

- Building Operations shall allow sites visits on Wednesday.
- Library Department shall allow site visits on Wednesday.
- The Equestrian Center, Hart House, and San Sebastian River Park Facility shall be by appointment only to ensure staff is available.
- Parks & Recreation Compound, Beaches office and Mizell Offices are open Monday through Friday 8:00AM-4:00PM.
- The Players Center shall have staff on-site Monday through Friday 8:00AM-2:00PM.
- Trout Creek and Al Wilkie shall have staff on-site Monday through Friday 8:00AM-2:00PM.
- Utilities Department shall allow site visits on Thursdays.
- Public Works Department shall allow sites visits on Wednesdays.
- Solid Waste Department shall allow sites visits on Thursdays.

11) QUESTIONS

Any and all questions related to this service shall be directed, *in writing*, to the Designated Point of Contact. Questions are due no later than three o'clock (3:00PM) EDST on **Monday, June 24, 2024**, 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.

12) ADDENDA

Any change, clarification, revision, deletion, additional documents or information provided by the County after broadcast of this IFB will be provided via Addendum, and posted to Demandstar (www.demandstar.com) with the IFB Documents. All plan holders for this IFB will be notified of the posted addendum by Demandstar. Plan holders may access and download issued Addenda for inclusion in their submitted Bid. Bidders may also request issued addenda from the Designated Point of Contact, in writing. It is the responsibility of the Bidder to acquire any addenda issued by the County. The County is not responsible for a Bidder's failure to obtain any issued Addendum.

Bidders are responsible for incorporating any and all changes, clarifications, revisions, deletions, additional documents and information provided by Addendum into the submitted Bid. Failure by the Bidder to appropriately consider and incorporate the addenda into their submitted Bid may cause the submitted Bid to be considered non-responsive and removed from further consideration. It shall be the sole discretion of the Purchasing Manager or Purchasing Director to determine whether or not an Addendum is material to the submitted Bid, resulting in disqualification and removal from consideration for award.

Each Bidder shall acknowledge all issued Addenda in the submitted Bid in the space provided on the Official County Bid Form, and provide a copy of each Addendum, signed by the Bidder's authorized representative.

13) BID SUBMITTAL REQUIREMENTS

The submittal deadline for Bids shall be no later than eleven o'clock **(11:00AM EDST) on Wednesday, July 10, 2024 ("Submittal Deadline")**. Bids must be submitted to:

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

Each Bidder must submit one (1) original hard copy, on the required forms provided herein, in a sealed envelope or container plainly marked with the Bidder's full legal company name, mailing address, and recite: **"IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS"**. A mailing label has been provided herein for Bidders to use to identify their Bid.

All required forms and attachments, including the Official County Bid Form, must be completed, and all required information provided. Information must be typewritten or manually written in blue or black ink. Each Bid must include the Bidder's full legal company name, mailing address, telephone number, and must identify whether the Bidder is a sole proprietor, partnership, corporation or other legal entity. **The submitted Bid should NOT include a full copy of the Bid General Terms and Conditions.**

Bidder shall assume full responsibility for timely delivery of their submitted Bid at the location designated above for receipt of Bids. Bids shall be delivered to the designated location prior to the submittal deadline provided above, or as revised by addendum. Bids received after the established submittal deadline will not be considered and will be returned to the sender unopened.

All mail delivered to the County is processed through SJC Central Receiving. Bidders must factor the additional time for processing when mailing their submitted Bids to the County. Any Bids that are not delivered to the SJC Purchasing Department, by the deadline above, shall not be considered, even if the Bid is delivered to SJC Central Receiving prior to the deadline above. SJC Purchasing is not responsible for Bids that are delayed in delivery due to mail processing activities of the County's Central Receiving Office.

Additionally, the County is not responsible for Bids that are incorrectly labeled, addressed, mailed, or otherwise delivered to an incorrect location other than the SJC Purchasing Department. Any such Bid that is not received in the SJC Purchasing Department shall be returned to the Bidder, unopened.

Bidders must only submit one (1) Bid in response to this IFB. 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 numerals, and in the case of a discrepancy between the two, the amount expressed in words shall govern. Additionally, where there are unit prices and extended prices, the unit prices shall govern over extended pricing.

Any interlineations, alterations, or erasures by the Bidder on the Bid Form must be initialed by the signer of the

Bid. Failure to do so may cause the Bid to be considered non-responsive.

Bidder shall make no stipulation on the Bid Form, nor qualify the submitted Bid in any manner. To do so will classify the Bid as being non-responsive.

Any submitted Bid must be signed by an approved representative of the Bidder, legally authorized to bind the Bidder to a contract. In the event the Bid is signed by a representative who is not a principal of the Bidder, a Delegation of Authority Letter must be submitted with the Bid, stating the delegation of authority by principal(s), owner(s), or officer(s) of the Bidder for the signing representative. The delegation of authority must be signed by the principal/owner/officer of the Bidder, and must state the limits and duration of the delegation to the signing representative.

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

All Bids submitted in response to this IFB shall become the property of the County and will not be returned to the Bidders. In the event of an award, all documentation produced as part of the award shall become exclusive property of the County.

14) BID POSTPONEMENT/CANCELLATION

The County may, at its sole and absolute discretion, postpone or cancel this IFB, and/or resolicit Bids in order to serve the best interest of the County.

15) MODIFICATION OR WITHDRAWAL OF BID

A submitted Bid may not be modified, withdrawn or canceled by the Bidder after the submittal deadline specified herein.

Prior to the submittal deadline for Bids, a Bid submitted early may be modified or withdrawn only by written notice to the Designated Point of Contact. Upon notice from a Bidder to modify or withdraw a submitted Bid, provided such notice is received prior to the submittal deadline for Bids, the County shall return the Bid to the Bidder unopened. Any modified Bids must be submitted prior to the submittal deadline specified herein, in order to be considered.

16) COSTS INCURRED BY BIDDERS

Bidders are responsible for any and all costs associated with developing and submitting a Bid in response to this IFB. Additionally, Bidders are solely responsible for any and all costs associated with providing any subsequent information requested by the County, attending any meetings with the County, and any other activities related to this solicitation and subsequent award proceedings. It is expressly understood, no Bidder may seek or claim any award and/or reimbursement from the County for any expenses, costs, and/or fees (including attorney's fees) borne by any Bidder, during the IFB process. Such expenses, costs, and/or fees (including attorney's fees) are the sole responsibility of the Bidder.

17) CONSIDERATION OF BIDS

Opening of Bids: Unless stated otherwise in an Addendum, Bids received by or before the submittal deadline will be opened publicly, immediately after the submittal deadline provided herein. The Bid Tabulation shall be posted to DemandStar, upon verification of Bids and all information.

Rejection of Bids: The County reserves the right to reject any or all Bids that are not materially responsive to the requirements provided herein, or if it is determined to be in the best interest of the County. The County may also waive any minor formality or irregularity of any submitted Bid, provided the minor formality or irregularity does not materially impact the submitted Bid.

Bid Award: It is the intent of the County to award one (1) or more responsive, responsible Bidder(s), or lowest

responsive, responsible Bidder, based upon the Total Annual Bid Price.

If an award is made, it will be made within ninety (90) days from the date of the Bid opening, unless stated otherwise in an Addendum. Submitted Bids must remain valid for a minimum of ninety (90) days from the date of the Bid opening, and shall be irrevocable during this time unless otherwise agreed to by the County.

If only one (1) Bid is received, the County reserves the right to negotiate with the responding Bidder, if the submitted Bid is responsive to the requirements provided herein. The Bid may also be rejected and the Bid re-advertised, in order to best serve the needs of the County.

Bond: No bond requirements for this IFB.

18) FORCE MAJEURE

Bidder pledges to provide the specified service(s) barring any delays due to Force Majeure events, which are those events not reasonably foreseeable and beyond the control of both the Supplier and County, including acts of war, terrorist attacks, labor strikes, floods, earthquakes, epidemics, pandemics, riots, adverse weather conditions, natural disasters, and other acts of God.

19) PROTESTS

Any actual Bidder who is aggrieved in connection with the Notice of Intent to award a Contract (Protestor), where such grievance is asserted to be the result of a violation of the requirements of the County's Purchasing Policy and associated procedures, or any applicable provision of law by the officers, agents, or employees of the County, may file a Protest with the Purchasing Director. The Protest must be submitted in writing, accompanied by a security in the form of a Protest Bond, by 4:00PM on the fifth business day following the date of the posting of the Notice of Intent to Award.

20) MINIMUM QUALIFICATIONS

Bidder must be fully licensed and authorized to do business in the State of Florida, must be registered with the State of Florida, Division of Corporations. Bidder must possess a current Local Business Tax Receipt for St. Johns County, or must obtain upon County issuance of Notice of Intent to Award.

Failure by a Bidder to demonstrate meeting or exceeding the minimum qualification requirements stated above shall be grounds for disqualification and removal from further consideration for award. The County reserves the right to request additional information regarding the qualification and experience of the Bidder in order to determine the responsibility of the Bidder to perform the specified work.

21) BACKGROUND CHECKS

The awarded Contractor shall be required to perform background screenings on any and all personnel who will 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 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 personnel as specified in Chapter 435.06, Florida Statutes.
- C. Personnel who undergo a Level I or Level II Background Screening and who are awaiting final disposition of a felony case, or who, in the past ten (10) years were found guilty of a felony offense, have had adjudication withheld in a felony case, or entered into a pre-trial intervention in a felony case may not

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

- D. The awarded Contractor shall be required to make any and all records from background screenings of 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.

22) PAYMENT TERMS

Payment terms shall be in accordance with the Local Prompt Payment Act (Sections 218.70-218.80, Florida Statutes).

23) PRICING

Bidders must submit pricing in the formats requested.

The pricing specified in the awarded Contract(s) must remain firm for the first (3) three calendar year from the Effective Date of the awarded Contract.

The Awarded Contractor shall have the opportunity to request an increase at the first and second renewal, and shall be authorized through a Contract Amendment for review, 60 days prior to the effective date of the Contract Renewal. The consideration for any rate increase shall be based upon the current Consumer Price Index (CPI)- All Urban Consumers (CPI-U), but shall at no point exceed four percent (4%) in any given year. The County is under no obligation to grant any request increase to the Unit Price rate. The Contractor is not permitted to combine and/or compound the requested increase in the following year to "make-up" for the previous years.

24) PAYEE MANAGEMENT SYSTEM

The County has implemented a registration process for awarded Contractors, even if the Supplier, Contractor, or Consultant is currently or has previously done business with the County. This process is through PaymentWorks, a third-party payee management system. Upon award, Contractor will receive an invitation to register from the County Purchasing Department, via email, which will originate from the PaymentWorks system. If a Contractor has already registered within PaymentWorks, the registration does not have to be done again. The Contractor is responsible for completing the registration process for acceptance by the County, in order to receive any payments. If there are any questions about this process, Contractors can reach out to Joanie Chiarelli at jchiarelli@sjcfl.us or Kayla Miller at [kmiller@sjcfl.us](mailto:kmillier@sjcfl.us).

25) INVOICING/PAYMENTS

Awarded Bidder must submit an invoice, via email, to each of the **County User Departments** by the 10th of every month for services provided in the previous month. The submitted invoice must contain the following information:

- Bidder's Full Legal Company Name and Address
- SJC Department Name
- County's Ship to Address
- County Purchase Order Number
- Itemized List of all services delivered, including:
 - Services Performed
 - Monthly Price
 - Service and Service Date Performed
 - Total Price
- Total Amount of Invoice
- Date of Delivery and Acceptance by County

Invoice's must be submitted through email to the appropriate SJC Departments and contact as follows:

Department / Location	Address	Contact	Email	Phone
Building Operations Department	500 San Sebastian View St. Augustine, FL 32084	John Kooker Allen Karapcik	Jkooker@Sjcfl.Us Akarapcik@Sjcfl.Us	(904) 827-6884 (904)209-0652
Homicide Investigation Unit	2446 Dodds Road, St. Augustine, FL 32086	John Kooker Allen Karapcik	Jkooker@Sjcfl.Us Akarapcik@Sjcfl.Us	(904) 827-6884 (904)209-0652
Julington Creek Annex	725 Flora Branch Blvd. St. Johns, FL 32259	John Kooker Allen Karapcik	Jkooker@Sjcfl.Us Akarapcik@Sjcfl.Us	(904) 827-6884 (904)209-0652
Medical Examiner's Office	4501 Ave A. St. Augustine, FL 32095	John Kooker Allen Karapcik	Jkooker@Sjcfl.Us Akarapcik@Sjcfl.Us	(904) 827-6884 (904)209-0652
Ponte Vedra Annex	151 Sawgrass Corners Dr. Ponte Vedra Beach, FL 32086	John Kooker Allen Karapcik	Jkooker@Sjcfl.Us Akarapcik@Sjcfl.Us	(904) 827-6884 (904)209-0652
South East Annex	6658 Us1 South St. Augustine, FL 32086	John Kooker Allen Karapcik	Jkooker@Sjcfl.Us Akarapcik@Sjcfl.Us	(904) 827-6884 (904)209-0652
Supervisor of Election Building	4455 Ave A, St. Augustine, FL 32095	Wayne Fusco John Kooker	Wfusco@Votesjc.Com Jkooker@Sjcfl.Us	(904) 827-6884
Library Department				
Hastings City Library	6195 S. Main St. Hastings, FL 32145	Brad Powell	bpowell@sjcfl.us	(904) 827-6971
Southeast Branch	6670 US Highway 1 S 1. St Augustine, FL 32086	Todd Booth	tbooth@sjcfl.us	(904) 827-6913
Southeast Branch Administration Office	6670 US Highway 1 S. 1. St. Augustine, FL 32086	Nike Johnson	ngjohnson@sjcfl.us	(904) 827-6931
Department / Location	Address	Contact	Email	Phone
Parks & Recreations Department		Diana Gorski	Dgorski@Sjcfl.Us	(904) 209-0346
Al Wilke Community Center	6150 S. Main St. Hastings, FL 32145			
Beach Services Office	901 Pope Road, St. Augustine, FL 32080			
Equestrian Center	8200 Smith Rd. Hastings, FL 32145			
Hart House at Beluthahatchee Park	1523 Sr 13n, St. Johns, FL 32259			
Parks & Recreation Administration Building	2175 Mizell Rd. St. Augustine, FL 32080			
Parks & Recreation Maintenance/Warehouse Compound	860 W 16 th St. St. Augustine, FL 32086			
San Sebastian River Park Facility	320 State Road 312, St. Augustine, FL 32084			
The Players Community Senior Center	175 Landrum Lake, Ponte Vedra Beach, FL 32082			
Trout Creek Community Center	6795 Collier Rd. St. Augustine, FL 32092			
W.E. Community Center	400 E. Harris Street			

	Hastings, FL 32145			
St. Johns County Fairgrounds (Kitchen)	5840 State Road 207E Elkton, FL 32033			
Public Works Department	Address	Contact	Email	Phone
Public Works Buildings		Jennifer Kinlaw	Jkinlaw@Sjcf.us	(904) 209-0266
Administration Building	2750 Industry Center Rd. St. Augustine, FL 32084			
Fleet Maintenance Building	2760 Industry Center Rd. St. Augustine, FL 32084			
Road & Bridge Building	2740 Industry Center Rd. St. Augustine, FL 32084			
Solid Waste Department	Address	Contact	Email	Phone
Solid Waste Office / Tillman Ridge	3005 Allen Nease Road Elkton, FL 32033	Bob Howell Heather Wittmer	Bhowell@Sjcf.us Hwittmer@Sjcf.us	(904) 827-6980 (904) 827-6980
Stratton Road Facility (Scale- house/Office)	250 N. Statton Road St. Augustine, FL 32095	Bob Howell Heather Wittmer	Bhowell@Sjcf.us Hwittmer@Sjcf.us	(904) 827-6980 (904) 827-6980
Utilities Department	Address	Contact	Email	Phone
Utility Buildings		Brian Pinkerton	bpinkerton@sjcf.us	(904) 209-2712
Administration Building	1205 Sr 16. St. Augustine, FL 32084			
Collections Building	2100 Arc. Drive St. Augustine, FL 32084			
Distribution Building	2108 Arc. Drive St. Augustine, FL 32084			
Environmental Lab	3930 Inman Road St. Augustine, FL 32084			
Operations Building	850 W 16 th Street St. Augustine, FL 32084			
Warehouse/Meter Shop	2104 Arc. Drive St. Augustine, FL 32080			

26) JESSICA LUNSFORD ACT

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

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

27) 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 "M,"** 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 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 may then, 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 service 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.

It is the intent of the County to ensure that Disadvantaged Business or Small Business Enterprise (DBE/SBE), Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) have equal opportunity to receive and participate in Federal assisted contracts and also uphold the following standards:

- To ensure nondiscrimination in the award and administration of Federal assisted contracts;
- To create a level playing field on which DBEs can compete fairly for Federal assisted contracts;
- To ensure that the DBE Program is narrowly tailored in accordance with applicable law;

- To help remove barriers to the participation of DBEs in Federal assisted contract: and
- To assist the development of firms that can compete successfully in the market place outside the DBE Program.

If the bidder is not a DBE/MBE/WBE firm the contactor entering into an agreement for this service must meet the following criteria:

1. Achieve DBE/MBE/WBE participation by using DBE/MBE/WBE Subcontractors **OR**
2. If unable to utilize DBE/MBE/WBE certified Subcontractors, must be able to submit documentation detailing the Good Faith Efforts made in utilization of potential DBE/MBE/WBE Subcontractors

State of Florida resources:

Career Source - <http://www.careersourcenortheastflorida.com/>

DEO Disaster Recovery - <https://disasterrecovery.employflorida.com/vosnet/Default.aspx>

The Section 3 program of the Housing and Urban Development (HUD) Act of 1968 requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods. Section 3 is a provision of the HUD Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency.

If the consultant is not a Section 3 firm the consultant entering into an agreement for this project must make Good Faith Efforts to utilize Section 3 sub-consultants; by visiting the following website and obtaining a current list of Section 3 business enterprises in the closest metropolitan area available:

<https://portalapps.hud.gov/Sec3BusReg/BRegistry/SearchBusiness>

Required services shall be performed in accordance with applicable local, state, and federal rules, laws, codes and regulations from the Department of Economic Opportunity (DEO), Housing and Urban Development (HUD), Federal Emergency Management Agency (FEMA), Federal Highway Administration (FHWA), Florida Department of Transportation (FDOT), Florida Department of Health (FDH), Natural Resources Conservation Services (NRCS), and the Florida Department of Environmental Protection (FDEP), as well as any other applicable, governing agencies, and their recovery, reimbursement, and assistance programs.

28) COOPERATIVE OR PIGGYBACK PURCHASE

Bidders agree that any award made under this IFB constitutes a bid price which may be utilized by any State, County, municipality, or Political Subdivision in the State of Florida under the same terms, process and validity period as this IFB, should the awarded Bidder deem it in their best interest to do so.

29) AWARDED AGREEMENT

Unless otherwise provided in the IFB Documents, the awarded Agreement for Service will be written on the St. Johns County General Services Agreement. The intent of the County is to enter into a three (3) year contract with an optional two (2) one (1) year renewal, with one (1) or more Contractors, at the discretion of the County, for performance of the specified Services.

30) 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.

31) INDEMNIFICATION

Awarded Contractor shall indemnify and hold harmless the County and its officers and employees (“Indemnified Party”), from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney’s fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of Contractor and persons employed or utilized by Contractor in the performance of this Contract.

To the extent permitted by, and in accordance with Section 725.06 of the Florida Statutes, Contractor further agrees that “damages, losses and costs,” includes fines, citations, court judgments, insurance claims, restoration costs or other liability, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of Contractor and persons employed or utilized by Contractor in performance of the Work.

To the extent permitted by, and in accordance with Section 725.06 of the Florida Statutes, for purposes of indemnity, the “persons employed or utilized by Contractor” shall be construed to include, but not be limited to, Contractor, its staff, employees, subcontractors, all deliverers, suppliers, furnishers of materials or services or anyone acting for, on behalf of, or at the request of Contractor.

In Claims against any person or entity indemnified hereunder by an employee of Contractor, any Subcontractor, or subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Section 11.2 shall not be limited by a limitation on the amount or type of damages, compensation or benefits payable by or for Contractor or any Subcontractor or subcontractor under any workers’ compensation acts, disability benefits acts or other employee benefit acts.

Contractor’s indemnity and hold harmless obligations hereunder shall extend to all Claims against the County by any third party or third-party beneficiary and all liabilities, damages, losses and costs related thereto.

This indemnification will not be valid in the instance where the loss is caused by the gross negligence, or willful, wanton or intentional misconduct of any Indemnified Party.

If any provision(s), or portion(s) of a provision(s) of this Section, or the application thereof to any person or circumstance shall, to any extent, be held to be invalid, illegal or unenforceable for any reason whatsoever, the validity, legality and enforceability of the remaining provision(s), or part of the provision(s), shall not in any way be affected or impaired thereby; and shall be interpreted to the fullest extent possible to be enforceable and to give effect to the intent manifested by the provision(s), or portion(s) thereof, held invalid, illegal or unenforceable.

Contractor shall further indemnify and hold harmless the County its officers and employees from and against all Claims arising out of any infringement of patent rights or copyrights incident to the use in the performance of the Work or resulting from the incorporation in the Work of any invention, design, process, product, or device not specified in the Contract Documents and shall defend such Claims in connection with any alleged infringement of such rights.

The indemnification provisions of this Section shall survive expiration or earlier termination of the Contract.

32) CONTRACTOR SAFETY AND HEALTH REQUIREMENTS

The Contractor shall be responsible for supervising all safety precautions, including initiating and maintaining such programs in connection with the performance of the Contract and for adequate maintenance of traffic.

A. OSHA Requirements:

The Contractor warrants that the product, products, or services supplied to St. Johns County shall conform in all respects to the standards set forth in the Occupational Safety and Health Act (OSHA) of 1970 as amended and the failure to comply will be considered a breach of contract. St. Johns County shall be held harmless against any unsafe conditions and contractor employee incidents.

B. Compliance with Occupational Safety and Health Act:

Contractor certifies that all material, equipment, services, etc., furnished in this bid meets all OSHA requirements for the applicable Sectors. Bidder further certifies that, if he is the successful bidder, and the material, equipment, service, etc., delivered or provided is subsequently found to be deficient in any OSHA requirement in effect on date of delivery or service fulfillment date, all costs necessary to bring the material, equipment, service, etc., into compliance with the aforementioned requirements shall be borne by the bidder. All Personal Protective Equipment used by the contractor and their employees shall be ANSI certified and meet OSHA standards.

C. Training and Education:

Contractors will ensure that Contractor employees are trained appropriately for their work tasking. The minimum requirements are found in Federal and State Regulations. Examples of this training are (but not limited to):

- Lockout Tagout
- Fall Protection
- Electrical Safety and the National Electrical Code (NEC)
- Confined Space Entry
- Welding/Cutting/Brazing
- Specific Chemical Hazards
- Excavations and Trenching
- Heavy Equipment Operation

Special emphasis should be given towards training and compliance with the Construction industry's "Focus Four" established by OSHA as an outreach program to the construction industry and its workers. Training, education, and awareness should be provided in the areas of: 1) Fall Hazards, 2) Caught-In and Between Hazards, 3) Struck-By Hazards, and 4) Electrocutation Hazards.

33) TOXIC SUBSTANCES/FEDERAL HAZARD COMMUNICATION "RIGHT TO KNOW AND UNDERSTAND" REGULATIONS

The Federal "Right to Know and Understand" Regulation (also known as the Hazard Communication / Globally Harmonized System of Classification and Labeling of Chemicals (GHS) implemented by OSHA requires employers to inform their employees of any toxic substances to which they may be exposed in the workplace, and to provide training in safe chemical storage, labeling, handling practices and emergency procedures.

Accordingly, the Supplier(s) performing under this Contract shall be required to provide two (2) complete sets of Safety Data Sheets (SDS) to each of the departments utilizing the awarded products. This information should be provided at the time when the initial delivery is made, on a department-by-department basis. If performing work on site, it is preferred that each Supplier bring their hazardous communication program and SDS in a binder labeled with the Supplier's name and identified as a Hazardous Communication/GHS Program. Upon leaving the jobsite and the removal of all hazardous materials, Supplier shall take their information with them.

The transport, use, and disposal of toxic substances must be conducted in accordance with Department of Environmental Protection (DEP) and Environmental Protection Agency (EPA) regulations.

Upon request, Supplier's working at St. Johns County facilities or jobsites will be given access to the written Hazardous Communication Program and informed where to locate SDS.

34) COMPLIANCE WITH CLEAN AIR ACT

The Contractor to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

35) ENERGY CONSERVATION

The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

36) TERMINATION

Failure on the part of the Contractor to comply with any portion of the duties and obligations under the Contract 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 services of non-compliance. The Contractor shall then have five (5) consecutive calendar days to correct any and all services of non-compliance, or take acceptable corrective action, as determined by the County. If the services of non-compliance are not corrected, or acceptable corrective action has not been taken, as determined by the County, within the five (5) consecutive calendar days, the Contract may be terminated by St. Johns County for cause, upon giving seven (7) consecutive calendar days written notice to the Contractor. In the event, the County issues more than one (1) Notice of Non-Compliance or Default during the term of the Contract, the County may terminate the Contract, for cause.

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

If, at any time, the Contract 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 Contractor, in order to enter into a Contract with that Contractor to complete the remaining, specified services for that Fiscal year to prevent a gap in performance of services for the County, if it serves the best interest of the County to do so.

37) TAXES

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

38) INSURANCE

The Contractor shall not commence work under this Contract 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 satisfactory to the County and shall be issued by companies authorized and duly licensed to transact business in the State of Florida. The Contractor shall furnish proof of Insurance to the County prior to the execution of this Contract. Certificates of insurance shall clearly indicate Contractor has obtained insurance of the type, amount, and classification as required by this Contract. Required insurance coverage shall be maintained in force, including coverage for Additional Insureds, until Final Completion of all Work including Warranty Work.

No less than ten (10) days written notice shall be provided to the County prior to cancellation, non-renewal or any material change of required insurance policies. Yearly renewal certificates shall be provided to the County within thirty (30) days of expiration of the current policy.

Certificates shall specifically include the County as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate. Compliance with the foregoing requirements shall not relieve the Contractor of its liability and obligations under this Contract.

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

The Contractor shall procure and maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, including bodily injury (including wrongful death), property damage, products, personal & advertising injury, and completed operations. This insurance must provide coverage for all Claims that may arise from the services and/or operations completed under this Contract, whether such services or operations are by Contractor or anyone directly or indirectly

employed by them. Such insurance(s) shall also be primary and non-contributory with regard to insurance carried by the Additional Insureds.

The Contractor shall procure and maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$2,000,000 combined single limit for bodily injury and property damage liability and insuring liability arising out of or in any way related directly or indirectly to the ownership, maintenance or use of any owned, non-owned or rented/hired automobiles.

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

The required insurance limits identified above may be satisfied by a combination of a primary policy and/or Umbrella or Excess Liability Insurance policy.

Providing and maintaining adequate insurance coverage is a material obligation of Contractor. County has no obligation or duty to advise Contractor of any non-compliance with the insurance requirements contained in this Section. If Contractor fails to obtain and maintain all of the insurance coverages required herein, Contractor shall indemnify and hold harmless the Additional Insureds from and against any and all Claims that would have been covered by such insurance had Contractor complied with its obligations herein.

County reserves the right to adjust the above minimum insurance requirements or require additional insurance coverages to address other insurable hazards.

39) 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.

40) EMPLOYMENT ELIGIBILITY AND MANDATORY USE OF E-VERIFY

As a condition precedent to entering into this Agreement, and in accordance with section 448.095, F.S., Contractor and its subcontractors shall register with and use the E-Verify system to verify the work authorization status of all employees hired on or after July 1, 2023.

- a. Contractor shall require each of its subcontractors to provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of such affidavit for the duration of this Agreement.
- b. The County, Contractor, or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated section 448.09(1), F.S. or these provisions regarding employment eligibility shall terminate the contract with the person or entity.
- c. The County, upon good faith belief that a subcontractor knowingly violated these provisions regarding employment eligibility, but Contractor otherwise complied, shall promptly notify Contractor and Contractor shall immediately terminate the contract with the subcontractor.
- d. Contractor acknowledges that, in the event that the County terminates this Contract for Contractor's breach of these provisions regarding employment eligibility, then Contractor may not be awarded a public contract for at least one (1) year after such termination. Contractor further acknowledges that Contractor is liable for any additional costs incurred by the County as a result of the County's termination of this Agreement for breach of these provisions regarding employment eligibility.
- e. Contractor shall incorporate in all subcontracts made pursuant to this Agreement the provisions contained herein regarding employment eligibility.

41) EQUAL EMPLOYMENT OPPORTUNITY

In accordance with Federal, State and Local law, the submitting firm shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The submitting Bidder shall be required to comply with all aspects of the American's Disabilities Act (ADA) during the performance of the work.

42) PROHIBITION AGAINST CONSIDERATION OF SOCIAL, POLITICAL, OR IDEOLOGICAL INTERESTS

Bidders are hereby notified of the provisions of Section 287.05701, Florida Statutes, as amended, that the County will not request documentation of or consider a Bidder's social, political, or ideological interests when determining if the Bidder is a responsible Bidder. Bidders are further notified that the County's governing body shall not give preference to a Bidder based on the Bidder's social, political, or ideological interests.

43) COMPLIANCE WITH FLORIDA STATUTE 287.138

1. Pursuant to 287.138 F.S., effective July 1, 2023, the County may not enter into contracts which grants the Consultant access to personal identifiable information if: 1) the Contractor is owned by the government of a Foreign Country of Concern (as defined by the statute: (b) the government of a Foreign Country of Concern has a controlling interest in the entity; or (c) the Contractor is organized under the law of or has its principal place of business in a Foreign Country of Concern. The County shall be entitled to immediately terminate this Agreement with liability to ensure the County's continued compliance with the statute.
2. Pursuant to 287.138 F.S., effective January 1, 2024, if Contractor may access, receive, transmit, or maintain personal identifiable information under this Agreement, Contractor must submit a Foreign Entity Affidavit to the County. Additionally, effective July 1, 2025, Contractor shall submit a Foreign Entity Affidavit to the County prior to any renewals of this Agreement. Failure or refusal to submit a Foreign Entity Affidavit shall be cause for immediate termination of this Agreement by the County.

44) 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

END OF SECTION

**OFFICIAL COUNTY BID FORM
WITH ATTACHMENTS**

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

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

PROJECT: JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

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

DATE SUBMITTED: _____

BID PROPOSAL OF

Full Legal Company Name

Mailing Address

Telephone Number

Fax Number

Bidders: Having become familiar with requirements of the service, and having carefully examined the IFB Documents and Specifications entitled for IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS 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 to submit the following Bid Proposal summarized as follows:

Annual Price Bids: Bidders shall insert the Annual Price for each location and a Total Annual Price Bid for all Annual Prices submitted. The Annual Price Bids submitted below shall be calculated using **Attachment "A" – Pricing Worksheet**. In the event of a discrepancy between the Monthly Prices and Annual Prices, Monthly Prices shall govern. Bidders may submit a Bid for one or all of the above locations. Bidders shall submit a "No Bid" for each location they are not submitting pricing.

DEPARTMENT / LOCATION	SF	ANNUAL PRICE
BUILDING OPERATIONS DEPARTMENT		
HOMICIDE INVESTIGATION UNIT	3,700	\$
JULINGTON CREEK ANNEX	10,000	\$
MEDICAL EXAMINER'S OFFICE	3,400	\$
PONTE VEDRA ANNEX	4,500	\$
SOUTH EAST ANNEX	8,000	\$
SUPERVISOR OF ELECTION BUILDING	10,200	\$
SUPERVISOR OF ELECTION BUILDING ELECTION YEAR	10,200	\$
LIBRARY DEPARTMENT		
HASTINGS CITY LIBRARY	5,000	\$
SOUTHEAST BRANCH	20,000	\$
SOUTHEAST BRANCH ADMINISTRATION	5,000	\$
PARKS & RECREATIONS DEPARTMENT		
AL WILKE COMMUNITY CENTER	3,073	\$
BEACH SERVICES OFFICE	2,328	\$
EQUESTRIAN CENTER	3,160	\$
HART HOUSE AT BELUTHAHATCHEE PARK	1,120	\$
PARKS & RECREATION ADMIN. BUILDING	6,272	\$

PARKS & RECREATION MAINTENANCE COMPOUND	2,700	\$
SAN SEBASTIAN RIVER PARK FACILITY	1,800	\$
THE PLAYERS COMMUNITY SENIOR CENTER	10,600	\$
TROUT CREEK COMMUNITY CENTER	4,400	\$
W.E. HARRIS COMMUNITY CENTER	1,000	\$
ST. JOHNS COUNTY FAIRGROUNDS (KITCHEN)	500	\$
PUBLIC WORKS DEPARTMENT		
ADMINISTRATION BUILDING	18,714	\$
FLEET MAINTENANCE BUILDING	4,416	\$
ROAD & BRIDGE BUILDING	5,572	\$
SOLID WASTE DEPARTMENT		
SOLID WASTE OFFICE / TILLMAN RIDGE	3,300	\$
STRATTON ROAD FACILITY (SCALEHOUSE/OFFICE)	500	\$
UTILITIES DEPARTMENT		
ADMINISTRATION BUILDING	30,000	\$
COLLECTIONS BUILDING	3,500	\$
DISTRIBUTION CENTER	3,500	\$
ENVIRONMENTAL LAB	6,797	\$
OPERATIONS BUILDING	1,380	\$
WAREHOUSE	1,800	\$

Bidder shall insert the Total Annual Price Bid Price in numerals.

The Total Annual Bid Price submitted above shall include any and all fees, taxes, surcharges, and any other costs associated with performing the work required by this Contract. The Bid Price above shall be the final price charged to the County for work performed.

The Total Annual Bid Price offered in this Bid Proposal shall remain firm for a period of ninety (90) days from the Bid opening date.

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

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 bid, as principals, and that this bid is made without collusion with any person, firm or corporation, and we have carefully and to our satisfaction examined the IFB Documents and Service Specifications.

We have made a full examination of the proposed work and the sources of supply for any specified 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 Owner, within the same time limit specified in the IFB 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 Owner.

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: _____

INDIVIDUAL

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

Address: _____

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

Email Address: _____

Federal I.D. Tax Number: _____

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**ATTACHMENT "A"
ANNUAL PRICING**

Bidders must complete this form with the required information for use in completing the official County Bid form. Pricing must include all labor, cleaning materials, all paper products, hand soap, equipment, ladder (4'/6'), vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, floor stripper, floor wax, transportation, supervision, insurance cost, overhead and profit and all other cost, materials and equipment associated with providing the services. The County departments do not require a Day Porter at any of their locations.

The awarded bidder (s) shall maintain a sufficient amount of paper products and other supplies on hand at each location so that no supplies run out at any given time.

The awarded bidder (s) shall decide the necessary staffing and hours needed to completed the requirements listed in the Scope of Work, per location.

The awarded bidder (s) shall be responsible for all measurements for both carpet and flooring and shall be required to move all furniture to properly clean both carpets and floors.

The awarded bidder (s) shall determine the amount of wax necessary, for the floors, to meet expectations of each department.

BIDDERS MUST FILL OUT THE TABLES BELOW COMPLETELY. Failure to complete and submit Attachment "A" ANNUAL PRICING may result in the bid proposal being deemed non-responsive and removed from consideration for award of a contract.

DEPARTMENT / LOCATION	SF	DAYS/TIME TO CLEAN	PRICE PER CLEANING	# OF DAYS PER MONTH	MONTHLY PRICE (Price Per Clean Multiplied By # Of Days Cleaned Per Month.)	ANNUAL PRICE (Multiply Monthly pricing by 12 to get your Annual)
BUILDING OPERATIONS DEPARTMENT						
HOMICIDE INVESTIGATION UNIT	3,700	Friday (1)	\$	4	\$	\$
JULINGTON CREEK ANNEX	10,000	Monday-Friday (5)	\$	20	\$	\$
MEDICAL EXAMINER'S OFFICE	3,400	Monday-Friday (5)	\$	20	\$	\$
PONTE VEDRA ANNEX	4,500	Monday-Friday (5)	\$	20	\$	\$
SOUTH EAST ANNEX	8,000	Monday-Friday (5)	\$	20	\$	\$
SUPERVISOR OF ELECTION BUILDING	10,200	Monday, Wednesday, Friday (3) days	\$	12	\$	\$
SUPERVISOR OF ELECTION BUILDING	10,200	ELECTION YEAR -July through November (5) days	\$	20	\$	\$

LIBRARY DEPARTMENT						
HASTINGS CITY LIBRARY	5,000	Monday–Saturday (6)	\$	24	\$	\$
SOUTHEAST BRANCH	20,000	Monday-Sunday (7)	\$	28	\$	\$
SOUTHEAST BRANCH ADMINISTRATION	5,000	Monday-Friday (5)	\$	20	\$	\$
PARKS & RECREATIONS DEPARTMENT						
AL WILKE COMMUNITY CENTER	3,073	(3) times per week	\$	12	\$	\$
BEACH SERVICES OFFICE	2,328	Sunday (1), after 1:00PM	\$	4	\$	\$
EQUESTRIAN CENTER	3,160	Monday (1)	\$	4	\$	\$
HART HOUSE AT BELUTHAHATCHEE PARK	1,120	2 nd & 4 th Friday of each month	\$	2	\$	\$
PARKS & RECREATION ADMINISTRATION BUILDING	6,272	Wednesday & Friday (2) after 5:00PM	\$	8	\$	\$
PARKS & RECREATION MAINTENANCE COMPOUND	2,700	(2) days per week	\$	8	\$	\$
SAN SEBASTIAN RIVER PARK FACILITY	1,800	(1) Once per week	\$	4	\$	\$
THE PLAYERS COMMUNITY SENIOR CENTER	10,600	(3) days per week	\$	12	\$	\$
TROUT CREEK COMMUNITY CENTER	4,400	Monday, Wednesday, Friday (3)	\$	12	\$	\$
W.E. HARRIS COMMUNITY CENTER	1,000	Monday, Wednesday, Friday (3)	\$	12	\$	\$
ST. JOHNS COUNTY FAIRGROUNDS (KITCHEN)	500	(1) once per week + as needed/requested events	\$	4	\$	\$
PUBLIC WORKS DEPARTMENT						
		Clean between 5:00PM-10:00PM				
ADMINISTRATION BUILDING	18,714	Monday-Friday (5)	\$	20	\$	\$
FLEET MAINTENANCE BUILDING	4,416	Monday-Friday (5)	\$	20	\$	\$
ROAD & BRIDGE BUILDING	5,572	Monday-Friday (5)	\$	20	\$	\$

SOLID WASTE DEPARTMENT		Clean between 5:00PM-10:00PM				
SOLID WASTE OFFICE / TILLMAN RIDGE	3,300	Friday (1), after hours	\$	5	\$	\$
STRATTON ROAD FACILITY (SCALEHOUSE/OFFICE)	500	Friday (1), after hours	\$	5	\$	\$
UTILITIES DEPARTMENT		Clean between 5:00PM-7:00AM				
ADMINISTRATION BUILDING	30,000	Wednesday-Friday (2)	\$	8	\$	\$
The following buildings listed below shall be cleaned one (1) day per week. Friday (after 5:00PM) or anytime on either Saturday or Sunday.						
COLLECTIONS BUILDING	3,500	Once per week	\$	4	\$	\$
DISTRIBUTION CENTER	3,500	Once per week	\$	4	\$	\$
ENVIRONMENTAL LAB	6,797	Once per week	\$	4	\$	\$
OPERATIONS BUILDING	1,380	Once per week	\$	4	\$	\$
WAREHOUSE	1,800	Once per week	\$	4	\$	\$

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

ATTACHMENT "B"
ST. JOHNS COUNTY AFFIDAVIT

Bidder shall complete and submit a sworn statement as part of the submitted Bid. This sworn statement shall be an Affidavit in the following form, executed by an officer/principal of the Bidder, and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF _____

COUNTY OF _____

The Undersigned authority, _____ ("Affiant"), who being duly sworn, deposes and states that he/she is the _____ (Title) of the Bidder _____ (Full Legal Name of Bidder) submitting the attached Bid for the services provided in the IFB Documents for **IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS**, in St. Johns County, Florida.

The Affiant further states that no more than one Bid for the above-referenced service will be submitted from the Bidder, the Affiant, their 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. Affiant also states that neither he/she, the firm, association nor corporation of the Bidder 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 service. 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.

DATED this _____ day of _____, 20____.

Signature of Affiant

Printed Name of Affiant

Printed Title of Affiant

Full Legal Name of Consultant/Contractor

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____, who is personally known to me or has produced _____ as identification.

Notary Public
My Commission Expires: _____

BIDDER MUST EXECUTE AND ATTACH THIS AFFADAVIT TO SUBMITTED BID

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**ATTACHMENT "C"
CONFLICT OF INTEREST DISCLOSURE FORM**

Project (RFQ, RFP, BID) Number/Description: **IFB No 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS**

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

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

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

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

Please check the appropriate statement:



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



The undersigned Bidder, 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 service.

Legal Name of Bidder: _____

Authorized Representative(s): _____

Signature

Print Name/Title

Signature

Print Name/Title

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**ATTACHMENT "D"
DRUG-FREE WORKPLACE FORM**

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

_____ does:

Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for proposals a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

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

Signature

Date

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

ATTACHMENT "E"
CLAIMS, LIENS, LITIGATION HISTORY
(Complete and Submit)

1. Within the past 7 years, has your organization filed suit or a formal claim against a project owner (as a prime or sub-consultant) or been sued by or had a formal claim filed by an owner, sub-consultant or supplier resulting from a contract dispute? Yes ___ No _____ If yes, please attach additional sheet(s) to include:

Description of every action Captions of the Litigation or Arbitration

Amount at issue: _____ Name (s) of the attorneys representing all parties:

Amount actually recovered, if any: _____

Name(s) of the project owner(s)/manager(s) to include address and phone number:

2. List all pending litigation and or arbitration.

3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc.

4. Within the past 7 years, please list all Liens, including Federal, State and Local, which have been filed against your Company. List in detail the type of Lien, date, amount and current status of each Lien.

5. Have you ever abandoned a job, been terminated or had a performance/surety bond called to complete a job?

Yes _____ No _____ If yes, please explain in detail:

6. For all claims filed against your company within the past five (5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final? Yes ___ No ___
If no, please explain why?

7. List the status of all pending claims currently filed against your company:

Liquidated Damages

1. Has a project owner ever withheld retainage, issued liquidated damages or made a claim against any Performance and Payment Bonds? Yes _____ No _____ If yes, please explain in detail:

(Use additional or supplemental pages as needed)

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**ATTACHMENT "F"
NON-COLLUSION CERTIFICATION**

St. Johns County requires, as a matter of policy, that any Firm receiving a contract or award resulting from the Invitation for Bid issued by St. Johns County shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to me, our firm, partnership or corporation, that no members of the elected governing body of St. Johns County nor any professional management, administrative official or employee of the County, nor members of his or her immediate family including spouse, parents or children, nor any person representing or purporting to represent any member or members of the elected governing body or other official, has solicited, has received or has been promised, directly or indirectly, any financial benefit including but not limited to a fee, commission, finder's fee, political contribution, goods or services in return for favorable review of any Bids submitted in response to the Invitation for Bid or in return for execution of a contract for performance or provision of services for which Bids are herein sought.

Handwritten Signature of Authorized Principal(s):

NAME (print): _____

SIGNATURE: _____

TITLE: _____

DATE: _____

NAME OF FIRM/PARTNERSHIP/CORPORATION:

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

ATTACHMENT "G"
E-VERIFY AFFIDAVIT

STATE OF _____
COUNTY OF _____

I, _____ (hereinafter "Affiant"), being duly authorized by and on behalf of _____ (hereinafter "Bidder") hereby swears or affirms as follows:

1. Bidder understands that E-Verify, authorized by Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), is a web-based system provided by the United States Department of Homeland Security, through which employers electronically confirm the employment eligibility of their employees.
2. For the duration of Contract No. _____ (hereinafter "Agreement"), in accordance with section 448.095, F.S., Bidder shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Bidder and shall expressly require any subcontractor performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor.
3. Bidder shall comply with all applicable provisions of section 448.095, F.S., and will incorporate in all subcontracts the obligation to comply with section 448.095, F.S.
4. Bidder understands and agrees that its failure to comply with all applicable provisions of section 448.095, F.S. or its failure to ensure that all employees and subcontractors performing work under the Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of the Agreement for which St. Johns County may immediately terminate the Agreement without notice and without penalty. The Bidder further understands and agrees that in the event of such termination, Bidder shall be liable to the St. Johns County for any costs incurred by the St. Johns County resulting from Bidder's breach.

DATED this _____ day of _____, 20_____.

Signature of Affiant

Printed Name of Affiant

Printed Title of Affiant

Full Legal Name of Bidder

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____, who is personally known to me or has produced _____ as identification.

Notary Public
My Commission Expires: _____

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

ATTACHMENT "H"

SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

(To be signed by a notary public or other officer authorized to administer oaths.)

Before me, the undersigned Authority, _____, (Affiant) who, being by me first duly sworn, made the following statement:

1. The business address of _____ (Full Legal Name of Bidder) is _____.
2. My relationship to _____ (Full Legal Name of Bidder) is _____ (Title of Affiant).
3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
4. I understand that "convicted" or "conviction" is defined by the Florida Statutes to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilt or nolo contendere.
5. I understand that "affiliate" is defined by the Florida Statutes to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
6. Neither the Offeror or contractor, nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Offeror or contractor, nor any affiliate of the Offeror or contractor has been convicted of a public entity crime subsequent to July 1, 1989. **(Draw a line through paragraph 6 if paragraph 7 below applies.)**
7. There has been a conviction of a public entity crime by the Offeror or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Offeror or contractor who is active in the management of the Offeror or contractor or an affiliate of the Offeror or contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____. A copy of the order of the Division of Administrative Hearings is attached to this statement. **(Draw a line through paragraph 7 if paragraph 6 above applies.)**

DATED this _____ day of _____, 20____.

Signature of Affiant

Printed Name & Title of Affiant

Full Legal Name of Bidder

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20____, by Affiant, who is personally known to me or has produced _____ as identification.

Notary Public

My Commission Expires: _____

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**ATTACHMENT "I"
EQUAL OPPORTUNITY STATEMENT**

The Bidder (Proposer) shall complete the following statement by signing this form where indicated. Failure to complete this form may be grounds for rejection of bid:

The awarded Contractor shall comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992, as amended) prohibiting employment discrimination and shall comply with the regulations and guidelines promulgated pursuant to this Act by the Secretary of the Interior and the Heritage Conservation and Recreation Service.

During the performance of this contract, the awarded Contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24,

1965, so that such provisions will be binding upon each sub-Contractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a Contractor becomes involved in, or is threatened with, litigation with a sub-Contractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

Handwritten Signature of Authorized Principal(s):

NAME (print): _____

SIGNATURE: _____

TITLE: _____

NAME OF FIRM: _____

DATE: _____

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

ATTACHMENT "J"

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-PRIMARY COVERED TRANSACTIONS

The Bidder certifies that, the firm or any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency;
2. have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property
3. are not presently indicted for or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and
4. have not within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The Bidder certifies that it shall perform a debarment verification on any subcontractor, sub-consultant, material supplier or vendor, that it proposes to contract with to perform any work under this Bid, and shall not enter into any transaction with any sub-Contractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency unless authorized by St. Johns County.

Handwritten Signature of Authorized Principal(s):

NAME (print): _____

SIGNATURE: _____

TITLE: _____

NAME OF FIRM: _____

DATE: _____

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

ATTACHMENT "K"
BYRD ANTI-LOBBYING COMPLIANCE AND CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000). The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or Current as of 9-26-16 11 cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Handwritten Signature of Authorized Principal(s):

NAME (print): _____

SIGNATURE: _____

TITLE: _____

NAME OF FIRM: _____

DATE: _____

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

ATTACHMENT "L"
JESSICA LUNSFORD ACT FORM

SWORN STATEMENT PURSUANT TO SECTIONS 1012.465 AND 1012.467, FLORIDA STATUTES, THE
JESSICA LUNSFORD ACT

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

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

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

address is _____

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

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

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

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

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

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

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

(Signature)

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

Personally known _____

OR Produced Identification _____

Notary Public – State of _____

(Type of Identification)

My commission expires _____

(Printed typed or stamped commissioned name of notary public)

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**ATTACHMENT "M"
LIST OF PROPOSED SUB-CONTRACTORS / SUPPLIERS**

Bidder shall submit any and all sub-contractors and/or major material suppliers proposed to perform any portion of the Work for review/approval by the County. Bidder shall attach any and all applicable licenses or certifications held by the proposed sub-contractor/supplier related to the portion of the Work for which they are proposed, as stated below. All subcontractors/suppliers are subject to the approval of the County.

Company Name	Work/Service to be Performed	Primary Contact Name	Contact Number and Email Address	Percentage (%) of Total Work/Service

BID NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**ATTACHMENT "N"
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 NUMBER	INSSUING AGENCY	EXPIRATION DATE
State of Florida Business License			
Local Business Tax Receipt for St. Johns County.			

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**SCOPE OF WORK
HOMICIDE INVESTIGATIONS UNIT**

Location: 2446 Dobbs Rd., St. Augustine, FL 32086. (approx. 3,700 sf)

The Homicide Investigations Unit (HIU) offices, reception areas, breakrooms, restrooms, and hallways **must be cleaned during business hours between 8:30AM and 3:45PM, one (1) times per week (Friday) with a possible 2nd day upon request; excluding County observed holidays, unless otherwise specified.** The Contractor shall be responsible for cleaning the interior of the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment. **Failure to maintain a satisfactory level of cleanliness and appearance of the Homicide Investigations Unit office interior will be cause for termination of services.**

The following are minimum general specifications for maintaining the cleanliness and appearance of the HIU office.

A. Carpets:

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

B. Tile and Vinyl Floors:

All tile/vinyl floors shall be mopped each visit. Tile/vinyl floors shall be stripped and re-waxed a minimum of **once each year**.

C. Cleaning of Office Furniture:

The tops of all tables, desks, credenzas, counters and bookcases will be dusted and polished **each visit**. All filing cabinets and other cabinets will be completely dusted and cleaned **at least once each week**. If desk is covered with papers, the Contractor shall not clean the desk. Once **every six (6) months**, or more often as necessary, the sides and drawers of filing cabinets, cabinets, credenzas and bookcases will be wiped down with an appropriate cleaning solution to remove dust, film and stains.

D. Vinyl or Cloth Covered Office Furniture:

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

E. Window Blinds:

All blinds will be vacuumed a minimum of **once every three (3) months**. All blinds will be drawn to a closed position if not already closed, when cleaning of each room has been completed. Assure that all windows are locked prior to closing blinds.

F. Windows, Glass Doors and Mirrors:

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

G. Galley/Kitchen:

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

H. Restroom Facilities:

There are four (4) restrooms in the HIU office. Two (2) public and two (2) staff. All restrooms will be thoroughly cleaned with disinfectant cleaner **each visit**. All toilets and toilet seats will be cleaned and disinfected **each visit**. All 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**. Tile walls will be cleaned with an appropriate cleaner **once every six (6) months**, or more often as necessary. All paper products and soap dispensers will be replenished as needed so as to be kept full at all times. Successful Bidder will provide a list of all chemicals and will provide SDS (Safety Data Sheets) for cleaning chemicals used on premises. The list and the SDS must be kept up to date.

I. Miscellaneous Maintenance:

All wastebaskets will be emptied **each visit** and plastic trash can liners will be replaced when necessary. Front and side entrances and walkways will be cleaned and throw rugs and carpet runners (inside and outside) at all entrance doors will be vacuumed **each visit**. All drinking fountains will be cleaned with disinfectant **each visit**. Walls will be spot cleaned of smudge marks and fingerprints as needed.

J. Conduct in County Buildings:

1. No janitorial employee will access any records, files or documents at any time during the performance of their duties.
2. No janitorial employee will access any area of the building being cleaned other than the area of work responsibility or authorized break or office area, without previous knowledge of their Lead, or previous approval of the Building Operation Superintendent or their designee.
3. No janitorial employee shall use County telephones except in the event of an emergency. Any telephone charges verified by the County incurred by the janitorial firm's employees shall be billed to the janitorial firm.
4. All equipment used by janitorial employees will meet Occupational Safety and Health Administration (OSHA) standards for plugs, cords, grounds, etc.
5. No janitorial employees will be accompanied in their work area by acquaintances, family members or any other nonemployee of the janitorial firm.
6. Smoking is not permitted in ANY County building.
7. Janitorial employees must conduct themselves in an orderly and safe manner. Fighting, horseplay, stealing, being under the influence of alcohol or drugs or bringing alcohol or drugs onto County property, soliciting, gambling, or any immoral or undesirable conduct is not permitted and may be grounds for immediate termination of the Contract.
8. Proper attire is required while working on County property, i.e.: no cut-offs, tank tops, flip flops, pajamas, open toed shoes, etc.

K. Malfunctioning Equipment:

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

L. Supplies:

The successful bidder will be required to provide all necessary labor and equipment, including vacuum cleaners, buffer/scrubbers, and any other machinery necessary to perform the services required under this contract. The **Contractor shall also supply stripper, floor wax, pads for buffers/scrubbers, paper goods, cleaning products and liquid hand soap and will be replenished as needed by the Contractor.**

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

SCOPE OF WORK MEDICAL EXAMINER'S OFFICE

Location: 4501 Ave. A, St. Augustine, FL 32095 (approx. 3,400 sf)

The St. Johns County Medical Examiner's offices, reception areas, breakrooms, restrooms, hallways, and conference rooms will be cleaned **after regular working hours, starting after 5:30PM, five (5) times per week (Monday thru Sunday, excluding holidays)**. Vacant or unoccupied offices shall be cleaned once per month.

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

A. Carpet

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

B. Tile and Vinyl Floors

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

C. Cleaning of Office Furniture

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

D. Vinyl or Cloth Covered Office Furniture

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

E. Draperies/Window Blinds

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

F. Windows, Glass Doors and Mirrors

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

G. Restroom Facilities:

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

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

H. Miscellaneous Maintenance

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

I. Galley/Kitchen Areas

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

J. Supplies

The Contractor will be required to provide any and all supplies necessary to perform the required services, including cleaning supplies, paper products, and hand soap. Contractor shall maintain a sufficient amount of paper product and other supplies on hand at each location so that no supplies run out at any given time. Contractor shall also provide any and all equipment including vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, floor stripper, floor wax, and any other materials and equipment necessary to perform the required services.

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

SCOPE OF WORK JULINGTON CREEK ANNEX

Location: 725 Flora Branch Blvd., St. Johns, FL 32259 (approx. 10,000 sf)

The St. Johns County Julington Creek Annex offices, reception areas, breakrooms, restrooms, hallways, and conference rooms will be cleaned **after regular working hours, starting after 5:30PM, five (5) times per week (Monday thru Friday, excluding holidays)**. Vacant or unoccupied offices shall be cleaned once per month.

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

A. Carpet

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

B. Tile and Vinyl Floors

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

C. Cleaning of Office Furniture

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

D. Vinyl or Cloth Covered Office Furniture

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

E. Draperies/Window Blinds

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

F. Windows, Glass Doors and Mirrors

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

G. Restroom Facilities:

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

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

H. Miscellaneous Maintenance

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

I. Galley/Kitchen Areas

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

J. Supplies

The Contractor will be required to provide any and all supplies necessary to perform the required services, including cleaning supplies, paper products, and hand soap. Contractor shall maintain a sufficient amount of paper product and other supplies on hand at each location so that no supplies run out at any given time. Contractor shall also provide any and all equipment including vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, floor stripper, floor wax, and any other materials and equipment necessary to perform the required services.

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

SCOPE OF WORK PONTE VEDRA ANNEX

Location: 151 Sawgrass Corners, Ponte Vedra Beach, FL 32082 (approx. 4,500 sf)

The St. Johns County Ponte Vedra Annex offices, reception areas, breakrooms, restrooms, hallways, and conference rooms will be cleaned **after regular working hours, starting after 5:30PM, five (5) times per week (Monday thru Friday, excluding holidays)**. Vacant or unoccupied offices shall be cleaned once per month.

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

A. Carpet

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

B. Tile and Vinyl Floors

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

C. Cleaning of Office Furniture

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

D. Vinyl or Cloth Covered Office Furniture

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

E. Draperies/Window Blinds

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

F. Windows, Glass Doors and Mirrors

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

G. Restroom Facilities:

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

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

H. Miscellaneous Maintenance

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

I. Galley/Kitchen Areas

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

J. Supplies

The Contractor will be required to provide any and all supplies necessary to perform the required services, including cleaning supplies, paper products, and hand soap. Contractor shall maintain a sufficient amount of paper product and other supplies on hand at each location so that no supplies run out at any given time. Contractor shall also provide any and all equipment including vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, floor stripper, floor wax, and any other materials and equipment necessary to perform the required services.

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

SCOPE OF WORK SOUTHEAST ANNEX (DUPONT CENTER)

Location: 6658 US1 South, St. Augustine, FL 32086 (approx. 8,000 sf)

The St. Johns County Southeast Annex offices, reception areas, breakrooms, restrooms, hallways, and conference rooms will be cleaned **after regular working hours, starting after 5:30PM, five (5) times per week (Monday thru Friday, excluding holidays)**. Vacant or unoccupied offices shall be cleaned once per month.

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

A. Carpet

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

B. Tile and Vinyl Floors

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

C. Cleaning of Office Furniture

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

D. Vinyl or Cloth Covered Office Furniture

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

E. Draperies/Window Blinds

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

F. Windows, Glass Doors and Mirrors

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

G. Restroom Facilities:

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

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

H. Miscellaneous Maintenance

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

I. Galley/Kitchen Areas

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

J. Supplies

The Contractor will be required to provide any and all supplies necessary to perform the required services, including cleaning supplies, paper products, and hand soap. Contractor shall maintain a sufficient amount of paper product and other supplies on hand at each location so that no supplies run out at any given time. Contractor shall also provide any and all equipment including vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, floor stripper, floor wax, and any other materials and equipment necessary to perform the required services.

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

SCOPE OF WORK
SJC SUPERVISOR OF ELECTIONS OFFICE

Location: 4455 Avenue A, St. Augustine, FL 32095 (10,200 SF)

Scope of Work:

The St. Johns County Supervisor of Elections administrative offices, reception areas, restrooms, breakrooms and hallways **must be cleaned three (3) nights a week, except during an Election year during the months of July through November the SJC Supervisor of Elections Administration office must be cleaned five (5) nights a week.** The Contractor shall be responsible for restocking all paper products, soap and cleaning the interior of the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment. **Failure to maintain a satisfactory level of cleanliness and appearance of the Supervisor of Elections Office interior will be cause for termination of services.**

The following are minimum general specifications for maintaining the cleanliness and appearance of the St. Johns County Supervisor of Elections office.

A. Carpet:

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

B. Tile and Vinyl Floors:

All tile/vinyl floors shall be mopped **each visit**. Tile/Vinyl floors shall be stripped and re-waxed at least **once each year**. (4 coats of wax per strip / 2 coats of wax per scrub).

C. Cleaning of Office Furniture:

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

D. Vinyl or cloth covered office furniture:

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

E. Window Blinds and Windowsills:

All blinds will be lightly vacuumed **at least once every three (3) months**. All blinds will be drawn to a closed position if not already closed, when cleaning of each room as been completed. Assure that all windows are locked prior to closing blinds.

F. Windows, Glass Doors and Mirrors:

All mirrors and glass doors will be thoroughly cleaned **each visit**. All glass partitions will be fully cleaned **once each week**. All windows will be cleaned on a semi-annual basis (**once every six (6) months**), inside and out (this includes only those windows that can be reached with a step ladder).

G. Galley/Kitchen:

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

H. Restroom Facilities:

There are five (5) restrooms in the Supervisor of Elections Office. All restrooms shall be considered "staff" because they are located behind the counter in the office. All restrooms will be thoroughly cleaned with disinfectant cleaner **each visit**. All toilets and toilet seats will be cleaned and disinfected **each visit**. All 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**. Tile walls will be cleaned with an appropriate cleaner on a semi-annual basis (**once every six (6) months**), or more often as necessary.

I. Miscellaneous Maintenance:

All wastebaskets will be emptied **each visit** and plastic trash can liners will be **replaced when necessary**. Front and side entrances and walkways will be cleaned, and throw rugs and carpet runners (inside and outside) at all entrance doors will be vacuumed **each visit**. The Training Room North Entrance (including the foyer) shall be cleaned inside and outside **each visit**. The Training Room South Entrance shall be cleaned only during election periods. All drinking fountains will be cleaned with disinfectant **each visit**. Walls will be spot cleaned of smudge marks and fingerprints as needed.

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

SCOPE OF WORK
SOUTHEAST BRANCH LIBRARY
SOUTHEAST BRANCH LIBRARY ADMINISTRATION

Location: 6670 US Highway 1 S 1, St. Augustine, FL 32086 (20,000 SF, Library) (5,000 SF, Administration office)

HOURS

The Library must be cleaned seven (7) days a week (Monday through Sunday), after operations hours and the Administration office must be cleaned five (5) days a week (Monday through Friday).

Operating Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10:00AM-8:00PM	10:00AM-8:00PM	10:00AM-6:00PM	10:00AM-8:00PM	10:00AM-6:00PM	10:00AM-5:00PM	1:00PM-5:00PM

A. Floors

The Contractor shall vacuum **all** carpeted areas (approximately 5,000sf) **each visit** to maintain a clean and fresh appearance. The Contractor shall be responsible for moving any small or mobile furniture (i.e. chairs, beanbags, small table, signs, etc.) to make sure that carpeted areas beneath may be vacuumed. The Contractor shall be responsible for making a daily inspection of all carpeted areas to locate and remove noticeable spots and stains. The Contractor shall make recommendations for additional, professional carpet cleaning services as it is considered necessary.

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

B. Office Fixtures

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

C. Vinyl or Cloth Covered Office Furniture

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

D. Window Blinds & Windowsills

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

E. Windows, Glass Doors & Mirrors

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

F. Restrooms

All restrooms, including those for staff and public use will be thoroughly cleaned with disinfectant **each visit**. this includes all toilets, toilet seats, toilet handles, sinks, countertops, mirrors, soap dispensers, handicap railings, and stall doors. All restroom fixtures and furniture shall be cleaned with the appropriate cleanser depending on the surface material. All restroom floors will be mopped with disinfectant and/or scrubbed with a scrub brush with disinfectant **each visit**. Floor drains will be flushed with disinfectant **once per week**. Tile walls will be cleaned with disinfectant **once every six (6) months** or more often as necessary

to maintain a satisfactory level of cleanliness. Ceiling vents will be vacuumed **once per month**. All paper products, urinal cakes, and soap dispensers will be replenished each visit for all restrooms (with spare rolls of toilet paper at each toilet for staff restrooms only).

G. Kitchen/Breakroom Areas

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

H. Miscellaneous Maintenance

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

I. Supplies

The County shall provide the following supplies: paper towels, toilet paper, toilet seat liners, trash can liners, and hand soap.

The Contractor shall provide the following supplies: all cleaning products, sprays, polishes, cleaners, towels, brushes, brooms, buckets, vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, floor stripper, floor wax, and any other supplies and equipment necessary to perform the required services as specified herein.

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

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

SCOPE OF WORK
HASTINGS CITY BRANCH LIBRARY

Location: 6195 S. Main Street, Hastings, FL 32145 (5,000 SF)

Temporary Location: W.E Harris Center, 400 Harris Street, Hastings, FL 32145 (800 SF)

HOURS

The Library must be cleaned six (6) days a week (Monday through Saturday), after operations hours and the Administration office must be cleaned five (5) days a week (Monday through Friday).

Operating Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10:00AM- 6:00PM	10:00AM- 7:00PM	10:00AM- 6:00PM	10:00AM- 7:00PM	10:00AM- 6:00PM	10:00AM- 3:00PM	Closed

The Hastings City Library will close August 5, 2024 and reopen in the temporary location on Monday, September 2, 2024. The Hastings City Library is projected to reopen August/September 2025.

A. Floors (does not have sf)

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

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

B. Office Fixtures

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

C. Vinyl or Cloth Covered Office Furniture

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

D. Window Blinds & Windowsills

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

E. Windows, Glass Doors & Mirrors

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

F. Restrooms

All restrooms, including those for staff and public use will be thoroughly cleaned with disinfectant **each visit**. this includes all toilets, toilet seats, toilet handles, sinks, countertops, mirrors, soap dispensers, handicap railings, and stall doors. All restroom fixtures and furniture shall be cleaned with the appropriate cleanser depending on the surface material. All restroom floors will be mopped with disinfectant and/or

scrubbed with a scrub brush with disinfectant **each visit**. Floor drains will be flushed with disinfectant **once per week**. Tile walls will be cleaned with disinfectant **once every six (6) months** or more often as necessary to maintain a satisfactory level of cleanliness. Ceiling vents will be vacuumed **once per month**. All paper products, urinal cakes, and soap dispensers will be replenished each visit for all restrooms (with spare rolls of toilet paper at each toilet for staff restrooms only).

G. Kitchen/Breakroom Areas

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

H. Miscellaneous Maintenance

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

I. Supplies

The County shall provide the following supplies: paper towels, toilet paper, toilet seat liners, trash can liners, and hand soap.

The Contractor shall provide the following supplies: all cleaning products, sprays, polishes, cleaners, towels, brushes, brooms, buckets, vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, floor stripper, floor wax, and any other supplies and equipment necessary to perform the required services as specified herein.

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

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

SCOPE OF WORK
AL WILKIE COMMUNITY CENTER

Location: 6150 S. Main Street, Hastings, FL 32145 (3,073 SF)

Services will be provided three (3) times per week on Monday, Wednesday, and Friday (preferably before 7:00 A.M. or after 6:00 P.M.) All County observed Holidays, that fall on a cleaning day, contractor shall coordinate with the SJC Parks & Recreation Department to schedule an alternate date to provide the services.

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

A. Carpet (approximately 4,500sf)

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

B. Tile & Vinyl

All tile and vinyl floors will be swept, and mopped and/or buffed, **each visit**, and will be stripped and re-waxed **at least once each year** with an appropriate cleaner for the type of tile. The amount of wax needed for the floors to meet expectations, shall be made by the contractor.

C. Cleaning of Furniture:

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

D. Vinyl or Cloth Covered Furniture

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

E. Windows, Glass Doors & Mirrors

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

F. Restrooms

The restrooms shall be thoroughly cleaned and disinfected **each visit**. All toilets, including toilet seats, handles and toilet bowls shall be cleaned and disinfected **each visit**. All chrome fixtures shall be cleaned and polished **each visit**. Sinks (including behind faucets), counter tops, soap dispensers, shall be cleaned and disinfected **each visit**. Tile floors

and walls shall be mopped and/or scrubbed with disinfectant **each visit**. All paper products and soap dispensers shall be replenished as needed with spare supplies left out in case they run out during business hours.

G. Kitchen

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

H. Janitor's Closet

The Contractor shall maintain an orderly arrangement of all janitorial supplies and equipment. Remove all trash from area at **each visit**. Hang all mop heads so they dry out properly at **each visit**. Clean and disinfect service sinks **as needed**. Sweep and spot mop floors **as needed**. High dust all reachable surfaces **as needed**.

I. Miscellaneous Maintenance

1. All trash cans and wastebaskets shall be emptied **each visit** and trash can liners shall be **replaced when necessary**.
2. All drinking fountains shall be cleaned with disinfectant **each visit**.
3. All entrance walkways, front and rear, outside rugs and throw rugs at all entrance doors (inside and outside) and carpet runners shall be vacuumed **each visit**.
4. All areas shall be inspected for cob webs, high and low, and shall be dusted or swept away as needed. All baseboards, and other areas not already mentioned shall be dusted as needed using microfiber dusters.
5. All light switches, walls around doorways, cabinets, doors and door frames, other frequently touched surfaces shall be cleaned and disinfected **each visit**.
6. All telephones shall be damp wiped using a green microfiber cloth and disinfectant cleanser.
7. All floors shall be inspected **each visit** and any gum or foreign matter shall be removed if possible.

J. Supplies:

1. **The County shall furnish the following supplies:** paper towels, toilet paper, toilet seat liners, trash can liners, and liquid hand soap.
2. **The Contractor shall provide the following supplies:** all cleaning products, sprays, polishes, cleaners, towels, brushes, brooms, buckets, vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, stripper, floor wax, and any other supplies and equipment necessary to perform the required services as specified herein.
3. The Contractor shall notify the Point of Contact for the SJC Parks & Recreation Department when supplies are running low so that more can be ordered. **Do not wait until stock has been fully depleted to replace.**

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

SCOPE OF WORK
BEACH SERVICES OFFICE

Location: 901 Pope Road, St. Augustine, FL 32080 (2,328 SF)

The SJC Beach Services Department offices, reception areas, restrooms, hallways, entryways, conference rooms, wellness room, and break rooms shall be cleaned **after one o'clock (1:00pm), one (1) time per week on Sundays, or if previously approved, in writing, by the SJC Beach Services Department, one day on the weekend, if unable to clean on Sunday.** If and when a County observed holiday falls on one of the days the Contractor is required to clean, the Contractor shall coordinate with the SJC Beach Services Department to schedule an alternate date to provide the services.

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

A. Carpet:

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

B. Tile & Vinyl:

All tile and vinyl floors will be swept, and mopped and/or buffed, **each visit**, and will be stripped and re-waxed **at least once each year** with an appropriate cleaner for the type of tile. The amount of wax needed for the floors to meet expectations, shall be made by the contractor.

C. Cleaning of Furniture:

The tops of all horizontal surfaces including but not limited to all tables, desks, partition tops, wall hangings, computer monitors, credenzas, cabinets, counters, and bookcases shall be thoroughly dusted **each visit** and polished **at least once each month**. If fingerprints and other marks are noticeable on the tops of desks and tables, the Contractor shall dust and/or polish as necessary to maintain a clean appearance on all high traffic surfaces. Items on desks (phones, keyboards, inboxes, staplers, etc.), credenzas, tables, and counters shall be lifted and the surface underneath dusted and polished, unless the desk is covered with loose papers. If loose papers cover the desk, the Contractor shall leave them untouched and clean around them. The exterior of all filing cabinets and other cabinets shall be completely dusted and cleaned **each visit**. The sides and drawers of filing cabinets, credenzas, bookcases and other cabinets shall be wiped down with a cleaning solution to remove dust, film and stains **at least once every six (6) months**. All computer towers, battery packs, fire extinguisher boxes, doorframes, and windowsills shall be dusted **each visit**.

D. Vinyl or Cloth Covered Furniture:

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

E. Draperies/Window Blinds:

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

F. Windows, Glass Doors & Mirrors:

All mirrors shall be thoroughly cleaned **each visit**. All glass doors (including entry doors) and glass partitions shall

be cleaned inside and out **each visit**.

G. Restrooms:

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

H. Breakroom:

Spot clean area around trash can to ensure walls, floors, cabinets, etc. around the trash can are free of residue, grime and trash. Thoroughly clean counters, backsplash, sinks, exterior of all appliances, inside and outside of microwave oven; using an appropriate, disinfectant cleanser.

I. Wellness Room:

All machines in the wellness room shall be wiped down with disinfectant cleanser **each visit**.

J. Miscellaneous Maintenance:

1. All trash cans and wastebaskets shall be emptied **each visit** and plastic trash can liners shall be **replaced when necessary**.
2. All drinking fountains shall be cleaned with disinfectant **each visit**.
3. All stainless-steel appliances, sinks, and chrome fixtures shall be polished **at least once each month**.
4. All entrance walkways, front and rear, outside rugs and throw rugs at all entrance doors (inside and outside) and carpet runners shall be vacuumed **each visit**. All area rugs and mats shall be rolled up cleaned underneath and replaced.
5. All door jams and thresholds around entry doors shall be inspected and cleaned as needed.
6. All areas shall be inspected for cob webs, high and low, and shall be dusted or swept away as needed. All baseboards, and other areas not already mentioned shall be dusted as needed using microfiber dusters.
7. All light switches, walls around doorways, cabinets, doors and door frames shall be wiped down with a microfiber cloth to remove fingerprints and marks.
8. All telephones shall be damp wiped using a green microfiber cloth and disinfectant cleanser.

K. Frequently Touched Surfaces

Any surface which is frequently touched shall be thoroughly cleaned with disinfectant at **each visit**. This includes but is not limited to the receptionist counter, all light switches, handrails, dispensers, and entrance door handles.

L. Malfunctioning Equipment:

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

M. Supplies:

1. The Contractor shall be required to provide all necessary labor and all cleaning materials and equipment.
2. Paper goods, trash bags and liquid hand soap shall be supplied by the County and shall be replenished to the dispensers by the Contractor. When stocks need to be replenished, the Contractor shall notify the Beach Services Department Staff via email, memo or telephone call, listing the quantity of each item required, prior to supplies being completely depleted (less than 1 days' worth of supplies).

The list of all chemicals and **MSDS (Material Safety and Data Sheets) for cleaning chemicals used shall be kept on premises. The list and the MSDS must be kept up to date.** A log book, provided by the SJC Beach Services Department, shall be kept on site for recording dates and times in and out, and any notes used for communication between Beach Services staff and the Contractor.

BID NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**SCOPE OF WORK
EQUESTRIAN CENTER
ST. JOHNS COUNTY FAIRGROUNDS (KITCHEN)**

Location: Equestrian Center - 8200 Smith Road, Hastings, FL 32145 (3,160 SF)

Location: St. Johns County Fairgrounds (Kitchen) – 5840 State Road 207E, Elkton, FL 32033 (500 SF)

The Equestrian Center shall be cleaned **every Monday, or as requested in writing by the SJC Parks & Recreation Department for “as needed” cleanings**. If and when a County observed holiday falls on the day the Contractor is required to clean, the Contractor shall coordinate with the appropriate SJC Parks & Recreation Department Staff to schedule an alternative date to provide services.

The St. Johns County Fairgrounds (Kitchen) shall be cleaned **one (1) day per week, or as requested in writing by the SJC Parks & Recreation Department for “as needed” cleanings**. If and when a County observed holiday falls on the day the Contractor is required to clean, the Contractor shall coordinate with the appropriate SJC Parks & Recreation Department Staff to schedule an alternative date to provide services.

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

A. Tile & Vinyl

All tile and vinyl floors will be swept, and mopped and/or buffed, **each visit**, and will be stripped and re-waxed **at least once each year** with an appropriate cleaner for the type of tile. The amount of wax needed for the floors to meet expectations, shall be made by the contractor.

B. Hardwood Floors

All hardwood floors, including screened porch floor, will be swept and mopped, **each visit**.

C. Restrooms

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

D. Kitchen:

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

E. Miscellaneous Maintenance

1. All trash cans and wastebaskets shall be emptied **each visit** and plastic trash can liners shall be **replaced when necessary**.
2. All areas shall be inspected for cob webs, high and low, and shall be dusted or swept away as needed. All baseboards, and other areas not already mentioned shall be dusted as needed using microfiber dusters.
3. All light switches, walls around doorways, cabinets, doors and door frames shall be wiped down with a microfiber cloth to remove fingerprints and marks.

F. Supplies

1. **The County shall furnish the following supplies:** paper towels, toilet paper, toilet seat liners, trash can liners, and

hand soap.

2. **The Contractor shall provide the following supplies:** all cleaning products, sprays, polishes, cleaners, towels, brushes, brooms, buckets, vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, stripper, floor wax, and any other supplies and equipment necessary to perform the required services as specified herein.
3. The Contractor shall notify the Point of Contact for the SJC Parks & Recreation Department when supplies are running low so that more can be ordered. **Do not wait until stock has been fully depleted to replace.**

BID NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**SCOPE OF WORK
HART HOUSE AT BELUTHAHATCHEE PARK**

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

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

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

A. Carpet

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

B. Tile & Vinyl

All tile and vinyl floors will be swept, and mopped and/or buffed, **each visit**, and will be stripped and re-waxed **at least once each year** with an appropriate cleaner for the type of tile. The amount of wax needed for the floors to meet expectations, shall be made by the contractor.

C. Cleaning of Furniture:

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

D. Vinyl or Cloth Covered Furniture

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

E. Windows, Glass Doors & Mirrors

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

F. Restrooms

The restrooms shall be thoroughly cleaned and disinfected **each visit**. All toilets, including toilet seats, handles and toilet bowls shall be cleaned and disinfected **each visit**. All chrome fixtures shall be cleaned and polished **each visit**.

Sinks (including behind faucets), counter tops, soap dispensers, shall be cleaned and disinfected **each visit**. Tile floors and walls shall be mopped and/or scrubbed with disinfectant **each visit**. All paper products and soap dispensers shall be replenished as needed with spare supplies left out in case they run out during business hours.

G. Kitchen

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

H. Janitor's Closet

The Contractor shall maintain an orderly arrangement of all janitorial supplies and equipment. Remove all trash from area at **each visit**. Hang all mop heads so they dry out properly at **each visit**. Clean and disinfect service sinks **as needed**. Sweep and spot mop floors **as needed**. High dust all reachable surfaces **as needed**.

I. Miscellaneous Maintenance

- All trash cans and wastebaskets shall be emptied **each visit** and trash can liners shall be **replaced when necessary**.
- All drinking fountains shall be cleaned with disinfectant **each visit**.
- All entrance walkways, front and rear, outside rugs and throw rugs at all entrance doors (inside and outside) and carpet runners shall be vacuumed **each visit**.
- All areas shall be inspected for cob webs, high and low, and shall be dusted or swept away as needed. All baseboards, and other areas not already mentioned shall be dusted as needed using microfiber dusters.
- All light switches, walls around doorways, cabinets, doors and door frames, other frequently touched surfaces shall be cleaned and disinfected **each visit**.
- All telephones shall be damp wiped using a green microfiber cloth and disinfectant cleanser.
- All floors shall be inspected **each visit** and any gum or foreign matter shall be removed if possible.

J. Supplies:

- **The County shall furnish the following supplies:** paper towels, toilet paper, toilet seat liners, trash can liners, and liquid hand soap.
- **The Contractor shall provide the following supplies:** all cleaning products, sprays, polishes, cleaners, towels, brushes, brooms, buckets, vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, stripper, floor wax, and any other supplies and equipment necessary to perform the required services as specified herein.
- The Contractor shall notify the Point of Contact for the SJC Parks & Recreation Department when supplies are running low so that more can be ordered. **Do not wait until stock has been fully depleted to replace.**

BID NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**SCOPE OF WORK
PARKS & RECREATION ADMINISTRATION BUILDING**

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

The SJC Parks & Recreation Department offices, reception areas, restrooms, hallways, entryways, conference rooms, and break rooms, and the Mizell Warehouse building office and lobby shall be cleaned **after regular business hours, after five o'clock (5:00pm), two (2) times per week on Wednesdays and Fridays, or if previously approved in writing by the SJC Parks & Recreation Department, one day on the weekend, if unable to clean on Friday.** If and when a County observed holiday falls on one of the days the Contractor is required to clean, the Contractor shall coordinate with the SJC Parks & Recreation Department to schedule an alternate date to provide the services.

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

A. Carpet

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

B. Tile & Vinyl

All tile and vinyl floors will be swept, and mopped and/or buffed, **each visit**, and will be stripped and re-waxed **at least once each year** with an appropriate cleaner for the type of tile. The amount of wax needed for the floors to meet expectations, shall be made by the contractor.

C. Cleaning of Furniture:

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

D. Vinyl or Cloth Covered Furniture

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

E. Draperies/Window Blinds

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

F. Windows, Glass Doors & Mirrors

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

cleaned **at least once every other week (twice monthly)** and fully cleaned **at least once every six (6) months**. Windowsills and doorframes shall be dusted **at least once each week**.

G. Restrooms

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

H. Breakroom

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

I. Miscellaneous Maintenance

- All trash cans and wastebaskets shall be emptied **each visit** and trash can liners shall be **replaced when necessary**.
- All drinking fountains shall be cleaned with disinfectant **each visit**.
- All entrance walkways, front and rear, outside rugs and throw rugs at all entrance doors (inside and outside) and carpet runners shall be vacuumed **each visit**.
- All areas shall be inspected for cob webs, high and low, and shall be dusted or swept away as needed. All baseboards, and other areas not already mentioned shall be dusted as needed using microfiber dusters.
- All light switches, walls around doorways, cabinets, doors and door frames shall be wiped down with a microfiber cloth to remove fingerprints and marks.
- All telephones shall be damp wiped using a green microfiber cloth and disinfectant cleanser.

J. Supplies:

- **The County shall furnish the following supplies:** paper towels, toilet paper, toilet seat liners, trash can liners, and liquid hand soap.
- **The Contractor shall provide the following supplies:** all cleaning products, sprays, polishes, cleaners, towels, brushes, brooms, buckets, vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, stripper, floor wax, and any other supplies and equipment necessary to perform the required services as specified herein.
- The Contractor shall notify the Point of Contact for the SJC Parks & Recreation Department when supplies are running low so that more can be ordered. **Do not wait until stock has been fully depleted to replace.**

BID NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**SCOPE OF WORK
PARKS & RECREATION MAINTENANCE COMPOUND
PARKS & RECREATION WAREHOUSE COMPOUND**

Location: 860 W. 16th Street, St. Augustine, FL 32086 (2,700 SF, MAINTENANCE COMPOUND) (WAREHOUSE COMPOUND 2,000 SF)

Contractor shall perform the required services two (2) days a week. If and when a County observed holiday falls on one of the days the Contractor is required to clean, the Contractor shall coordinate with the SJC Parks & Recreation Department to schedule an alternate date to provide the required services.

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

The Contractor shall perform the following janitorial services during every cleaning visit to include:

- a) Offices - detail dust all furniture, walls, lights, inside windows, and floors.
- b) Restrooms - clean all walls, sinks, toilets, shower, mirrors, lights, vents, and floors.
- c) Break/storage room - detail clean walls and flooring.

Floor Care- dust mop and mop all VCT flooring and sweep and mop all tile flooring

BID NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**SCOPE OF WORK
SAN SEBASTIAN RIVER PARK FACILITY**

Location: 320 State Road 312, St. Augustine, FL 32084 (1,800 SF)

The San Sebastian River Park Facility shall be cleaned **one (1) day per week, or as requested in writing by the SJC Parks & Recreation Department for "as needed" cleanings**. If and when a County observed holiday falls on the day the Contractor is required to clean, the Contractor shall coordinate with the appropriate SJC Parks & Recreation Department Staff to schedule an alternative date to provide services.

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

A. Carpet

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

B. Tile & Vinyl

All tile and vinyl floors will be swept, and mopped and/or buffed, **each visit**, and will be stripped and re-waxed **at least once each year** with an appropriate cleaner for the type of tile. The amount of wax needed for the floors to meet expectations, shall be made by the contractor.

C. Cleaning of Furniture:

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

D. Vinyl or Cloth Covered Furniture

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

E. Draperies/Window Blinds

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

F. Windows, Glass Doors & Mirrors

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

G. Restrooms

The two (2) restrooms shall be thoroughly cleaned and disinfected **each visit**. All toilets, including toilet seats, handles and toilet bowls shall be cleaned and disinfected **each visit**. All chrome fixtures shall be cleaned and polished **each visit**. Sinks (including behind faucets), counter tops, soap dispensers, shall be cleaned and disinfected **each visit**. Tile floors and walls shall be mopped and/or scrubbed with disinfectant **each visit**. All paper products and soap dispensers shall be replenished as needed with spare supplies left out in case they run out during business hours. The shower does not need to be cleaned at this facility.

H. Breakroom

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

I. Miscellaneous Maintenance

- All trash cans and wastebaskets shall be emptied **each visit** and trash can liners shall be **replaced when necessary**.
- All drinking fountains shall be cleaned with disinfectant **each visit**.
- All entrance walkways, front and rear, outside rugs and throw rugs at all entrance doors (inside and outside) and carpet runners shall be vacuumed **each visit**.
- All areas shall be inspected for cob webs, high and low, and shall be dusted or swept away as needed. All baseboards, and other areas not already mentioned shall be dusted as needed using microfiber dusters.
- All light switches, walls around doorways, cabinets, doors and door frames shall be wiped down with a microfiber cloth to remove fingerprints and marks.
- All telephones shall be damp wiped using a green microfiber cloth and disinfectant cleanser.

J. Supplies:

- **The County shall furnish the following supplies:** paper towels, toilet paper, toilet seat liners, trash can liners, and liquid hand soap.
- **The Contractor shall provide the following supplies:** all cleaning products, sprays, polishes, cleaners, towels, brushes, brooms, buckets, vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, stripper, floor wax, and any other supplies and equipment necessary to perform the required services as specified herein.
- The Contractor shall notify the Point of Contact for the SJC Parks & Recreation Department when supplies are running low so that more can be ordered. **Do not wait until stock has been fully depleted to replace.**

BID NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**SCOPE OF WORK
THE PLAYERS COMMUNITY SENIOR CENTER
TROUT CREEK COMMUNITY CENTER
W.E. HARRIS COMMUNITY CENTER**

Location: The Players Community Senior Center - 175 Landrum Lake, Ponte Vedra Beach, FL 32082 (10,600 SF)

Location: Trout Creek Community Center - 6795 Collier Road, St. Augustine, FL 32092 (4,400 SF)

Location: W.E. Harris Community Center – 400 E. Harris Street, Hastings, FL 32145 (1,000 SF)

Services will be provided three (3) times per week on Monday, Wednesday, and Friday (preferably before 7:00 A.M. or after 6:00 P.M.). If and when a County observed holiday falls on one of the days the Contractor is required to clean, the Contractor shall coordinate with the SJC Parks & Recreation Department to schedule an alternate date to provide the services.

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

A. Carpet

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

B. Tile & Vinyl

All tile and vinyl floors will be swept, and mopped and/or buffed, **each visit**, and will be stripped and re-waxed **at least once each year** with an appropriate cleaner for the type of tile. The amount of wax needed for the floors to meet expectations, shall be made by the contractor.

C. Cleaning of Furniture:

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

D. Vinyl or Cloth Covered Furniture

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

E. Windows, Glass Doors & Mirrors

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

cleaned **at least once every other week (twice monthly)** and fully cleaned **at least once every six (6) months**. Windowsills and doorframes shall be dusted **at least once each week**.

F. Restrooms

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

G. Kitchen

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

H. Janitor's Closet

The Contractor shall maintain an orderly arrangement of all janitorial supplies and equipment. Remove all trash from area at **each visit**. Hang all mop heads so they dry out properly at **each visit**. Clean and disinfect service sinks **as needed**. Sweep and spot mop floors **as needed**. High dust all reachable surfaces **as needed**.

I. Miscellaneous Maintenance

- All trash cans and wastebaskets shall be emptied **each visit** and trash can liners shall be **replaced when necessary**.
- All drinking fountains shall be cleaned with disinfectant **each visit**.
- All entrance walkways, front and rear, outside rugs and throw rugs at all entrance doors (inside and outside) and carpet runners shall be vacuumed **each visit**.
- All areas shall be inspected for cob webs, high and low, and shall be dusted or swept away as needed. All baseboards, and other areas not already mentioned shall be dusted as needed using microfiber dusters.
- All light switches, walls around doorways, cabinets, doors and door frames, other frequently touched surfaces shall be cleaned and disinfected **each visit**.
- All telephones shall be damp wiped using a green microfiber cloth and disinfectant cleanser.
- All floors shall be inspected **each visit** and any gum or foreign matter shall be removed if possible.

J. Supplies:

- **The County shall furnish the following supplies:** paper towels, toilet paper, toilet seat liners, trash can liners, and liquid hand soap.
- **The Contractor shall provide the following supplies:** all cleaning products, sprays, polishes, cleaners, towels, brushes, brooms, buckets, vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, stripper, floor wax, and any other supplies and equipment necessary to perform the required services as specified herein.
- The Contractor shall notify the Point of Contact for the SJC Parks & Recreation Department when supplies are running low so that more can be ordered. **Do not wait until stock has been fully depleted to replace.**

BID NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**SCOPE OF WORK
PUBLIC WORKS ADMINISTRATION BUILDING
SJC FLEET MAINTENANCE BUILDING
SJC ROAD & BRIDGE BUILDING**

Location: 2750 Industry Center Road, St. Augustine, FL 32084 (18,714 SF)

Location: 2760 Industry Center Road, St. Augustine, FL 32084 (4,416 SF)

Location: 2740 Industry Center Road, St. Augustine, FL 32084 (5,572 SF)

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

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

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

A. Floors:

- 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.
- All hard-surface and tiled areas shall be swept/dust mopped, and damp mopped **each visit**. Concrete entrance ways must be swept or blown off **each visit**.
- Tile floors shall be power scrubbed once **per quarter**.
- Approximate carpet per square feet
 - Fleet Maintenance building 700sf
 - Public Works building 14,490sf
 - Road & Bridge building 350sf

B. Cleaning of Office Furniture:

- 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.
- 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.
- **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:

- 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.
- All chairs and couches covered with fabric will be vacuumed thoroughly **at least once each month** or more often as necessary.

- 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:

- 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**.
- 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.
- All glass entry doors will be cleaned of all smudges and marks **each visit**.

E. Restroom Facilities:

- 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**.
- Tile walls will be cleaned with an appropriate cleaner **at least once every six (6) months** or more often as necessary.
- All paper products and soap dispensers will be replenished as needed so as to be kept full at all times.

F. Miscellaneous Maintenance:

- All waste baskets will be emptied **each visit** and plastic trash can liners will be replaced when necessary.
- All Recycle Bins will be emptied **at a minimum of once per week**.
- 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**.
- All drinking fountains will be cleaned with disinfectant **each visit**.
- 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:

- Sinks, including behind faucets, in galleys and kitchen areas shall be cleaned with disinfectant **each visit**.
- 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:

- **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.
- 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.
- 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.**

BID NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**SCOPE OF WORK
SJC COUNTY SOLID WASTE DEPARTMENT**

Tillman Ridge: 3005 Allen Nease Road, Elkton, FL 32033

(Office - approx. 2,800 SF; Scalehouse - approx. 200 SF; Breakroom - approx. 300 SF)

Stratton Road: 250 N. Stratton Road, St. Augustine, FL 32095

(Office - approx. 300 SF; Scalehouse - approx. 200 SF)

The SJC Solid Waste Department office, reception area, restrooms, hallways, conference room and break room will be cleaned **every Friday, after 6:00PM or on Saturday after 1:00PM, excluding County recognized holidays**. The Contractor is responsible for cleaning the building to a satisfactory level of cleanliness and appearance, providing all labor, materials, and commercial grade cleaning equipment. **Failure to maintain a satisfactory level of cleanliness and appearance of the specified locations will be cause for termination of services.**

A. Carpet

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

B. Tile and Vinyl Floors

All tile and vinyl floors will be swept, and mopped and/or buffed **each visit**, and will be stripped and re-waxed **at least once each year** with an appropriate cleaner for the type of tile. (Tilman Ridge is approximately 1,000SF)

C. Cleaning of Office Furniture

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

D. Vinyl or Cloth Covered Office Furniture

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

E. Window Blinds & Windowsills

All windowsills will be dusted **once per week**. All blinds will be dusted thoroughly **once every six (6) months**. The Contractor shall draw all blinds to a closed position when finished cleaning.

F. Windows, Glass Doors and Mirrors

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

G. Restroom Facilities

There are three (7) restroom facilities. All restrooms will be thoroughly cleaned and disinfected **each visit**. All toilets, including toilet seats and toilet bowls will be cleaned and disinfected **each visit**. All chrome fixtures will be cleaned and polished **each visit**. Sinks (including behind faucets), counter tops, and mirrors will be cleaned and disinfected **each visit**. Tile floors and walls will be mopped or scrubbed with disinfectant **each visit**. Floor drains will be disinfected **each visit**. All paper products and soap dispensers will be replenished as needed with spare rolls of toilet tissue at each toilet.

H. Kitchen/Breakroom Areas

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

I. Miscellaneous Maintenance

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

J. Supplies:

- **The County shall furnish the following supplies:** paper towels, toilet paper, toilet seat liners, trash can liners, and hand soap.
- **The Contractor shall provide the following supplies:** all cleaning products, sprays, polishes, cleaners, towels, brushes, brooms, buckets, vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, stripper, floor wax, and any other supplies and equipment necessary to perform the required services as specified herein.
- The Contractor shall notify the Point of Contact for the SJC Solid Waste Department when supplies are running low so that more can be ordered. **Do not wait until stock has been fully depleted to replace.**

BID NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**SCOPE OF WORK
SJC UTILITY DEPARTMENT**

UTILITY ADMINISTRATION BUILDING: 1205 STATE ROAD 16, ST. AUGUSTINE, FL 32084 (30,000 SF)

UTILITY COLLECTIONS: 2100 ARC DRIVE, ST. AUGUSTINE, FL 32084 (3,500 SF)

UTILITY DISTRIBUTION: 2108 ARC DRIVE, ST. AUGUSTINE, FL 32084 (3,500 SF)

UTILITY ENVIRONMENTAL LAB: 3930 INMAN ROAD, ST. AUGUSTINE, FL 32084 (6,797 SF)

UTILITY OPERATIONS BUILDING: 850 W 16TH STREET, ST. AUGUSTINE, FL 32080 (1,380 SF)

(BUILDING E AT THE OPERATIONS LOCATION IS NOT INCLUDED**)**

UTILITY WAREHOUSE: 2104 ARC DRIVE, ST. AUGUSTINE, FL 32084 (1,800 SF)

The **SJC Utility Administration Building** including all offices (occupied & vacant), reception areas, conference rooms, restrooms, break rooms, gym, IT Offices and storeroom, stairways, entranceways and patios, and hallways will be cleaned **after business hours between 5:00PM and 7:00AM, two (2) times weekly (every Wednesday and Friday)**. The **SJC Utility Arc Drive locations, the SJC Utility Lab and the SJC Utility Operations Building** including all offices (occupied & vacant), reception areas, restrooms, break rooms, storeroom, entranceways, and hallways will be cleaned **after business hours between 5:00PM and 7:00AM, one (1) time weekly on weekends**. This excludes designated holidays unless otherwise specified. It will be the responsibility of the Contractor to clean the interior of the SJC Utility Administration Building to a satisfactory level of cleanliness and appearance, providing some supplies, commercial grade cleaning equipment, and all labor necessary. **Failure to maintain a satisfactory level of cleanliness and appearance at any of the SJC Utility locations will be cause for termination of services.**

The **SJC Utilities Collection, Distribution, Environmental Lab, Operations and Warehouse buildings** including all offices (occupied & vacant), reception areas, conference rooms, restrooms, break rooms, gym, IT Offices and storeroom, stairways, entranceways and patios, and hallways will be cleaned **once (1) weekly on either Friday (after 5:00PM) or anytime on Saturday or Sunday**.

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

A. Floors

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

B. Cleaning of Office Furniture

1. The tops of all counters, tables, desks and credenzas shall be dusted and wiped down with the appropriate

cleanser or polish each visit.

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

C. Vinyl or Cloth Covered Office Furniture

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

D. Window Blinds

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

E. Windows, Glass Doors & Mirrors

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

F. Restroom Facilities

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

G. Miscellaneous Maintenance

- a. All waste baskets shall be emptied and trash can liners replaced each visit.
- b. Front and side exterior entrances and walkways shall be cleaned, overhead ceilings and corners shall be swept free of insects, cobwebs, etc., and throw rugs and carpet runners (inside and outside) at entrance doors shall be vacuumed each visit.
- c. Back deck and patio area(s) shall be cleaned each visit.
- d. All drinking fountains shall be cleaned with disinfectant each visit.
- e. Walls and doors, including door handles/levers and trim hardware shall be spot cleaned of smudge marks and fingerprints as needed to maintain clean appearance.
- f. All stairs and landings shall be swept or dust mopped each visit, and mopped at least once each week.
- g. Elevator floors shall be swept/dust mopped, and damp mopped or buffed/polished at least once each week. Interior walls of elevator shall be wiped down and stainless steel polished at least once each week.

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

H. Break Room/Galley/Kitchen Areas

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

I. Exterior Entranceways and Patios

1. Are to be swept or air blown free of debris **each visit.**

J. Supplies

1. **The County shall furnish the following supplies:** paper towels, toilet paper, toilet seat liners, trash can liners, and hand soap.
2. **The Contractor shall provide the following supplies:** all cleaning products, sprays, polishes, cleaners, towels, brushes, brooms, buckets, vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, stripper, floor wax, and any other supplies and equipment necessary to perform the required services as specified herein.
3. The Contractor shall notify the Point of Contact for the SJC Utility Department when supplies are running low so that more can be ordered. **Do not wait until stock has been fully depleted to replace.**

EXHIBIT A

BUILDING OPERATIONS DEPARTMENT

BUILDING	ADDRESS	SF	CONTACT	EMAIL
Homicide Investigation Unit	2446 Dodds Road, St. Augustine, FL 32086	3,700	John Kooker / Allen Karapcik	jkooker@sjcfl.us akarapcik@sjcfl.us
HOMICIDE BUILDING MUST BE CLEANED DURING OPERATING BUSINESS HOURS 8:30AM-4:00PM				
Julington Creek Annex	725 Flora Branch Blvd. St. Johns, FL 32259	10,000	John Kooker / Allen Karapcik	jkooker@sjcfl.us akarapcik@sjcfl.us
Medical Examiner's Office	4501 Ave A. St. Augustine, FL 32095	3,400	John Kooker / Allen Karapcik	jkooker@sjcfl.us akarapcik@sjcfl.us
Ponte Vedra Annex	151 Sawgrass Corners Dr. Ponte Vedra Beach, FL 32082	4,500	John Kooker / Allen Karapcik	jkooker@sjcfl.us akarapcik@sjcfl.us
Southeast Annex	6658 US1 South, St. Augustine, FL 32086	8,000	John Kooker / Allen Karapcik	jkooker@sjcfl.us akarapcik@sjcfl.us
Supervisor of Election Building	4455 Ave A. St. Augustine, FL 32095	10,200	Wayne Fusco / John Kooker	wfusco@votesjc.com jkooker@sjcfl.us

LIBRARY DEPARTMENT

LIBRARY	ADDRESS	SF	CONTACT	EMAIL
Southeast Branch	6670 US Highway 1 S 1, St. Augustine, FL 32086	20,000	Todd Booth	tbooth@sjcfl.us
Southeast Branch Administration	6670 US Highway 1 S 1, St. Augustine, FL 32086	5,000	Todd Booth	tbooth@sjcfl.us
Hastings City Branch	6195 S. Main Street, Hastings, FL 32145	5,000	Brad Powell	bpowell@sjcfl.us
W.E. Harris Center (Starts 9/2/2024)	400 Harris Street, Hastings, FL 32145	800	Brad Powell	bpowell@sjcfl.us

HASTINGS CITY LIBRARY WILL MOVE TO W.E. HARRIS CENTER ON AUGUST 5, 2024 AND WILL REOPEN IN THE W.E. HARRIS CENTER ON SEPTEMBER 2, 2024, FOR ONE (1) YEAR.

STARTING AUGUST 4, 2024, THE HASTING CITY LIBRARY WILL CLOSE BUT WILL RESUME A CLEANING SCHEDULE TENTATIVELY AUGUST/SEPTEMBER 2025.

PARKS & RECREATION DEPARTMENT

BUILDING	ADDRESS	SF	CONTACT	EMAIL
Al Walke Community Center	6150 S. Main Street, Hastings, FL32145	3,073	Diane Gorski	dgorski@sjcfl.us
Beach Services Office	901 Pop Road, St. Augustine, FL 32080	2,328	Diane Gorski	dgorski@sjcfl.us
Equestrian Center	8200 Smith Road, Hasting, FL 32145	3,160	Diane Gorski	dgorski@sjcfl.us
Hart House at Beluthahatchee Park	1523 SR 13N, St. Johns, FL 32259	1,120	Diane Gorski	dgorski@sjcfl.us
Parks & Recreation Admin. Building	2175 Mizell Road, St. Augustine, FL 32080	6,272	Diane Gorski	dgorski@sjcfl.us
Parks & Recreation Maintenance Compound	860 W 16 th St., St. Augustine, FL 32086	2,700	Diane Gorski	dgorski@sjcfl.us
Parks & Recreation Warehouse Compound	860 W 16 th St., St. Augustine, FL 32086	2,000	Diane Gorski	dgorski@sjcfl.us
San Sebastian River Park Facility	320 State Rd. 312, St. Augustine, FL 32084	1,800	Diane Gorski	dgorski@sjcfl.us

EXHIBIT A

The Players Community Senior Center	175 Landrum Lake, Ponte Vedra Beach, FL 32082	10,600	Diane Gorski	dgorski@sjcfl.us
Trout Creek Community Center	6795 Collier Rd., St. Augustine, FL 32092	4,400	Diane Gorski	dgorski@sjcfl.us
W.E. Harris Community Center	400 E. Harris St., Hastings, FL 32145	1,000	Diane Gorski	dgorski@sjcfl.us
St. Johns County Fairgrounds (Kitchen)	5840 State Rd. 207E, Elkton, FL 32033	500	Diane Gorski	dgorski@sjcfl.us

PUBLIC WORKS DEPARTMENT

BUILDING	ADDRESS	SF	CONTACT	EMAIL
Administration Building	2750 Industry Center Rd. St. Augustine, FL 32084	18,714	Jennifer Kinlaw	jkinlaw@sjcfl.us
Fleet Maintenance Building	2760 Industry Center Rd. St. Augustine, FL 32084	4,416	Jennifer Kinlaw	jkinlaw@sjcfl.us
Road & Bridge Building	2740 Industry Center Rd. St. Augustine, FL 32084	5,572	Jennifer Kinlaw	jkinlaw@sjcfl.us

SOLID WASTE DEPARTMENT

BUILDING	ADDRESS	SF	CONTACT	EMAIL
Solid Waste Office / Tillman Ridge	3005 Allen Nease Road, Elkton, FL 32033	3,300	Bob Howell / Heather Wittmer	bhowell@sjcfl.us hwittmer@sjcfl.us
Stratton Road	250 N. Stratton Road, St. Augustine, FL 32095	500	Bob Howell / Heather Wittmer	bhowell@sjcfl.us hwittmer@sjcfl.us


UTILITIES DEPARTMENT

BUILDING	ADDRESS	SF	CONTRACT	EMAIL
Administration Building	1205 SR. 16, St. Augustine, FL 32084	30,000	Brian Pinkerton	bpinkerton@sjcfl.us
Collections Building	2100 ARC. Drive, St. Augustine, FL 32084	3,500	Brian Pinkerton	bpinkerton@sjcfl.us
Distribution Center	2108 ARC Drive, St. Augustine, FL 32084	3,500	Brian Pinkerton	bpinkerton@sjcfl.us
Environmental Lab	3930 Inman Road, St. Augustine, FL 32084	6,797	Brian Pinkerton	bpinkerton@sjcfl.us
Operations Building	850 W. 16 th Street, St. Augustine, FL 32084	1,380	Brian Pinkerton	bpinkerton@sjcfl.us
Warehouse	2104 ARC. Dr. St. Augustine, FL 32080	1,800	Brian Pinkerton	bpinkerton@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"**

SEALED BID • DO NOT OPEN	
SEALED BID NO.:	BID NO: 1822R
BID TITLE:	JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS
DUE DATE/TIME:	By 11:00AM – July 10, 2024
SUBMITTED BY:	Company Name
	Company Address
	Company Address
DELIVER TO:	St. Johns County Purchasing Department 500 San Sebastian View St. Augustine FL 32084



END OF DOCUMENT



SOUTHERN CLEANING SERVICE INC.



Marty Suto
7900 Belfort Parkway
Jacksonville, FL. 32256
(904) 553-2445
msuto@scsione.com

Janitorial Services for Various County Wide Buildings
Invitation for Bids No: 1822R
Due Date: July 10, 2024

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Tab 1 – Experience and Resources of Organization



SOUTHERN CLEANING SERVICE INC.

Introduction Letter from Marty Suto

Hi, my name is Marty Suto and I will be your primary connection to SCSI, managing the day-to-day operations for St. Johns County. I have a background in sales with a strong understanding of servicing accounts in all industries. It is important to me to make the pre-proposal site inspections to evaluate and prepare a concise cleaning strategy. I plan on doing quarterly and annually reviews with my crew and with each department head of St Johns County County to maintain a consistent level of quality service.

As SCSI, we specialize in all forms of facilities management/janitorial care, servicing healthcare, education, big box retail, industrial manufacturing, distribution facilities, banks, and government and city buildings



Much Appreciated – Marty Suto



SOUTHERN CLEANING SERVICE INC.

“Our promise is to guarantee the best facility maintenance experience from start to finish with relationships that will last a lifetime”

WHO WE ARE

Southern Cleaning Service, Inc. (SCSI) was established in 1983 and has been providing professional janitorial services for numerous locations throughout the Southeast. Customer service and keeping our clients long-term has always been our main focus. Building trust and becoming a long-term partner with each client is what makes us one of the strongest in our industry. SCSI has evolved into a facility maintenance services company that offers a wide variety of services to our clients, including full-service facility cleaning and supply management, consulting and program development, equipment and supply services, polished concrete maintenance and supply, commercial and residential outdoor/landscaping supplies and propane fuel sales.

SCSI has over 2,000 Employees, nationwide. We service accounts throughout the United States, and have been doing so, successfully, for over 40 years. In, Florida alone we have many municipalities, and large and small business accounts, that are fully staffed and serviced, by our many management, supervisory, and cleaning personnel. In addition to cleaning and janitorial, we also perform multiple other tasks and services, for many of our current accounts.





SOUTHERN CLEANING SERVICE INC.

Southern Cleaning Service Inc.
Jacksonville Branch Office
(Responsible for the Contract)
7900 Belfort Parkway
Jacksonville, FL. 32256
(904) 260-3100

Southern Cleaning Service Inc.
Corporate Office
(Principle Office)
13052 US Highway 11
Springville, AL. 35146
(205) 467-6655

Emergency Contacts:

Jammie Byrd
Title: Regional Operations Manager
7900 Belfort Parkway
Jacksonville, FL. 32256
(904) 870-1550
Jbyrd@scsione.com

Name: Amber Byrd
Title: Project Manager
7900 Belfort Parkway
Jacksonville, FL. 32256
(904) 574-3796
Abyrd@scsione.com

Name: Marty Suto
Title: Account Manager
7900 Belfort Parkway
Jacksonville, FL. 32256
(904) 553-2445
msuto@scsione.com

H. Dean Goforth

President/CEO/Founder



SCSI was founded in 1983 in order to meet facility maintenance and management needs of multiple clients. The company continues to grow under his leadership and follows the same vision today as he had in the beginning: "Be the best at what we do and retain long-term relationships with our customers by delivering on our promise to them." His experience in this area, process, efficiency, design, and implementation for both retail and industrial clients led him to be awarded the US Small Business Young Entrepreneur award in 1992.

He has also served and affiliated with the State of Alabama Economic Development Board, US Small Business Council, State of Alabama Forever Wild Program, and SBA Economic Development Board. He works with various philanthropic organizations and youth mentoring programs and is proactive in helping those in need.

Dean has authored many industry articles and labels one of his strengths is building long term relationships with customers, employees, advisers, and financial partners.

Dean's philosophy for success is first, his faith in God, second, his relationship with his family, and after that comes his successful business endeavors.



David Yancey
EVP Business
Development



Carlos R. Sanchez
EVP Strategy/Execution



Rob Leonardi
EVP of Operations



Chris Collins
EVP of Operations



James Jennings
RVP South Carolina



Mike Wheeler
Chief Financial Officer



Ron Ryals
Human Resource
Manager



Russ Metevia
Jacksonville Regional
Sales Manager
SCSI – 4 years

Russ is a customer focused, results-driven sales manager with 30+ years of experience delivering revenue growth by developing and implementing strategic client solutions. He has a proven track record working for fortune 500 multi-national enterprises while guiding teams of 10+ resources by prospecting and winning key accounts through customer needs satisfaction. He has a background in telecommunications, technology and office services with client relationship building skills that translate across industry. Russ is a Business Management Graduate from Oakland University leading the team in Florida and South GA through consultative selling and building long customer relationships.



David McDowell
Jacksonville Regional
Operations Manger
SCSI – 11 years

David is a respected and proven leader with 30+ years in management while working with various types of people in a variety of types of facilities. He started at SCSI in 2014 as a District Manager handling Winn Dixie, Sav A Lot, and Hitchcock accounts and was promoted to Regional Manager just a year later. He is currently managing over 235 janitorial locations including some of the largest retail stores in the country. David is recognized for his high level of commitment in exceeding customer expectations, implementing performance improvements and conquering challenges. He has an exceptional ability to inspire the qualities of a team to exceed the customer's expectations.

Regional Operations Manager



INTEGRATED APPROACH

- ✓ Standardization
- ✓ Simplification
- ✓ Sustainable
- ✓ Continuous Improvement

SCSI has provided superior service for its customers for 40 years. Our executive management team has 100 + years of combined facility maintenance and management experience. The key to our success, is long term relationships with our customers. We develop an in depth understanding of their business and the goals of their leaders.

VALUE ADDED RELATIONSHIPS



We conduct business in a way that instills a sense of confidence in our customers. It's something that reaches beyond SCSI's service competence; it's a sense of security. You'll know you chose correctly when you choose SCSI.

We continue to transform the industry through our knowledge, integrity, and professionalism. We can expertly handle most anything you ask of us. Consistent and steady growth is what sustains us long term and ensures we maintain long-term relationships with our clients and employees.



The SCSI mission is simple: we build long-term, profitable relationships with our clients and employees.

YOU CAN COUNT ON US

SCSI SUSTAINABLE INTEGRATED SOLUTION CONTINUOUS IMPROVEMENT



WHAT MAKES SCSI SUCCESSFUL

- Listening to and understanding our customers' needs
- Recognizing that our customers have choices
- Creating and keeping an open line of communication
- Managing our business with high ethical standards
- And constantly keeping Customer Satisfaction our top priority



MEETING YOUR NEEDS

Customers rely on SCSI for reliable facility maintenance services. They know we understand their everyday demands and special circumstances. They appreciate the fact that SCSI doesn't provide "one-size-fits-all" answers. Our diverse management team, with experience managing annual budgets from ten thousand to one billion, enables us to offer a unique perspective and wide range of experience to each relationship, and stay ahead of any industry changes that may impact our customers.



WE HAVE PARTNERED WITH KROGER FROM THE VERY BEGINNING AT THE FULFILLMENT CENTER IN GROVELAND. PERFORMING ALL TYPES OF JANITORIAL SERVICES CLEANING ALL OF THEIR CENTERS NATIONWIDE.



Facilities Management Expertise and Customer Retention

We are focused on delivering consistently superior solutions servicing over 2,000 locations DAILY:

- Daily Cleaning – Janitorial Service
- Post Construction Cleaning Specialists
- VCT (Vinyl Composite Tile) Wet Work – ALL Floors
- Concrete Polishing & Stain Removal
- Carpet Extractions & High Dusting
- Deep Cleaning of Food Areas in Stores
- Deep Cleaning of Food Distribution Centers
- Auto Scrubber Equipment Repair & Rental
- Specialized Services – COVID Protection
- Window Cleaning – Pressure Washing
- Cleaning Supplies/Disinfectants

We provide **INTEGRATED SOLUTIONS** combining labor, products and equipment, based on our **35+ year's of Experience!**



Tab 2 – Approach to Perform the Services as Requested

Transition Plan Page 1 of 8

Step One (4 Week Prior to Transition)

Objective: Initial Account Meeting

Participants: St. Johns County and SCSJ Management Teams

Actions:

- Meet and review our step-by-step plan for Transition with SCSJ and the County
- Organize and Set Time and particulars for Transition Date
- Get contact information exchanged for all transition steps, Example: fingerprinting, Badges, Etc...
- Supply Contact Information to County Personal overseeing Cleaning Account

Transition Plan Page 2 of 8

Step Two (4 Week Prior to Transition)

Objective: Building and Location Walkthrough

Participants: St Johns County and SCSI Management Teams

Actions:

- Walkthrough all County buildings to be serviced
- Inventory equipment and solidify plan for equipment and supplies needed for each building
- Clarify any special cleaning instructions in scope of work for each shift
- Verify Staffing plan will be sufficient for each shift, and note special staffing needs
- Verify Ads and search areas are updated to meet any new information for Supervisors and Techs

Transition Plan Page 3 of 8

Step Three (3 Week Prior to Transition)

Objective: Management Planning and Supervision

Participants: SCSJ Management Team

Actions:

- Review Preliminary staffing plan
- Identify and make necessary tech staffing changes to original plan
- Evaluate Supervisor plan and needs for shifts and locations
- Identify and make necessary Supervisory changes to original plan
- Verify Management oversight and Management team is sufficient and in place
- Order, inventory and organize, any needed supplies and equipment

Transition Plan Page 4 of 8

Step Four (3 Week Prior to Transition)

Objective: Launch Tech Hiring Process

Participants: SCSI Management Team

Actions:

- Review existing Supervisors and assign new areas and locations
- Review Applicants and Hire new Supervisory Positions, once they pass all criteria and SCSI Background checks
- Review existing Cleaning Techs and assign new areas and locations
- Review Applicants and Hire new Cleaning Techs, once they pass all criteria and SCSI Background checks
- Assign Cleaning Techs per shift and/or locations

Transition Plan Page 5 of 8

Step Five (2 Week Prior to Transition)

Objective: Train and onboarding of new employees

Participants: SCSI Management Team

Actions:

- Safety and Awareness Training for each new employee
- Cleaning Training of each new employee
- Train and cross-train employees on equipment that will be used for account
- Train new employees on each chemical and/or cleaning solutions, including accident or spill solutions
- Test each employee on knowledge and skills needed for each location

Transition Plan Page 6 of 8

Step Six

Objective: Launch Account

Participants: SCSJ Management Team, Supervisors and Cleaning Techs

Actions:

- Deliver Supplies and Equipment for each area and/or locations
- Organize Janitorial Closets with equipment and supplies
- Work with Supervisors and techs to make smooth transition and that any special cleaning instructions are relayed
- Meet with Airport Management for any last minute updates or changes, etc...
- Oversee initial launch and cleaning abilities of each tech

Transition Plan Page 7 of 8

Step Seven

Objective: Monitor and Oversee Account

Participants: SCSI Management Team, Supervisors

Actions:

- Continue to monitor Cleaning Techs, Spot check each building
- Work with St Johns County Management on any issues or changes that may be needed
- Continually Train and work with Cleaning Techs on Equipment or cleaning techniques, etc..
- Keep Janitorial Closets stocked and organized
- Ensure chemicals and cleaners are sufficient for services needed

Transition Plan Page 8 of 8

Step Eight

Objective: Continual Hiring Practices

Participants: SCSJ Management Team And Supervisors

Actions:

- Continually monitor supervisors and techs for any changes or improvements needed
- Continue ads and interviews for potential hires and background process with SCSJ
- Keep back-up techs prepared and ready for implementation
- Make changes as needed, swiftly and smoothly
- Train new techs on new shifts as needed

Tab 3 – Experience and Expertise of Personnel

SCSI STAFFING STRATEGY

We make sure to hire only the best employees to meet the demands of this job. Due to our continuous growth and successful Janitorial business, we steadily advertise using ZipRecruiter and Indeed; constantly prospecting for the best possible candidates for our many janitorial positions. In case of an emergency situation, we also have access to over 250 local, full time employees from some of our major accounts such as Kroger and Publix, that can fill in to assure the job gets done daily.

The Regional Operation's Manager will assign a Project Manager to oversee the Janitorial Technicians for St Johns County.

PROJECT MANAGER JOB DUTIES

- The Project Manager performs regular inspection to make sure that all duties are being performed properly and adequately.
- Responsible for training all employees and any new employees that join the team.
- The Project Manager will be the primary contact. They will respond to unusual or irregular operational requests, emergency calls, special events, plumbing repairs and/or drain back-up, or unforeseen circumstances.
- The Project Manager will make sure the proper amount of supplies are on hand at all times at all the locations according to the minimum required supply checklist that we will provide. Inventory will be replenished as needed.

Staffing Levels~Escalation path:

1 Regional Operation's Manager

1 Project Manager

Cleaning Technicians

1 Overall Account Manager



SOUTHERN CLEANING SERVICE INC.

Jammie Byrd
Regional Operation's Manager
(904) 870-1550
Jbyrd@scsione.com

With 30+ years of experience in the industry, Jammie will serve as the Regional Operation's Manager overseeing all aspects of your account. He will be in constant contact with our Project Manager to ensure that everything is being done to your specifications outlined in the scope of work per the contract. Jammie has many years of leadership and experience in all aspects of facility management and maintenance, and he will use his knowledge to direct and lead all those involved in your account in a professional manner and to the highest possible standards. Jammie will work in tandem with Marty Suto, to guarantee that your trust in SCSI, will be upheld, and that any issues that may arise or that any concerns you may have, will be handled quickly and to your complete satisfaction. Jammie will be available to you, at any time, by phone, text or email.





SOUTHERN CLEANING SERVICE INC.

Name: Amber Byrd
Title: Project Manager
Phone: 904 574 3796
Email: abyrd@scsione.com

Amber has over 4 years of experience with SCSI. She will be the Project Manager assigned to oversee the custodial services for St Johns County. She will be handling the day to day operations, as well as performing weekly inspections to make sure that all duties are being performed properly and adequately. She is responsible for the training, management, and supervision of our cleaning technicians. She will maintain all equipment, supplies, reports and records as well. She will respond to emails, texts, or phone calls from St Johns County Representatives within 15 minutes. Based on the level of urgency, an action plan and ETA will be provided accordingly. She will be onsite as needed to address issues such as missed cleanings, lack of supplies, or unsatisfactory work quickly.



St Johns County Estimated Staffing Plan Page 1 of 4

Preliminary Staffing Plan

We have created a preliminary and estimated staffing plan, for each shift and services associated with this account.

- This pre-bid plan is only an estimate for our staff planning and hours, for each shift, for pre-planning and pricing purposes.
- Once the Bid is awarded, we will then complete a comprehensive walkthrough of every building to inventory, and to thoroughly plan and finish preparing for the process of hiring and fulfilling our staffing needs.
- The original estimated staffing plan may fluctuate slightly, from our original pre-bid staff planning, to our final comprehensive staffing needs, as we continue to organize and staff each shift.

St Johns County Estimated Staffing Plan Page 2 of 4

Implementation and Roll-out Team

We have a very knowledgeable staff, that has successfully, planned and staffed multiple City and County Municipalities previously, and we will utilize our entire roll-out staff to ensure a very successful implementation of this account.

- We strive to personally handle each account, as we would want our account handled, if we were the client.
- We do not settle once the account is awarded to us, as that is when we kick into gear, and complete this process, that we are very effective in accomplishing, and we are excited to fulfill all of your expectations, from the first day of the award, throughout the three years of this contract and the two subsequent, one year contracts to follow.

St Johns County Estimated Staffing Plan Page 3 of 4

Supervisors, Management, and Administration

- Marty Suto, the Overall Account Manager, will be monitoring SCSI's compliance with the terms and conditions of the Janitorial Agreement.
- We will have Supervisors in place for day and night shifts for the County.
- Our Regional Operation's Manager will be overseeing all Supervisors.
- Our Project Manager will be overseeing the entire account.
- Our Account Manager, Contract Manager, and Crew Supervisor, will be available, 24 hours a day, by phone, text or email.

St Johns County Estimated Staffing Plan Page 4 of 4

Cleaning and Specialty Techs

- Each of our techs will be fully trained for safety and awareness.
- Our techs are completely trained for each cleaning assignment.
- All of our employees are cross-trained to be able to clean, any and all issues or circumstances that may arise, on any given day.
- Through our sister company ServiceStar, we are able to train and provide continuous training to each of our techs, on any and all cleaning equipment, that may be needed at any time, for your account.

WE DO NOT USE SUB CONTRACTORS OR A STAFFING COMPANY EVER.

For St Johns County, SCSi will use direct SCSi employees to manage and supervise. We “may” use a combination of SCSi direct and W-9 employees as cleaning technicians, however; our goal to be 100% direct employees.

SCSi hires a combination of full-time employees and part-time employees. All of our full-time employees qualify for health insurance, life insurance, sick and vacation time after 3 months of employment.



Quality Assurance Program Page 1 of 3

Customized Reporting and Monitoring Tools

- Proficient reporting tools that provide data from QC Compliance. Some of our detail-rich reports include service quality accountability, work site compliance, scheduling, budget adherence, and other essential metrics. For analysis purposes, reports are easily organized according to location, facility type, service type, or time period.
- Tracking and analyzing such details allows for increased efficiency, ongoing service improvements, and overall cost reduction.

Quarterly Business Reviews

- Comprehensive business reviews are conducted every quarter with customers to assess performance and discuss best practices. This is an important opportunity to analyze program achievement, recognize problems, determine future trajectories, and deepen engagement with our customers.

Quality Assurance Program Page 2 of 3

Daily Cleaning Schedules – Scope of Work (SOW)

- Each Shift will have an individual SOW created along with a check list.
- Each room will have a QR code attached to a specific location of where the cleaning techs will scan each code to pull up the checklist for that building and for that day
 - We have an app that the techs will be able to have on their smart phone, when they scan the QR code then a checklist pulls up for the techs. The techs marks off the areas that have been cleaned on their app.
 - Our customers can scan the QR code to tell when each area has been cleaned.
 - Cleaning reports can be pulled from each QR code.

Quality Assurance Program Page 3 of 3

Quality Control inspections

- Our PM (Project Manager) will do monthly site inspections for each location and will do unannounced site visits on a weekly basis.
- Regional Managers will perform Quarterly site inspections.
 - Site inspections will be performed on our Janitorial Manager app and these reports will be readily accessible by the site managers.
- Locations that have different levels of cleaning per week will be monitored on specific days to monitor each level of cleaning to ensure that the customer is getting what is paid for.
- Failed inspections will be re-evaluated in 3 days for any inspection below 80%. Techs that have failed an inspection will be evaluated to decide if they need the following.
 - Additional training
 - Reassignment
 - Termination

Partnering with SCSI, means you are hiring a professional cleaning contractor focused on providing you with a clean safe and healthy learning environment. We use a state-of-the-art Janitorial Manager software to provide you with the following benefits.

Your Own Customer Portal

Janitorial Manager's Client portal gives you the ability to request services or supplies, provide feedback on our services, view inspection reports, and communicate special requests.

Messaging System

The comprehensive instant communication ability with the JM Connect App, allows us to keep communication flowing with our cleaning professionals and with you our valued customer. This assures we meet your expectations, and pro-actively share critical information to address concerns before they become problems.

Time Keeping w/Geo Fencing

Our new time keeping system will assure that our staff are physically at your site when they clock in for your shift and provide us instant alerts on the rare occasion that there is a no show. This allows us to address service inconsistencies before they become problems.

Checklists & Documentation

The checklist feature of Janitorial Manager, assures all of our staff are fully aware of the tasks they are to perform at your facility and provides documentation of the activities they have performed to provide you peace of mind that essential cleaning and disinfecting tasks are being accomplished.

Scan4Clean

Scan4Clean allows us to develop QR Codes to be placed throughout your facilities to track, measure, and communicate clean. Our cleaning staff scans the QR Codes to report start and end times as they perform their services and they view the specific tasks to be performed in each location. The general public can scan the same QR Codes to see when an area was last cleaned, who performed the service, and provide feedback or request for service if required.





SOUTHERN CLEANING SERVICE INC.

Sara Gresham
Janitorial Manager Administrator
SCSI – 2 years
(904)776-2126
sgresham@scsione.com

Sara will oversee the Janitorial Manager Software for St Johns County. She will coordinate the implementation of the software throughout each facility. She will be developing individualized QR codes for each room, with a detailed checklist of the scope of work. She will be responsible for training our custodians on how to properly use the Janitorial Manager app. She will also be overseeing and organizing the labor hours of all of our SCSI custodians, ensuring that they are clocking in and out each day according to schedule.



Safety Program Page 1 of 5

EMPLOYEE SAFETY

- All SCSI employees will receive training needed to safely and competently perform the services required by this contract, including compliance with green cleaning practices.
- SCSI provides environmental health and safety training to ensure compliance with all federal, state, and local laws or regulations.
- SCSI is familiar with all applicable federal, state, county, city and local laws, regulations or codes as they apply to this service and is aware of the safety standards concerning materials used.
- SCSI develops and implements procedures to ensure employees use chemicals in accordance with the instructions of the chemical manufacturers. SCSI shall provide to the Contract Administrator Material Safety Data Sheets (MSDS)/Safety Data Sheets (SDS) for chemicals and cleaning products used.
- SCSI will keep a record of all training for each employee. The record shall show, as a minimum, the employee's name, date of employment, and date and type of training for each class attended.

Safety Program Page 2 of 5

EMPLOYEE SAFETY PRACTICES

- SCSI provides and uses adequate barricades and signs to block off hazardous work areas and/or to provide sufficient warning prior to, during and after the performance of services. SCSI provides employees with Personal Protective Equipment (PPE) as required.
- SCSI employees are trained in accident prevention and provide barricades necessary to protect persons or property against injury or damage, and at all times, is responsible for any such damage or injury that occurs as a result of their fault or negligence.
- SCSI takes precautions necessary to protect persons or property against injury or damage and is responsible for any such damage, or injury that occurs as a result of fault or negligence of SCSI employees.
- Property/Equipment Damage should be reported and documented using the Property and/or Equipment Damage Report Form found in the Project Site Logbook.
- All generally accepted and government required safety practices shall be followed.

Safety Program Page 3 of 5

GENERAL SAFETY RULES

Important general safety rules and regulations:

- If the load is too heavy either enlist assistance or use a trolley or mechanical device that you are authorized to use and have been trained on how to use.
- Keep aisles stairways and exits clear of boxes and other hazardous material. Do not obstruct exits or doorways.
- Do not leave janitorial carts/equipment/tools/chemicals/supplies unattended. Place all in a locked janitorial closet before you leave the area unattended.
- Clean all spills immediately. Use caution when mopping floors. Put out caution signs indicating "Caution - Wet Floors."
- All employees shall keep tools, equipment, and work areas clean and orderly. Cleaning material, supplies, and janitorial carts will be stored in a safe and orderly fashion. All janitorial closets will be kept clean and organized.
- Never store chemicals in unmarked containers.
- Use a stepladder or a step stool for reaching areas above shoulder height. Never stand on the cap of a ladder. Do not use a step stool/ ladder if not authorized by Site Supervisor or if you have knee/leg pain, issues or no balance or assistance.

Safety Program Page 4 of 5

- Do not operate machinery that you are not familiar with and have not been trained or authorized to use.
- After use put all tools/or equipment back in their proper place.
- Disconnect all electrical cords by grasping the plug and carefully disengaging; never yank by the cord. If an electrical cord is frayed or wires are exposed, report to Site Supervisor for documentation. Mark the tool or equipment that is out of order so that it will be sent in for repair.
- Report all unsafe or damaged tools and equipment to your Site Supervisor for documentation. Mark the tool or equipment that is out of order so that it will be sent in for repair.
- Observe all warning signs, safety bulletins and posters.
- Do not do any job that appears unsafe (i.e., cautionary tape, construction work area, do not enter signs, etc.); ask your Site Supervisor for guidance.
- Always wear gloves and protective equipment.

Safety Program Page 5 of 5

COMPLIANCE

- SCSI will remain in compliance with all Federal and State OSHA requirements, Green Seal Standards, and FAA, CBP and TSA regulations.
- SCSI will comply with all federal security mandates in relation to the performance of this RFP. PROTECTION & SAFETY It is the responsibility of each employee to correct or report any unsafe conditions or practices that he or she may observe. The site supervisor is responsibility for training and reinforcing safe working environments and safe working techniques and cleaning practices.
- SCSI employees injured or not feeling well while on duty and/or while performing work tasks as described in SCSI task checklists, must report such incidents immediately to their Site Supervisor for documentation. Appropriate measures must be taken, if necessary (i.e., call 911, first aid kit, send employee home, etc.).
- SCSI employees are trained to report any suspicious or illegal activity. Employees are to never make contact with, pursue, or interfere with an individual or group who may be engaging in suspicious or illegal activity, but must immediately report all situations by calling 911, reporting to the facility security personnel on duty/security office, and Site Supervisor.

HOW SCSi TRAINS OUR CLEANING EMPLOYEES PAGE 1 OF 4

- We have developed standard operating procedures. This gives our employees step-by-step instructions for different tasks.
- Extensive training on the chemical safety standards and the proper use of dilution control.
- Create cleaning checklist to help cleaners follow instructions, manage their time, and remember everything they need to do every day.
- Provide all and any new cleaning employees a training schedule.
- Educate all employees on your workplace safety program.
- Foster the importance of time management.
- Evaluate performance regularly.



HOW SCSi TRAINS OUR CLEANING EMPLOYEES PAGE 2 OF 4

- Our employees are trained on how to clean and disinfect all restrooms, offices, and all other general areas.
- While getting hands on training, our employees learn how to use various chemicals for the correct application.
- Our employees are educated on microfiber systems and innovative ways to stop cross contamination.
- We train our employees how to clean in a way to ensure quality, efficient, and consistent cleaning while always maintaining hygiene.
- We train our employees to be sensitive and attentive to our clients needs and expectations.



HOW SCSI TRAINS OUR CLEANING EMPLOYEES PAGE 3 OF 4

HARD FLOOR CARE (VCT)

- Our employees experience hands on training with all wet floor machines and supplies.
- Trained on the basics of VCT Floors and how to properly strip and wax a VCT Floor.
- Our employees are trained on how to apply finish on VCT, and how to perform daily maintenance and burnishing.
- We also teach our employees how to top scrub and recoat.
- Our employees are trained and taught the use of the right supplies and equipment for VCT floors.



HOW SCSI TRAINS OUR CLEANING EMPLOYEES PAGE 4 OF 4

CARPET CARE

- Our Employees are thoroughly trained in all types of Carpet Care, including vacuuming and cleaning.
- They learn how each machines works, and taught which chemicals to use and how to maintain your carpets.
- We teach our Employees how to recognize various carpets and fibers and how to remove a wide range of stains from carpet
- Our Employees are trained on how to properly steam clean carpets.
- Our Employees are trained in extraction equipment, and how to use in carpet care and cleaning.



Tab 4 – Public Entity Experience

SCSI – Partial Client List (Related Experience)

1. Sumter County
2. St Johns County
3. Martin County
4. Glynn County
5. City of Clermont
6. City of South Daytona
7. City of Daytona Beach
8. City of Orange City
9. City of Ocala
10. City of Fort Pierce
11. Gainesville Regional Utilities
12. Kroger Fulfillment Centers
13. Dave & Buster's (Jacksonville)
14. Dave & Buster's (Daytona Beach)
15. Florida State College of Jacksonville (FSCJ)
16. Clay County Public Schools
17. Alachua County Public Schools
18. Fox Creek High School
19. Holy Family Church/School
20. Jacksonville Housing Authority
21. FDOT – Lake City
22. Publix
23. Whole Foods
24. Piggly Wiggly
25. Pinch-A-Penny



Tab 5 – References

REFERENCES

Sumter County
319 E. Anderson Ave.
Bushnell, FL. 33513
Freddie Fudge – Assistant Director – Facilities & Parks
freddie.fudge@sumtercountyfl.gov
352 689 4400

City of Clermont
400 12th Street
Clermont, FL. 34711
Todd Lewis – Public Services Facilities Operations Chief
tlewis@clermontfl.org
352 255 2973

City of Daytona Beach
950 Bellevue Ave.
Daytona Beach, FL. 32114
Frank Angelakis – Facilities Manager
angelakisfrank@CODB.US
386 671 8743

City of South Daytona
1678 South Ridgewood Ave.
South Daytona, FL. 32119
Becky Witte – Deputy City Clerk
bwitte@southdaytona.org
386 301 2767

SUMTER COUNTY (HEADQUARTERED IN BUSHNELL, FL)

1. Type of business/ sq. foot - County Buildings Janitorial - 389,721 total sq. ft.
2. Contract amount: \$525,324 per year
3. Services included: Janitorial, Floor Care, Pressure Washing
4. Total of 46 Sumter County buildings cleaned daily
5. Type of Contract: Fixed Price
6. Contract start date/term: 12/01/2022 – 5 years



SOUTHERN CLEANING SERVICE INC.



CITY OF CLERMONT

1. Type of business/sq. foot – City Buildings & Park Restrooms - Janitorial – 50,345 total sq. ft.
2. Contract amount: \$200,000 per year
3. Services included: Janitorial, Floor Care, Porter Services
4. Total of 19 City of Clermont buildings and restrooms cleaned daily
5. Type of Contract: Fixed Price
6. Contract start date/term: 10/01/2022 – 5 years



CITY OF DAYTONA BEACH

1. Type of business/sq. foot – City Buildings – 485,450 total sq. ft.
2. Contract amount: \$235,000 per year
3. Services included: Janitorial and Floor Care
4. Total of 40 City of Daytona Beach buildings cleaned daily
5. Type of Contract: Fixed Price
6. Contract start date/term: 09/01/2023– 5 years



CITY OF SOUTH DAYTONA

1. Type of business/ sq. foot – City Buildings - 25,500 sq. ft.
2. Contract amount: \$28,000 per year
3. Services included: Janitorial, Floor Care, Pressure Washing
4. Type of Contract: Fixed rate
5. Total of 5 City Buildings cleaned daily
6. Contract start date/term: 03/01/2023 - Current



Tab 6 – Pricing and Fee Schedule

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

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

PROJECT: JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

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

DATE SUBMITTED: 07/09/2024

BID PROPOSAL OF

Southern Cleaning Service Inc.

Full Legal Company Name

13052 US HWY 11, Springville, AL. 35146 (205) 467-6655

Mailing Address

Telephone Number

Fax Number

Bidders: Having become familiar with requirements of the service, and having carefully examined the IFB Documents and Specifications entitled for IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS 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 to submit the following Bid Proposal summarized as follows:

Annual Price Bids: Bidders shall insert the Annual Price for each location and a Total Annual Price Bid for all Annual Prices submitted. The Annual Price Bids submitted below shall be calculated using **Attachment "A" – Pricing Worksheet**. In the event of a discrepancy between the Monthly Prices and Annual Prices, Monthly Prices shall govern. Bidders may submit a Bid for one or all of the above locations. Bidders shall submit a "No Bid" for each location they are not submitting pricing.

DEPARTMENT / LOCATION	SF	ANNUAL PRICE
BUILDING OPERATIONS DEPARTMENT		
HOMICIDE INVESTIGATION UNIT	3,700	\$ 1,101.12
JULINGTON CREEK ANNEX	10,000	\$ 14,880.00
MEDICAL EXAMINER'S OFFICE	3,400	\$ 5,059.20
PONTE VEDRA ANNEX	4,500	\$ 6,696.00
SOUTH EAST ANNEX	8,000	\$ 11,904.00
SUPERVISOR OF ELECTION BUILDING	10,200	\$ 5,312.16
SUPERVISOR OF ELECTION BUILDING ELECTION YEAR	10,200	\$ 6,324.00
LIBRARY DEPARTMENT		
HASTINGS CITY LIBRARY	5,000	\$ 8,928.00
SOUTHEAST BRANCH	20,000	\$ 41,664.00
SOUTHEAST BRANCH ADMINISTRATION	5,000	\$ 7,440.00
PARKS & RECREATIONS DEPARTMENT		
AL WILKE COMMUNITY CENTER	3,073	\$ 2,743.57
BEACH SERVICES OFFICE	2,328	\$ 692.81
EQUESTRIAN CENTER	3,160	\$ 940.42
HART HOUSE AT BELUTHAHATCHEE PARK	1,120	\$ 166.66
PARKS & RECREATION ADMIN. BUILDING	6,272	\$ 933.27

PARKS & RECREATION MAINTENANCE COMPOUND	2,700	\$ 1,607.04
SAN SEBASTIAN RIVER PARK FACILITY	1,800	\$ 535.68
THE PLAYERS COMMUNITY SENIOR CENTER	10,600	\$ 9,463.68
TROUT CREEK COMMUNITY CENTER	4,400	\$ 3,928.32
W.E. HARRIS COMMUNITY CENTER	1,000	\$ 892.80
ST. JOHNS COUNTY FAIRGROUNDS (KITCHEN)	500	\$ 240.00
PUBLIC WORKS DEPARTMENT		
ADMINISTRATION BUILDING	18,714	\$ 27,846.43
FLEET MAINTENANCE BUILDING	4,416	\$ 6,571.01
ROAD & BRIDGE BUILDING	5,572	\$ 8,291.14
SOLID WASTE DEPARTMENT		
SOLID WASTE OFFICE / TILLMAN RIDGE	3,300	\$ 1,227.60
STRATTON ROAD FACILITY (SCALEHOUSE/OFFICE)	500	\$ 300.00
UTILITIES DEPARTMENT		
ADMINISTRATION BUILDING	30,000	\$ 16,416.00
COLLECTIONS BUILDING	3,500	\$ 1,041.60
DISTRIBUTION CENTER	3,500	\$ 1,041.60
ENVIRONMENTAL LAB	6,797	\$ 2,022.79
OPERATIONS BUILDING	1,380	\$ 410.69
WAREHOUSE	1,800	\$ 535.68

Bidder shall insert the Total Annual Price Bid Price in numerals.

The Total Annual Bid Price submitted above shall include any and all fees, taxes, surcharges, and any other costs associated with performing the work required by this Contract. The Bid Price above shall be the final price charged to the County for work performed.

The Total Annual Bid Price offered in this Bid Proposal shall remain firm for a period of ninety (90) days from the Bid opening date.

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

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 bid, as principals, and that this bid is made without collusion with any person, firm or corporation, and we have carefully and to our satisfaction examined the IFB Documents and Service Specifications.

We have made a full examination of the proposed work and the sources of supply for any specified 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 Owner, within the same time limit specified in the IFB 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 Owner.

CORPORATE/COMPANY

Full Legal Company Name: Southern Cleaning Service, Inc. (Seal)

By:  David Yance, EVP of Business Development
Signature of Authorized Representative (Name & Title typed or printed)

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

Address: 13052 US HWY 11, Springville, AL. 35146

Telephone No.: () 205-467-6655 Fax No.: ()

Email Address for Authorized Company Representative: Dyance@scsione.com

Federal I.D. Tax Number: 630935427

INDIVIDUAL

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

Address: _____

Telephone No.: () Fax No.: _____

Email Address: _____

Federal I.D. Tax Number: _____

Tab 7 – Required Documents

THANK YOU



July 2, 2024

St. Johns County Purchasing Department

500 San Sebastian View

St. Augustine, FL. 32084

RE: Janitorial Services for Various County Wide Buildings (IFB # 1822R)

To whom it may concern

Pursuant to your request for a "Submittal Letter" required in your request for proposal, this letter serves as acknowledgement my authority to execute contracts and other documents as may be required by the County.

Other officers that are also authorized to act on behalf of Southern Cleaning Service, Inc. are:

H. Dean Goforth, President and Chief Executive Officer (205) 467-6655

David Yance, Executive Vice President of Business Development (205)467-6655

Please feel free to call us if you have any questions, whatsoever.

Sincerely,

A handwritten signature in black ink, appearing to read 'H. Dean Goforth', with a large, stylized flourish extending from the end of the signature.

H. Dean Goforth

President and Chief Executive Officer

Southern Cleaning Service, Inc.

13052 US Highway 11

Springville, AL 35146

Southern Cleaning Service, Inc.
13052 US HWY 11
Springville, AL. 35146



*Status
Cross RF*

[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Street Address](#) /

Detail by Street Address

Foreign Profit Corporation

LBG MANAGEMENT SERVICES, INC.

Cross Reference Name

SOUTHERN CLEANING SERVICE INC.

Filing Information

Document Number	F98000002266
FEI/EIN Number	63-0935427
Date Filed	04/21/1998
State	AL
Status	ACTIVE
Last Event	CANCEL ADM DISS/REV
Event Date Filed	01/27/2010
Event Effective Date	NONE

Principal Address

13052 US HIGHWAY 11
SPRINGVILLE, AL 35146

Changed: 02/16/2011

Mailing Address

13052 US HIGHWAY 11
SPRINGVILLE, AL 35146

Changed: 02/16/2011

Registered Agent Name & Address

C T CORPORATION SYSTEM
1200 SOUTH PINE ISLAND ROAD
PLANTATION, FL 33324

Name Changed: 08/09/2002

Address Changed: 08/09/2002

Officer/Director Detail

Name & Address

Title PST

GOFORTH, H. DEAN
13052 US HIGHWAY 11
SPRINGVILLE, AL 35146

Annual Reports

Report Year	Filed Date
2022	02/23/2022
2023	03/30/2023
2024	02/01/2024

Document Images

<u>02/01/2024 -- ANNUAL REPORT</u>	View image in PDF format
<u>03/30/2023 -- ANNUAL REPORT</u>	View image in PDF format
<u>02/23/2022 -- ANNUAL REPORT</u>	View image in PDF format
<u>03/15/2021 -- ANNUAL REPORT</u>	View image in PDF format
<u>04/30/2020 -- ANNUAL REPORT</u>	View image in PDF format
<u>02/25/2019 -- ANNUAL REPORT</u>	View image in PDF format
<u>04/02/2018 -- ANNUAL REPORT</u>	View image in PDF format
<u>02/06/2017 -- ANNUAL REPORT</u>	View image in PDF format
<u>02/26/2016 -- ANNUAL REPORT</u>	View image in PDF format
<u>03/05/2015 -- ANNUAL REPORT</u>	View image in PDF format
<u>04/30/2014 -- ANNUAL REPORT</u>	View image in PDF format
<u>03/20/2013 -- ANNUAL REPORT</u>	View image in PDF format
<u>05/03/2012 -- ANNUAL REPORT</u>	View image in PDF format
<u>02/16/2011 -- ANNUAL REPORT</u>	View image in PDF format
<u>01/27/2010 -- CORAPREIWP</u>	View image in PDF format
<u>03/10/2003 -- ANNUAL REPORT</u>	View image in PDF format
<u>08/09/2002 -- REINSTATEMENT</u>	View image in PDF format
<u>04/21/1998 -- Foreign Profit</u>	View image in PDF format

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Southern Cleaning Service, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
13052 US Highway 11

6 City, state, and ZIP code
Springville, AL 35146

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type. See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-						
--	--	--	---	--	--	--	--	--	--

OR

Employer identification number

6	3	-	0	9	3	5	4	2	7
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out Item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, Item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ 

Date ▶ 1/4/2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



2024 Florida Annual Resale Certificate for Sales Tax

DR-13
R. 10/23

This Certificate Expires on December 31, 2024

Business Name and Location Address

Certificate Number

SOUTHERN CLEANING SERVICES INC
106 S CHALKVILLE RD
TRUSSVILLE, AL 35173-1408

78-8012063615-9

By extending this certificate or the certificate number to a selling dealer to make eligible purchases of taxable property or services exempt from sales tax and discretionary sales surtax, the person or business named above certifies that the taxable property or services purchased or rented will be resold or re-rented for one or more of the following purposes:

- Resale as tangible personal property
- Re-rental as tangible personal property
- Resale of services
- Re-rental as commercial real property
- Incorporation into tangible personal property being repaired
- Re-rental as transient rental property
- Incorporation as a material, ingredient, or component part of tangible personal property that is being produced for sale by manufacturing, compounding, or processing

Your *Florida Annual Resale Certificate for Sales Tax* (Annual Resale Certificate) allows you or your representatives to buy or rent property or services tax exempt when the property or service is resold or re-rented. You **may not** use your Annual Resale Certificate to make tax-exempt purchases or rentals of property or services that will be used by your business or for personal purposes. Florida law provides for criminal and civil penalties for fraudulent use of an Annual Resale Certificate.

As a seller, you must document each tax-exempt sale for resale using one of three methods. You can use a different method each time you make a tax-exempt sale for resale.

1. Obtain a copy (paper or electronic) of your customer's current Annual Resale Certificate.
2. For each sale, obtain a transaction authorization number using your customer's Annual Resale Certificate number.
3. Each calendar year, obtain annual vendor authorization numbers for your regular customers using their Annual Resale Certificate numbers.

Online: Visit floridarevenue.com/taxes/certificates

Phone: 877-357-3725 and enter your customer's Annual Resale Certificate number

Mobile App: Available for iPhone, iPad, and Android devices

Client#: 3968

SOUCL

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/03/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Harmon Dennis Bradshaw, Inc. 334-273-7277 P.O. Box 241667 Montgomery, AL 36124
CONTACT NAME: Ashley E Guyon
PHONE (A/C, No, Ext): 334 273-7277 FAX (A/C, No): 334-273-9197
E-MAIL ADDRESS: aguyon@hdbinsurance.com
INSURER(S) AFFORDING COVERAGE: INSURER A: American International Companies INSURER B: Starstone Specialty Insurance Company INSURER C: United Specialty Insurance Company INSURER D: National Union Fire Ins. Co. of PA INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Umbrella Liab, Excess Liab, and Workers Compensation and Employers' Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
** General Liability Information **
Job#: 1
Job#: 3
** Workers Comp Information **
(See Attached Descriptions)

CERTIFICATE HOLDER: Proof of Coverage
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE: [Signature]

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DESCRIPTIONS (Continued from Page 1)

Proprietors/Partners/Executive Officers/Members Excluded:

Dean Goforth, Officer

Dean Goforth, President

Blanket Waiver of Subrogation

**** Supplemental Name ****

First Supplemental Name applies to all policies - Southern Cleaning Service, Inc.

First Supplemental Name applies to all policies - Service Star, Inc.

First Supplemental Name applies to all policies - LBG Management Services, Inc.

Policy# 3961000 - : Service Star, Inc.

LBG Management Services, Inc.

Policy# 3961000 - : Service Star Outdoor Solutions LLC

Policy# 3961000 - : Service Star, LLC.

Policy# 82276A244ALI - : Service Star LLC

Policy# 82276A244ALI - : Dean Goforth

Policy# 82276A244ALI - : Service Star Outdoor Solutions

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**ATTACHMENT "A"
ANNUAL PRICING**

Bidders must complete this form with the required information for use in completing the official County Bid form. Pricing must include all labor, cleaning materials, all paper products, hand soap, equipment, ladder (4'/6'), vacuum cleaners, buffers/scrubbers, pads for buffers/scrubbers, floor stripper, floor wax, transportation, supervision, insurance cost, overhead and profit and all other cost, materials and equipment associated with providing the services. The County departments do not require a Day Porter at any of their locations.

The awarded bidder (s) shall maintain a sufficient amount of paper products and other supplies on hand at each location so that no supplies run out at any given time.

The awarded bidder (s) shall decide the necessary staffing and hours needed to completed the requirements listed in the Scope of Work, per location.

The awarded bidder (s) shall be responsible for all measurements for both carpet and flooring and shall be required to move all furniture to properly clean both carpets and floors.

The awarded bidder (s) shall determine the amount of wax necessary, for the floors, to meet expectations of each department.

BIDDERS MUST FILL OUT THE TABLES BELOW COMPLETELY. Failure to complete and submit Attachment "A" ANNUAL PRICING may result in the bid proposal being deemed non-responsive and removed from consideration for award of a contract.

DEPARTMENT / LOCATION	SF	DAYS/TIME TO CLEAN	PRICE PER CLEANING	# OF DAYS PER MONTH	MONTHLY PRICE (Price Per Clean Multiplied By # Of Days Cleaned Per Month.)	ANNUAL PRICE (Multiply Monthly pricing by 12 to get your Annual)
BUILDING OPERATIONS DEPARTMENT						
HOMICIDE INVESTIGATION UNIT	3,700	Friday (1)	\$ 22.94	4	\$ 91.76	\$ 1,101.12
JULINGTON CREEK ANNEX	10,000	Monday-Friday (5)	\$ 62.00	20	\$ 1,240.00	\$ 14,880.00
MEDICAL EXAMINER'S OFFICE	3,400	Monday-Friday (5)	\$ 21.08	20	\$ 421.60	\$ 5,059.20
PONTE VEDRA ANNEX	4,500	Monday-Friday (5)	\$ 27.90	20	\$ 558.00	\$ 6,696.00
SOUTH EAST ANNEX	8,000	Monday-Friday (5)	\$ 49.60	20	\$ 992.00	\$ 11,904.00
SUPERVISOR OF ELECTION BUILDING	10,200	Monday, Wednesday, Friday (3) days	\$ 63.24	12	\$ 758.88	\$ 5,312.16
SUPERVISOR OF ELECTION BUILDING	10,200	ELECTION YEAR -July through November (5) days	\$ 63.24	20	\$ 1,264.80	\$ 6,324.00

LIBRARY DEPARTMENT						
HASTINGS CITY LIBRARY	5,000	Monday-Saturday (6)	\$ 31.00	24	\$ 744.00	\$ 8,928.00
SOUTHEAST BRANCH	20,000	Monday-Sunday (7)	\$ 124.00	28	\$ 3,472.00	\$ 41,664.00
SOUTHEAST BRANCH ADMINISTRATION	5,000	Monday-Friday (5)	\$ 31.00	20	\$ 620.00	\$ 7,440.00
PARKS & RECREATIONS DEPARTMENT						
AL WILKE COMMUNITY CENTER	3,073	(3) times per week	\$ 19.05	12	\$ 228.63	\$ 2,743.57
BEACH SERVICES OFFICE	2,328	Sunday (1), after 1:00PM	\$ 14.43	4	\$ 57.73	\$ 692.81
EQUESTRIAN CENTER	3,160	Monday (1)	\$ 19.59	4	\$ 78.37	\$ 940.42
HART HOUSE AT BELUTHAHATCHEE PARK	1,120	2 nd & 4 th Friday of each month	\$ 6.94	2	\$ 13.89	\$ 166.66
PARKS & RECREATION ADMINISTRATION BUILDING	6,272	Wednesday & Friday (2) after 5:00PM	\$ 38.89	8	\$ 77.77	\$ 933.27
PARKS & RECREATION MAINTENANCE COMPOUND	2,700	(2) days per week	\$ 16.74	8	\$ 133.92	\$ 1,607.04
SAN SEBASTIAN RIVER PARK FACILITY	1,800	(1) Once per week	\$ 11.16	4	\$ 44.64	\$ 535.68
THE PLAYERS COMMUNITY SENIOR CENTER	10,600	(3) days per week	\$ 65.72	12	\$ 788.64	\$ 9,463.68
TROUT CREEK COMMUNITY CENTER	4,400	Monday, Wednesday, Friday (3)	\$ 27.28	12	\$ 327.36	\$ 3,928.32
W.E. HARRIS COMMUNITY CENTER	1,000	Monday, Wednesday, Friday (3)	\$ 6.20	12	\$ 74.40	\$ 892.80
ST. JOHNS COUNTY FAIRGROUNDS (KITCHEN)	500	(1) once per week + as needed/requested events	\$ 5.00	4	\$ 20.00	\$ 240.00
PUBLIC WORKS DEPARTMENT						
Clean between 5:00PM-10:00PM						
ADMINISTRATION BUILDING	18,714	Monday-Friday (5)	\$ 116.03	20	\$ 2,320.54	\$ 27,846.43
FLEET MAINTENANCE BUILDING	4,416	Monday-Friday (5)	\$ 27.38	20	\$ 547.58	\$ 6,571.01
ROAD & BRIDGE BUILDING	5,572	Monday-Friday (5)	\$ 34.55	20	\$ 690.93	\$ 8,291.14

SOLID WASTE DEPARTMENT		Clean between 5:00PM-10:00PM				
SOLID WASTE OFFICE / TILLMAN RIDGE	3,300	Friday (1), after hours	\$ 20.46	5	\$ 102.30	\$ 1,227.60
STRATTON ROAD FACILITY (SCALEHOUSE/OFFICE)	500	Friday (1), after hours	\$ 5.00	5	\$ 25.00	\$ 300.00
UTILITIES DEPARTMENT		Clean between 5:00PM-7:00AM				
ADMINISTRATION BUILDING	30,000	Wednesday-Friday (2)	\$ 171.00	8	\$ 1,368.00	\$ 16,416.00
The following buildings listed below shall be cleaned one (1) day per week. Friday (after 5:00PM) or anytime on either Saturday or Sunday.						
COLLECTIONS BUILDING	3,500	Once per week	\$ 21.70	4	\$ 86.80	\$ 1,041.60
DISTRIBUTION CENTER	3,500	Once per week	\$ 21.70	4	\$ 86.80	\$ 1,041.60
ENVIRONMENTAL LAB	6,797	Once per week	\$ 42.14	4	\$ 168.57	\$ 2,022.79
OPERATIONS BUILDING	1,380	Once per week	\$ 8.56	4	\$ 34.22	\$ 410.69
WAREHOUSE	1,800	Once per week	\$ 11.16	4	\$ 44.64	\$ 535.68

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

ATTACHMENT "B"
ST. JOHNS COUNTY AFFIDAVIT

Bidder shall complete and submit a sworn statement as part of the submitted Bid. This sworn statement shall be an Affidavit in the following form, executed by an officer/principal of the Bidder, and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF Alabama

COUNTY OF St. Clair

The Undersigned authority, David Yance ("Affiant"), who being duly sworn, deposes and states that he/she is the EVP of Business Development (Title) of the Bidder Southern Cleaning Service, Inc. (Full Legal Name of Bidder) submitting the attached Bid for the services provided in the IFB Documents for **IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS**, in St. Johns County, Florida.

The Affiant further states that no more than one Bid for the above-referenced service will be submitted from the Bidder, the Affiant, their 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. Affiant also states that neither he/she, the firm, association nor corporation of the Bidder 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 service. 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.

DATED this 2nd day of July, 2024.

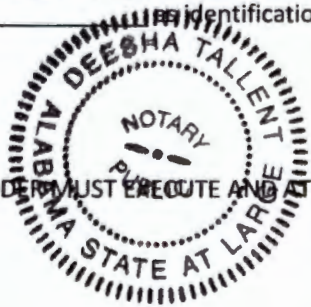
[Signature]
Signature of Affiant

David Yance
Printed Name of Affiant

EVP of Business Development
Printed Title of Affiant

Southern Cleaning Service, Inc.
Full Legal Name of Consultant/Contractor

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 2nd day of July, 2024, by David Yance, who is **personally known** to me or has produced _____ identification.



[Signature]
Notary Public
My Commission Expires: 11-5-2027

BIDDER MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO SUBMITTED BID

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

ATTACHMENT "C"
CONFLICT OF INTEREST DISCLOSURE FORM

Project (RFQ, RFP, BID) Number/Description: IFB No 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

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

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

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

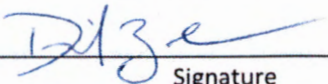
It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

Please check the appropriate statement:

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

The undersigned Bidder, 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 service.

Legal Name of Bidder: Southern Cleaning Service, Inc

Authorized Representative(s): 
Signature

David Yarice, EVP of Business Development
Print Name/Title

Signature

Print Name/Title

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

ATTACHMENT "D"
DRUG-FREE WORKPLACE FORM

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

Southern Cleaning Service, Inc. does:
Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for proposals a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

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


Signature

7/2/2024
Date

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

ATTACHMENT "E"
CLAIMS, LIENS, LITIGATION HISTORY
(Complete and Submit)

1. Within the past 7 years, has your organization filed suit or a formal claim against a project owner (as a prime or sub-consultant) or been sued by or had a formal claim filed by an owner, sub-consultant or supplier resulting from a contract dispute? Yes ___ No If yes, please attach additional sheet(s) to include:

Description of every action Captions of the Litigation or Arbitration

Amount at issue: _____ Name (s) of the attorneys representing all parties:

Amount actually recovered, if any: _____

Name(s) of the project owner(s)/manager(s) to include address and phone number:

2. List all pending litigation and or arbitration.

NA

3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc.

NA

4. Within the past 7 years, please list all Liens, including Federal, State and Local, which have been filed against your Company. List in detail the type of Lien, date, amount and current status of each Lien.

NA

5. Have you ever abandoned a job, been terminated or had a performance/surety bond called to complete a job?

Yes ___ No If yes, please explain in detail:

6. For all claims filed against your company within the past five (5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final? Yes ___ No If no, please explain why?

NA

7. List the status of all pending claims currently filed against your company:

Liquidated Damages

1. Has a project owner ever withheld retainage, issued liquidated damages or made a claim against any Performance and Payment Bonds? Yes _____ No If yes, please explain in detail:

(Use additional or supplemental pages as needed)

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**ATTACHMENT "F"
NON-COLLUSION CERTIFICATION**

St. Johns County requires, as a matter of policy, that any Firm receiving a contract or award resulting from the Invitation for Bid issued by St. Johns County shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to me, our firm, partnership or corporation, that no members of the elected governing body of St. Johns County nor any professional management, administrative official or employee of the County, nor members of his or her immediate family including spouse, parents or children, nor any person representing or purporting to represent any member or members of the elected governing body or other official, has solicited, has received or has been promised, directly or indirectly, any financial benefit including but not limited to a fee, commission, finder's fee, political contribution, goods or services in return for favorable review of any Bids submitted in response to the Invitation for Bid or in return for execution of a contract for performance or provision of services for which Bids are herein sought.

Handwritten Signature of Authorized Principal(s):

NAME (print): David Yance

SIGNATURE:  _____

TITLE: EVP of Business Development

DATE: 7/2/2024

NAME OF FIRM/PARTNERSHIP/CORPORATION:

Southern Cleaning Service, Inc.

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

ATTACHMENT "G"
E-VERIFY AFFIDAVIT

STATE OF Alabama
COUNTY OF St. Clair

I, David Yance (hereinafter "Affiant"), being duly authorized by and on behalf of Southern Cleaning Service, Inc. (hereinafter "Bidder") hereby swears or affirms as follows:

1. Bidder understands that E-Verify, authorized by Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), is a web-based system provided by the United States Department of Homeland Security, through which employers electronically confirm the employment eligibility of their employees.
2. For the duration of Contract No. _____ (hereinafter "Agreement"), in accordance with section 448.095, F.S., Bidder shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Bidder and shall expressly require any subcontractor performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor.
3. Bidder shall comply with all applicable provisions of section 448.095, F.S., and will incorporate in all subcontracts the obligation to comply with section 448.095, F.S.
4. Bidder understands and agrees that its failure to comply with all applicable provisions of section 448.095, F.S. or its failure to ensure that all employees and subcontractors performing work under the Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of the Agreement for which St. Johns County may immediately terminate the Agreement without notice and without penalty. The Bidder further understands and agrees that in the event of such termination, Bidder shall be liable to the St. Johns County for any costs incurred by the St. Johns County resulting from Bidder's breach.

DATED this 2nd day of July, 2024.

[Signature]
Signature of Affiant

David Yance
Printed Name of Affiant

EVP of Business Development
Printed Title of Affiant

Southern Cleaning Service, Inc.
Full Legal Name of Bidder

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 2nd day of July, 2024, David Yance, who is personally known to me or has produced _____ as identification.



[Signature]
Notary Public
My Commission Expires: 11-5-2027

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

ATTACHMENT "H"

SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

(To be signed by a notary public or other officer authorized to administer oaths.)

Before me, the undersigned Authority, David Yance, (Affiant) who, being by me first duly sworn, made the following statement:

1. The business address of Southern Cleaning Service, Inc. (Full Legal Name of Bidder) is 13052 US HWY 11, Springville, AL. 35146.
2. My relationship to Southern Cleaning Service, Inc. (Full Legal Name of Bidder) is EVP of Business Development (Title of Affiant).
3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
4. I understand that "convicted" or "conviction" is defined by the Florida Statutes to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilt or nolo contendere.
5. I understand that "affiliate" is defined by the Florida Statutes to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
6. Neither the Offeror or contractor, nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Offeror or contractor, nor any affiliate of the Offeror or contractor has been convicted of a public entity crime subsequent to July 1, 1989. (Draw a line through paragraph 6 if paragraph 7 below applies.)
7. ~~There has been a conviction of a public entity crime by the Offeror or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Offeror or contractor who is active in the management of the Offeror or contractor or an affiliate of the Offeror or contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____. A copy of the order of the Division of Administrative Hearings is attached to this statement.~~ (Draw a line through paragraph 7 if paragraph 6 above applies.)

DATED this 2nd day of July, 2024.

Signature of Affiant

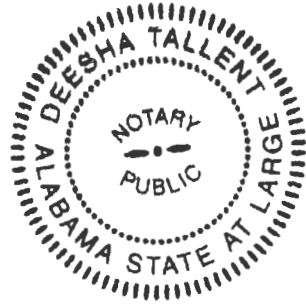
Southern Cleaning Service, Inc.

Full Legal Name of Bidder

David Yance, EVP of Business Development

Printed Name & Title of Affiant

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 2nd day of July, 2024, by Affiant, who is personally known to me or has produced _____ as identification.



Deesha Talent
Notary Public
My Commission Expires: 11/5/2027

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

**ATTACHMENT "I"
EQUAL OPPORTUNITY STATEMENT**

The Bidder (Proposer) shall complete the following statement by signing this form where indicated. Failure to complete this form may be grounds for rejection of bid:

The awarded Contractor shall comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992, as amended) prohibiting employment discrimination and shall comply with the regulations and guidelines promulgated pursuant to this Act by the Secretary of the Interior and the Heritage Conservation and Recreation Service.

During the performance of this contract, the awarded Contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24,

1965, so that such provisions will be binding upon each sub-Contractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a Contractor becomes involved in, or is threatened with, litigation with a sub-Contractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

Handwritten Signature of Authorized Principal(s):

NAME (print): David Yance

SIGNATURE: 

TITLE: EVP of Business Development

NAME OF FIRM: Southern Cleaning Service, Inc.

DATE: 7/2/2024

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

ATTACHMENT "J"
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-PRIMARY COVERED TRANSACTIONS

The Bidder certifies that, the firm or any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency;
2. have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property
3. are not presently indicted for or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and
4. have not within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The Bidder certifies that it shall perform a debarment verification on any subcontractor, sub-consultant, material supplier or vendor, that it proposes to contract with to perform any work under this Bid, and shall not enter into any transaction with any sub-Contractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency unless authorized by St. Johns County.

Handwritten Signature of Authorized Principal(s):

NAME (print): David Yance

SIGNATURE:  _____

TITLE: EVP of Business Development

NAME OF FIRM: Southern Cleaning Service, Inc.

DATE: 7/2/2024

IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

ATTACHMENT "K"

BYRD ANTI-LOBBYING COMPLIANCE AND CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000). The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or Current as of 9-26-16 11 cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, Southern Cleaning Service, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Handwritten Signature of Authorized Principal(s):

NAME (print): David Yance

SIGNATURE: 

TITLE: EVP of Business Development


NAME OF FIRM: Southern Cleaning Service, Inc.

DATE: 7/2/2024

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

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

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



(Signature)

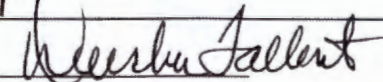
Sworn to and subscribed before me this 2nd day of July, 2024.

Personally known x _____

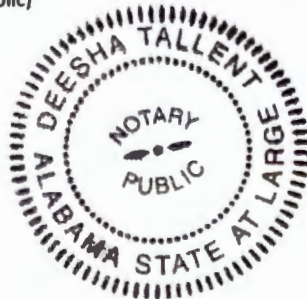
OR Produced Identification _____

Notary Public – State of Alabama

My commission expires 11/5/2027 (Type of Identification)

Deesha Tallent 

(Printed typed or stamped commissioned name of notary public)



IFB NO: 1822R; JANITORIAL SERVICES FOR VARIOUS COUNTY WIDE BUILDINGS

ATTACHMENT "M"
LIST OF PROPOSED SUB-CONTRACTORS / SUPPLIERS

Bidder shall submit any and all sub-contractors and/or major material suppliers proposed to perform any portion of the Work for review/approval by the County. Bidder shall attach any and all applicable licenses or certifications held by the proposed sub-contractor/supplier related to the portion of the Work for which they are proposed, as stated below. All subcontractors/suppliers are subject to the approval of the County.

N/A

Company Name	Work/Service to be Performed	Primary Contact Name	Contact Number and Email Address	Percentage (%) of Total Work/Service

MARTY SUTO

Business Development

C: 904-553-2445
O: 904-260-3100

MSuto@scsione.com

7900 Belfort Parkway, Suite 300
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RUSS METEVIA

Regional Sales Manager

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DAVID MCDOWELL

Regional VP of Operations

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JAMMIE BYRD

Director of Operations

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Jacksonville, FL 32256

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SARA GRESHAM

Office Manager & Administrator

904-776-2126 Mobile
904-260-3100 Office

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AMBER BYRD

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