



# Janitorial Services for the Police Department

## Invitation for Bids # PD-21-01

<b>General Information</b>		
Project Cost Estimate	Not Applicable	Not Applicable
Project Timeline	The initial term of this contract shall be for a two (2) year period with option to renew for an additional two (2) year period term	See Section 1.14
Evaluation of Proposals	Staff	See Section 1.17
Mandatory Pre-Bid Meeting	10:00 a.m. on March 2, 2021 at the Pembroke Pines Police Department East Station - 9500 Pines Blvd. Pembroke Pines Fl. 33024.	See Section 1.19.1
Question Due Date	March 8, 2021	See Section 1.19
Proposals will be accepted until	2:00 p.m. on March 23, 2021	See Section 1.20
5% Proposal Security / Bid Bond	Not Applicable	
100% Payment and Performance Bonds	Not Applicable	

**THE CITY OF PEMBROKE PINES  
PURCHASING DIVISION  
8300 SOUTH PALM DRIVE  
PEMBROKE PINES, FLORIDA 33025  
(954) 518-9020**



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- Attachment A: Contact Information Form
- Attachment B: Non-Collusive Affidavit
- Attachment C: Proposer's Qualifications Statement
- Attachment D: Sample Insurance Certificate
- Attachment E: Specimen Contract - **Contractual Services Agreement**
- Attachment F: References Form
- Attachment G: Janitorial Services Task List
- Attachment H: Proposal Form



## **SECTION 1 - INSTRUCTIONS**

### **1.1 NOTICE**

Notice is hereby given that the City Commission of the City of Pembroke Pines is seeking sealed proposals for:

#### **RFP # PD-21-01 Janitorial Services for the Police Department**

Solicitations may be obtained from the City of Pembroke Pines website at <http://www.ppinies.com/index.aspx?NID=667> and on the [www.BidSync.com](http://www.BidSync.com) website.

If you have any problems downloading the solicitation, please contact the BidSync Support line at 1-800-990-9339.

If additional information help is needed with downloading the solicitation package please contact the Purchasing Office at (954) 518-9020 or by email at [purchasing@ppines.com](mailto:purchasing@ppines.com). The Purchasing Office hours are between 7:00 a.m. - 6:00 p.m. on Monday through Thursday and is located at 8300 South Palm Drive, Pembroke Pines, Florida 33025.

The City requires all questions relating to the solicitation be entered through the “Ask a Question” option tab available on the BidSync website. Responses to the questions will be provided online at [www.bidsync.com](http://www.bidsync.com). Such request must be received by the “Question Due Date” stated in the solicitation. The issuance of a response via BidSync is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

**Proposals will be accepted until 2:00 p.m., March 23, 2021.** Proposals must be submitted electronically at [www.BidSync.com](http://www.BidSync.com). The sealed electronic proposals will be publicly opened at 2:30 p.m. by the City Clerk’s Office, in the City Hall Administration Building, 4<sup>th</sup> Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025.

### **1.1.1 VIRTUAL BID OPENING**

At the time of writing this notice, the City will not be opening up the physical location for public access as **City offices are closed to the public**, due to the COVID-19 Coronavirus Pandemic.

As a result, meetings may be a combination of in-person and virtual, all as provided by law. **In any event, the public is encouraged to attend the bid opening process virtually in lieu of attending the meeting in person.**



Bid openings for this project will be live-streamed from the City Clerk's Office, in the City Hall Administration Building, 4th Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025 at **2:30 PM on the bid due date**.

While recognizing the importance of public accessibility to the bid openings, and considering public health concerns, in the abundance of caution, the City is requesting that interested parties utilize live streaming as a safe way for vendors and the public to view the bid opening process in lieu of attending the meeting in person.

The public is invited to attend the meeting virtually via the Cisco Webex Meetings platform.

- Cisco Webex Meeting Number: 717 019 586
- Join by Phone Number: +1-408-418-9388

The public may download the **Cisco Webex Meetings app** from <https://www.webex.com/downloads.html/>, to view and listen to the meeting, however please make sure to mute your phone/microphone/device's audio and camera as the **public may attend the meeting but will not be allowed to comment or participate in the proceedings**.

If any member of the public requires additional information about this meeting or has any questions about how to access the meeting, please contact:

Danny Benedict, Procurement Department  
City of Pembroke Pines  
8300 South Palm Drive,  
Pembroke Pines, FL 33025  
954-518-9022  
[purchasing@ppines.com](mailto:purchasing@ppines.com)

## **1.2 PURPOSE**

The City of Pembroke Pines is seeking bids from qualified firms, hereinafter referred to as Contractors(s), to provide janitorial services for the Police Department at the following locations:

<b>East Station - 9500 Pines Blvd. Pembroke Pines FL 33024</b>
<b>West station - 18400 Johnson St. Pembroke Pines FL 33029</b>
<b>Training Facility - 1201 SW 208 Ave. Pembroke Pines FL 33029</b>
<b>Investigations Facility- Address to be Disclosed Upon Award</b>



## **1.3 MATERIALS, EQUIPMENT AND SUPPLIES**

- A)** The Contractor shall furnish and maintain all the necessary equipment and **should attach as part of his bid a complete list of the equipment to be used.** Bidder must submit with their bid evidence and/or references of satisfactory service rendered in the past five years similar to those specified herein.
- B)** The Contractor shall submit and maintain a current list of all supplies and materials, including chemical material safety data sheets to the Contract Administrator for approval. It will be the responsibility of the contractor to provide all supplies, including towels, toilet paper, trash liners, and hand soap to perform the required janitorial services. A limited storage area shall be provided for contractor to store necessary supplies and materials.

### **1.3.1 Janitorial Supply List**

The Contractor is responsible for making sure that each location is adequately stocked with the following items:

Police Department – Required Supplies Yearly Estimated Usage		East PD	West PD	Training Unit	Investigations Facility
Item Description	Packaging	Quantities			
Liquid Hand Soap Pink	Gal.	22	2	3	2
Toilet Paper	96 Rolls / Box	33	12	4	1
Towel Roll Household White	30 Rolls x 85 Sheets / Box	38	12	2	2
White Multi Fold Towels	10 x 250 Sheets / Box	77	24	7	2
Toilet Seat Covers	20 x 250 Sheets / Box	8	6	8	3

An inventory log must be maintained by the Contractor detailing the quantity of required supplies used every month. The City will remit payment for supplies used on a monthly basis.

Fixed prices for required supplies are to be submitted via Bidsync.

In addition, the following cleaning supplies are recommended to be used:

- Neutral Cleaner
- Degreaser
- Disinfectant/Deodorant Spray
- Glass Cleaner
- Byquat Degreaser
- Comet/Ajax



- Bleach
- Small Garbage Bags (24x24)
- Medium Garbage Bags (33x40)
- Large Garbage Bags (43x48)

Prices for the recommended supplies are to be included in the cleaning prices requested in Attachment H – Proposal Form.

## **1.4 SECURITY AND UNIFORMS**

- A. To verify identification, national fingerprint-based records checks shall be conducted within 30 days of assignment. If any arrest is found, that individual may not enter the Facility until the arrest has been reviewed and closed by the Florida Department of Law Enforcement. If FDLE determines, after review, that an individual may not work unescorted in the Facility, the Company will, at its sole expense, pay for the required escort and provide proof that the individual was escorted at all times. The Contractor is responsible for obtaining employee background checks.

Location for the background check:

Broward College Institute of Public Safety  
Attn: German E. Morales  
3501 S.W. Davie Road  
Davie, FL 33314  
Monday – Friday 8:00 am to 1:00 pm

- B. All personnel working in these facilities (substitutes included) must pass and maintain CJIS security awareness training.
- C. The contractor shall at all times enforce strict discipline and good order among his employees. No children, friends, or relatives, or any person not employed and assigned to subject sites are allowed on subject premises. Unauthorized use of City property is prohibited.
- D. The contractor's employees' uniforms will consist of distinctive neat appearing shirts, trousers and shoes of coordinated colors, acceptable to the City. Uniforms including color and (if provided) design shall be approved by the City at least 72 hours prior to contract award start date.
- E. All employees of the contractor, while working on City property, shall at all times be required to wear uniforms with exposed photo identification. In addition, when applicable, contractor and contractor's employees shall comply with the Jessica Lunsford



Act. Any necessary background checks and photo identification requirements shall be made at the **contractor's expense**.

- F. All employees responsible to open and close shall be capable of operating fire and burglar alarm systems properly. **If alarms are not set properly, and the City is required to respond to a non-alarmed building situation, the contractor shall be charged for the costs incurred to remedy the situation.**
- G. Contractor will not use employees of any temporary (help-type) employee agency. Only actual bona fide contractor employees are to be used to perform these specifications unless otherwise approved in writing by the Director of Public Services.
- H. Contractor will be responsible for securing keys for the facilities at least 24 hours in advance of contract start date. The successful bidders will pick up the necessary keys at the location(s) they have been awarded. Any labor and/or material cost for replacement keys, recoding of access keys/doors, and/or re-keying of locks as a result of the actions of the janitorial service provider (lost/misplaced keys, etc.) will be deducted from the monthly payments.

## **1.5 THERMOSTATS**

All thermostats in building are not to be touched. Thermostats are preset.

## **1.6 TIMESHEETS**

Services are to be rendered at locations as listed on the bid form for the number of days specified. Weekly work sheets are to be submitted to City Representative after each week of service, which shall show date, time, scope of work, and person who performed the cleaning service. Contractor shall submit a sample timesheet to the City for approval. Employees of the awarded contractor will be assigned spaces to park while performing their duties.

## **1.7 QUALITY STANDARDS**

In general, the achievement of the desired standards as outlined herein will result in an almost complete absence of visible soil. In order to maintain the facilities in this condition, the contractor will immediately remove any visible soil, which is found as a result of their inspection. For purposes of definition, absence of soil shall be at a minimum as follows:

- A. Absence of dust on horizontal and vertical surfaces, floors, walls, ledges, furniture and equipment.
- B. Absence of litter and trash on floor and horizontal surfaces of equipment.



- C. Absence of finger marks, spots, soil build-up on walls, partitions, doors and dividers.
- D. Absence of encrustation, soil and wax build-up on floors, particularly in thresholds, corners, along edges and baseboard, around door jams, and around furniture and equipment legs and bases.
- E. Absence of soil and stains on toilet room fixtures, drains, traps, faucets, soap and dispensers, stalls, mirrors, ledges and drinking fountains. Disinfectants shall be used to sterilize toilet room fixtures, where required.
- F. Absence of dust, spots, gum, soil build-up and encrustation on furniture and equipment surfaces and legs.
- G. Absence of dust, lint and litter on upholstered furniture.
- H. Absence of soil, litter, dust and encrustation in ashtrays, urns, wastebaskets, and trash containers. Wastebaskets and trash containers to be washed as needed.
- I. Absence of marks, spots, stains, and streaks on interior and exterior entrance doors, lobby glass, all partition glass, and concourse interior windows.
- J. Absence of soil and dust on window blinds, shades, sills, frames and ledges.
- K. Absence of other visible soil and cobwebs on horizontal and vertical surfaces including ceilings, interior and exterior.
- L. Absence of trash in building. Trash shall be collected and removed to designated area.
- M. Absence of soil, litter, dust and spots from all carpets, mats and floors.
- N. Absence of streaks, spots, stains from all bright work, where appropriate. All bright work shall be polished dry to a sheen.
- O. Absence of streaks, spots, stains, encrustation, dirt, dust, black marks from all resilient floors.
- P. It is imperative that all "wet" areas such as showers, kitchens, slop sinks or related items be free from mold and mildew at all times.
- Q. Absence of dust, mold, mildew, spots and stains from all air conditioning supply / return grills and surrounding areas.
- R. Two times daily disinfection with an approved disinfecting product, as available, capable of killing the Coronavirus (Covid-19) or other CDC recognized outbreak of



high traffic areas such as sinks, faucet handles, bathroom stall latches, toilet flush handles, door handles, door push bars, etc.

## **1.8 RECYCLING**

The Contractor must remove all recyclable trash from each location daily. Recyclable trash must be removed separately from other trash to avoid contamination and placed in designated recycle bins or transported to designated pick-up locations if applicable.

## **1.9 STAFF GENERAL RESPONSIBILITIES**

- A. All cleaning products utilized shall have prior City approval and Material Safety Data Sheets (MSDS) to be provided.
- B. "Green" products shall be utilized whenever feasible.
- C. Contractor shall submit monthly schedules and weekly work reports indicating work completion.

## **1.10 GENERAL SPECIFICATIONS**

- A. The successful bidder and its employees will report hazardous conditions and items in need of repair including burned-out lights, leaky faucets, toilet stoppages, etc.
- B. All employees responsible to open and close shall be capable of securing the facilities including operating fire and burglar alarm systems properly. Contractor will be responsible for costs incurred if alarm systems are not properly operated.
- C. The contractor shall comply with the City of Pembroke Pines procedures and requirements regarding sanitary techniques and safety. In addition, the contractor shall comply with OSHA Act # 1910.1030 regarding worker exposures to blood borne pathogens along with any and all Federal, State, and local laws and regulations now in effect, or hereinafter enacted during the term of this Agreement, which are applicable to the contractor, its employees, agents or subcontractors, if any, with respect to the work and services described herein.
- D. When necessary to change clothing, employees of the successful bidder shall be required to change in predetermined areas. All employees shall also eat their lunches in designated locations. Successful bidder shall be responsible for ensuring that employees do not disturb papers on desks, open desks, drawers, cabinets, or use the telephones, which are provided strictly for the use of the employees.
- E. The City shall have the right to require the contractor to remove from assignment to its facilities such employees as shall be deemed incompetent, careless, insubordinate, or in any way objectionable, or any personnel whose actions may be contrary to the public interest or inconsistent with the best interests of the City of Pembroke Pines.



- Selected contractor must comply with all applicable labor/employment laws and regulations.
- F. Upon contract award, contractor is required to perform an initial cleaning to bring the location into contract compliance in accordance with the specifications. This cleaning must be performed within 30 days of start of service and satisfactory completion must be approved by the Public Services Director.
  - G. Employees must be able to speak fluent English.
  - H. There shall be no use of tobacco products, drugs, alcohol or other items of this nature anywhere on the premises or within 1,000 feet of the property.
  - I. Contractor shall provide their employee(s) any necessary PPE gear (e.g. face shields, gloves, N95 or other face masks, etc.) as needed/required.
  - J. Staffing. The East District Station shall have two full time employees assigned, the Training and West Facilities shall each have one employee for three (3) hours each day. For the Investigations Facility one employee from either the Training Station or West Station may address that facility's needs once a week for one hour.

## **1.11 TIME OF SERVICE / OBSERVED HOLIDAYS**

Unless specified otherwise, the hours in which the work is to be performed shall be approved by the Logistics Division of the Police Department.

### **1.11.1 Time of Service**

East Station - 9500 Pines Blvd.	Monday through Friday	7:00AM to 5:00 PM
West station - 18400 Johnson St.	Monday through Friday	7:00AM to 5:00 PM
Training Facility - 1201 SW 208 Ave.	Monday through Thursday	7:00AM to 5:00 PM
Investigations Facility	Tuesday	3:00PM to 5:00PM

### **1.11.2 Observed Holidays**

New Year's Day	Labor Day
Martin Luther King's Birthday	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	



## **1.12 SCOPE OF WORK**

All tasks are to be performed to the most stringent standard that applies. For example, if a specific task is shown below as a daily task and also listed as a monthly task, the contractor is responsible to perform the task daily.

### **1.12.1 Work to be Performed Daily**

#### **A) Common Area**

- Dust horizontal surfaces, i.e. Desk, Credenza, Counter, and File cabinet tops using color coded micro fiber cloths to prevent cross contamination
- Spot clean horizontal surfaces for removal of coffee rings and spillage
- Entrance doors and internal glass partitions cleaned of fingerprints and smudges
- Walls cleaned of fingerprints and smudges
- Clean and sanitize drinking fountains
- Empty all waste paper receptacles
- Replace liners as needed
- Vacuum, sweep, or dust mop all hard surface floors and carpeted traffic areas
- Thoroughly mop all hard surface floors
- Where applicable, sweep clean and damp mop all **stairwells** inside and out including walls and ceilings. Hand rails and balustrades to be wiped down and cobwebs removed
- Two times daily disinfection with an approved disinfecting product, as available, capable of killing the Coronavirus (Covid-19) or other CDC recognized outbreak of high traffic areas such as sinks, faucet handles, bathroom stall latches, toilet flush handles, door handles, door push bars, etc.

#### **B) Restroom**

- Clean and disinfect all dispensers, mirrors, counter tops, wash basins, toilets, toilet seats, and urinals
- Empty trash receptacles, replace liners as needed
- Empty sanitary napkin receptacle and disinfect
- Spot clean partitions and tile walls
- Restock hand soap and paper products
- Disinfect partition handles, door handles, and light switches
- Clean and sanitize outsides of dispensers and trash receptacles

#### **C) Break Rooms Coffee Area**

- Counters and table tops cleaned with approved disinfectant
- Fronts of counters and chairs cleaned



- Sinks cleaned with approved disinfectant
- Wipe down outside of refrigerator
- Clean inside and outside of microwave
- Trash removed, replace liners as needed

### **1.12.2 Work to be Performed Weekly**

#### **A) Common Area**

- Disinfect Keyboards and telephone receivers
- Disinfect light switches, light switch plate covers, and door handles
- Polish all drinking fountains
- Remove spots and small spills from carpet
- Clean all baseboards
- Clean Stainless Steel kick plates

#### **B) Restroom**

- Dust – tops of partitions, air vents, mirror frames, and tops of doors
- Clean and disinfect restroom partitions and walls around toilets and urinals

#### **C) Break Rooms Coffee Area**

Cleaning of the inside of the refrigerators.

### **1.12.3 Work to be Performed Monthly**

#### **A) Common Area**

- Dusting – air vents, tops of doors, door frames, ceiling corners, picture frames, front and sides of desks, legs of chairs, tables, and chair bases
- Furniture – vacuum fabric and wipe down other surfaces to remove dust and lint
- Detail vacuum carpet edges and corners along walls and partitions
- Dust all baseboards
- Table bases and chair legs cleaned

#### **B) Restroom**

- Wash tile walls
- Acid bath toilets and urinals
- Clean floor drains using cream cleanser, scrub pads and floor drain brush to remove corrosive and tarnish. After Cleaning, fill drain trap with enzyme based treatment to prevent escape of sewer gas.



## **1.12.4 Floor Care to be Performed 4 Times a Year as Requested**

The special services listed below are to be performed as requested and scheduled by the Police Department. These services are to be billed separately and will be paid as a stand-alone service the month after the service was completed. Please provide pricing for these in Attachment H – Proposal Form.

- Extract shampoo carpeted areas
- Scrub/re-wax all vinyl tile to maintain Strip & wax
- Strip/wax

## **1.13 FLOOR CARE STANDARDS**

Contractor must use the following steps to ensure the expected level of service for the maintenance of floors other than restroom and shower areas.

### **1.13.1 Non-Carpeted Areas**

1. Either the water or waterless (dry) process may be used. Only highest quality materials. Butcher's Products or equal may be used.
2. Completely strip and thoroughly rinse floors. (No ammoniated stripper) (Quarterly).
3. Apply 1 coat of high grade seal (Butcher's Ironstone or equal only)
4. Apply 2 coats of finish (Butcher's High noon or equal)

### **1.13.2 Carpeted Areas**

1. Vacuuming (Daily)
  - a. Vacuum all areas making sure vacuum bags do not exceed 70% capacity.
  - b. Utilize extension hoses and tools to thoroughly vacuum all carpeted areas. This includes under desks, close to walls, etc.
2. Heavy Traffic Procedures (Monthly)
  - a. Pre-spraying
    - i. Vacuum all areas to be cleaned making sure vacuum bag does not exceed 70% capacity.
    - ii. Pre-spray carpet using Ramsey's Premulsion or equal with a pump-up sprayer or similar device.
    - iii. Mix 16 oz. per gallon. Do not over dilute chemical.
    - iv. Spray evenly in block patterns. Allow at least 10 minutes of dwell time.
    - v. Extra agitation may be required in excessively soiled areas using a 175-RPM machine with a soft carpet brush attachment.



- vi. Agitate pre-sprayed areas only. Then rinse extract with an extraction machine.

### 3. Rinse Extraction

- a. Fill extractor with a mixture of hot water and Ramsey's Rinsoft or equal.
  - b. Mix 1 oz. per gallon. Do not over dilute chemical.
  - c. Extract areas that have been pre-sprayed. Note: do not allow pre-spray to dry before being extracted.
  - d. Note: this step deep cleans carpet fibers, removes any detergent and neutralizes the pH.
- ❖ Carpet blowers may be utilized to reduce drying time.

## **1.14 SCHEDULE OF DEDUCTIONS**

In the event that the City finds, in a scheduled or random inspection, or receives founded complaints that the Contractor has not completed the services in accordance with the Contract requirements proportionate deductions will be made. There are 23 daily tasks; for any daily task not performed there will be a proportionate deduction from the daily pay. For example, if one of the twenty-three tasks was not performed that will result in a 4.35% deduction. There are 9 weekly tasks and 8 monthly tasks; for any one weekly or monthly task not performed there will be a proportionate deduction of 11.11% and 12.5% respectively.

## **1.15 PROJECT TIMELINE**

The initial term of this contract shall be for a two (2) year period with option to renew for an additional two (2) year period based on mutual consent of both parties.

## **1.16 PROPOSAL REQUIREMENTS**

The [www.bidsync.com](http://www.bidsync.com) website allows for vendors to complete, scan and upload their documents as part of the bidder's submittal on the website. Prospective proposers interested in responding to this solicitation are requested to provide all of the information listed in this section. Submittals that do not respond completely to all of requirements specified herein may be considered non-responsive and eliminated from the process. Brevity and clarity are encouraged.

### **1.16.1 Attachment A: Contact Information Form**

- a. Attached is contact information form (Attachment A) where the vendor will enter their contact information and complete the proposal checklist. The Contact information form shall be electronically signed by the contact person authorized to represent the contractor. This form must be completed and submitted through [www.bidsync.com](http://www.bidsync.com) as part of the bidder's submittal.



- b. The vendor must provide their pricing through the designated lines items listed on the BidSync website.
- c. Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.
- d. The contact information form should contain an electronic signature of the authorized representative of the Proposer along with the address and telephone number for communications regarding the Proposal.
- e. Proposals by corporations should be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must also be shown.
- f. Proposals by partnerships should be executed in the partnership name and signed by a partner whose title and the official address of the partnership must be shown.

#### **1.16.2 Attachment B: Non-Collusive Affidavit**

#### **1.16.3 Attachment C: Proposer's Qualifications Statement**

#### **1.16.4 Attachment F: References Form**

- a. Complete **Attachment F: References Form**, preferably where the team was the same. References should be from the last five years and should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. As part of the proposal evaluation process, the City may conduct an investigation of references, including a record check or consumer affairs complaints. Proposers' submission of a proposal constitutes acknowledgment of the process and consent to investigate. The City is the sole judge in determining Proposers qualifications.

### **1.17 VENDOR REGISTRATION AND QUALIFICATION DOCUMENTS**

The City has implemented a new process that is intended to make the bidding process easier for vendors that bid on multiple City projects. This process will require vendors to complete and submit the following standard forms and documents at any time prior to bidding on a project. In addition, the vendors will be able to utilize these same forms without the need to re-fill and re-submit the forms each time they bid on a City project.

**Furthermore, please make sure to update this information on an as-needed basis so that all pertinent information is accurate, such as local business tax receipts, and any other relevant information.**



These forms will be found under the “Vendor Registration” group of “Qualifications” on the BidSync website for the City of Pembroke Pines. Please note that the BidSync website requires bidders to complete all of these qualifications prior to being able to submit questions on any bids, therefore, please make sure to complete this information as soon as possible.

The following documents can be completed prior to the bidding process through the BidSync website and do not need to be attached to your submittal as the BidSync website will automatically include it.

#### **1.17.1 Vendor Information Form**

#### **1.17.2 Form W-9 (Rev. October 2018)**

- a. Previously dated versions of this form will delay the processing of any payments to the selected vendor.

#### **1.17.3 Sworn Statement on Public Entity Crimes Form**

#### **1.17.4 Local Vendor Preference Certification**

- a. If claiming Local Pembroke Pines Vendor Preference, business must attach a current business tax receipt from the City of Pembroke Pines
- b. If claiming Local Broward County Vendor Preference, business must attach a current business tax receipt from Broward County or the city within Broward County where the business resides.
- c. The Local Vendor Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Local Vendor Preference based on their sub-contractors' qualifications.

#### **1.17.5 Local Business Tax Receipts**

#### **1.17.6 Veteran Owned Small Business Preference Certification**

- a. If claiming Veteran Owned Small Business Preference Certification, business must attach the “Determination Letter” from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).
- b. The Veteran Owned Small Business Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Veteran Owned Small Business Preference based on their sub-contractors' qualifications.



**1.17.7 Equal Benefits Certification Form**

**1.17.8 Vendor Drug-Free Workplace Certification Form**

**1.17.9 Scrutinized Company Certification**

**1.18 EVALUATION OF PROPOSALS & PROCESS OF SELECTION**

- A. Staff will evaluate all responsive proposals received from proposers who meet or exceed the bid requirements contained in the solicitation. Evaluations shall be based upon the information contained in the proposals as submitted.
- B. Staff will make a recommendation to the City Commission for award of contract.

**1.19 TENTATIVE SCHEDULE OF EVENTS**

<b>Event</b>	<b>Time &amp;/or Date</b>
Issuance of Solicitation (Posting Date)	<b>February 23, 2021</b>
Mandatory Pre-bid Meeting	<b>10:00am on March 2, 2021</b>
Question Due Date	<b>March 8, 2021</b>
Anticipated Date of Issuance for the Addenda with Questions and Answers	<b>March 11, 2021</b>
Proposals will be accepted until	<b>2:00 p.m. on March 23, 2021</b>
Proposals will be opened at	<b>2:30 p.m. on March 23, 2021</b>
Evaluation of Proposals by Staff	<b>TBD</b>
Recommendation of Contractor to City Commission award	<b>TBD</b>

**1.19.1 MANDATORY PRE-BID MEETING / SITE VISIT**

There will be a mandatory scheduled pre-bid meeting on **March 2, 2021 at 10:00 a.m.** Meeting location will be at the **Pembroke Pines Police Department East Station - 9500 Pines Blvd. Pembroke Pines Fl. 33024.**

**All vendors will be required to sign in at the meeting to show proof of attendance to the mandatory meeting. It is the vendor's responsibility to make sure that they sign in at the meeting.**

**1.20 SUBMISSION REQUIREMENTS**

Bids/proposals **must be submitted electronically** at [www.bidsync.com](http://www.bidsync.com) on or before 2:00 p.m. on **February 9, 2021.**



Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.

The vendor must provide their pricing through the designated lines items listed on the BidSync website. In addition, the vendor must complete any webforms on the BidSync website and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. **Unless otherwise specified, the City requests for vendors to upload their documents as one (1) PDF document in the order that is outline in the bid package.**

The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the BidSync website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. BidSync Support is happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact their support line at 1-800-990-9339 with ample time before the bid closing date and time.

**PLEASE DO NOT SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.**

# DRAFT DOCUMENT FOR COMISSION REVIEW



*City of Pembroke Pines*

Attachment A

## **CONTACT INFORMATION FORM**

IN ACCORDANCE WITH **PD-21-01** titled “Janitorial Services for the Police Department” attached hereto as a part hereof, the undersigned submits the following:

### **A) Contact Information**

The Contact information form shall be electronically signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the principal's properly written authority to such deputy or subordinate must accompany the proposal. This form must be completed and submitted through [www.bidsync.com](http://www.bidsync.com) as part of the bidder's submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

### **COMPANY INFORMATION:**

COMPANY: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP CODE: \_\_\_\_\_

### **PRIMARY CONTACT FOR THE PROJECT:**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

### **AUTHORIZED APPROVER:**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

### **B) Proposal Checklist**

Did you make sure to submit the following items, as stated in section 1.5 “Proposal Requirements” of the bid package?

Attachment A - Contact Information Form	Yes _____
Attachment B - Non-Collusive Affidavit	Yes _____

# DRAFT DOCUMENT FOR COMISSION REVIEW



*City of Pembroke Pines*

Attachment A

Attachment C - Proposer's Completed Qualification Statement	Yes _____
Attachment F - References Form	Yes _____

Did you make sure to update the following documents found under the “Vendor Registration” group of “Qualifications” on the BidSync website for the City of Pembroke Pines?

Vendor Information Form	Yes _____
Form W-9 (Rev. October 2018)	Yes _____
Sworn Statement on Public Entity Crimes Form	Yes _____
Local Vendor Preference Certification	Yes _____
Local Business Tax Receipts	Yes _____
Veteran Owned Small Business Preference Certification	Yes _____
Equal Benefits Certification Form	Yes _____
Vendor Drug-Free Workplace Certification Form	Yes _____
Scrutinized Company Certification	Yes _____

## **C) Sample Proposal Form**

*Please see Attachment H for proposal price form, please enter pricing for each section within the excel spreadsheet's yellow cells. After completing the Document please upload the excel sheet as part of your document submittal.*

## JANITORIAL SERVICES TASK LIST

Common area	Restrooms	Break Rooms/Coffee Area
<p><b>Daily:</b></p> <ul style="list-style-type: none"> <li>○ Dust horizontal surfaces (Desk, Credenza, Counter, and File cabinet tops) using color coded micro fiber cloths to prevent cross contamination</li> <li>○ Spot clean horizontal surfaces for removal of coffee rings and spillage</li> <li>○ Entrance doors, internal glass partitions, and walls cleaned of fingerprints and smudges</li> <li>○ Clean and sanitize drinking fountains</li> <li>○ Empty all waste paper receptacles</li> <li>○ Replace liners as needed</li> <li>○ Vacuum, sweep, or dust mop all hard surface floors and carpeted traffic areas</li> <li>○ Thoroughly mop all hard surface floors</li> <li>○ Where applicable, sweep clean and damp mop all <b>stairwells</b> inside and out including walls and ceilings. Hand rails and balustrades to be wiped down and cobwebs removed</li> <li>○ Two times daily disinfection with an approved disinfecting product, as available, capable of killing the Coronavirus (Covid-19) or other CDC recognized outbreak of high traffic areas such as sinks, faucet handles, bathroom stall latches, toilet flush handles, door handles, door push bars, etc.</li> </ul> <p><b>Weekly (every Monday):</b></p> <ul style="list-style-type: none"> <li>○ Disinfect Keyboards and telephone receivers</li> <li>○ Disinfect light switches, light switch plate covers, and door handles.</li> <li>○ Polish all drinking fountains</li> <li>○ Remove spots and small spills from carpet</li> <li>○ Clean all baseboards</li> <li>○ Clean Stainless Steel kick plates</li> </ul> <p><b>Monthly (first Thursday of the month):</b></p> <ul style="list-style-type: none"> <li>○ Wash tile walls</li> <li>○ Acid bath toilets and urinals</li> <li>○ Clean floor drains using cream cleanser, scrub pads and floor drain brush to remove corrosive and tarnish. After Cleaning, fill drain trap with enzyme based treatment to prevent escape of sewer gas.</li> </ul> <p><b>Monthly (first Tuesday of the month):</b></p> <ul style="list-style-type: none"> <li>○ Dusting – air vents, tops of doors, door frames, ceiling corners, picture frames, front and sides of desks, legs of chairs, tables, and chair bases</li> <li>○ Furniture – vacuum fabric and wipe down other surfaces to remove dust and lint</li> <li>○ Detail vacuum carpet edges and corners along walls and partitions</li> <li>○ Dust all baseboards</li> <li>○ Table bases and chair legs cleaned</li> </ul>	<p><b>Daily:</b></p> <ul style="list-style-type: none"> <li>○ Clean and disinfect all dispensers, mirrors, counter tops, wash basins, toilets, toilet seats, and urinals</li> <li>○ Empty trash receptacles, replace liners as needed</li> <li>○ Empty sanitary napkin receptacle and disinfect</li> <li>○ Spot clean partitions and tile walls</li> <li>○ Restock hand soap and paper products</li> <li>○ Disinfect partition handles, door handles, and light switches</li> <li>○ Clean and sanitize outsides of dispensers and trash receptacles</li> </ul> <p><b>Weekly (every Wednesday):</b></p> <ul style="list-style-type: none"> <li>○ Dust – tops of partitions, air vents, mirror frames, and tops of doors</li> <li>○ Clean and disinfect restroom partitions and walls around toilets and urinals</li> </ul> <p><b>Monthly (first Friday):</b></p> <ul style="list-style-type: none"> <li>○ Clean inside of the refrigerators.</li> </ul>	<p><b>Daily:</b></p> <ul style="list-style-type: none"> <li>○ Counters and table tops cleaned with approved disinfectant</li> <li>○ Fronts of counters and chairs cleaned</li> <li>○ Sinks cleaned with approved disinfectant</li> <li>○ Wipe down outside of refrigerator</li> <li>○ Clean inside and outside of microwave</li> <li>○ Trash removed, replace liners as needed</li> </ul> <p><b>Special Services</b></p> <ul style="list-style-type: none"> <li>○ Extract shampoo carpeted areas</li> <li>○ Scrub/re-wax all vinyl tile to maintain Strip &amp; wax</li> <li>○ Strip/wax</li> </ul> <p>To be scheduled 4 times per year on the following months:</p> <ul style="list-style-type: none"> <li>○ <b>January</b></li> <li>○ <b>April</b></li> <li>○ <b>July</b></li> <li>○ <b>October</b></li> </ul>

**Pembroke Pines Police - East Station**  
**9500 Pines Boulevard Pembroke Pines, FL 33024**

Item #	Offices Entrances Reception Areas, Conference Rooms, Hallways and Common Areas	Daily / Weekly Monthly	Unit Cost	QTY	Total Annual Cost
1	As per Scope of Work Section #1.12.1 (A) Work to be Performed Daily	Daily / 5-Days Monday - Friday	-	260	-
2	As per Scope of Work Section #1.12.2 (A) Work to be Performed Weekly	Weekly	-	52	-
3	As per Scope of Work Section #1.12.3 (A) Work to be Performed Monthly	Monthly	-	12	-
<b>Total Cost for This Area</b>					-
Item #	RESTROOMS	Daily / Weekly Monthly	Unit Cost	QTY	Total Annual Cost
4	As per Scope of Work Section #1.12.1 (B) Work to be Performed Daily	Daily / 5-Days Monday - Friday	-	260	-
5	As per Scope of Work Section #1.12.2 (B) Work to be Performed Weekly	Weekly	-	52	-
6	As per Scope of Work Section #1.12.3 (B) Work to be Performed Monthly	Monthly	-	12	-
<b>Total Cost for This Area</b>					-
Item #	BREAK ROOMS, COFFEE AREAS	Daily / Weekly Monthly	Unit Cost	QTY	Total Annual Cost
7	As per Scope of Work Section #1.12.1 (C) Work to be Performed Daily	Daily / 5-Days Monday - Friday	-	260	-
8	As per Scope of Work Section #1.12.2 (C) Work to be Performed Weekly	Weekly	-	52	-
<b>Total Cost for This Area</b>					-
Item #	SPECIAL SERVICE SCHEDULE	Per Request	Unit Cost	QTY	Total Annual Cost
9	Extract shampoo carpeted areas - <b>4x per year</b>	Per Request	-	4	-
10	Scrub/re-wax all vinyl tile to maintain Strip & wax - <b>4x per year</b>	Per Request	-	4	-
11	Strip/wax - <b>4x per year</b>	Per Request	-	4	-
<b>Total Cost for This Area</b>					-

**Pembroke Pines Police - West Station  
18400 Johnson St Pembroke Pines, FL 33028**

Item #	Offices Entrances Reception Areas, Conference Rooms, Hallways and Common Areas	Daily / Weekly Monthly	Unit Cost	QTY	Total Annual Cost
					Cost
12	As per Scope of Work Section #1.12.1 (A) Work to be Performed Daily	Daily / 5-Days Monday - Friday	-	260	-
13	As per Scope of Work Section #1.12.2 (A) Work to be Performed Weekly	Weekly	-	52	-
14	As per Scope of Work Section #1.12.3 (A) Work to be Performed Monthly	Monthly	-	12	-
			Total Cost for This Area	-	-
Item #	RESTROOMS	Daily / Weekly Monthly	Unit Cost	QTY	Total Annual Cost
					Cost
15	As per Scope of Work Section #1.12.1 (B) Work to be Performed Daily	Daily / 5-Days Monday - Friday	260	-	-
16	As per Scope of Work Section #1.12.2 (B) Work to be Performed Weekly	Weekly	-	52	-
17	As per Scope of Work Section #1.12.3 (B) Work to be Performed Monthly	Weekly	12	-	-
			Total Cost for This Area	-	-
Item #	BREAK ROOMS, COFFEE AREAS	Daily / Weekly Monthly	Unit Cost	QTY	Total Annual Cost
					Cost
18	As per Scope of Work Section #1.12.1 (C) Work to be Performed Daily	Daily / 5-Days Monday - Friday	260	-	-
19	As per Scope of Work Section #1.12.2 (C) Work to be Performed Weekly	Weekly	52	-	-
			Total Cost for This Area	-	-
Item #	SPECIAL SERVICE SCHEDULE	Per Request	Unit Cost	QTY	Total Annual Cost
					Cost
20	Extract shampoo carpeted areas - <b>4x per year</b>	Per Request	4	-	-
21	Scrub/re-wax all vinyl tile to maintain Strip & wax - <b>4x per year</b>	Per Request	4	-	-
22	Strip/wax - <b>4x per year</b>	Per Request	4	-	-
			Total Cost for This Area	-	-

**Pembroke Pines Police - Training Facility  
1201 SW 208 Avenue, Pembroke Pines, FL 33029**

Item #	Offices Entrances Reception Areas, Conference Rooms, Hallways and Common Areas	Daily / Weekly Monthly	Unit Cost	QTY	Total Annual Cost
23	As per Scope of Work Section #1.12.1 (A) Work to be Performed Daily	Daily / 4-Days Monday - Thursday	-	208	-
24	As per Scope of Work Section #1.12.2 (A) Work to be Performed Weekly	Weekly	-	52	-
25	As per Scope of Work Section #1.12.3 (A) Work to be Performed Monthly	Monthly	-	12	-
		Total Cost for This Area	-	-	-
Item #	RESTROOMS	Daily / Weekly Monthly	Unit Cost	QTY	Total Annual Cost
26	As per Scope of Work Section #1.12.1 (B) Work to be Performed Daily	Daily / 4-Days Monday - Thursday	-	208	-
27	As per Scope of Work Section #1.12.2 (B) Work to be Performed Weekly	Weekly	-	52	-
28	As per Scope of Work Section #1.12.3 (B) Work to be Performed Monthly	Monthly	-	12	-
		Total Cost for This Area	-	-	-
Item #	BREAK ROOMS, COFFEE AREAS	Daily / Weekly Monthly	Unit Cost	QTY	Total Annual Cost
29	As per Scope of Work Section #1.12.1 (C) Work to be Performed Daily	Daily / 4-Days Monday - Thursday	-	208	-
30	As per Scope of Work Section #1.12.2 (C) Work to be Performed Weekly	Weekly	-	52	-
		Total Cost for This Area	-	-	-
Item #	SPECIAL SERVICE SCHEDULE	Per Request	Unit Cost	QTY	Total Annual Cost
31	Extract shampoo carpeted areas - <b>4x per year</b>	Per Request	-	4	-
32	Scrub/re-wax all vinyl tile to maintain Strip & wax - <b>4x per year</b>	Per Request	-	4	-
33	Strip/wax - <b>4x per year</b>	Per Request	-	4	-
		Total Cost for This Area	-	-	-

## FOR FUTURE ADDITIONAL REQUIREMENTS

Item #	ADDITIONAL SERVICES	Per Request	Unit Cost	Total Cost
35	Strip/wax Vinyl (Per Square Foot)	Cost Per S/F	-	-
36	Strip/wax Tile (Per Square Foot)	Cost Per S/F	-	-
37	Shampoo carpeted (Per Square Foot)	Cost Per S/F	-	-

  

Item Description	Packaging	Quantity	Price
Liquid Hand Soap Pink	Gal.	1	-
Toilet Paper	96 Rolls / Box	1	-
Towel Roll Household White	30 Rolls x 85 Sheets / Box	1	-
White Multi Fold Towels	10 x 250 Sheets / Box	1	-
Toilet Seat Covers	20 x 250 Sheets / Box	1	-