



**THIRD AMENDMENT TO AGREEMENT  
BETWEEN THE CITY OF PEMBROKE PINES AND  
SAFEGUARD SERVICES, INC.**

**THIS AGREEMENT ("Agreement")** is dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between:

**THE CITY OF PEMBROKE PINES**, a municipal corporation organized and operating under the laws of the State of Florida, with an address of 601 City Center Way, Pembroke Pines, FL 33025, hereinafter referred to as "CITY",

and

**SAFEGUARD SERVICES, INC.**, a for profit corporation as listed with the Florida Division of Corporations, authorized to do business in the State of Florida, and with a business address of **13975 Pembroke Road, Pembroke Pines, FL 33027**, hereinafter referred to as "CONTRACTOR". "CITY" and "CONTRACTOR" may hereafter be collectively referred to as the "Parties".

**WHEREAS**, on **July 20, 2017**, the CITY and CONTRACTOR entered into the Original Agreement ("Original Agreement") for an initial **three (3) year period**, commencing on **July 1, 2017** and expiring on **June 30, 2020** and,

**WHEREAS**, on **December 19, 2017**, the Parties executed the First Amendment to the Original Agreement to amend Section 4.2 of the Original Agreement to include a \$24,500 contingency fee in the annual amount; and,

**WHEREAS**, on **August 7, 2018**, the Parties executed the Second Amendment to the Original Agreement to waive the Payment and Performance Bonds; and,

**WHEREAS**, the Original Agreement authorized the renewal of the Agreement at the expiration of the initial term for **two (2) additional three (3) year terms** evidenced by a written amendment to the Original Agreement; and,

**WHEREAS**, to date the Parties have been satisfied with the performance and execution of the Agreement and desire to amend the Original Agreement and renew the terms of their contractual relationship as set forth herein; and,

**WHEREAS**, the Parties desire to amend the Original Agreement to include certain provisions required by statutory amendments imposed since the Parties entered into the Original Agreement; and,

**WHEREAS**, the Parties further desire to execute the first **three (3) year renewal** option and



amend the Original Agreement, in accordance with the terms and conditions set forth herein.

**W I T N E S S E T H**

**NOW, THEREFORE**, for and in consideration of the sum of the mutual covenants and other good and valuable consideration, the receipt of which are hereby acknowledged, the Parties hereto agree as follows:

**SECTION 1.** The recitations set forth in the above "WHEREAS" clauses are true and correct and incorporated herein by this reference.

**SECTION 2.** Section 4.4 of the Original Agreement is hereby repealed and replaced as follows:

4.4 All payments shall be governed by the Local Government Prompt Payment Act, as set forth in Part VII, Chapter 218, Florida Statutes.

**SECTION 3.** Article 20 entitled "Miscellaneous" is hereby amended by the addition of Section 20.19 as follows:

20.19 **Scrutinized Companies.** CONTRACTOR, its principals or owners, certify that they are not listed on the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or is engaged in business operations with Syria. In accordance with Section 287.135, Florida Statutes, as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local governmental entity for goods or services if:

20.19.1 Any amount of, at the time bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; or

20.19.2 One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:

20.19.2.1 Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; or

20.19.2.2 Is engaged in business operations in Syria.

**SECTION 4.** The Original Agreement, is hereby renewed for the **three (3) year** renewal period commencing on **July 1, 2020** and terminating on **June 30, 2023**.

**SECTION 5.** In the event of any conflict or ambiguity by and between the terms and provisions of this First Amendment and the Original Agreement, the terms and provisions of this First Amendment shall control to the extent of any such conflict or ambiguity.



**SECTION 6.** The Parties agree that in all other respects the Original Agreement, as amended by this First Amendment, shall remain in full force and effect, except as specifically modified herein.

**SECTION 7.** Each exhibit referred to in the Original Agreement, except as repealed herein, forms an essential part of this Agreement. The exhibits, if not physically attached, should be treated as part of this Agreement and are incorporated herein by reference.

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City of Pembroke Pines

IN WITNESS OF THE FOREGOING, the Parties have set their hands and seals the day and year first written above.

ATTEST:

CITY:

CITY OF PEMBROKE PINES

MARLENE D. GRAHAM,  
CITY CLERK

BY:

CHARLES F. DODGE  
CITY MANAGER

APPROVED AS TO FORM

Print Name: \_\_\_\_\_  
OFFICE OF THE CITY ATTORNEY

CONTRACTOR:

SAFEGUARD SERVICES, INC.

BY:

WITNESSES

Elaina Berdeguez  
Elaina Berdeguez  
Print Name

Print Name:

Kevin Connor

Title:

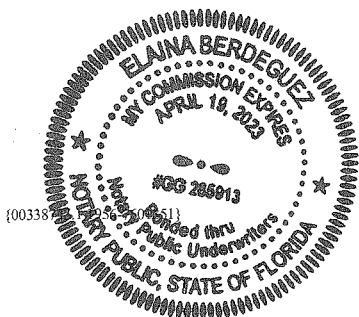
V.P.

Sandra Krasnic  
Sandra Krasnic  
Print Name

STATE OF Florida)  
) ss:  
COUNTY OF Broward)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared Kevin Connor as V.P. of SAFEGUARD SERVICES, INC., an organization authorized to conduct business in the State of Florida, and acknowledged execution of the foregoing Agreement as the proper official of SAFEGUARD SERVICES, INC., for the use and purposes mentioned in it and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this 22 day of November, 2019.



Elaina Berdeguez  
NOTARY PUBLIC  
Elaina Berdeguez  
(Name of Notary Typed, Printed or Stamped)





**SECOND AMENDMENT TO CONTRACTUAL SERVICES AGREEMENT FOR  
JANITORIAL SERVICES  
BETWEEN THE CITY OF PEMBROKE PINES AND  
SAFEGUARD SERVICES, INC.**

**THIS AGREEMENT**, dated this 7<sup>th</sup> day of August 2018, by and between:

**THE CITY OF PEMBROKE PINES**, a municipal corporation organized and operating under the laws of the State of Florida, with an address of 601 City Center Way, Pembroke Pines, FL 33025, hereinafter referred to as "CITY",

and

**SAFEGUARD SERVICES, INC.**, a Company authorized to do business in the State of Florida, with a business address of **911 Poinciana Drive, Pembroke Pines, FL 33025**, hereinafter referred to as "CONTRACTOR". "CITY" and "CONTRACTOR" may be collectively referred to as the "PARTIES".

**WHEREAS**, pursuant to **RFP #ED-17-02**, on **July 20, 2017**, the CITY and CONTRACTOR entered into the Original Agreement for **Janitorial Services** for an initial **three (3) year period**, which expires on **June 30, 2020**; and,

**WHEREAS**, the Original Agreement authorized the renewal of the Agreement for two (2) additional three (3) year terms upon mutual consent, evidenced by a written Amendment to the Agreement extending the term thereof; and,

**WHEREAS**, on **December 19, 2017**, the Parties executed the First Amendment to the Original Agreement which **amended Section 4.2 of the Original Agreement to include a \$24,500 contingency fee in the annual amount**; and,

**WHEREAS**, to date the Parties have been satisfied with the performance and execution of the Agreement, and desire to renew the terms of their contractual relationship as set forth herein; and,

**WHEREAS**, the Parties specifically seek to amend the Original Agreement to waive the Payment and Performance Bonds.

**WITNESSETH**

**NOW, THEREFORE**, for and in consideration of the sum of the mutual covenants and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereto agree as follows:



**SECTION 1.** The recitations set forth in the above "WHEREAS" clauses are true and correct and incorporated herein by this reference.

**SECTION 2.** CITY agrees that the payment and performance bonds required pursuant to Section 35.19(C)(2) of the City's Code of Ordinances and by the RFP is hereby waived by the City Commission, based upon the CONTRACTOR's excellent work history with the City, responsiveness to concerns, and performance ability.

**SECTION 3.** In the event of any conflict or ambiguity by and between the terms and provisions of this Second Amendment, the First Amendment, and the Original Agreement, the terms and provisions of this amendment shall control to the extent of any such conflict or ambiguity.

**SECTION 4.** The Parties agree that in all other respects the Original Agreement, as amended by the First Amendment, and this Second Amendment, shall remain in full force and effect, except as specifically modified herein.

**SECTION 5.** Each Exhibit referred to in the Original Agreement, except as repealed herein, forms an essential part of this Agreement. The exhibits, if not physically attached, should be treated as part of this Agreement and are incorporated herein by reference.

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IN WITNESS OF THE FOREGOING, the Parties have set their hands and seals the day and year first written above.

ATTEST:

CITY:

CITY OF PEMBROKE PINES

M. D. Graham  
MARLENE D. GRAHAM,  
CITY CLERK

BY:

Charles F. Dodge  
CHARLES F. DODGE  
CITY MANAGER

APPROVED AS TO FORM

[Signature] 8/7/18  
OFFICE OF THE CITY ATTORNEY

CONTRACTOR:

WITNESSES

SAFEGUARD SERVICES, INC.

[Signature]  
Elaina Berdeguez  
Print Name

BY:

Print Name:

Kevin Connor

[Signature]  
Sandra Krasnic  
Print Name

Title:

V.P. operations

STATE OF Florida )

) ss:

COUNTY OF Broward )

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared Kevin Connor as V.P. of **SAFEGUARD SERVICES, INC.**, an organization authorized to conduct business in the State of Florida, and acknowledged execution of the foregoing Agreement as the proper official of **SAFEGUARD SERVICES, INC.** for the use and purposes mentioned in it and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this 31 day of July, 2018.

[Signature]  
NOTARY PUBLIC

Elaina Berdeguez  
(Name of Notary Typed, Printed or Stamped)



Attachment \_\_\_\_\_

## CERTIFICATION PURSUANT TO FLORIDA STATUTE § 287.135

I, Heurn Connor, on behalf of Safeguard Services.  
Print Name and Title U.P. Company Name

certify that Safeguard Services Inc does not:  
Company Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel List; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Syria.

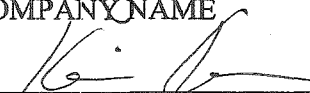
Submitting a false certification shall be deemed a material breach of contract. The City shall provide notice, in writing, to the Contractor of the City's determination concerning the false certification. The Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Contractor does not demonstrate that the City's determination of false certification was made in error then the City shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute § 287.135.

Section 287.135, Florida Statutes, prohibits the City from: 1) Contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel; and

2) Contracting with companies, for goods or services over \$1,000,000.00 that are on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, or are engaged in business operations in Syria.

As the person authorized to sign on behalf of the Contractor, I hereby certify that the company identified above in the section entitled "Contractor Name" does not participate in any boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, is not listed on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, and is not engaged in business operations in Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the City for goods or services may be terminated at the option of the City if the company is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

Safeguard Services, Inc.  
COMPANY NAME

  
SIGNATURE

Kevin Connor  
PRINT NAME

V.P.  
TITLE

**Must be executed and returned with attached proposal to be considered.**





# City of Pembroke Pines, FL

601 City Center Way  
Pembroke Pines, FL  
33025  
www.ppines.com

## Agenda Request Form

### Agenda Number: 6.

**File ID:** 18-0743

**Type:** Agreements/Contracts

**Status:** Passed

**Version:** 1

**Agenda  
Section:**

**In Control:** City Commission

**File Created:** 06/27/2018

**Short Title:** Safeguard - Janitorial Services Charter Schools

**Final Action:** 08/01/2018

**Title:** MOTION TO APPROVE THE SECOND AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF PEMBROKE PINES AND SAFEGUARD SERVICES, INC. FOR JANITORIAL SERVICES AT THE CHARTER SCHOOLS AND EARLY DEVELOPMENT CENTERS AND TO REQUEST COMMISSION APPROVAL TO WAIVE THE PERFORMANCE BOND REQUIREMENT.

**\*Agenda Date:** 08/01/2018

**Agenda Number:** 6.

#### Internal Notes:

**Attachments:** 1. Second Amendment to Janitorial Services for Charter Schools - Safeguard Services Inc., 2. Original Agreement and First Amendment

1	City Commission	08/01/2018	approve	Pass
<b>Action Text:</b> A motion was made to approve on the Consent Agenda				
Aye: - 5 Mayor Ortis, Commissioner Castillo, Commissioner Schwartz, Commissioner Siple, and Vice Mayor Good Jr.				
Nay: - 0				

MOTION TO APPROVE THE SECOND AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF PEMBROKE PINES AND SAFEGUARD SERVICES, INC. FOR JANITORIAL SERVICES AT THE CHARTER SCHOOLS AND EARLY DEVELOPMENT CENTERS AND TO REQUEST COMMISSION APPROVAL TO WAIVE THE PERFORMANCE BOND REQUIREMENT.

**SUMMARY EXPLANATION AND BACKGROUND:**

1. On June 21, 2017 the City Commission approved the award of ED-17-02 "Janitorial Services at the Charter Schools & Early Development Centers" to Safeguard Services, Inc. for a three year term beginning on July 1, 2017 and ending on June 30, 2020.
2. The agreement is for an annual amount of \$1,320,410.55, which includes an owner's contingency in the amount of \$24,500.
3. The RFP documents and the agreement included a requirement for a performance bond.
4. Safeguard Services has contacted the City Manager and requested a waiver of this requirement, and based on Safeguard's excellent work history with the City, responsiveness to concerns, and performance ability; Administration recommends Commission approval of Safeguard's request to waive this requirement of the contract.
5. Request Commission approval to approve the first amendment to the agreement between the City of Pembroke Pines and Safeguard Services, Inc. for Janitorial Services at the Charter Schools and Early Development Centers to waive the performance bond requirement.

**FINANCIAL IMPACT DETAIL:**

- a) **Initial Cost:** None. The contract amount will remain the same.
- b) **Amount budgeted for this item in Account No:** Not Applicable
- c) **Source of funding for difference, if not fully budgeted:** Not Applicable
- d) **5 year projection of the operational cost of the project** Not Applicable
- e) **Detail of additional staff requirements:** None



**FIRST AMENDMENT TO CONTRACTUAL SERVICES AGREEMENT FOR  
JANITORIAL SERVICES  
BETWEEN THE CITY OF PEMBROKE PINES AND  
SAFEGUARD SERVICES, INC.**

THIS AGREEMENT, dated this 19<sup>th</sup> day of December 2017, by and between:

**THE CITY OF PEMBROKE PINES**, a municipal corporation organized and operating under the laws of the State of Florida, with an address of 601 City Center Way, Pembroke Pines, FL 33025, hereinafter referred to as "CITY",

and

**SAFEGUARD SERVICES, INC.**, a Corporation authorized to do business in the State of Florida, with a business address of **911 Poinciana Drive, Pembroke Pines, FL 33025**, hereinafter referred to as "CONTRACTOR". "CITY" and "CONTRACTOR" may be collectively referred to as the "PARTIES".

**WHEREAS**, pursuant to **RFP # ED-17-02**, on **July 20, 2017**, the CITY and CONTRACTOR entered into the Original Agreement for **Janitorial Services** for an initial **three (3) year period**, which expires on **June 30, 2020**; and,

**WHEREAS**, the Original Agreement authorized the renewal of the Agreement for two (2) additional three (3) year terms upon mutual consent, evidenced by a written Amendment to the Agreement extending the term thereof; and,

**WHEREAS**, the parties desire to amend Section 4.2 of the Original Agreement to include a \$24,500 contingency fee in the annual amount.

**W I T N E S S E T H**

**NOW, THEREFORE**, for and in consideration of the sum of the mutual covenants and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereto agree as follows:

**SECTION 1.** The recitations set forth in the above "WHEREAS" clauses are true and correct and incorporated herein by this reference.

**SECTION 2.** CITY and CONTRACTOR hereby agree that Section 4.2 of the Original Agreement as amended is hereby amend further as follows and takes effect upon execution of the this Amendment:





**SECTION 4.2** Based on an **ANNUAL AMOUNT NOT TO EXCEED ONE MILLION THREE HUNDRED TWENTY THOUSAND FOUR HUNDRED TEN DOLLARS AND FIFTY FIVE CENTS (\$1,320,410.55)**, which includes an owner's contingency fee of **TWENTY FOUR THOUSAND FIVE HUNDRED DOLLARS (\$24,500)** payable in monthly payments for actual services performed for maintenance services. Future price adjustments, up or down shall be based on a nationally recognized or published index, including fuel surcharge adjustments, relevant to providing these services.

4.2.1 This contingency or allowance authorizes the City to execute change orders up to the amount of the contingency without the need to obtain additional Commission approval. **It is hereby understood and agreed that the vendor shall not expend any dollars in connection with the Owner's Contingency without the expressed prior approval of the City's authorized representative.** Any Owner's Contingency funds that have not been utilized at the end of the project will remain with the Owner, the contractor shall only be paid for the proposed project cost as approved by the City Commission along with any Owner Contingency expenses that were approved by the City's authorized representative.

**SECTION 3.** In the event of any conflict or ambiguity by and between the terms and provisions of this First Amendment, and the Original Agreement, the terms and provisions of this amendment shall control to the extent of any such conflict or ambiguity.

**SECTION 4.** The Parties agree that in all other respects the Original Agreement, as amended by this First Amendment, shall remain in full force and effect, except as specifically modified herein.

**SECTION 5.** Each Exhibit referred to in the Original Agreement, except as repealed herein, forms an essential part of this Agreement. The exhibits, if not physically attached, should be treated as part of this Agreement and are incorporated herein by reference.

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IN WITNESS OF THE FOREGOING, the Parties have set their hands and seals the day and year first written above.

ATTEST:

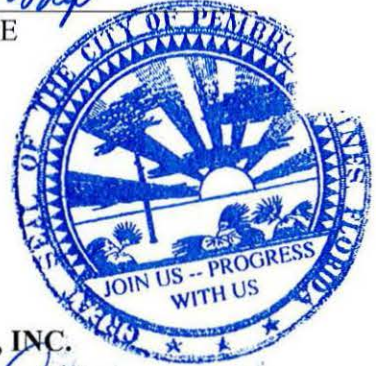
CITY:

Marlene D. Graham  
MARLENE D. GRAHAM, 12/19/17  
CITY CLERK

CITY OF PEMBROKE PINES  
BY: Charles F. Dodge  
CHARLES F. DODGE  
CITY MANAGER

APPROVED AS TO FORM

Elaine Berdequez  
OFFICE OF THE CITY ATTORNEY



CONTRACTOR:

WITNESSES

SAFEGUARD SERVICES, INC.

Kevin Connor  
Print Name

BY: Kerry A. Connor  
Print Name: Kerry A. Connor  
Title: president

Elaina Berdequez  
Print Name

STATE OF Florida )  
 ) ss:  
COUNTY OF Broward )

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared Kerry Connor as president of **SAFEGUARD SERVICES, INC.**, an organization authorized to conduct business in the State of Florida, and acknowledged execution of the foregoing Agreement as the proper official of **SAFEGUARD SERVICES, INC.**, for the use and purposes mentioned in it and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this 4 day of December 2017.

Elaina Berdequez  
NOTARY PUBLIC  
Elaina Berdequez  
(Name of Notary Typed, Printed or Stamped)



**CONTRACTUAL SERVICES AGREEMENT**

**THIS IS AN AGREEMENT**, dated the 20 day of July, 2017, by and between:

**THE CITY OF PEMBROKE PINES**, a municipal corporation of the State of Florida with a business address of **601 City Center Way, Pembroke Pines, Florida 33025** (hereinafter referred to as the "CITY")

and

**SAFEGUARD SERVICES, INC.**, a corporation, authorized to do business in the State of Florida, with a business address of **911 Poinciana Drive, Pembroke Pines, FL 33025** (hereinafter referred to as the "CONTRACTOR"). CITY and CONTRACTOR may hereinafter be referred to collectively as the "Parties."

**WITNESSETH:**

In consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, CITY and CONTRACTOR agree as follows:

**ARTICLE 1**  
**PREAMBLE**

In order to establish the background, context and form of reference for this Agreement, and to generally express the objectives and intentions of the respective parties herein, the following statements, representations, and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions which follow, and may be relied upon by the parties as essential elements of the mutual considerations upon which this Agreement is based.

1.1 On **March 1, 2017**, the CITY advertised its notice to bidders of the CITY's desire to hire a firm to provide **Janitorial Services for Charter Schools & Early Development Centers** as more particularly described in **Exhibit "A"** attached hereto and by this reference made a part hereof, for the said bid entitled:

**RFP # ED-17-02**

**"Janitorial Services for Charter Schools & Early Development Centers"**

1.2 On **May 23, 2017**, the bids were opened at the offices of the City Clerk.

1.3 On **June 21, 2017**, the CITY awarded the bid to CONTRACTOR and authorized the proper CITY officials to negotiate and enter into an agreement with CONTRACTOR to render the services more particularly described herein below.





1.4 Negotiations pertaining to the services to be performed by the CONTRACTOR were undertaken and this Agreement incorporates the results of such negotiation.

## **ARTICLE 2**

### **SERVICES AND RESPONSIBILITIES**

2.1 CONTRACTOR hereby agrees to perform the services for the **Janitorial Services for Charter Schools & Early Development Centers**, as more particularly described in **Exhibit "A"** attached hereto and by this reference made a part hereof, ("Property") in accordance with the Scope of Services outlined in the specifications, "**RFP # ED-17-02**", attached hereto and made a part hereof as **Exhibit "A"** and CONTRACTOR's response thereto, attached hereto and made a part hereof as **Composite Exhibit "B"**. CONTRACTOR agrees to do everything required by this Agreement, the Sealed Bid Package, Addenda to this Agreement, and Commission award complete with proposal form.

2.2 CONTRACTOR shall furnish all services, labor, equipment, and materials necessary and as may be required in the performance of this Agreement, except as otherwise specifically provided for herein, and all work performed under this Agreement shall be done in a professional manner.

2.3 CONTRACTOR shall supervise the work force to ensure that all workers conduct themselves and perform their work in a safe and professional manner. CONTRACTOR shall comply with all OSHA safety rules and regulations in the operation of equipment and in the performance of the work. CONTRACTOR shall at all times have a competent field supervisor on the job site to enforce these policies and procedures at the CONTRACTOR'S expense.

2.4 CONTRACTOR shall schedule regular meetings with the CITY representatives at least once a month to discuss the progress of the work and maintenance of the **Janitorial Services for Charter Schools & Early Development Centers**, as more specifically described in **Exhibit A**.

2.5 CONTRACTOR hereby represents to CITY, with full knowledge that CITY is relying upon these representations when entering into this Agreement with CONTRACTOR, that CONTRACTOR has the professional expertise, experience and manpower to perform the services to be provided by CONTRACTOR pursuant to the terms of this Agreement.

2.6 CONTRACTOR hereby represents to CITY that CONTRACTOR is properly licensed by the applicable federal, state, and local agencies to provide the services under this Agreement. Furthermore, CONTRACTOR agrees to maintain such licenses during the term of this Agreement. If CONTRACTOR's license is revoked, suspended, or terminated for any reason by any governmental agency, CONTRACTOR shall notify the CITY immediately.

2.7 CONTRACTOR shall comply 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 CONTRACTOR, its employees, agents or subcontractors, if any, with respect to the



work and services described herein. A violation of any federal, state, or local law or regulation may be cause for breach, allowing the CITY to terminate this Agreement.

### **ARTICLE 3**

#### **TERM AND TERMINATION**

3.1 CONTRACTOR shall perform the maintenance services associated with the Property as identified in **Exhibit "A"** attached hereto and made part hereof, for an initial **three (3) year** period commencing on **July 1, 2017** and ending on **June 30, 2020**.

3.2 This Agreement may be renewed for **two (2) additional three (3) year terms** upon mutual consent, evidenced by a written Amendment to this Agreement extending the term thereof.

3.3 *Post Contractual Obligations:* In the event that the term of this agreement expires, the CONTRACTOR agrees to continue providing services, at the current rates, on a month to month basis until the CITY establishes a new contract for services.

3.4 *Termination for Convenience:* This Agreement may be terminated by CITY for convenience, upon **seven (7) business days** of written notice by the terminating party to the other party for such termination in which event CONTRACTOR shall be paid its compensation for services performed to termination date, including services reasonably related to termination. In the event that CONTRACTOR abandons this Agreement or causes it to be terminated, CONTRACTOR shall indemnify CITY against loss pertaining to this termination.

3.5 *Default by CONTRACTOR:* In addition to all other remedies available to CITY, this Agreement shall be subject to cancellation by CITY for cause, should CONTRACTOR neglect or fail to perform or observe any of the terms, provisions, conditions, or requirements herein contained, if such neglect or failure shall continue for a period of thirty (30) days after receipt by CONTRACTOR of written notice of such neglect or failure.

### **ARTICLE 4**

#### **COMPENSATION AND METHOD OF PAYMENT**

4.1 The CITY hereby agrees to compensate CONTRACTOR for all services performed by CONTRACTOR pursuant to the provisions of this Agreement.

4.2 Based on a **LUMP SUM FEE OF AN ANNUAL AMOUNT NOT TO EXCEED ONE MILLION TWO HUNDRED THOUSAND NINETY FIVE NINE HUNDRED TEN DOLLARS AND FIFTY FIVE CENTS (\$1,295,910.55)**, payable in monthly payments for actual services performed for maintenance services. Future price adjustments, up or down shall be based on a nationally recognized or published index, including fuel surcharge adjustments, relevant to providing these services.





4.3 The CITY shall within thirty (30) days, from the date the City's Public Service Director approves the Application for Payment, pay the CONTRACTOR the amount approved by the City Public Services Director or his or her assignees.

4.4 All payments shall be governed by the Florida Prompt Payment Act, as set forth in Part VII, Chapter 218, Florida Statutes.

## **ARTICLE 5**

### **CHANGES IN SCOPE OF WORK**

5.1 CITY or CONTRACTOR may request changes that would increase, decrease, or otherwise modify the Scope of Services, as described in **Exhibit "A,"** to be provided under this Agreement as described in Article 2 of this Agreement. These changes will affect the monthly compensation accordingly. Such changes or additional services must be in accordance with the provisions of the Code of Ordinances of the CITY, and must be contained in a written amendment, executed by the parties hereto, with the same formality, equality and dignity herewith prior to any deviation from the terms of this Agreement, including the initiation of any additional or extra work.

5.2 In no event will the CONTRACTOR be compensated for any work which has not been described in a separate written agreement executed by the parties hereto.

## **ARTICLE 6**

### **PERFORMANCE BOND**

6.1 At the time of the execution of this Agreement, CONTRACTOR shall have in effect a Performance Bond guaranteeing to the CITY the completion and performance of the Scope of Services and work covered in this Agreement. The Performance Bond shall at all times be valid and in force to cover the Work being performed. The Performance Bond shall be executed by a Surety Company approved by the U.S. Treasury Department, licensed to do business in the State of Florida, and having a registered agent in Broward County.

6.2 The CONTRACTOR agrees to keep such Bonds, or a replacement thereof, in force at all times during the course of performance of this Agreement. In addition to the foregoing requirements, such Bond shall contain provisions, whether by attaching endorsements or supplemental agreements, guaranteeing to the CITY the completion of services of the performance of this Agreement. CONTRACTOR may comply with the requirements of this provision by causing said Bond to specifically name the CITY as one of the parties to whom the protection afforded by said Bond is extended or as an alternative, may furnish the CITY with a separate Performance Bond meeting the same criteria provided above.

## **ARTICLE 7**

### **INDEMNIFICATION**

7.1 The CONTRACTOR shall indemnify and hold harmless the CITY, its trustees, elected and appointed officers, agents, servants, assigns and employees, from and against any and all claims,



demands, or causes of action whatsoever, and the resulting losses, costs, expenses, reasonable attorneys' fees, including paralegal expenses, liabilities, damages, orders, judgments, or decrees, sustained by the CITY or any third party arising out of, by reason of, or resulting from the CONTRACTOR's acts, errors, or omissions or the failure of the CONTRACTOR to take out and maintain insurance as required under this Agreement.

7.2 Upon completion of all Services, obligations and duties provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Article shall survive indefinitely.

7.3 CITY reserves the right to select its own legal counsel to conduct any defense in any such proceeding and all costs and fees associated therewith shall be the responsibility of CONTRACTOR.

7.4 Nothing contained herein is intended nor shall be construed to waive City's rights and immunities under the common law or §768.28, Florida Statutes, as may be amended from time to time.

## **ARTICLE 8**

### **INSURANCE**

8.1 The CONTRACTOR shall indemnify and hold harmless the CITY and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the CITY or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the CONTRACTOR or its employees, agents, servants, partners principals or subcontractors. The CONTRACTOR shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the CITY, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. The CONTRACTOR expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the CONTRACTOR shall in no way limit the responsibility to indemnify, keep and save harmless and defend the CITY or its officers, employees, agents and instrumentalities as herein provided.

8.2 CONTRACTOR shall not commence work under this Agreement until it has obtained all insurance required under this paragraph and such insurance has been approved by the Risk Manager of the CITY nor shall the CONTRACTOR allow any subcontractor to commence work on his subcontract until all similar such insurance required of the subcontractor has been obtained and similarly approved.

8.3 Certificates of Insurance, reflecting evidence of the required insurance, shall be filed with the City's Risk Manager prior to the commencement of this Agreement. Policies shall be issued by companies authorized to do business under the laws of the State of Florida. The insurance company shall be rated no less than "A" as to management, and no less than "Class VI" as to financial





strength according to the latest edition of Best's Insurance Guide published by A.M. Best Company.

8.4 Policies shall be endorsed to provide the CITY thirty (30) days notice of cancellation or the CONTRACTOR shall obtain written agreement from its Agent to provide the CITY thirty (30) days notice of cancellation.

8.5 Insurance shall be in force until all obligations required to be fulfilled under the terms of the Agreement are satisfactorily completed as evidenced by the formal acceptance by the CITY. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this Agreement, then in that event, the CONTRACTOR shall furnish, at least forty-five (45) days prior to the expiration of the date of such insurance, a renewed certificate of insurance as proof that equal and like coverage for the balance of the period of the Agreement and extension thereunder is in effect. The CONTRACTOR shall not commence nor continue to provide any services pursuant to this Agreement unless all required insurance remains in full force and effect. CONTRACTOR shall be liable to CITY for any lapses in service resulting from a gap in insurance coverage.

#### 8.6 REQUIRED INSURANCE

8.6.1 Comprehensive General Liability Insurance written on an occurrence basis including, but not limited to: coverage for bodily injury and property damage, personal & advertising injury, products & completed operations, and contractual liability. Coverage must be written on an occurrence basis, with limits of liability no less than:

1. Each Occurrence Limit - \$1,000,000
2. Fire Damage Limit (Damage to rented premises) - \$100,000
3. Personal & Advertising Injury Limit - \$1,000,000
4. General Aggregate Limit - \$2,000,000
5. Products & Completed Operations Aggregate Limit - \$2,000,000

Products & Completed Operations Coverage shall be maintained for two (2) years after the final payment under this contract.

**The City of Pembroke Pines must be shown as an additional insured with respect to this coverage.**

8.6.2 Worker's Compensation and Employers Liability Insurance covering all employees, and/or volunteers of the CONTRACTOR engaged in the performance of the scope of work associated with this Agreement. In the case any work is sublet, the CONTRACTOR shall require the subcontractors similarly to provide Workers Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. Coverage for the CONTRACTOR and





his subcontractors shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation Insurance with limits of liability no less than:

1. Workers' Compensation: Coverage A – Statutory
2. Employers Liability: Coverage B \$500,000 Each Accident  
\$500,000 Disease – Policy Limit  
\$500,000 Disease – Each Employee

If CONTRACTOR claims to be exempt from this requirement, CONTRACTOR shall provide CITY proof of such exemption along with a written request for CITY to exempt CONTRACTOR, written on CONTRACTOR letterhead.

8.6.3 Comprehensive Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the performance of work under this Agreement, with a combined single limit of liability for bodily injury and property damage no less than:

1. Any Auto (Symbol 1)  
Combined Single Limit (Each Accident) - \$1,000,000
2. Hired Autos (Symbol 8)  
Combined Single Limit (Each Accident) - \$1,000,000
3. Non-Owned Autos (Symbol 9)  
Combined Single Limit (Each Accident) - \$1,000,000

8.6.4 Professional Liability/Errors & Omissions Insurance, when applicable, with a limit of liability no less than \$1,000,000 per wrongful act. This coverage shall be maintained for a period of no less than two (2) years after final payment of the contract.

8.6.5 Sexual Abuse may not be excluded from any policy.

## 8.7 REQUIRED ENDORSEMENTS

- 8.7.1 The City of Pembroke Pines shall be named as an Additional Insured on each of the General Liability policies required herein
- 8.7.2 Waiver of all Rights of Subrogation against the CITY
- 8.7.3 30 Day Notice of Cancellation or Non-Renewal to the CITY
- 8.7.4 CONTRACTORS' policies shall be Primary & Non-Contributory
- 8.7.5 All policies shall contain a "severability of interest" or "cross liability" liability clause without obligation for premium payment of the CITY
- 8.7.6 The City of Pembroke Pines shall be named as a Loss Payee on all Property and/or Inland Marine Policies as their interest may appear.

8.8 CONTRACTOR shall name the CITY, as an additional insured on each of the General Liability policies required herein and shall hold the CITY, its agents, officers and employees harmless on account of claims for damages to persons, property or premises arising out of the services provided hereunder.



8.9 Any insurance required of the CONTRACTOR pursuant to this Agreement must also be required by any subcontractor in the same limits and with all requirements as provided herein, including naming the CITY as an additional insured, in any work that is subcontracted unless such subcontractor is covered by the protection afforded by the CONTRACTOR and provided proof of such coverage is provided to CITY. The CONTRACTOR and any subcontractors shall maintain such policies during the term of this Agreement.

8.10 The City reserves the right to require any other additional types of insurance coverage and/or higher limits of liability it deems necessary based on the nature of work being performed under this Contract.

## **ARTICLE 9**

### **NON-DISCRIMINATION & EQUAL OPPORTUNITY EMPLOYMENT**

9.1 During the performance of the Agreement, neither CONTRACTOR nor its subcontractors shall discriminate against any employee or applicant for employment because of race, religion, color, gender, national origin, sex, age, marital status, political affiliation, familial status, sexual orientation, or disability if qualified. CONTRACTOR will take affirmative action to ensure that employees are treated during employment, without regard to their race, religion, color, gender, national origin, sex, age, marital status, political affiliation, familial status, sexual orientation, or disability if qualified. Such actions must include, but not be limited to, the following: employment, promotion; demotion or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONTRACTOR shall agree to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause. CONTRACTOR further agrees that he/she/it will ensure that subcontractors, if any, will be made aware of and will comply with this nondiscrimination clause.

## **ARTICLE 10**

### **INDEPENDENT CONTRACTOR**

10.1 This Agreement does not create an employee/employer relationship between the parties. It is the intent of the parties that the CONTRACTOR is an independent contractor under this Agreement and not the CITY's employee for all purposes, including but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Workers' Compensation Act, and the State unemployment insurance law. The CONTRACTOR shall retain sole and absolute discretion in the judgment of the manner and means of carrying out CONTRACTOR's activities and responsibilities hereunder provided, further that administrative procedures applicable to services rendered under this Agreement shall be those of CONTRACTOR, which policies of CONTRACTOR shall not conflict with CITY, State, H.U.D., or United States policies, rules or regulations relating to the use of CONTRACTOR's Funds provided for herein. The CONTRACTOR agrees that it is a separate and independent enterprise from the CITY, that it has full opportunity to find other business, that it has made its own investment in its





business, and that it will utilize a high level of skill necessary to perform the work. This Agreement shall not be construed as creating any joint employment relationship between the CONTRACTOR and the CITY and the CITY will not be liable for any obligation incurred by CONTRACTOR, including but not limited to unpaid minimum wages and/or overtime premiums.

#### **ARTICLE 11**

#### **UNCONTROLLABLE FORCES**

11.1 Neither CITY nor CONTRACTOR shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to Uncontrollable Forces, the effect of which, by the exercise of reasonable diligence, the non-performing party could not avoid. The term "Uncontrollable Forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions.

11.2 Neither party shall, however, be excused from performance if nonperformance is due to forces, which are preventable, removable, or remediable, and which the nonperforming party could have, with the exercise of reasonable diligence, prevented, removed, or remedied with reasonable dispatch. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Agreement.

#### **ARTICLE 12**

#### **AGREEMENT SUBJECT TO FUNDING**

12.1 This agreement shall remain in full force and effect only as long as the expenditures provided for in the Agreement have been appropriated by the City Commission of the City of Pembroke Pines in the annual budget for each fiscal year of this Agreement, and is subject to termination based on lack of funding.

#### **ARTICLE 13**

#### **VENUE**

13.1 This Agreement shall be governed by the laws of the State of Florida as now and hereafter in force. The venue for actions arising out of this agreement shall be in Broward County, Florida.

#### **ARTICLE 14**

#### **SIGNATORY AUTHORITY**

14.1 CONTRACTOR shall provide CITY with copies of requisite documentation evidencing that the signator for CONTRACTOR has the authority to enter into this Agreement.

#### **ARTICLE 15**



## **MERGER; AMENDMENT**

15.1 This Agreement constitutes the entire Agreement between CONTRACTOR and CITY, and negotiations and oral understandings between the parties are merged herein. This Agreement can be supplemented or amended only by a written document executed by both CONTRACTOR and CITY with the same formality and equal dignity herewith.

## **ARTICLE 16** **DEFAULT OF CONTRACT & REMEDIES**

16.1.1 **Damages.** CITY reserves the right to recover any ascertainable actual damages incurred as a result of the failure of CONTRACTOR to perform in accordance with the requirements of this Agreement, or for losses sustained by CITY resultant from CONTRACTOR's failure to perform in accordance with the requirements of this Agreement.

16.1.2 **Liquidated Damages.** As a breach of the service provided by this Agreement would cause serious and substantial damage to CITY Property, and the nature of this Agreement would render it impracticable or extremely difficult to fix the actual damage sustained by CITY by such breach, it is agreed that, in case of breach of service wherein CONTRACTOR fails to maintain the Property, leaving the said property in disrepair, CITY may elect to collect liquidated damages for each such breach, and CONTRACTOR will pay CITY as liquidated damages, and not as penalty, FIVE HUNDRED DOLLARS (\$500.00) for every day of such malfunction. This sum is the agreed upon amount by which CITY will be damaged by the breach of such service. An election to seek such remedies shall not be construed as a waiver of any legal remedies CITY may have as to any subsequent breach of service under this Agreement.

16.1.3 **Correction of Work.** If, in the judgment of CITY, work provided by CONTRACTOR does not conform to the requirements of this Agreement, or if the work exhibits poor workmanship, CITY reserves the right to require that CONTRACTOR correct all deficiencies in the work to bring the work into conformance without additional cost to CITY, and / or replace any personnel who fail to perform in accordance with the requirements of this Agreement. CITY shall be the sole judge of non-conformance and the quality of workmanship.

16.2 **Default of Contract.** The occurrence of any one or more of the following events shall constitute a default and breach of this Agreement by CONTRACTOR:

16.2.1. The abandonment of the Property by CONTRACTOR for a period of more than seven (7) business days.

16.2.2 The abandonment, unnecessary delay, refusal of, or failure to comply with any of the terms of this Agreement or neglect, or refusal to comply with the instructions of the Public Services Director relative thereto.

16.2.3. The failure by CONTRACTOR to observe or perform any of the terms, covenants, or conditions of this Agreement to be observed or performed by CONTRACTOR, where such failure





shall continue for a period of seven (7) days after written notice thereof by CITY to CONTRACTOR; provided, however, that if the nature of CONTRACTOR's default is such that more than seven (7) days are reasonably required for its cure, then CONTRACTOR shall not be deemed to be in default if CONTRACTOR commences such cure within said seven (7) day period and thereafter diligently prosecutes such cure to completion.

16.2.4. The assignment and/or transfer of this Agreement or execution or attachment thereon by CONTRACTOR or any other party in a manner not expressly permitted hereunder.

16.2.5. The making by CONTRACTOR of any general assignment or general arrangement for the benefit of creditors, or the filing by or against CONTRACTOR of a petition to have CONTRACTOR adjudged a bankruptcy, or a petition for reorganization or arrangement under any law relating to bankruptcy (unless, in the case of a petition filed against CONTRACTOR, the same is dismissed within sixty (60) days); or the appointment of a trustee or a receiver to take possession of substantially all of CONTRACTOR's assets, or for CONTRACTOR's interest in this Agreement, where possession is not restored to CONTRACTOR within thirty (30) days; for attachment, execution or other judicial seizure of substantially all of CONTRACTOR's assets, or for CONTRACTOR's interest in this Agreement, where such seizure is not discharged within thirty (30) days.

16.3 **Remedies in Default.** In case of default by CONTRACTOR, CITY shall notify CONTRACTOR, in writing, of such abandonment, delay, refusal, failure, neglect, or default and direct him to comply with all provisions of the Agreement. A copy of such written notice shall be mailed to the Surety on the Performance Bond. If the abandonment, delay, refusal, failure, neglect or default is not cured within seven (7) days of when notice was sent by CITY, CITY may declare a default of the Agreement and notify CONTRACTOR of such declaration of default and terminate the Agreement. The Surety on the Performance Bond shall within ten (10) days of such declaration of default, rectify or cause to be rectified any mismanagement or breach of service in the Agreement and assume the work of CONTRACTOR and proceed to perform services under the Agreement, at its own cost and expense.

16.3.1. Upon such declaration of default, all payments remaining due CONTRACTOR at the time of default, less all sums due CITY for damages suffered, or expenses incurred by reason of default, shall be due and payable to Surety. Thereafter the Surety shall receive monthly payments equal to those that would have been paid by the CONTRACTOR had the CONTRACTOR continued to perform the services under the Agreement.

16.3.2. If such Surety fails to perform, the CITY may complete the Agreement, or any part thereof, either by day labor or re-letting a contract for the same, and procure the equipment and the facilities necessary for the completion of the Agreement, and charge the cost of same to CONTRACTOR and/or the Surety together with the costs incident thereto to such default.

16.3.3. In the event CITY completes the Agreement at a lesser cost than would have been payable to CONTRACTOR under this Agreement, if the same had been fulfilled by CONTRACTOR, CITY shall retain such differences. Should such cost to CITY be greater, CONTRACTOR shall pay the amount of such excess to the CITY.



## **ARTICLE 17**

### **BANKRUPTCY**

17.1 It is agreed that if CONTRACTOR is adjudged bankrupt, either voluntarily or involuntarily, then this Agreement shall terminate effective on the date and at the time the bankruptcy petition is filed.

## **ARTICLE 18**

### **DISPUTE RESOLUTION**

18.1 **Arbitration.** In addition to any other remedy provided hereunder, CITY, at its option, may use arbitration to resolve any controversy or claim arising out of or relating to this Agreement if arbitration is elected by CITY. Any controversy or claim arising out of or relating to this Agreement, or breach thereof, may be settled by arbitration in accordance with the rules of the American Arbitration Association and judgment upon the award rendered by the arbitrators may be entered into by any court having jurisdiction thereof. In the event arbitration is elected by CITY, such controversy or claim shall be submitted to one arbitrator selected from the National Panel of The American Arbitration Association.

### **18.2 Operations During Dispute.**

18.2.1 In the event that a dispute, if any, arises between CITY and CONTRACTOR relating to this Agreement, performance or compensation hereunder, CONTRACTOR shall continue to render service in full compliance with all terms and conditions of this Agreement as interpreted by CITY regardless of such dispute.

18.2.2 CONTRACTOR expressly recognizes the paramount right and duty of CITY to provide adequate maintenance of CITY's Property, and further agrees, in consideration for the execution of this Agreement, that in the event of such a dispute, if any, it will not seek injunctive relief in any court, but will negotiate with CITY for an adjustment on the matter or matters in dispute and, upon failure of said negotiations to resolve the dispute, may present the matter to a court of competent jurisdiction in an appropriate suit therefore instituted by it or by CITY.

18.2.3 Notwithstanding the other provisions in this Section, CITY reserves the right to terminate the Agreement at any time, whenever the service provided by CONTRACTOR fails to meet reasonable standards of the trade after CITY gives written notice to the CONTRACTOR of the deficiencies as set forth in the written notice within fourteen calendar (14) days of the receipt by CONTRACTOR of such notice from CITY.

## **ARTICLE 19**

### **PUBLIC RECORDS**

19.1 The City of Pembroke Pines is public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:





19.1.1 Keep and maintain public records required by the CITY to perform the service;

19.1.2 Upon request from the CITY's custodian of public records, provide the CITY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Fla. Stat., or as otherwise provided by law;

19.1.3 Ensure that public records that are exempt or that are confidential and exempt from public record disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and, following completion of the contract, CONTRACTOR shall destroy all copies of such confidential and exempt records remaining in its possession after the CONTRACTOR transfers the records in its possession to the CITY; and

19.1.4 Upon completion of the contract, CONTRACTOR shall transfer to the CITY, at no cost to the CITY, all public records in CONTRACTOR's possession. All records stored electronically by the CONTRACTOR must be provided to the CITY, upon request from the CITY's custodian of public records, in a format that is compatible with the information technology systems of the CITY.

19.2 The failure of Contractor to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement and the CITY shall enforce the Default in accordance with the provisions set forth in **Article 16**.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT**

**CITY CLERK  
601 CITY CENTER WAY, 4<sup>th</sup> FLOOR  
PEMBROKE PINES, FL 33026  
(954) 450-1050  
[mgraham@ppines.com](mailto:mgraham@ppines.com)**

**ARTICLE 20  
MISCELLANEOUS**

20.1 **Ownership of Documents.** Reports, surveys, studies, and other data provided in connection with this Agreement are and shall remain the property of CITY, whether or not the project for which they are made is completed.



20.2 **Legal Representation.** It is acknowledged that each party to this agreement had the opportunity to be represented by counsel in the preparation of this Agreement, and accordingly, the rule that a contract shall be interpreted strictly against the party preparing same shall not apply herein due to the joint contributions of both parties.

20.3 **Records.** CONTRACTOR shall keep such records and accounts and require any and all subcontractors to keep records and accounts as may be necessary in order to record complete and correct entries as to personnel hours charged to this engagement, and any expenses for which CONTRACTOR expects to be reimbursed. Such books and records will be available at all reasonable times for examination and audit by CITY and shall be kept for a period of ten (10) years after the completion of all work to be performed pursuant to this Agreement. Incomplete or incorrect entries in such books and records will be grounds for disallowance by CITY of any fees or expenses based upon such entries.

20.4 **Assignments; Amendments.** This Agreement, and any interests herein, shall not be assigned, transferred or otherwise encumbered, under any circumstances, by CONTRACTOR without the prior written consent of CITY. For purposes of this Agreement, any change of ownership of CONTRACTOR shall constitute an assignment which requires CITY approval. However, this Agreement shall run to the benefit of CITY and its successors and assigns.

It is further agreed that no modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

20.5 **No Contingent Fees.** CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONTRACTOR to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONTRACTOR any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, CITY shall have the right to terminate the Agreement without liability at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

20.6 **Notice.** Whenever any party desires to give notice unto any other party, it must be given by written notice, sent by certified United States mail, with return receipt requested, addressed to the party for whom it is intended and the remaining party, at the places last specified, and the places for giving of notice shall remain such until they shall have been changed by written notice in compliance with the provisions of this section. For the present, CONTRACTOR and CITY designate the following as the respective places for giving of notice:

CITY	Charles F. Dodge, City Manager City of Pembroke Pines 601 City Center Way Pembroke Pines, Florida 33025 Telephone No. (954) 450-1040
------	--





Copy To: Samuel S. Goren, City Attorney  
Goren, Cherof, Doody & Ezrol, P.A.  
3099 East Commercial Boulevard, Suite 200  
Fort Lauderdale, Florida 33308  
Telephone No. (954) 771-4500  
Facsimile No. (954) 771-4923

Contractor **Kevin Connor, Vice President**  
**Safeguard Services, Inc.**  
**911 Poinciana Drive**  
**Pembroke Pines, FL 33025**  
E-mail: **ktconnor@safeguardservices.net**  
Telephone No: **(954) 963-4900**  
Cell phone No: **N/A**  
Facsimile No: **(954) 963-3884**

20.7 **Binding Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

20.8 **Headings.** Headings herein are for the convenience of reference only and shall not be considered in any interpretation of this Agreement.

20.9 **Exhibits.** Each Exhibit referred to in this Agreement forms an essential part of this Agreement. The exhibits if not physically attached should be treated as part of this Agreement and are incorporated herein by reference.

20.10 **Severability.** If any provision of this Agreement or application thereof to any person or situation shall to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable, shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

20.11 **Entire Agreement and Conflicts:** This Agreement is intended by the parties hereto to be final expression of this Agreement, and it constitutes the full and entire understanding between the parties with respect to the subject hereof, notwithstanding any representations, statements, or agreements to the contrary heretofore made. In the event of a conflict between this Agreement, the RFP and the CONTRACTOR's bid proposal, this Agreement shall govern, then the RFP, and then the bid proposal.

20.12 **Waiver.** Failure of CITY to insist upon strict performance of any provision or condition of this Agreement, or to execute any right therein contained, shall not be constructed as a waiver or



relinquishment for the future of any such provision, condition, or right, but the same shall remain in full force and effect.

20.13 **Disputes.** Any claim, objection, or dispute arising out of the terms of this Agreement shall be litigated in the Seventeenth Judicial Circuit Court in and for Broward County.

20.14 **Attorney's Fees.** In the event that either party brings suit for enforcement of this Agreement, each party shall bear its own attorney's fees and court costs, except as otherwise provided under the indemnification provisions set forth herein above.

20.15 **Protection of City Property.** At all times during the performance of this Agreement, CONTRACTOR shall protect CITY's property from all damage whatsoever on account of the work being carried on under this Agreement.

20.16 **Counterparts and Execution.** This Agreement may be executed in multiple originals or counterparts, each of which shall be deemed to be an original and together shall constitute one and the same agreement. Execution and delivery of this Agreement by the Parties shall be legally binding, valid and effective upon delivery of the executed documents to the other party through facsimile transmission, email, or other electronic delivery.

20.17 **Compliance with Statutes.** It shall be the Contractor's responsibility to be aware of and comply with all statutes, ordinances, rules, orders, regulations and requirements of all local, City, state, and federal agencies as applicable; **specifically the Jessica Lunsford Act – Chapter 1012, Florida Statutes, which provides for the screening of individuals who are vendors or contractors with a Florida public school or district.**

20.18 **Additional Background Screening Requirements.** In addition, to any other background screening requirements that may be required in this Agreement and/or by statutes, ordinances, rules, orders, regulations and requirements of all local, City, state, and federal agencies, the CONTRACTOR shall ensure that all employees that are providing services to the CITY, shall complete and pass a **Level II background check.**

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HAS BEEN INTENTIONALLY LEFT BLANK**





City of Pembroke Pines

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

CITY:

CITY OF PEMBROKE PINES, FLORIDA

ATTEST:

Marlene D. Graham 7/20/17  
MARLENE D. GRAHAM, CITY CLERK

By: Charles F. Dodge  
CHARLES F. DODGE, CITY MANAGER

APPROVED AS TO FORM:

XmD Jm 7/19/17  
OFFICE OF THE CITY ATTORNEY



CONTRACTOR:

SAFEGUARD SERVICES, INC.

By: Kevin T. Connor  
Name: Kevin T. Connor  
Title: V.P. Operations

STATE OF Florida  
COUNTY OF Broward

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared Kevin Connor as v.p. operations of **Safeguard Services, Inc.**, a company authorized to conduct business in the State of Florida, and acknowledged execution of the foregoing Agreement as the proper official of **Safeguard Services, Inc.** for the use and purposes mentioned in it and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this 6 day of July, 2017.

Elaina Berdeguez  
NOTARY PUBLIC  
Elaina Berdeguez  
(Name of Notary Typed, Printed or Stamped)





# Janitorial Services for Charter Schools & Early Development Centers

## Request for Proposals # ED-17-02

General Information		
Project Cost Estimate	Not Applicable	Not Applicable
Contract Term	This contract shall be for an initial three year period with two additional three-year renewal terms.	See Section 1.11
Evaluation of Proposals	Evaluation Committee	See Section 1.10
<b>Mandatory Pre-Bid Meeting</b> at the Public Services Large Conference Room, located at 8300 S. Palm Drive, Pembroke Pines, Florida 33025.	<b>10:00 a.m. on April 10, 2017 8300 S. Palm Drive, Pembroke Pines, Florida 33025.</b>	See Section 1.12.1
Question Due Date	April 18, 2017	See Section 1.12
Proposals will be accepted until	2:00 p.m. on May 02, 2017	See Section 1.12
5% Proposal Security / Bid Bond	Not Applicable	Not Applicable
110% Payment and Performance Bonds	Not Applicable	Not Applicable

THE CITY OF PEMBROKE PINES  
**PURCHASING DIVISION**  
**13975 PEMBROKE ROAD**  
**PEMBROKE PINES, FLORIDA 33026**  
**(954) 704-1259**



## Table of Contents

SECTION 1 - INSTRUCTIONS.....	5
1.1    NOTICE.....	5
1.2    PURPOSE.....	5
1.3    MATERIALS, EQUIPMENT AND SUPPLIES.....	6
1.3.1    Janitorial Supply List.....	6
1.4    SECURITY AND UNIFORMS.....	7
1.5    GENERAL SPECIFICATIONS.....	7
1.6    TIME OF SERVICE.....	9
1.7    SCOPE OF WORK.....	9
1.7.1    Work to be Performed Daily.....	9
1.7.2    Work to be Performed Weekly.....	11
1.7.3    Work to be Performed Monthly.....	12
1.8    Additional Floor Care Requirements.....	12
1.9    PROPOSAL REQUIREMENTS.....	13
Title Page:.....	13
Tab 1 - Table of Contents:.....	13
Tab 2 - Letter of Interest:.....	13
Tab 3 - Experience and Ability (25 points):.....	14
Tab 4 - Previous Experience (25 points):.....	14
Tab 5 - Firm's Understanding and Approach to the Work (20 points):.....	15
Tab 6 – Project Cost (25 points):.....	15
Tab 7 – Other Completed Documents (5 points for Vendor Preference - Local/VOSB):.....	16
Tab 8 - Business Structure, Licenses and Professional Registration Certificates:.....	16
Tab 9 - Additional Information:.....	17
1.10    EVALUATION OF PROPOSALS & PROCESS OF SELECTION.....	17
1.11    TERM.....	18
1.12    TENTATIVE SCHEDULE OF EVENTS.....	18
1.12.1    Mandatory Pre-Bid Meeting.....	18
1.12.2    Submission Requirements.....	19
SECTION 2 - INSURANCE REQUIREMENTS.....	20



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SECTION 3 - GENERAL TERMS & CONDITIONS.....	23
3.1 EXAMINATION OF CONTRACT DOCUMENTS.....	23
3.2 CONFLICT OF INSTRUCTIONS .....	23
3.3 ADDENDA or ADDENDUM .....	23
3.4 INTERPRETATIONS AND QUESTIONS .....	23
3.5 RULES, REGULATIONS, LAWS, ORDINANCES and LICENSES .....	23
3.6 WARRANTIES FOR USAGE .....	24
3.7 BRAND NAMES.....	24
3.8 QUALITY.....	24
3.9 SAMPLES.....	24
3.10 DEVELOPMENT COSTS.....	24
3.11 PRICING.....	24
3.12 DELIVERY POINT .....	24
3.13 TAX EXEMPT STATUS .....	24
3.14 CONTRACT TIME .....	24
3.15 COPYRIGHT OR PATENT RIGHTS .....	25
3.16 PUBLIC ENTITY CRIMES .....	25
3.17 CONFLICT OF INTEREST .....	25
3.18 FACILITIES .....	25
3.29 ENVIRONMENTAL REGULATIONS .....	25
3.20 SIGNATURE REQUIRED.....	26
3.21 MANUFACTURER’S CERTIFICATION.....	26
3.22 MODIFICATION OR WITHDRAWAL OF PROPOSAL .....	26
3.23 PUBLIC BID; BID OPENING AND GENERAL EXEMPTIONS .....	26
3.24 RESERVATIONS FOR REJECTION AND AWARD.....	27
3.25 BID PROTEST .....	27
3.26 INDEMNIFICATION.....	27
3.27 DEFAULT PROVISION .....	28
3.28 ACCEPTANCE OF MATERIAL.....	28
3.29 LOCAL GOVERNMENT PROMPT PAYMENT ACT.....	28
SECTION 4 - SPECIAL TERMS & CONDITIONS.....	29
4.1 OWNER’S CONTINGENCY .....	29



## ATTACHMENTS

- Attachment A: Proposal Form
- Attachment B: Vendor Information Form and a W-9
- Attachment C: Non-Collusive Affidavit
- Attachment D: Sworn Statement on Public Entity Crimes Form
- Attachment E: Local Vendor Preference Certification
- Attachment F: Veteran Owned Small Business Preference Certification
- Attachment G: Equal Benefits Certification Form
- Attachment H: Proposer's Completed Qualification Statement
- Attachment I: Sample Insurance Certificate
- Attachment J: Specimen Contract/Agreement
- Attachment K: References Form
- Attachment L: Mandatory Pre-Bid/Site Visit Confirmation Form
- Attachment M: Drawings / Floor Plans **(Will be issued at Mandatory Pre Bid Meeting)**



## **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 # ED-17-02**

#### **Janitorial Services – Charter Schools & Early Development Centers**

Solicitations may be obtained from the City of Pembroke Pines website at <http://www.ppines.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) 704-1259 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 13975 Pembroke Road, Pembroke Pines, Florida 33027.

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., Tuesday, May 02, 2017.** 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. in the Office of the City Clerk, Administration Building, 10100 Pines Boulevard, Pembroke Pines, Florida, 33026.

### **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 following Charter School & Early Development Center locations:

1. East Campus:	Pembroke Pines Charter East Elementary School	10801 Pembroke Road, Pembroke Pines, FL 33025
2. Village Community Center:	Village Preschool – Early Development Center	6700 SW 13 Street, Pembroke Pines, FL 33023
3. Walter C. Young Campus:	Bright Beginnings – Early Development Center	901 NW 129th Avenue, Pembroke Pines, FL 33028
4. Central Campus:	Pembroke Pines Charter Central Elementary & Middle Schools	12350 Sheridan Street, Pembroke Pines, FL 33026
5. Central Campus:	Central Campus – Early Development Center	12200 Sheridan Street, Pembroke Pines, FL 33026





6. West Campus:	Pembroke Pines Charter West Elementary School	1680 SW 184th Avenue, Pembroke Pines, FL 33029
	Pembroke Pines Charter West Middle School	18500 Pembroke Road, Pembroke Pines, FL 33029
7. West Campus:	West Campus – Early Development Center	1600 SW 184th Avenue, Pembroke Pines, FL 33029
8. Pembroke Shores:	Pembroke Pines Charter FSU Elementary School	601 SW 172 Avenue, Pembroke Pines, FL 33029
9. Academic Village:	Pembroke Pines Charter Middle-High School	17189 Sheridan Street, Pembroke Pines, FL 33331

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

- A) 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.
- B) The Contractor shall furnish and maintain all the necessary equipment and should submit 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 two years similar to those specified herein.

#### **1.3.1 Janitorial Supply List**

<b>Item Description</b>	<b>Units of Measure</b>	<b>*Yearly Qty.</b>
Small Garbage Bags 24x24	Case	<b>150</b>
Medium Garbage Bag 33x40	Case	<b>345</b>
Large Garbage Bag 43x43	Case	<b>600</b>
Bleach	Gallon	<b>210</b>
Glass Cleaner	Gallon	<b>15</b>
Disinfectant Cleaner	Gallon	<b>105</b>
Heavy Duty Degreaser	Gallon	<b>270</b>
Liquid Hand Soap	Gallon	<b>555</b>
Comet/Ajax	Can	<b>60</b>
Toilet Seat Covers	Package	<b>15</b>
Rags	Box	<b>15</b>
2 Ply Toilet Paper	Case	<b>495</b>
Disinfectant/Deodorant Spray	Can	<b>405</b>
Insect Repellent Spray (OFF)	Can	<b>45</b>
Brown Multi-Fold Towel	Case	<b>375</b>
Brown Single Fold Towel	Case	<b>90</b>



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White Multi-Fold Towels	Case	<b>645</b>
White Single Fold Towels	Case	<b>210</b>
White Roll Towels	Case	<b>285</b>

**\*Estimates**

#### **1.4 SECURITY AND UNIFORMS**

- A. The Contractor is responsible for obtaining employee background checks. 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**.
- B. The contractor's employee's 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.
- C. 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.
- D. 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.
- E. All employees responsible to open and close shall be capable of operating fire and burglar alarm systems properly. **If alarms are not set properly, Contractor will be responsible for costs incurred.**
- F. 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 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)** Contractor shall designate a Project Manager that oversees all school operations and to act as the City's main contact. Contractor shall designate one Lead Custodian at each site. Lead Custodian must be present at his or her designated school Monday-Friday from 7am through 3pm. Contractor's Project Manager and Lead Custodian must be fluent in speaking, reading, and writing in both English and Spanish. Name and cell phone numbers for the Project Manager and Lead Custodians shall be provided to the City immediately upon execution of the contract and immediately following any changes to said personnel. In the case of the departure of the Contractor's Project Manager or Lead Custodian, a replacement will be provided within 24 hours.
- 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.



- D) City will provide maps during the mandatory pre-bid meeting, for reference only. Contractor is responsible for all measurements of the facility.

## **1.6 TIME OF SERVICE**

The chart below contains the timeframe in which the work is to be completed.

<b>Campus</b>	<b>Site(s)</b>	<b>Number of Full-Time Day-Time Porters Required</b>
1. East Campus:	Pembroke Pines Charter East Elementary School	3 (Monday-Friday)
2. Village Community Center:	Village Preschool – Early Development Center	1 (Monday-Friday)
3. Walter C. Young Campus:	Bright Beginnings – Early Development Center	1 (Monday-Friday)
4. Central Campus:	Pembroke Pines Charter Central Elementary & Middle Schools	3 (Monday-Friday)
5. Central Campus:	Central Campus – Early Development Center	4 (Monday-Friday)
6. West Campus:	Pembroke Pines Charter West Elementary School	4 (Monday-Friday)
	Pembroke Pines Charter West Middle School	
7. West Campus:	West Campus – Early Development Center	1 (Monday-Friday)
8. Pembroke Shores:	Pembroke Pines Charter FSU Elementary School	3 (Monday-Friday)
9. Academic Village:	Pembroke Pines Charter High School	6 (6 from Monday-Friday and 4 from Saturday-Sunday)

## **1.7 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.

### **1.7.1 Work to be Performed Daily**

#### **A) Classrooms/Hallways**

1. Clean outside all entrances and entrance glass. Area must be cleaned and made free of debris. Empty and clean outside ashtrays and other waste containers, trash shall be removed to a designated disposal area and liners replaced as necessary.
2. Dust and clean all level surfaces of desks, telephones, chairs, tables, filing cabinets, other office furniture, window sills and exposed book stack areas where applicable. (papers on desk, items on windowsills and other furniture must not be moved)
3. Dust tops and baseboards of upholstered partitions.





4. Clean all fingerprints and smudges from all flat surfaces including counter tops, glass desktops and filing cabinets.
5. Clean all glass partitions of interior offices.
6. Spot clean walls and woodwork to remove soiled area.
7. Clean drinking fountains, using a disinfectant which will kill spores for up to 36 hours.
8. Clean and polish all metal, including entrance doors, kick plates, and elevators.
9. Clean and disinfect all telephones - public and private
10. Dust and wipe exposed air conditioning grills and surrounding ceiling areas.
11. Sweep and mop all non-carpeted floors, using degreaser/cleaner, including elevators and records/storage rooms where applicable, removing all floor mats and rugs prior to cleaning.
12. Apply restoring agent and burnish all non-carpeted areas minimum twice per week.
13. Full vacuum all carpeted areas including area rugs including spot cleaning of carpet where necessary.
14. Vacuum thresholds in elevators and polish all doors and cabs.
15. Mop elevator floors and clear elevator panel boards if applicable.
16. Sweep clean and damp mop all stairwells inside and outside where applicable. The surfaces of the entrance and exit doors (both sides) must be kept free of dirt and stains. Hand rails and balustrades are to be wiped down and cobwebs removed.
17. Wipe clean all switch plates, door hardware and cabinets.
18. Report necessary repair to Public Services Department.
19. Workrooms and all other areas not specifically addressed otherwise are to be treated as classrooms.

**B) Administrative Offices**

1. Remove all trash and replace liners where needed.
2. Vacuum all carpeted areas and spot clean if required.
3. Dust furniture and blinds, polish furniture.

**C) Restrooms**

1. Hand dust all partitions, ledges, towel and paper dispensers with chemically treated cloths.
2. Clean and polish all mirrors, stainless steel, aluminum, porcelain, and enamel surfaces to a high luster.
3. Clean and disinfect toilet seats on both sides.
4. Clean and sanitize all basins, bowls and urinals.
5. Supply and replenish all towels, tissue and hand soap.
6. Sweep and wet mop floors with quaternary disinfectant.
7. Wash to remove all graffiti on walls and partitions. Report any areas that cannot be cleaned free of graffiti to the designated contact person.

**D) Teacher Lounges/Breakrooms/Cafeterias/Lunch Areas**



1. Wipe down and clean all surfaces that come in contact with students, food or food preparation with approved sanitizing agent.
2. Sweep and damp mop areas with neutral soap after student departure.
3. Remove all trash from area and sanitize inside of trash cans.
4. Remove splashes and stains from all exposed walls, counters and cabinets.
5. Wipe down vending machines, microwave ovens, refrigerators, and chairs.

**E) Gymnasium Floor**

1. Daily Sweeping – Use a dry dust mop to keep the floor free from dust, grit, sand and abrasive particles.
2. Floor Shine – Wipe up spillage immediately before it can be absorbed into finish.
3. Removing Marks – Apply an approved floor cleaner with a soft cloth, or dusting mop.
4. Avoid Using Water – Machine scrubbing or power machines that induce water under pressure should not be used.
5. Clean and protect wood flooring in accordance with manufacturer's wood floor maintenance requirements which will be provided.
6. Clean under bleachers.

**F) All VCT, LVT, and Ceramic Tile Areas**

1. Use 3-M or equal products as approved by the City.
2. DAILY- Sweep and mop all VCT, LVT, and ceramic tile flooring.

**G) Carpeted Areas:**

1. Bonnet cleaning of carpets and rugs is strictly prohibited.
2. DAILY- Vacuum all carpeted areas, making sure vacuum bags do not exceed 70% capacity. Utilize extension hoses and tools as necessary to thoroughly vacuum all carpeted areas, this includes under desks, close to walls, etc.
3. DAILY- Spot clean all carpeted areas. Any stains that cannot be removed are to be reported to the City's designated representative.

**1.7.2 Work to be Performed Weekly**

**A) Restrooms**

1. Power scrub tile floors to remove all foreign matter.
2. Acid bath toilets and urinals.

**B) Other**

1. Clean and polish fronts and tops of counters
2. Vacuum upholstered furniture including fabric office partitions



3. Clean picture frames and wash glass, if any. Wash bookcases and clock face glass.
4. Clean floor drains using a 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.
5. De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits, rust stains, etc. from the inside and outside of toilet bowls and urinals.
6. Vacuum/brush clean all air vents and surrounding ceiling tiles.
7. Dust high molding and doors.
8. Dust/vacuum/wipe all baseboards and coverings.

### **1.7.3 Work to be Performed Monthly**

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

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

#### **B) Carpeted Areas:**

1. Clean all classroom rugs in the PRE-K's using the Dry-Host Method. No substitutions are allowed. Under special circumstances, hot water extraction method may be used upon approval by the City's designated representative.

## **1.8 Additional Floor Care Requirements**

### **A. VCT, LVT, and Ceramic Tile Areas:**

1. Use 3-M or equal products as approved by the City.
2. FOUR TIMES PER YEAR- (October, December, February, and April) Scrub and recoat all VCT.
3. Additional scrub and rebuff may be required in high traffic areas (hallways) as directed by City's designated representative, as needed and priced per square foot.
4. FIVE TIMES PER YEAR- (February, April, August, October, and December) Scrub LVT, and ceramic tile flooring.
5. ANNUALLY- (Work to be performed during July and August). Completely strip to base and refinish VCT flooring. A minimum of five (5) coats of wax is to be applied, however more may be required to achieve industry standards.
6. Contractor shall be liable for any damages incurred to the facility, including those caused by use of excess water during the stripping process.

### **B. Carpeted Areas:**

1. Bonnet cleaning of carpets and rugs is strictly prohibited.





2. QUARTERLY- (February, May, August, November) Clean all carpeted areas utilizing the Dry-Host method. Hot water extraction method or other alternate methods may be proposed (excluding bonnet method or similar). Alternate methods may or may not be considered.
  - **Additional cleanings may be required and will be ordered as needed by the City's designated representative, priced per square foot.**

## **1.9 PROPOSAL REQUIREMENTS**

The following documents will need to be completed, scanned and submitted through [www.bidsync.com](http://www.bidsync.com) as part of the bidder's submittal. The proposer interested in responding to this solicitation must provide the information requested below. Submittals that do not respond completely to all requirements specified herein may be considered non-responsive and eliminated from the process.

All proposals shall address and be tabbed/indexed as outlined below:

### **Title Page:**

List the following:

Subject: **RFP # ED-17-02 "Janitorial Services – Charter Schools & Early Development Centers"**

1. Date
2. Name of the Firm
3. Contact Person (including title) authorized to represent your firm
  - i. Note: This contact person shall also be listed on Attachment A: Contact Information Form
4. Telephone Number
5. Email Address

### **Tab 1 - Table of Contents:**

Include a clear identification of the material included in the proposal by tab number and page number.

### **Tab 2 - Letter of Interest:**

Limit to two (2) pages.

1. Attach a letter of interest that explains your firm's interest in working on this project, a positive commitment to perform the required work and a description of the firm including:



- a. Include the size, range of activities, financial history, strength, stability, experience, honors, awards, recognitions, etc.
- b. Summary of abilities and experience of the firms' professional personnel (More detail to be provided in **Tab 3 - Experience and Ability**)
- c. Summary of past performance of the firm on similar projects (More detail to be provided in **Tab 4 - Previous Experience**)
- d. Recent, current, and projected workload of the firm, and availability and access to the firms' top level management personnel.

**Tab 3 - Experience and Ability (25 points):**

The relative experience and qualification of each applicant's proposed team, with respect to the project scope, will be judged and a relative rating assigned. This parameter expresses the general and specific project-related capability of the in-house staff and indicates the adequate depth and abilities of the organization which it can draw upon as needed. This will include management, technical, and support staff.

1. Provide narrative describing company's history and background.
2. Include an organizational chart and licenses.
3. Provide description of labor force.
  - a. Include the estimated salaries (or range) for various positions that will be performing the services under this agreement.
  - b. Include a summary of employee benefits for the various positions that will be performing the services under this agreement.
  - c. Information regarding employee turnover rates.
4. Provide list of all company owned equipment that will be used for this project.

**Tab 4 - Previous Experience (25 points):**

Provide specific examples of similar contracts delivered by the proposed team members. Provide details on related projects (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. Major consideration will be given to the successful performance with previous and or current projects that are comparable in scope, and complexity. Details should include the following:

1. Attachment K: References Form
  - a. Proposal must demonstrate that it or the company has the experience and qualifications to perform the required services.



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**Tab 5 - Firm's Understanding and Approach to the Work (20 points):**

- 1. Understanding:**
  - a. Provide a thorough description demonstrating an understanding of the Scope of Work and its components.
- 2. Management:**
  - a. Describe how the Scope of Work will be implemented and monitored.
  - b. Describe what process or system will be used to track, monitor and manage the employees, the sites, the hours worked and the performance.
- 3. Training:**
  - a. Describe or otherwise provide a copy of the training program(s) used to meet and exceed the minimum training requirements.
  - b. Based on the scope of work, identify additional training plan(s) that will further develop and improve the overall qualifications of assigned staff.
- 4. Provision of Consumable Supplies:**
  - a. Please indicate the number of supplies included in your estimate and how the contractor will be able to handle situations where their estimated amounts not sufficient. (Please note that the supplies are to be included with total cost of the services and the City will not pay for overages if the Contractor did not estimate enough supplies for the project.)

**Tab 6 – Project Cost (25 points):**

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. The vendor must provide their pricing through the designated lines items listed on the BidSync website.
  - b. 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.
  - c. 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.
  - d. 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.
  - e. 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.





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**Tab 7 – Other Completed Documents (5 points for Vendor Preference - Local/VOSB):**

1. Attachment B: Vendor Information Form and a W-9
    - a. In addition to the Vendor Information Form, please ensure that you provide the completed W-9 (Rev. December 2014), as previously dated versions of this form will delay the processing of any payments to the awarded vendor.
  2. Attachment C: Non-Collusive Affidavit
  3. Attachment D: Sworn Statement on Public Entity Crimes Form
  4. Attachment E: 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.
  5. Attachment F: 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.
  6. Attachment G: Equal Benefits Certification Form
  7. Attachment H: Proposer's Completed Qualification Statement
  8. Attachment L: Mandatory Pre-Bid Meeting Form
- Please see SECTION 4 - SPECIAL TERMS & CONDITIONS of this RFP for additional information.

**Tab 8 - Business Structure, Licenses and Professional Registration Certificates:**

1. Copies of city, county, and state professional licenses and business tax receipts.
2. If the firm offering services is a corporation, or joint venture, it must be properly chartered with the Department of State to operate in Florida and provide a copy of the firm's current Florida Corporate Charter.
3. A reproduction of the firm's current professional registration certificate(s) is required for the services offered and must be in the name of the firm offering said services (architecture, engineering, general contractor or other certification required).



4. Firms must be properly registered at the time of application to practice their profession in the State of Florida and with the appropriate State Board governing the services offered.

**Tab 9 - Additional Information:**

Please provide any additional information that you deem necessary to complete your proposal in this section, if it has not been requested in another section.

**1.10 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 RFP. Evaluations shall be based upon the information and references contained in the proposals as submitted. **As such, the Proposal should be as comprehensive as possible; clearly describing the details of services that the Proposer intends to provide.**
- B. The City will convene an Evaluation Committee and brief its members on the scope of the project and the services required. The Evaluation Committee will evaluate proposals based on the following criteria

Criteria	Points
Experience and Ability	25 points
Previous Experience	25 points
Firm's Understanding and Approach to the Work	20 points
Project Cost	25 points
Local Vendor Preference/ Veteran Owned Small Business Preference*	5 points
<b>Total Points</b>	<b>100 points</b>

*\*Please note that the Local Vendor Preference is used to evaluate the submittals received from proposers and are assigned point totals, a preference of five (5) points of the total evaluation point shall be given to the Local Pembroke Pines Vendor(s); a preference of two and a half (2.5) points of the total evaluation point shall be given to the Local Broward County Vendor(s), all other vendors shall receive zero (0) points. Vendors must submit the attached Local Vendor Preference Certification Form in order to qualify for these evaluation points.*

*Veteran Owned Small Business (VOSB) is also used to evaluate the submittals received from proposers and are assigned point totals, a preference of two and a half (2.5) points of the total evaluation point shall be given to the Veteran Owned Small Businesses. Vendors must submit the attached Veteran Owned Small Business Preference Certification Form in order to qualify for these evaluation points.*

*All other vendors shall receive zero (0) points.*



- C. The Evaluation Committee shall have the **option** to short-list the proposers based on the criteria listed above. Then the Evaluation Committee **may** schedule a second meeting for the firms to make presentations and answer questions of clarification as part of its evaluation. As part of this process, the firms shall have officials of the appropriate management level present and representing the firm. The project manager should be available. The firm shall be prepared to present an overall briefing regarding the manner in which the contractual obligations will be accomplished.
- D. The Evaluation Committee will make a recommendation to the City Commission for award of contract. The contract shall be awarded to the most responsive/responsible proposer whose proposal is determined to be the most advantageous to the City taking into consideration the evaluation criteria.

### **1.11 TERM**

The initial term of this contract shall be for a three (3) year period with option on the part of the City to renew for two (2) additional three (3) year periods based on mutual consent of both parties.

### **1.12 TENTATIVE SCHEDULE OF EVENTS**

<b>Event</b>	<b>Time &amp;/or Date</b>
Issuance of Solicitation (Posting Date)	<b>March 30, 2017</b>
<b>Mandatory Pre-Bid Meeting:</b> Meeting location will be in the Public Services Large Conference Room, located at 8300 S. Palm Drive, Pembroke Pines, Florida 33025.	<b>10:00 a.m. on April 10, 2017</b>
Question Due Date	<b>April 18, 2017</b>
Anticipated Date of Issuance for the Addenda with Questions and Answers	<b>April 24, 2017</b>
Proposals will be accepted until	<b>2:00 p.m. on May 02, 2017</b>
Proposals will be opened at	<b>2:30 p.m. on May 02, 2017</b>
Evaluation of Proposals by the Staff	<b>TBD</b>
Recommendation of Contractor to City Commission award	<b>TBD</b>

#### **1.12.1 Mandatory Pre-Bid Meeting**

There will be a **MANDATORY PRE-BID MEETING** on **April 10, 2016 at 10:00 a.m.** Meeting location will be at Public Services Large Conference Room, located at 8300 S. Palm Drive, Pembroke Pines, Florida 33025.

The purpose of the meeting is to allow prospective bidders the ability to inspect and measure areas along with providing the vendors the opportunity to verify supplies and dispensers currently being used.



Please make sure to have the Mandatory Site Visit Confirmation Form signed by both you and the respective City Representative at the time of your visit. Completed form will need to be submitted as part of your proposal.

#### **1.12.2 Submission Requirements**

Bids/proposals **must be submitted electronically** at [www.bidsync.com](http://www.bidsync.com) on or before 2:00 p.m. on May 02, 2017.

The vendor must provide the necessary information on the BidSync website and upload all of the requested documents listed in the *PROPOSAL REQUIREMENTS* section of this solicitation.

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.**





## **SECTION 2 - INSURANCE REQUIREMENTS**

The CONTRACTOR shall indemnify and hold harmless the CITY and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the CITY or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the CONTRACTOR or its employees, agents, servants, partners principals or subcontractors. The CONTRACTOR shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the CITY, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. The CONTRACTOR expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the CONTRACTOR shall in no way limit the responsibility to indemnify, keep and save harmless and defend the CITY or its officers, employees, agents and instrumentalities as herein provided.

CONTRACTOR shall not commence work under this Agreement until it has obtained all insurance required under this paragraph and such insurance has been approved by the Risk Manager of the CITY nor shall the CONTRACTOR allow any subcontractor to commence work on his subcontract until all similar such insurance required of the subcontractor has been obtained and similarly approved.

**CERTIFICATES OF INSURANCE**, reflecting evidence of the required insurance, shall be filed with the City's Risk Manager prior to the commencement of this Agreement. Policies shall be issued by companies authorized to do business under the laws of the State of Florida. The insurance company shall be rated no less than "A" as to management, and no less than "Class VI" as to financial strength according to the latest edition of Best's Insurance Guide published by A.M. Best Company.

Policies shall be endorsed to provide the CITY thirty (30) days notice of cancellation or the CONTRACTOR shall obtain written agreement from its Agent to provide the CITY thirty (30) days notice of cancellation.

Insurance shall be in force until all obligations required to be fulfilled under the terms of the Agreement are satisfactorily completed as evidenced by the formal acceptance by the CITY. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this Agreement, then in that event, the CONTRACTOR shall furnish, at least forty-five (45) days prior to the expiration of the date of such insurance, a renewed certificate of insurance as proof that equal and like coverage for the balance of the period of the Agreement and extension thereunder is in effect. The CONTRACTOR shall not commence nor continue to provide any services pursuant to this Agreement unless all required insurance remains in full force and effect. CONTRACTOR shall be liable to CITY for any lapses in service resulting from a gap in insurance coverage.



## **REQUIRED INSURANCE**

1. **COMPREHENSIVE GENERAL LIABILITY INSURANCE** written on an occurrence basis including, but not limited to: coverage for bodily injury and property damage, personal & advertising injury, products & completed operations, and contractual liability. Coverage must be written on an occurrence basis, with limits of liability no less than:

1. Each Occurrence Limit - \$1,000,000
2. Fire Damage Limit (Damage to rented premises) - \$100,000
3. Personal & Advertising Injury Limit - \$1,000,000
4. General Aggregate Limit - \$2,000,000
5. Products & Completed Operations Aggregate Limit - \$2,000,000 (**mostly for construction or equipment sold to the CITY**)

Products & Completed Operations Coverage shall be maintained for two (2) years after the final payment under this contract.

**The City of Pembroke Pines must be shown as an additional insured with respect to this coverage.**

2. **WORKERS' COMPENSATION AND EMPLOYERS LIABILITY INSURANCE** covering all employees, and/or volunteers of the CONTRACTOR engaged in the performance of the scope of work associated with this Agreement. In the case any work is sublet, the CONTRACTOR shall require the subcontractors similarly to provide Workers Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. Coverage for the CONTRACTOR and his subcontractors shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation Insurance with limits of liability no less than:

1. Workers' Compensation : Coverage A – Statutory
2. Employers Liability: Coverage B \$500,000 Each Accident  
\$500,000 Disease – Policy Limit  
\$500,000 Disease – Each Employee

If CONTRACTOR claims to be exempt from this requirement, CONTRACTOR shall provide CITY proof of such exemption along with a written request for CITY to exempt CONTRACTOR, written on CONTRACTOR letterhead.

3. **COMPREHENSIVE AUTO LIABILITY INSURANCE** covering all owned, non-owned and hired vehicles used in connection with the performance of work under this Agreement, with a combined single limit of liability for bodily injury and property damage no less than:

1. Any Auto (Symbol 1)  
Combined Single Limit (Each Accident) - \$1,000,000
2. Hired Autos (Symbol 8)



Combined Single Limit (Each Accident) - \$1,000,000

3. Non-Owned Autos (Symbol 9)

Combined Single Limit (Each Accident) - \$1,000,000

4. **PROFESSIONAL LIABILITY/ERRORS & OMISSIONS INSURANCE**, when applicable, with a limit of liability no less than \$1,000,000 per wrongful act. This coverage shall be maintained for a period of no less than two (2) years after final payment of the contract.

5. **SEXUAL ABUSE** may not be excluded from any policy.

**REQUIRED ENDORSEMENTS**

1. The City of Pembroke Pines shall be named as an Additional Insured on each of the General Liability policies required herein
2. Waiver of all Rights of Subrogation against the CITY
3. 30 Day Notice of Cancellation or Non-Renewal to the CITY
4. CONTRACTORS' policies shall be Primary & Non-Contributory
5. All policies shall contain a "severability of interest" or "cross liability" liability clause without obligation for premium payment of the CITY
6. The City of Pembroke Pines shall be named as a Loss Payee on all Property and/or Inland Marine Policies as their interest may appear.

CONTRACTOR shall name the CITY, as an additional insured on each of the General Liability policies required herein and shall hold the CITY, its agents, officers and employees harmless on account of claims for damages to persons, property or premises arising out of the services provided hereunder.

Any insurance required of the CONTRACTOR pursuant to this Agreement must also be required by any subcontractor in the same limits and with all requirements as provided herein, including naming the CITY as an additional insured, in any work is subcontracted unless such subcontractor is covered by the protection afforded by the CONTRACTOR and provided proof of such coverage is provided to CITY. The CONTRACTOR and any subcontractors shall maintain such policies during the term of this Agreement.

The CITY reserves the right to require any other additional types of insurance coverage and/or higher limits of liability it deems necessary based on the nature of work being performed under this Contract.



## **SECTION 3 - GENERAL TERMS & CONDITIONS**

### **3.1 EXAMINATION OF CONTRACT DOCUMENTS**

Before submitting a Proposal, each Proposer should (a) consider federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost or performance of the work, (b) study and carefully correlate the Proposer's observations with the Proposal Documents; and (c) notify the Purchasing Manager of all conflicts, errors and discrepancies, if any, in the Proposal Documents.

The Proposer, by and through the submission of a Proposal, agrees that Proposer shall be held responsible for having familiarized themselves with the nature and extent of the work and any local conditions that may affect the work to be done and the services, equipment, materials, parts and labor required.

### **3.2 CONFLICT OF INSTRUCTIONS**

If a conflict exists between the General Conditions and Instructions stated herein and specific conditions and instructions contained in specifications, the specifications shall govern.

### **3.3 ADDENDA or ADDENDUM**

A formal solicitation may require an Addendum to be issued. An addendum in some way may clarify, correct or change the original solicitation (i.e. due date/time, specifications, terms, conditions, line item). Vendors submitting a proposal should check the BidSync website for any addenda issued. Vendors are cautioned not to consider verbal modifications to the solicitation, as the addendum issued through BidSync will be the only official method whereby changes will be made.

### **3.4 INTERPRETATIONS AND QUESTIONS**

If the Proposer is in doubt as to the meaning of any of the Proposal Documents, is of the opinion that the Conditions and Specifications contain errors or contradictions or reflect omissions, or has any question concerning the conditions and specifications, the Proposer shall submit a question for interpretation or clarification. 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. Questions received after **"Question Due Date"** shall not be answered. Interpretations or clarifications in response to such questions will be issued via BidSync. 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.

BidSync Support is also available to assist proposers with submitting their proposal and to ensure that proposers are submitting their proposals correctly. Proposers should ensure that they contact the BidSync support line at 1-800-990-9339 with ample time before the bid closing date and time.

For all other questions related to this solicitation, please contact the, Purchasing Manager, Christina Sorensen, at [purchasing@ppines.com](mailto:purchasing@ppines.com).

### **3.5 RULES, REGULATIONS, LAWS, ORDINANCES and LICENSES**

The awarded contractor shall observe and obey all laws, ordinances, rules, and regulations of the federal, state, and CITY, which may be applicable to the service being provided. The awarded firm shall have or be responsible for obtaining all necessary





permits or licenses required, if necessary, in order to provide this service.

Bidder warrants by submittal that prices quoted here are in conformity with the latest federal price guidelines, if any.

### **3.6 WARRANTIES FOR USAGE**

Whenever a bid is sought, seeking a source of supply for a specified time for materials or service, the quantities or usage shown are estimated only. No guarantee or warranty is given or implied by the City as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for bidders information only and will be used for tabulation and presentation of bid.

### **3.7 BRAND NAMES**

If and wherever in the specifications a brand name, make, name of manufacturer, trade name, or vendor catalog number is mentioned, it is for the purpose of establishing a grade or quality of material only. Since the City does not wish to rule out other competition and equal brands or makes, the phrase "OR EQUAL" is added. However, if a product other than that specified is bid, Bidders shall indicate on their proposal and clearly state the proposed substitution and deviation. It is the vendor's responsibility to provide any necessary documentation and samples within their bid submittal to prove that the product is equal to that specified. Such samples are to be furnished before the date of bid opening, unless otherwise specified. Additional evidence in the form of documentation and samples may be requested if the proposed brand is other than that specified. The City retains the right to determine if the proposed brand shall be considered as an approved equivalent or not.

### **3.8 QUALITY**

All materials used for the manufacture or construction of any supplies, materials, or

equipment covered by this bid shall be new, the latest model, of the best quality, and highest grade workmanship, unless otherwise noted.

### **3.9 SAMPLES**

Samples, when requested, must be furnished before, or at the bid opening, unless otherwise specified, and delivered free of expense to the City and if not used in testing or destroyed, will upon request within thirty (30) days of bid award be returned at the bidders expense.

### **3.10 DEVELOPMENT COSTS**

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission or presentation of a Bid in response to this Invitation for Bid. All information in the Bid shall be provided at no cost to the City.

### **3.11 PRICING**

Prices should be stated in units of quantity specified in the bidding specifications. In case of discrepancy in computing the amount of the bid, the unit prices quoted will govern. Bidder warrants by virtue of bidding that prices, terms, and conditions quoted in his bid will be firm for acceptance for a period of ninety (90) days from date of bid opening unless otherwise stated by the City or bidder.

### **3.12 DELIVERY POINT**

All items shall be delivered F.O.B. destination, and delivery cost and charges included in the bid price. Failure to do so may be cause for rejection of bid.

### **3.13 TAX EXEMPT STATUS**

The City is exempt from Florida Sales and Federal Excise taxes on direct purchase of tangible property.

### **3.14 CONTRACT TIME**



By virtue of the submission of the Proposal, Proposer agrees and fully understands that the completion time of the work of the Contract is an essential and material condition of the Contract and that time is of the essence. The Successful Proposer agrees that all work shall be prosecuted regularly, diligently and uninterrupted at such rate of progress as will ensure full completion thereof within the time specified. Failure to complete the work within the time period specified shall be considered a default.

In addition, time will be of the essence for any orders placed as a result of this bid. Purchaser reserves the right to cancel such orders, or part thereof, without obligation if delivery is not made at the time(s) or place(s) specified.

### **3.15 COPYRIGHT OR PATENT RIGHTS**

Bidder warrants that there have been no violations of copyrights or patent rights in manufacturing, producing, or selling other goods shipped or ordered as a result of this bid, and seller agrees to hold the purchaser harmless from any and all liability, loss or expense occasioned by such violation.

### **3.16 PUBLIC ENTITY CRIMES**

"A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

The Public Entity Crime Affidavit Form, attached to this solicitation, includes documentation that shall be executed by an individual authorized to bind the Proposer. The Proposer further understands and accepts that any contract issued as a result of this solicitation shall be either voidable or subject to immediate termination by the City. In the event there is any misrepresentation or lack of compliance with the mandates of Section 287.133 or Section 287.134, respectively, Florida Statutes. The City in the event in such termination, shall not incur any liability to the Bidder for any goods, services or materials furnished.

### **3.17 CONFLICT OF INTEREST**

The award of any contract hereunder is subject to the provisions of Chapter 112, Florida Statutes. Proposers must disclose with their Proposal the name of any officer, director, partner, proprietor, associate or agent who is also an officer or employee of CITY or any of its agencies. Further, all Proposers must disclose the name of any officer or employee of CITY who owns, directly or indirectly, an interest of five percent (5%) or more in the Proposer's firm or any of its branches or affiliate companies.

### **3.18 FACILITIES**

The City reserves the right to inspect the Bidder's facilities at any time with prior notice.

### **3.29 ENVIRONMENTAL REGULATIONS**

CITY reserves the right to consider Proposer's history of citations and/or violations of environmental regulations in determining a Proposer's responsibility, and further reserves the right to declare a Proposer not responsible if the history of violations warrant such determination. Proposer shall submit with the Proposal, a complete history of all citations and/or violations, notices and dispositions thereof. The non-submission of any such



documentation shall be deemed to be an affirmation by the Proposer that there are no citations or violations. Proposer shall notify CITY immediately of notice of any citation or violation that Proposer may receive after the Proposal opening date and during the time of performance of any contract awarded to Proposers.

### **3.20 SIGNATURE REQUIRED**

All proposals must be signed with the firm name and by an officer or employee having authority to bind the company or firm by his signature. FAILURE TO PROPERLY SIGN PROPOSAL SHALL INVALIDATE SAME, AND IT MAY NOT BE CONSIDERED FOR AWARD.

The individual executing this Bid on behalf of the Company warrant to the City that the Company is authorized to do business in the State of Florida, is in good standing and that Company possesses all of the required licenses and certificates of competency required by the State of Florida and Broward County to provide the goods or perform the services herein described.

The signed bid shall be considered an offer on the part of the bidder or contractor, which offer shall be deemed accepted upon approval by the City Commission of the City of Pembroke Pines and in case of default on the part of the bidder or contractor after such acceptance, the City of Pembroke Pines may take such action as it deems appropriate including legal action for damages or specific performance.

### **3.21 MANUFACTURER'S CERTIFICATION**

The City of Pembroke Pines reserves the right to request from bidder separate manufacturer certification of all statements made in the proposal.

### **3.22 MODIFICATION OR WITHDRAWAL OF PROPOSAL**

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.

### **3.23 PUBLIC BID; BID OPENING AND GENERAL EXEMPTIONS**

All submittals received by the deadline will be recorded, and will subsequently be publicly opened on the same business day at 2:30 p.m. at the office of the City Clerk, 10100 Pines Boulevard, Pembroke Pines, FL.

All Proposals received from Proposers in response to the solicitation will become the property of CITY and will not be returned to the Proposers. In the event of Contract award, all documentation produced as part of the Contract shall become the exclusive property of CITY. Proposers are requested to identify specifically any information contained in their Proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

Pursuant to Section 119.071 of the Florida Statutes, sealed bids, proposals, or replies received by a Florida public agency shall remain exempt from disclosure until an intended decision is announced or until 30 days from the opening, whichever is earlier.

Therefore, bidders will not be able to procure a copy of their competitor's bids until an intended decision is reached or 30 days has elapsed since the time of the bid opening.

However, pursuant to Section 255.0518 of the Florida Statutes, when opening sealed bids that are received pursuant to a competitive solicitation for **construction or repairs on a public building or public work**, the entity shall:



- (a) Open the sealed bids at a public meeting.
- (b) Announce at that meeting the name of each bidder and the price submitted in the bid.
- (c) Make available upon request the name of each bidder and the price submitted in the bid.

For solicitations that are **not** for **“construction or repairs on a public building or public work”** the City shall not reveal the prices submitted in the bids until an intended decision is announced or until 30 days from the opening, whichever is earlier.

### 3.24 RESERVATIONS FOR REJECTION AND AWARD

The City of Pembroke Pines reserves the right to accept or reject any and all bids or parts of bids, to waive irregularities and technicalities, and to request rebids. The City also reserves the right to award a contract on such items(s) or service(s) the City deems will best serve its interests. All bids shall be awarded to the most responsive/responsible bidder, provided the (City) may for good cause reject any bid or part thereof. It further reserves the right to award a contract on a split order basis, or such combinations as shall best serve the interests of the City unless otherwise specified. No premiums, rebates or gratuities permitted, either with, prior to, or after award. This practice shall result in the cancellation of said award and/or return of items (as applicable) and the recommended removal of bidder from bid list(s).

### 3.25 BID PROTEST

Any protests or challenges to this competitive procurement shall be governed by Section 35.38 of the City's Code of Ordinances.

### 3.26 INDEMNIFICATION

The Successful Proposer shall pay all claims, losses, liens, settlements or judgments of any nature whatsoever in

connection with the subsequent indemnifications including, but not limited to, reasonable attorney's fees (including appellate attorney's fees) and costs.

CITY reserves the right to select its own legal counsel to conduct any defense in any such proceeding and all costs and fees associated therewith shall be the responsibility of Successful Proposer under the indemnification agreement. Nothing contained herein is intended nor shall it be construed to waive City's rights and immunities under the common law or Florida Statute 768.28 as amended from time to time.

Additional indemnification requirements may be included under Special Terms and Conditions and/or as part of a specimen contract included in the solicitation package.

**General Indemnification:** To the fullest extent permitted by laws and regulations, Successful Proposer shall indemnify, defend, save and hold harmless the CITY, its officers, agents and employees, harmless from any and all claims, damages, losses, liabilities and expenses, direct, indirect or consequential arising out of or in consequential arising out of or alleged to have arisen out of or in consequence of the products, goods or services furnished by or operations of the Successful Proposer or his subcontractors, agents, officers, employees or independent contractors pursuant to or in the performance of the Contract.

**Patent and Copyright Indemnification:** Successful Proposer agrees to indemnify, defend, save and hold harmless the CITY, its officers, agents and employees, from all claims, damages, losses, liabilities and expenses arising out of any alleged infringement of copyrights, patent rights and/or the unauthorized or unlicensed use of any invention, process, material, property or other work manufactured or used in connection with the performance of the Contract, including its use by CITY.





### 3.27 DEFAULT PROVISION

In the case of default by the bidder or contractor, the City of Pembroke Pines may procure the articles or services from any other sources and hold the bidder or contractor responsible for any excess costs occasioned or incurred thereby.

The City shall be the sole judge of nonperformance, which shall include any failure on the part of the successful Bidder to accept the Award, to furnish required documents, and/or to fulfill any portion of the contract within the time stipulated. Upon default by the successful Bidder to meet any terms of this agreement, the City will notify the Bidder five (5) days (weekends and holidays excluded) to remedy the default. Failure on the Contractor's part to correct the default within the required five (5) days shall result in the contract being terminated and upon the City notifying in writing the Contractor of its intentions and the effective date of the termination. The following shall constitute default:

A. Failure to perform the Work required under the contract and/or within the time required or failing to use the subcontractor, entities and personnel as identified and set forth, and to the degree specified in the contract.

B. Failure to begin the Work under this Bid within the time specified.

C. Failure to perform the Work with sufficient Workers and equipment or with sufficient materials to ensure timely completion.

D. Neglecting or refusing to remove materials or perform new Work where prior Work has been rejected as non-conforming with the terms of the contract.

E. Becoming insolvent, being declared bankrupt, or committing act of bankruptcy or insolvency, or making an assignment

renders the successful Bidder incapable of performing the Work in accordance with and as required by the contract.

F. Failure to comply with any of the terms of the contract in any material respect.

In the event of default of a contract, the successful Bidder shall pay all attorney's fees and court costs incurred in collecting any damages. The successful Bidder shall pay the City for any and all costs incurred in ensuing the completion of the project.

Additional provisions may be included in the specimen contract.

### 3.28 ACCEPTANCE OF MATERIAL

The material delivered under this proposal shall remain the property of the seller until a physical inspection and actual usage of this material and/or services is made and thereafter accepted to the satisfaction of the City and must comply with the terms herein, and be fully in accord with specifications and of the highest quality. In the event the material and/or services supplied to the City are found to be defective or do not conform to specifications, the City reserves the right to cancel the order upon written notice to the seller and return product to seller at the sellers expense.

### 3.29 LOCAL GOVERNMENT PROMPT PAYMENT ACT

The City complies with Florida Statute 218.70, Florida Prompt Payment Act.



## **SECTION 4 - SPECIAL TERMS & CONDITIONS**

### **4.1 OWNER'S CONTINGENCY**

While the specifications contained in this solicitation and any ensuing Purchase Orders or contracts have incorporated all anticipated work to be accomplished, there may be unanticipated work required of the vendor in conjunction with a specific project. For this reason, the City Commission may award a project with an "Owner's Contingency". This contingency or allowance authorizes the City execute change orders up to the amount of the contingency without the need to obtain additional Commission approval. The Owner's Contingency is usually based on a specified percent of the proposed project amount and is established for the specific project being performed under the contract. This dollar amount shall be shown on the specific project purchase order as a distinct item from the vendor's overall offer to determine the total potential dollar value of the contract. It is hereby understood and agreed that the vendor shall not expend any dollars in connection with the Owner's Contingency without the expressed prior approval of the City's authorized representative. Any Owner's Contingency funds that have not been utilized at the end of the project will remain with the Owner, the contractor shall only be paid for the proposed project cost as approved by the City Commission along with any Owner Contingency expenses that were approved by the City's authorized representative.



**CONTACT INFORMATION FORM**

IN ACCORDANCE WITH “RFP # ED-17-02” dated **March 30, 2017** titled “**Janitorial Services for Charter Schools & Early Development Centers**” 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: \_\_\_\_\_

**1. East Campus:**  
**Pembroke Pines Charter East Elementary School**  
**10801 Pembroke Road, Pembroke Pines, FL 33025**

Item #	Scope of Work Section	Daily	Unit Cost	QTY	Total Annual Cost
1	As per Scope of Work Section #1.7.1 (A) Classrooms/Hallways	<u>Daily</u>	BidSync	364	
2	As per Scope of Work Section #1.7.1 (B) Administrative Offices	<u>Daily</u>	BidSync	364	
3	As per Scope of Work Section #1.7.1 (C) Restrooms	<u>Daily</u>	BidSync	364	
4	As per Scope of Work Section #1.7.1 (D) Teacher Lounges/Breakrooms/Cafeterias/Lunch Areas	<u>Daily</u>	BidSync	364	
5	As per Scope of Work Section #1.7.1 (E) Gymnasium Floor	<u>Daily</u>	BidSync	364	
6	As per Scope of Work Section #1.7.1 (F) All VCT, LVT, and Ceramic Tile Areas	<u>Daily</u>	BidSync	364	
7	As per Scope of Work Section #1.7.1 (G) Carpeted Areas	<u>Daily</u>	BidSync	364	
Total Cost for This Area					

Item #	Scope of Work Section	Weekly	Unit Cost	QTY	Total Annual Cost
8	As per Scope of Work Section #1.7.2 (A) Restrooms	<u>Weekly</u>	BidSync	52	
9	As per Scope of Work Section #1.7.2 (B) Work to be Performed Weekly	<u>Weekly</u>	BidSync	52	
Total Cost for This Area					

Item #	Scope of Work Section	Monthly	Unit Cost	QTY	Total Annual Cost
10	As per Scope of Work Section #1.7.3 (A) Common Area	<u>Monthly</u>	BidSync	12	
Total Cost for This Area					

Floor Care Schedule Section 1.8 A & B					
Item #	Scope of Work Section	Unit Cost	QTY	Total Annual Cost	
11	As per Scope of Work Section #1.8.(A-1) VCT, LVT, &Ceramic Tile Areas / Four Times a Year	BidSync	4		
12	As per Scope of Work Section #1.8 (A-4) VCT, LVT, &Ceramic Tile Areas / Five Times a Year	BidSync	5		
13	As per Scope of Work Section #1.8 (A-5) VCT, LVT, &Ceramic Tile Areas / One Times a Year / July - August	BidSync	1		
14	As per Scope of Work Section #1.8 (B-2) VCT, LVT, &Ceramic Tile Areas / Quaterly	BidSync	4		

**FOR FUTURE ADDITIONAL REQUIREMENTS**

Item #	ADDITIONAL SERVICES	Per Request	Total Cost	QTY	
15	Strip/wax Vinyl (Per Square Foot) As per Sec 1.8 Floor Care Standards (A) Non-Carpeted Areas	Cost Per S/F	BidSync	1	
16	Strip/wax Tile (Per Square Foot) As per Sec 1.8 Floor Care Standards (A) Non-Carpeted Areas	Cost Per S/F	BidSync	1	
17	Shampoo carpeted (Per Square Foot) As per Sec 1.8 Floor Care Standards (B) Carpeted Areas	Cost Per S/F	BidSync	1	
18	Additional scrub and rebuff of Floors	Cost Per S/F	BidSync	1	
19	Event Clean up	Cost Per Hour	BidSync	1	
20	Additional cleanings	Cost Per Hour	BidSync	1	
21	Porter	Cost Per Hour	BidSync	1	



**2. Village Community Center****Village Preschool – Early Development Center****6700 SW 13 Street, Pembroke Pines, FL 33023**

Item #	Scope of Work Section	Daily	Unit Cost	QTY	Total Annual Cost
1	As per Scope of Work Section #1.7.1 (A) Classrooms/Hallways	<u>Daily</u>	<a href="#">BidSync</a>	364	
2	As per Scope of Work Section #1.7.1 (B) Administrative Offices	<u>Daily</u>	<a href="#">BidSync</a>	364	
3	As per Scope of Work Section #1.7.1 (C) Restrooms	<u>Daily</u>	<a href="#">BidSync</a>	364	
4	As per Scope of Work Section #1.7.1 (D) Teacher Lounges/Breakrooms/Cafeterias/Lunch Areas	<u>Daily</u>	<a href="#">BidSync</a>	364	
5	As per Scope of Work Section #1.7.1 (E) Gymnasium Floor	<u>Daily</u>	<a href="#">BidSync</a>	364	
6	As per Scope of Work Section #1.7.1 (F) All VCT, LVT, and Ceramic Tile Areas	<u>Daily</u>	<a href="#">BidSync</a>	364	
7	As per Scope of Work Section #1.7.1 (G) Carpeted Areas	<u>Daily</u>	<a href="#">BidSync</a>	364	
Total Cost for This Area					

Item #	Scope of Work Section	Weekly	Unit Cost	QTY	Total Annual Cost
8	As per Scope of Work Section #1.7.2 (A) Restrooms	<u>Weekly</u>	<a href="#">BidSync</a>	52	
9	As per Scope of Work Section #1.7.2 (B) Work to be Performed Weekly	<u>Weekly</u>	<a href="#">BidSync</a>	52	
Total Cost for This Area					

Item #	Scope of Work Section	Monthly	Unit Cost	QTY	Total Annual Cost
10	As per Scope of Work Section #1.7.3 (A) Common Area	<u>Monthly</u>	<a href="#">BidSync</a>	12	
11	As per Scope of Work Section #1.7.3 (B) Carpeted Areas / EDC's Pre-K's	<u>Monthly</u>	<a href="#">BidSync</a>	12	
Total Cost for This Area					

**Floor Care Schedule Section 1.8 A & B**

Item #	Scope of Work Section	Unit Cost	QTY	Total Annual Cost
12	As per Scope of Work Section #1.8.(A-1) VCT, LVT, &Ceramic Tile Areas / Four Times a Year	<a href="#">BidSync</a>	4	
13	As per Scope of Work Section #1.8 (A-4) VCT, LVT, &Ceramic Tile Areas / Five Times a Year	<a href="#">BidSync</a>	5	
14	As per Scope of Work Section #1.8 (A-5) VCT, LVT, &Ceramic Tile Areas / One Times a Year / July - August	<a href="#">BidSync</a>	1	
15	As per Scope of Work Section #1.8 (B-2) VCT, LVT, &Ceramic Tile Areas / Quaterly	<a href="#">BidSync</a>	4	

**FOR FUTURE ADDITIONAL REQUIREMENTS**

Item #	ADDITIONAL SERVICES	Per Request	Total Cost	QTY	
16	Strip/wax Vinyl (Per Square Foot) As per Sec 1.8 Floor Care Standards (A) Non-Carpeted Areas	Cost Per S/F	<a href="#">BidSync</a>	1	
17	Strip/wax Tile (Per Square Foot) As per Sec 1.8 Floor Care Standards (A) Non-Carpeted Areas	Cost Per S/F	<a href="#">BidSync</a>	1	
18	Shampoo carpeted (Per Square Foot) As per Sec 1.8 Floor Care Standards (B) Carpeted Areas	Cost Per S/F	<a href="#">BidSync</a>	1	
19	Additional scrub and rebuff of Floors	Cost Per S/F	<a href="#">BidSync</a>	1	
20	Event Clean up	Cost Per Hour	<a href="#">BidSync</a>	1	
21	Additional cleanings	Cost Per Hour	<a href="#">BidSync</a>	1	
22	Porter	Cost Per Hour	<a href="#">BidSync</a>	1	

**3. Walter C. Young Campus:****Bright Beginnings – Early Development Center****901 NW 129th Avenue, Pembroke Pines, FL 33028**

Item #	Scope of Work Section	Daily	Unit Cost	QTY	Total Annual Cost
1	As per Scope of Work Section #1.7.1 (A) Classrooms/Hallways	<u>Daily</u>	<a href="#">BidSync</a>	364	
2	As per Scope of Work Section #1.7.1 (B) Administrative Offices	<u>Daily</u>	<a href="#">BidSync</a>	364	
3	As per Scope of Work Section #1.7.1 (C) Restrooms	<u>Daily</u>	<a href="#">BidSync</a>	364	
4	As per Scope of Work Section #1.7.1 (D) Teacher Lounges/Breakrooms/Cafeterias/Lunch Areas	<u>Daily</u>	<a href="#">BidSync</a>	364	
5	As per Scope of Work Section #1.7.1 (E) Gymnasium Floor	<u>Daily</u>	<a href="#">BidSync</a>	364	
6	As per Scope of Work Section #1.7.1 (F) All VCT, LVT, and Ceramic Tile Areas	<u>Daily</u>	<a href="#">BidSync</a>	364	
7	As per Scope of Work Section #1.7.1 (G) Carpeted Areas	<u>Daily</u>	<a href="#">BidSync</a>	364	
<b>Total Cost for This Area</b>					

Item #	Scope of Work Section	Weekly	Unit Cost	QTY	Total Annual Cost
8	As per Scope of Work Section #1.7.2 (A) Restrooms	<u>Weekly</u>	<a href="#">BidSync</a>	52	
9	As per Scope of Work Section #1.7.2 (B) Work to be Performed Weekly	<u>Weekly</u>	<a href="#">BidSync</a>	52	
<b>Total Cost for This Area</b>					

Item #	Scope of Work Section	Monthly	Unit Cost	QTY	Total Annual Cost
10	As per Scope of Work Section #1.7.3 (A) Common Area	<u>Monthly</u>	<a href="#">BidSync</a>	12	
11	As per Scope of Work Section #1.7.3 (B) Carpeted Areas / EDC's Pre-K's	<u>Monthly</u>	<a href="#">BidSync</a>	12	
<b>Total Cost for This Area</b>					

**Floor Care Schedule Section 1.8 A & B**

Item #	Scope of Work Section	Unit Cost	QTY	Total Annual Cost
12	As per Scope of Work Section #1.8.(A-1) VCT, LVT, &Ceramic Tile Areas / Four Times a Year	<a href="#">BidSync</a>	4	
13	As per Scope of Work Section #1.8 (A-4) VCT, LVT, &Ceramic Tile Areas / Five Times a Year	<a href="#">BidSync</a>	5	
14	As per Scope of Work Section #1.8 (A-5) VCT, LVT, &Ceramic Tile Areas / One Times a Year / July - August	<a href="#">BidSync</a>	1	
15	As per Scope of Work Section #1.8 (B-2) VCT, LVT, &Ceramic Tile Areas / Quaterly	<a href="#">BidSync</a>	4	

**FOR FUTURE ADDITIONAL REQUIREMENTS**

Item #	ADDITIONAL SERVICES	Per Request	Total Cost	QTY	
16	Strip/wax Vinyl (Per Square Foot) As per Sec 1.8 Floor Care Standards (A) Non-Carpeted Areas	Cost Per S/F	<a href="#">BidSync</a>	1	
17	Strip/wax Tile (Per Square Foot) As per Sec 1.8 Floor Care Standards (A) Non-Carpeted Areas	Cost Per S/F	<a href="#">BidSync</a>	1	
18	Shampoo carpeted (Per Square Foot) As per Sec 1.8 Floor Care Standards (B) Carpeted Areas	Cost Per S/F	<a href="#">BidSync</a>	1	
19	Additional scrub and rebuff of Floors	Cost Per S/F	<a href="#">BidSync</a>	1	
20	Event Clean up	Cost Per Hour	<a href="#">BidSync</a>	1	
21	Additional cleanings	Cost Per Hour	<a href="#">BidSync</a>	1	
22	Porter	Cost Per Hour	<a href="#">BidSync</a>	1	

**4. Central Campus:****Pembroke Pines Charter Central Elementary & Middle Schools****12350 Sheridan Street, Pembroke Pines, FL 33026**

Item #	Scope of Work Section	Daily	Unit Cost	QTY	Total Annual Cost
1	As per Scope of Work Section #1.7.1 (A) Classrooms/Hallways	<u>Daily</u>	BidSync	364	
2	As per Scope of Work Section #1.7.1 (B) Administrative Offices	<u>Daily</u>	BidSync	364	
3	As per Scope of Work Section #1.7.1 (C) Restrooms	<u>Daily</u>	BidSync	364	
4	As per Scope of Work Section #1.7.1 (D) Teacher Lounges/Breakrooms/Cafeterias/Lunch Areas	<u>Daily</u>	BidSync	364	
5	As per Scope of Work Section #1.7.1 (E) Gymnasium Floor	<u>Daily</u>	BidSync	364	
6	As per Scope of Work Section #1.7.1 (F) All VCT, LVT, and Ceramic Tile Areas	<u>Daily</u>	BidSync	364	
7	As per Scope of Work Section #1.7.1 (G) Carpeted Areas	<u>Daily</u>	BidSync	364	
<b>Total Cost for This Area</b>					

Item #	Scope of Work Section	Weekly	Unit Cost	QTY	Total Annual Cost
8	As per Scope of Work Section #1.7.2 (A) Restrooms	<u>Weekly</u>	BidSync	52	
9	As per Scope of Work Section #1.7.2 (B) Work to be Performed Weekly	<u>Weekly</u>	BidSync	52	
<b>Total Cost for This Area</b>					

Item #	Scope of Work Section	Monthly	Unit Cost	QTY	Total Annual Cost
10	As per Scope of Work Section #1.7.3 (A) Common Area	<u>Monthly</u>	BidSync	12	
<b>Total Cost for This Area</b>					

**Floor Care Schedule Section 1.8 A & B**

Item #	Scope of Work Section	Unit Cost	QTY	Total Annual Cost
11	As per Scope of Work Section #1.8.(A-1) VCT, LVT, &Ceramic Tile Areas / Four Times a Year	BidSync	4	
12	As per Scope of Work Section #1.8 (A-4) VCT, LVT, &Ceramic Tile Areas / Five Times a Year	BidSync	5	
13	As per Scope of Work Section #1.8 (A-5) VCT, LVT, &Ceramic Tile Areas / One Times a Year / July - August	BidSync	1	
14	As per Scope of Work Section #1.8 (B-2) VCT, LVT, &Ceramic Tile Areas / Quaterly	BidSync	4	

**FOR FUTURE ADDITIONAL REQUIREMENTS**

Item #	ADDITIONAL SERVICES	Per Request	Total Cost	QTY	
15	Strip/wax Vinyl (Per Square Foot) As per Sec 1.8 Floor Care Standards (A) Non-Carpeted Areas	Cost Per S/F	BidSync	1	
16	Strip/wax Tile (Per Square Foot) As per Sec 1.8 Floor Care Standards (A) Non-Carpeted Areas	Cost Per S/F	BidSync	1	
17	Shampoo carpeted (Per Square Foot) As per Sec 1.8 Floor Care Standards (B) Carpeted Areas	Cost Per S/F	BidSync	1	
18	Additional scrub and rebuff of Floors	Cost Per S/F	BidSync	1	
19	Event Clean up	Cost Per Hour	BidSync	1	
20	Additional cleanings	Cost Per Hour	BidSync	1	
21	Porter	Cost Per Hour	BidSync	1	

**5. Central Campus:****Central Campus – Early Development Center****12200 Sheridan Street, Pembroke Pines, FL 33026**

Item #	Scope of Work Section	Daily	Unit Cost	QTY	Total Annual Cost
1	As per Scope of Work Section #1.7.1 (A) Classrooms/Hallways	<u>Daily</u>	<a href="#">BidSync</a>	364	
2	As per Scope of Work Section #1.7.1 (B) Administrative Offices	<u>Daily</u>	<a href="#">BidSync</a>	364	
3	As per Scope of Work Section #1.7.1 (C) Restrooms	<u>Daily</u>	<a href="#">BidSync</a>	364	
4	As per Scope of Work Section #1.7.1 (D) Teacher Lounges/Breakrooms/Cafeterias/Lunch Areas	<u>Daily</u>	<a href="#">BidSync</a>	364	
5	As per Scope of Work Section #1.7.1 (E) Gymnasium Floor	<u>Daily</u>	<a href="#">BidSync</a>	364	
6	As per Scope of Work Section #1.7.1 (F) All VCT, LVT, and Ceramic Tile Areas	<u>Daily</u>	<a href="#">BidSync</a>	364	
7	As per Scope of Work Section #1.7.1 (G) Carpeted Areas	<u>Daily</u>	<a href="#">BidSync</a>	364	
<b>Total Cost for This Area</b>					

Item #	Scope of Work Section	Weekly	Unit Cost	QTY	Total Annual Cost
8	As per Scope of Work Section #1.7.2 (A) Restrooms	<u>Weekly</u>	<a href="#">BidSync</a>	52	
9	As per Scope of Work Section #1.7.2 (B) Work to be Performed Weekly	<u>Weekly</u>	<a href="#">BidSync</a>	52	
<b>Total Cost for This Area</b>					

Item #	Scope of Work Section	Monthly	Unit Cost	QTY	Total Annual Cost
10	As per Scope of Work Section #1.7.3 (A) Common Area	<u>Monthly</u>	<a href="#">BidSync</a>	12	
11	As per Scope of Work Section #1.7.3 (B) Carpeted Areas / EDC's Pre-K's	<u>Monthly</u>	<a href="#">BidSync</a>	12	
<b>Total Cost for This Area</b>					

**Floor Care Schedule Section 1.8 A & B**

Item #	Scope of Work Section	Unit Cost	QTY	Total Annual Cost
12	As per Scope of Work Section #1.8.(A-1) VCT, LVT, &Ceramic Tile Areas / Four Times a Year	<a href="#">BidSync</a>	4	
13	As per Scope of Work Section #1.8 (A-4) VCT, LVT, &Ceramic Tile Areas / Five Times a Year	<a href="#">BidSync</a>	5	
14	As per Scope of Work Section #1.8 (A-5) VCT, LVT, &Ceramic Tile Areas / One Times a Year / July - August	<a href="#">BidSync</a>	1	
15	As per Scope of Work Section #1.8 (B-2) VCT, LVT, &Ceramic Tile Areas / Quaterly	<a href="#">BidSync</a>	4	

**FOR FUTURE ADDITIONAL REQUIREMENTS**

Item #	ADDITIONAL SERVICES	Per Request	Total Cost	QTY	
16	Strip/wax Vinyl (Per Square Foot) As per Sec 1.8 Floor Care Standards (A) Non-Carpeted Areas	Cost Per S/F	<a href="#">BidSync</a>	1	
17	Strip/wax Tile (Per Square Foot) As per Sec 1.8 Floor Care Standards (A) Non-Carpeted Areas	Cost Per S/F	<a href="#">BidSync</a>	1	
18	Shampoo carpeted (Per Square Foot) As per Sec 1.8 Floor Care Standards (B) Carpeted Areas	Cost Per S/F	<a href="#">BidSync</a>	1	
19	Additional scrub and rebuff of Floors	Cost Per S/F	<a href="#">BidSync</a>	1	
20	Event Clean up	Cost Per Hour	<a href="#">BidSync</a>	1	
21	Additional cleanings	Cost Per Hour	<a href="#">BidSync</a>	1	
22	Porter	Cost Per Hour	<a href="#">BidSync</a>	1	



**6. West Campus:**

**Pembroke Pines Charter West Elementary and Middle School / 1680 SW 184th Avenue, Pembroke Pines, FL 33029**  
**/ 18500 Pembroke Road, Pembroke Pines, FL 33029**

Item #	Scope of Work Section	Daily	Unit Cost	QTY	Total Annual Cost
1	As per Scope of Work Section #1.7.1 (A) Classrooms/Hallways	<u>Daily</u>	BidSync	364	
2	As per Scope of Work Section #1.7.1 (B) Administrative Offices	<u>Daily</u>	BidSync	364	
3	As per Scope of Work Section #1.7.1 (C) Restrooms	<u>Daily</u>	BidSync	364	
4	As per Scope of Work Section #1.7.1 (D) Teacher Lounges/Breakrooms/Cafeterias/Lunch Areas	<u>Daily</u>	BidSync	364	
5	As per Scope of Work Section #1.7.1 (E) Gymnasium Floor	<u>Daily</u>	BidSync	364	
6	As per Scope of Work Section #1.7.1 (F) All VCT, LVT, and Ceramic Tile Areas	<u>Daily</u>	BidSync	364	
7	As per Scope of Work Section #1.7.1 (G) Carpeted Areas	<u>Daily</u>	BidSync	364	
<b>Total Cost for This Area</b>					

Item #	Scope of Work Section	Weekly	Unit Cost	QTY	Total Annual Cost
8	As per Scope of Work Section #1.7.2 (A) Restrooms	<u>Weekly</u>	BidSync	52	
9	As per Scope of Work Section #1.7.2 (B) Work to be Performed Weekly	<u>Weekly</u>	BidSync	52	
<b>Total Cost for This Area</b>					

Item #	Scope of Work Section	Monthly	Unit Cost	QTY	Total Annual Cost
10	As per Scope of Work Section #1.7.3 (A) Common Area	<u>Monthly</u>	BidSync	12	
<b>Total Cost for This Area</b>					

**Floor Care Schedule Section 1.8 A & B**

Item #	Scope of Work Section	Unit Cost	QTY	Total Annual Cost
11	As per Scope of Work Section #1.8.(A-1) VCT, LVT, &Ceramic Tile Areas / Four Times a Year	BidSync	4	
12	As per Scope of Work Section #1.8 (A-4) VCT, LVT, &Ceramic Tile Areas / Five Times a Year	BidSync	5	
13	As per Scope of Work Section #1.8 (A-5) VCT, LVT, &Ceramic Tile Areas / One Times a Year / July - August	BidSync	1	
14	As per Scope of Work Section #1.8 (B-2) VCT, LVT, &Ceramic Tile Areas / Quaterly	BidSync	4	

**FOR FUTURE ADDITIONAL REQUIREMENTS**

Item #	ADDITIONAL SERVICES	Per Request	Total Cost	QTY	
15	Strip/wax Vinyl (Per Square Foot) As per Sec 1.8 Floor Care Standards (A) Non-Carpeted Areas	Cost Per S/F	BidSync	1	
16	Strip/wax Tile (Per Square Foot) As per Sec 1.8 Floor Care Standards (A) Non-Carpeted Areas	Cost Per S/F	BidSync	1	
17	Shampoo carpeted (Per Square Foot) As per Sec 1.8 Floor Care Standards (B) Carpeted Areas	Cost Per S/F	BidSync	1	
18	Additional scrub and rebuff of Floors	Cost Per S/F	BidSync	1	
19	Event Clean up	Cost Per Hour	BidSync	1	
20	Additional cleanings	Cost Per Hour	BidSync	1	
21	Porter	Cost Per Hour	BidSync	1	

**7. West Campus:****West Campus – Early Development Center****1600 SW 184th Avenue, Pembroke Pines, FL 33029**

Item #	Scope of Work Section	Daily	Unit Cost	QTY	Total Annual Cost
1	As per Scope of Work Section #1.7.1 (A) Classrooms/Hallways	<u>Daily</u>	<a href="#">BidSync</a>	364	
2	As per Scope of Work Section #1.7.1 (B) Administrative Offices	<u>Daily</u>	<a href="#">BidSync</a>	364	
3	As per Scope of Work Section #1.7.1 (C) Restrooms	<u>Daily</u>	<a href="#">BidSync</a>	364	
4	As per Scope of Work Section #1.7.1 (D) Teacher Lounges/Breakrooms/Cafeterias/Lunch Areas	<u>Daily</u>	<a href="#">BidSync</a>	364	
5	As per Scope of Work Section #1.7.1 (E) Gymnasium Floor	<u>Daily</u>	<a href="#">BidSync</a>	364	
6	As per Scope of Work Section #1.7.1 (F) All VCT, LVT, and Ceramic Tile Areas	<u>Daily</u>	<a href="#">BidSync</a>	364	
7	As per Scope of Work Section #1.7.1 (G) Carpeted Areas	<u>Daily</u>	<a href="#">BidSync</a>	364	
<b>Total Cost for This Area</b>					

Item #	Scope of Work Section	Weekly	Unit Cost	QTY	Total Annual Cost
8	As per Scope of Work Section #1.7.2 (A) Restrooms	<u>Weekly</u>	<a href="#">BidSync</a>	52	
9	As per Scope of Work Section #1.7.2 (B) Work to be Performed Weekly	<u>Weekly</u>	<a href="#">BidSync</a>	52	
<b>Total Cost for This Area</b>					

Item #	Scope of Work Section	Monthly	Unit Cost	QTY	Total Annual Cost
10	As per Scope of Work Section #1.7.3 (A) Common Area	<u>Monthly</u>	<a href="#">BidSync</a>	12	
11	As per Scope of Work Section #1.7.3 (B) Carpeted Areas / EDC's Pre-K's	<u>Monthly</u>	<a href="#">BidSync</a>	12	
<b>Total Cost for This Area</b>					

**Floor Care Schedule Section 1.8 A & B**

Item #	Scope of Work Section	Unit Cost	QTY	Total Annual Cost
12	As per Scope of Work Section #1.8.(A-1) VCT, LVT, &Ceramic Tile Areas / Four Times a Year	<a href="#">BidSync</a>	4	
13	As per Scope of Work Section #1.8 (A-4) VCT, LVT, &Ceramic Tile Areas / Five Times a Year	<a href="#">BidSync</a>	5	
14	As per Scope of Work Section #1.8 (A-5) VCT, LVT, &Ceramic Tile Areas / One Times a Year / July - August	<a href="#">BidSync</a>	1	
15	As per Scope of Work Section #1.8 (B-2) VCT, LVT, &Ceramic Tile Areas / Quaterly	<a href="#">BidSync</a>	4	

**FOR FUTURE ADDITIONAL REQUIREMENTS**

Item #	ADDITIONAL SERVICES	Per Request	Total Cost	QTY	
16	Strip/wax Vinyl (Per Square Foot) As per Sec 1.8 Floor Care Standards (A) Non-Carpeted Areas	Cost Per S/F	<a href="#">BidSync</a>	1	
17	Strip/wax Tile (Per Square Foot) As per Sec 1.8 Floor Care Standards (A) Non-Carpeted Areas	Cost Per S/F	<a href="#">BidSync</a>	1	
18	Shampoo carpeted (Per Square Foot) As per Sec 1.8 Floor Care Standards (B) Carpeted Areas	Cost Per S/F	<a href="#">BidSync</a>	1	
19	Additional scrub and rebuff of Floors	Cost Per S/F	<a href="#">BidSync</a>	1	
20	Event Clean up	Cost Per Hour	<a href="#">BidSync</a>	1	
21	Additional cleanings	Cost Per Hour	<a href="#">BidSync</a>	1	
22	Porter	Cost Per Hour	<a href="#">BidSync</a>	1	

**8. Pembroke Shores:****Pembroke Pines Charter FSU Elementary School****601 SW 172 Avenue, Pembroke Pines, FL 33029**

Item #	Scope of Work Section	Daily	Unit Cost	QTY	Total Annual Cost
1	As per Scope of Work Section #1.7.1 (A) Classrooms/Hallways	<u>Daily</u>	BidSync	364	
2	As per Scope of Work Section #1.7.1 (B) Administrative Offices	<u>Daily</u>	BidSync	364	
3	As per Scope of Work Section #1.7.1 (C) Restrooms	<u>Daily</u>	BidSync	364	
4	As per Scope of Work Section #1.7.1 (D) Teacher Lounges/Breakrooms/Cafeterias/Lunch Areas	<u>Daily</u>	BidSync	364	
5	As per Scope of Work Section #1.7.1 (E) Gymnasium Floor	<u>Daily</u>	BidSync	364	
6	As per Scope of Work Section #1.7.1 (F) All VCT, LVT, and Ceramic Tile Areas	<u>Daily</u>	BidSync	364	
7	As per Scope of Work Section #1.7.1 (G) Carpeted Areas	<u>Daily</u>	BidSync	364	
<b>Total Cost for This Area</b>					

Item #	Scope of Work Section	Weekly	Unit Cost	QTY	Total Annual Cost
8	As per Scope of Work Section #1.7.2 (A) Restrooms	<u>Weekly</u>	BidSync	52	
9	As per Scope of Work Section #1.7.2 (B) Work to be Performed Weekly	<u>Weekly</u>	BidSync	52	
<b>Total Cost for This Area</b>					

Item #	Scope of Work Section	Monthly	Unit Cost	QTY	Total Annual Cost
10	As per Scope of Work Section #1.7.3 (A) Common Area	<u>Monthly</u>	BidSync	12	
<b>Total Cost for This Area</b>					

**Floor Care Schedule Section 1.8 A & B**

Item #	Scope of Work Section	Unit Cost	QTY	Total Annual Cost
11	As per Scope of Work Section #1.8.(A-1) VCT, LVT, &Ceramic Tile Areas / Four Times a Year	BidSync	4	
12	As per Scope of Work Section #1.8 (A-4) VCT, LVT, &Ceramic Tile Areas / Five Times a Year	BidSync	5	
13	As per Scope of Work Section #1.8 (A-5) VCT, LVT, &Ceramic Tile Areas / One Times a Year / July - August	BidSync	1	
14	As per Scope of Work Section #1.8 (B-2) VCT, LVT, &Ceramic Tile Areas / Quaterly	BidSync	4	

**FOR FUTURE ADDITIONAL REQUIREMENTS**

Item #	ADDITIONAL SERVICES	Per Request	Total Cost	QTY	
15	Strip/wax Vinyl (Per Square Foot) As per Sec 1.8 Floor Care Standards (A) Non-Carpeted Areas	Cost Per S/F	BidSync	1	
16	Strip/wax Tile (Per Square Foot) As per Sec 1.8 Floor Care Standards (A) Non-Carpeted Areas	Cost Per S/F	BidSync	1	
17	Shampoo carpeted (Per Square Foot) As per Sec 1.8 Floor Care Standards (B) Carpeted Areas	Cost Per S/F	BidSync	1	
18	Additional scrub and rebuff of Floors	Cost Per S/F	BidSync	1	
17	Event Clean up	Cost Per Hour	BidSync	1	
19	Additional cleanings	Cost Per Hour	BidSync	1	
20	Porter	Cost Per Hour	BidSync	1	

**9. Academic Village:****Pembroke Pines Charter High School****17189 Sheridan Street, Pembroke Pines, FL 33331**

Item #	Scope of Work Section	Daily	Unit Cost	QTY	Total Annual Cost
1	As per Scope of Work Section #1.7.1 (A) Classrooms/Hallways	<u>Daily</u>	BidSync	364	
2	As per Scope of Work Section #1.7.1 (B) Administrative Offices	<u>Daily</u>	BidSync	364	
3	As per Scope of Work Section #1.7.1 (C) Restrooms	<u>Daily</u>	BidSync	364	
4	As per Scope of Work Section #1.7.1 (D) Teacher Lounges/Breakrooms/Cafeterias/Lunch Areas	<u>Daily</u>	BidSync	364	
5	As per Scope of Work Section #1.7.1 (E) Gymnasium Floor	<u>Daily</u>	BidSync	364	
6	As per Scope of Work Section #1.7.1 (F) All VCT, LVT, and Ceramic Tile Areas	<u>Daily</u>	BidSync	364	
7	As per Scope of Work Section #1.7.1 (G) Carpeted Areas	<u>Daily</u>	BidSync	364	
Total Cost for This Area					

Item #	Scope of Work Section	Weekly	Unit Cost	QTY	Total Annual Cost
8	As per Scope of Work Section #1.7.2 (A) Restrooms	<u>Weekly</u>	BidSync	52	
9	As per Scope of Work Section #1.7.2 (B) Work to be Performed Weekly	<u>Weekly</u>	BidSync	52	
Total Cost for This Area					

Item #	Scope of Work Section	Monthly	Unit Cost	QTY	Total Annual Cost
10	As per Scope of Work Section #1.7.3 (A) Common Area	<u>Monthly</u>	BidSync	12	
Total Cost for This Area					

**Floor Care Schedule Section 1.8 A & B**

Item #	Scope of Work Section	Unit Cost	QTY	Total Annual Cost
11	As per Scope of Work Section #1.8.(A-1) VCT, LVT, &Ceramic Tile Areas / Four Times a Year	BidSync	4	
12	As per Scope of Work Section #1.8 (A-4) VCT, LVT, &Ceramic Tile Areas / Five Times a Year	BidSync	5	
13	As per Scope of Work Section #1.8 (A-5) VCT, LVT, &Ceramic Tile Areas / One Times a Year / July - August	BidSync	1	
14	As per Scope of Work Section #1.8 (B-2) VCT, LVT, &Ceramic Tile Areas / Quaterly	BidSync	4	

**FOR FUTURE ADDITIONAL REQUIREMENTS**

Item #	ADDITIONAL SERVICES	Per Request	Total Cost	QTY	
15	Strip/wax Vinyl (Per Square Foot) As per Sec 1.8 Floor Care Standards (A) Non-Carpeted Areas	Cost Per S/F	BidSync	1	
16	Strip/wax Tile (Per Square Foot) As per Sec 1.8 Floor Care Standards (A) Non-Carpeted Areas	Cost Per S/F	BidSync	1	
17	Shampoo carpeted (Per Square Foot) As per Sec 1.8 Floor Care Standards (B) Carpeted Areas	Cost Per S/F	BidSync	1	
18	Additional scrub and rebuff of Floors	Cost Per S/F	BidSync	1	
19	Event Clean up	Cost Per Hour	BidSync	1	
20	Additional cleanings	Cost Per Hour	BidSync	1	
21	Porter	Cost Per Hour	BidSync	1	





(OFFICE USE ONLY) Vendor number:

Please entirely complete this vendor information form along with the IRS Form W-9, and email to [accountspayable@ppines.com](mailto:accountspayable@ppines.com)

## Vendor Information Form

<b>Operating Name (Payee)</b>			
<b>Legal Name (as filed with IRS)</b>			
<b>Remit-to Address (For Payments)</b>			
<b>Remit-to Contact Name:</b>		<b>Title:</b>	
<b>Email Address:</b>			
<b>Phone #:</b>		<b>Fax #</b>	
<b>Order-from Address (For purchase orders)</b>			
<b>Order-from Contact Name:</b>		<b>Title:</b>	
<b>Email Address:</b>			
<b>Phone #:</b>		<b>Fax #</b>	
<b>Return-to Address (For product returns)</b>			
<b>Return-to Contact Name</b>		<b>Title:</b>	
<b>Email Address:</b>			
<b>Phone #:</b>		<b>Fax #</b>	
<b>Payment Terms:</b>			

**Type of Business** (please check one and provide Federal Tax identification or social security Number)

☐ Corporation

**Federal ID Number:**

☐ Sole Proprietorship/Individual

**Social Security No.:**

☐ Partnership

☐ Health Care Service Provider

☐ LLC – C (C corporation) – S (S corporation) – P (partnership)

☐ Other (Specify):

**Name of Applicant / Signature** \_\_\_\_\_

**Title of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type Specific Instructions See	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ► _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) <sup>a</sup>	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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

## 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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-				-	

or

Employer identification number									
				-					

## 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 on page 3.

Sign Here	Signature of U.S. person ►	Date ►
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

## 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? on page 2.*

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

## What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

- a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note. ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

- b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

- c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

- d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

- e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

**Line 2**

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

**Line 3**

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

**Limited Liability Company (LLC).** If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

**Line 4, Exemptions**

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

**Exempt payee code.**

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup>See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup>However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note.** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

**Line 6**

Enter your city, state, and ZIP code.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.



## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The actual owner <sup>1</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i) (A))	The owner <sup>1</sup>
7. Disregarded entity not owned by an individual	The grantor <sup>*</sup>
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i) (B))	The trust

<sup>1</sup>List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup>Circle the minor's name and furnish the minor's SSN.

<sup>3</sup>You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup>List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

**\*Note.** Grantor also must provide a Form W-9 to trustee of trust.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



### **NON-COLLUSIVE AFFIDAVIT**

BIDDER is the

\_\_\_\_\_,  
(Owner, Partner, Officer, Representative or Agent)

BIDDER is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said BIDDER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any BIDDER, firm, or person to fix the price or prices in the attached Bid or any other BIDDER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid Price of any other BIDDER, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached Bid are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

Printed Name/Signature \_\_\_\_\_

Title \_\_\_\_\_

Name of Company \_\_\_\_\_



**SWORN STATEMENT  
ON PUBLIC ENTITY CRIMES  
UNDER FLORIDA STATUTES CHAPTER 287.133(3)(a).**

1. This sworn statement is submitted \_\_\_\_\_  
(name of entity submitting sworn statement) whose business address is \_\_\_\_\_  
and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_.  
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)
2. My name is \_\_\_\_\_ and my  
(Please print name of individual signing)  
relationship to the entity named above is \_\_\_\_\_.
3. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means 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 or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
4. I understand that a "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means 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, nonjury trial, or entry of a plea of guilty or nolo contendere.
5. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  1. A predecessor or successor of a person 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. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The Cityship by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a



## City of Pembroke Pines

joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

6. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or any entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
7. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

☐ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)

☐ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

☐ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

☐ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

\_\_\_\_\_  
Bidder's Name/Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date





## LOCAL VENDOR PREFERENCE CERTIFICATION

### SECTION 1 GENERAL TERM

#### LOCAL PREFERENCE

The evaluation of competitive bids is subject to section 35.36 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or proposal submission date stated in the solicitation. A local business shall be defined as:

1. "Local Pembroke Pines Vendor" shall mean a business entity which has maintained a permanent place of business with full-time employees within the City limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the City of Pembroke Pines.

**OR;**

2. "Local Broward County Vendor" shall mean or business entity which has maintained a permanent place of business with full-time employees within the Broward County limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the Broward County or the city within Broward County where the business resides.

A preference of five percent (5%) of the total evaluation point, or five percent (5%) of the total price, shall be given to the **Local Pembroke Pines Vendor(s)**; A preference of two and a half percent (2.5%) of the total evaluation point for local, or two and a half percent (2.5%) of the total price, shall be given to the **Local Broward County Vendor(s)**.

#### COMPARISON OF QUALIFICATIONS

The preferences established in no way prohibit the right of the City to compare quality of supplies or services for purchase and to compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals. Further, the preference established in no way prohibit the right of the city from giving any other preference permitted by law instead of the preferences granted, nor prohibit the city to select the bid or proposal which is the most responsible and in the best interests of the city.

### SECTION 2 AFFIRMATION

#### LOCAL PREFERENCE CERTIFICATION:

- ☐ Place a check mark here only if affirming bidder meets requirements above as a Local Pembroke Pines Vendor. In addition, the business must attach a current business tax receipt from the City of Pembroke Pines along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.
- ☐ Place a check mark here only if affirming bidder meets requirements above as a Local Broward County Vendor. In addition, the business must attach a current business tax receipt from the Broward County or the city within Broward County where the business resides along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.
- ☐ Place a check mark here only if affirming bidder does not meet the requirements above as a Local Vendor.

**Failure to complete this certification at this time (by checking either of the boxes above) shall render the vendor ineligible for Local Preference. This form must be completed by/for the proposer; the proposer WILL NOT qualify for Local Vendor Preference based on their sub-contractors' qualifications.**

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

PRINTED NAME / AUTHORIZED SIGNATURE: \_\_\_\_\_



## VETERAN OWNED SMALL BUSINESS (VOSB) PREFERENCE CERTIFICATION

### SECTION 1 GENERAL TERM

#### VETERAN OWNED SMALL BUSINESS (VOSB) PREFERENCE

The evaluation of competitive bids is subject to section 35.37 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to veteran owned small businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with the following objective criteria as of the bid or proposal submission date stated in the solicitation. A veteran owned small business shall be defined as:

1. "Veteran Owned Small Business" shall mean a business entity which has received a "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).

A preference of two and a half percent (2.5%) of the total evaluation point, or two and a half percent (2.5%) of the total price, shall be given to the **Veteran Owned Small Business (VOSB)**. This shall mean that if a **VOSB** submits a bid/quote that is within 2.5% of the lowest price submitted by any vendor, the **VOSB** shall have an option to submit another bid which is at least 1% lower than the lowest responsive bid/quote. If the **VOSB** submits a bid which is at least 1% lower than that lowest responsive bid/quote, then the award will go to the **VOSB**. If not, the award will be made to the vendor that submits the lowest responsive bid/quote. If the lowest responsive and responsible bidder IS a "**Local Pembroke Pines Vendor**" (**LPPV**) or a "**Local Broward County Vendor**" (**LBCV**) as established in Section 35.36 of the City's Code of Ordinances, entitled "Local Vendor Preference", then the award will be made to that vendor and no other bidders will be given an opportunity to submit additional bids as described herein.

If there is a **LPPV**, a **LBCV**, and a **VOSB** participating in the same bid solicitation and all three vendors qualify to submit a second bid, the **LPPV** will be given first option. If the **LPPV** cannot beat the lowest bid received by at least 1%, an opportunity will be given to the **LBCV**. If the **LBCV** cannot beat the lowest bid by at least 1%, an opportunity will be given to the **VOSB**. If the **VOSB** cannot beat the lowest bid by at least 1%, then the bid will be awarded to the lowest bidder.

If multiple **VOSBs** submit bids/quotes which are within 2.5% of the lowest bid/quote and there are no **LPPV** or **LBCV** as described in Section 35.36 of the City's Code of Ordinance, entitled "Local Vendor Preference", then all **VOSBs** will be asked to submit a **Best and Final Offer (BAFO)**. The award will be made to the **VOSB** submitting the lowest **BAFO** providing that that **BAFO** is at least 1% lower than the lowest bid/quote received in the original solicitation. If no **VOSB** can beat the lowest bid/quote by at least 1%, then the award will be made to the lowest responsive bidder.

#### COMPARISON OF QUALIFICATIONS

The preferences established in no way prohibit the right of the City to compare quality of supplies or services for purchase and to compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals. Further, the preference established in no way prohibit the right of the city from giving any other preference permitted by law instead of the preferences granted, nor prohibit the city to select the bid or proposal which is the most responsible and in the best interests of the city.

### SECTION 2 AFFIRMATION

#### VETERAN OWNED SMALL BUSINESS (VOSB) PREFERENCE CERTIFICATION:

- ☐ Place a check mark here only if affirming bidder meets requirements above as a Veteran Owned Small Business. In addition, the bidder must attach the "Determination Letter" from the U.S. Dept. of Veteran Affairs Center.
- ☐ Place a check mark here only if affirming bidder does not meet the requirements above as a VOSB.

**Failure to complete this certification at this time (by checking either of the boxes above) shall render the vendor ineligible for VOSB Preference. This form must be completed by/for the proposer; the proposer WILL NOT qualify for VOSB Preference based on their sub-contractors' qualifications.**

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

PRINTED NAME / AUTHORIZED SIGNATURE: \_\_\_\_\_



## EQUAL BENEFITS CERTIFICATION FORM FOR DOMESTIC PARTNERS AND ALL MARRIED COUPLES

Except where federal or state law mandates to the contrary, a Contractor awarded a Contract pursuant to a competitive solicitation shall provide benefits to Domestic Partners and spouses of its employees, irrespective of gender, on the same basis as it provides benefits to employees' spouses in traditional marriages.

The Contractor shall provide the City and/or the City Manager or his/her designee, access to its records for the purpose of audits and/or investigations to ascertain compliance with the provisions of this section, and upon request shall provide evidence that the Contractor is in compliance with the provisions of this section upon each new bid, contract renewal, or when the City Manager has received a complaint or has reason to believe the Contractor may not be in compliance with the provisions of this section. Records shall include but not be limited to providing the City and/or the City Manager or his/her designee with certified copies of the Contractor's records pertaining to its benefits policies and its employment policies and practices.

The Contractor must conspicuously make available to all employees and applicants for employment the following statement:

**“During the performance of a contract with the City of Pembroke Pines, Florida, the Contractor will provide Equal Benefits to its employees with spouses, as defined by Section 35.39 of the City’s Code of Ordinances, and its employees with Domestic Partners and all Married Couples”.**

The posted statement must also include a City contact telephone number and email address which will be provided to each contractor when a covered contract is executed.

### SECTION 1 DEFINITIONS

1. **Benefits** means the following plan, program or policy provided or offered by a contractor to its employees as part of the employer's total compensation package which may include but is not limited to sick leave, bereavement leave, family medical leave, and health benefits.
2. **Cash Equivalent** mean the amount of money paid to an employee with a domestic partner or spouse in lieu of providing benefits to the employee's domestic partner or spouse. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee for his or her spouse from a traditional marriage.
3. **Covered Contract** means a contract between the City and a contractor awarded subsequent to the date when this section becomes effective valued at over \$25,000 or the threshold amount required for competitive bids as required in section 35.18(A) of the Procurement Code.
4. **Domestic Partner** shall mean any two (2) adults of the same or different sex who have registered as domestic partners with a governmental body pursuant to state or local law authorizing such registration, or with an internal registry maintained by the employer of at



least one of the domestic partners. A contractor may institute an internal registry to allow for the provision of equal benefits to employees with domestic partners who do not register their partnerships pursuant to a governmental body authorizing such registration, or who are located in a jurisdiction where no such governmental domestic partnership registry exists. A contractor that institutes such registry shall not impose criteria for registration that are more stringent than those required for domestic partnership registration by the City of Pembroke Pines.

5. **Equal benefits** means the equality of benefits between employees with spouses and/or dependents of spouses and employees with domestic partners and/or dependents of domestic partners, and/or between spouses of employees and/or dependents of spouses and domestic partners of employees and/or dependents of domestic partners.
6. **Spouse** means one member of a married pair legally married under the laws of any state within the United States of America or any other jurisdiction under which such marriage is legally recognized, irrespective of gender.
7. **Traditional marriage** means a marriage between one man and one woman.

## SECTION 2 CERTIFICATION OF CONTRACTOR

The firm providing a response, by virtue of the signature below, certifies that it is aware of the requirements of Section 35.39 "City Contractors providing Equal Benefits for Domestic Partners and all Married Couples" of the City's Code of Ordinances, and certifies the following (**Check only one box below**):

- ☐ A. Contractor currently complies with the requirements of this section; or
- ☐ B. Contractor will comply with the conditions of this section at the time of contract award; or
- ☐ C. Contractor will not comply with the conditions of this section at the time of contract award; or
- ☐ D. Contractor does not comply with the conditions of this section because of the following allowable exemption (**Check only one box below**):
  - ☐ 1. The Contractor does not provide benefits to employees' spouses in traditional marriages;
  - ☐ 2. The Contractor provides an employee the cash equivalent of benefits because the Contractor is unable to provide benefits to employees' Domestic Partners or spouses despite making reasonable efforts to provide them. To meet this exception, the Contractor shall provide a notarized affidavit that it has made reasonable efforts to provide such benefits. The affidavit shall state the efforts taken to provide such benefits and the amount of the cash equivalent. Cash equivalent means the amount of money paid to an employee with a Domestic Partner or spouse rather than providing benefits to the employee's Domestic Partner or spouse. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee's spouse;





*City of Pembroke Pines*

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☐ 3. The Contractor is a religious organization, association, society, or any non-profit charitable or educational institution or organization operated supervised or controlled by or in conjunction with a religious organization, association, or society;

☐ 4. The Contractor is a governmental agency;

**The certification shall be signed by an authorized officer of the Contractor. Failure to provide such certification (by checking the appropriate boxes above along with completing the information below) shall result in a Contractor being deemed non-responsive.**

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

AUTHORIZED OFFICER NAME / SIGNATURE: \_\_\_\_\_



### **PROPOSER'S QUALIFICATIONS STATEMENT**

PROPOSER shall furnish the following information. Failure to comply with this requirement will render Bid non-responsive and shall cause its rejection. Additional sheets shall be attached as required.

PROPOSER'S Name and Principal Address:

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Contact Person's Name and Title: \_\_\_\_\_

Contact Person's E-mail Address: \_\_\_\_\_

PROPOSER'S Telephone and Fax Number: \_\_\_\_\_

PROPOSER'S License Number: \_\_\_\_\_  
**(Please attach certificate of status, competency, and/or state registration.)**

PROPOSER'S Federal Identification Number: \_\_\_\_\_

Number of years your organization has been in business \_\_\_\_\_

State the number of years your firm has been in business under your present business name \_\_\_\_\_

State the number of years your firm has been in business in the work specific to this solicitation:

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Names and titles of all officers, partners or individuals doing business under trade name:

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The business is a:      Sole Proprietorship ☐      Partnership ☐      Corporation ☐

**IF USING A FICTITIOUS NAME, SUBMIT EVIDENCE OF COMPLIANCE WITH FLORIDA FICTITIOUS NAME STATUTE. (ATTACH IN PROPOSER EXHIBIT SECTION)**



Under what former name has your business operated? Include a description of the business. Failure to include such information shall be deemed to be intentional misrepresentation by the City and shall render the proposer RFP submittals non-responsive.

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At what address was that business located?

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Name, address, and telephone number of surety company and agent who will provide the required bonds on this contract:

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Have you ever failed to complete work awarded to you. If so, when, where and why?

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Have you personally inspected the proposed WORK and do you have a complete plan for its performance?

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Will you subcontract any part of this WORK? If so, give details including a list of each subcontractor(s) that will perform work in excess of ten percent (10%) of the contract amount and the work that will be performed by each subcontractor(s).

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The foregoing list of subcontractor(s) may not be amended after award of the contract without the prior written approval of the Contract Administrator, whose approval shall not be reasonably withheld.

List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

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List and describe all successful Bond claims made to your surety (ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Proposer and its predecessor organization(s).

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List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last (10) years. The list shall include all case names; case, arbitration or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.

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List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.

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Has the Proposer, its principals, officers or predecessor organization(s) been CONVICTED OF A Public Entity Crime, debarred or suspended from bidding by any government entity? If so, provide details.

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Are you an ☐ Original provider ☐ sales representative ☐ distributor, ☐ broker, ☐ manufacturer ☐ other, of the commodities/services proposed upon? If other than the original provider, explain below.

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Have you ever been debarred or suspended from doing business with any governmental agency? If yes, please explain:

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Describe the firm's local experience/nature of service with contracts of similar size and complexity, in the previous three (3) years:

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The PROPOSER acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by CITY in awarding the contract and such information is warranted by PROPOSER to be true. The discovery of any omission or misstatement that materially affects the PROPOSER'S qualifications to perform under the contract shall cause the CITY to reject the Bid, and if after the award, to cancel and terminate the award and/or contract.

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(Company Name)

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(Printed Name/Signature)

**ACORD CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD[YY])

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURERS AFFORDING COVERAGE**

INSURED

**YOUR COMPANY NAME HERE**

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

**Companies providing coverage****COVERAGES**

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DDYY)	POLICY EXPIRATION DATE (MM/DDYY)	LIMITS								
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> policy <input type="checkbox"/> project <input type="checkbox"/> loc	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <b>Must Include General Liability</b> </div>			EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$								
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				<div style="border: 1px solid black; padding: 10px; text-align: center;"> <b>SAMPLE CERTIFICATE</b> </div>								
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO			AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$									
	<b>EXCESS LIABILITY</b> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$								
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>				<table border="1"> <tr> <td>WC STATU- TORY LIMITS</td> <td>OTH- ER</td> </tr> <tr> <td colspan="2">E.L. EACH ACCIDENT \$</td> </tr> <tr> <td colspan="2">E.L. DISEASE - EA EMPLOYEE \$</td> </tr> <tr> <td colspan="2">E.L. DISEASE - POLICY LIMIT \$</td> </tr> </table>	WC STATU- TORY LIMITS	OTH- ER	E.L. EACH ACCIDENT \$		E.L. DISEASE - EA EMPLOYEE \$		E.L. DISEASE - POLICY LIMIT \$	
WC STATU- TORY LIMITS	OTH- ER												
E.L. EACH ACCIDENT \$													
E.L. DISEASE - EA EMPLOYEE \$													
E.L. DISEASE - POLICY LIMIT \$													
	OTHER												

**Certificate must contain wording similar to what appears below**

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCL

**"THE CERTIFICATE HOLDER IS NAMED AS ADDITIONALLY INSURED WITH REGARD TO GENERAL LIABILITY"**

CERTIFICATE HOLDER

ADDITIONAL INSURED; INSURER LETTER:

CANCELLATION

**City of Pembroke Pines**  
**601 City Center Way**  
**Pembroke Pines FL 33025**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION

MAIL 30 DAYS WRITTEN  
LEFT.

**City Must Be Named as Certificate Holder**

AUTHORIZED REPRESENTATIVE



## AGREEMENT

**THIS IS AN AGREEMENT**, dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between:

**THE CITY OF PEMBROKE PINES**, a municipal corporation of the State of Florida with a business address of 10100 Pines Boulevard, Pembroke Pines, Florida 33026 hereinafter referred to as "CITY",

and

**[VENDOR NAME]**., a company authorized to do business in the State of Florida, with a business address of **[VENDOR ADDRESS]**, hereinafter referred to as "CONTRACTOR".

## WITNESSETH:

In consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, CITY and CONTRACTOR agree as follows:

### **ARTICLE 1** **PREAMBLE**

In order to establish the background, context and form of reference for this Agreement, and to generally express the objectives and intentions of the respective parties herein, the following statements, representations, and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions which follow, and may be relied upon by the parties as essential elements of the mutual considerations upon which this Agreement is based.

1.1 On **[DATE]**, the CITY advertised its notice to bidders of the CITY's desire to hire a firm to **[DESCRIPTION OF PROJECT]** as more particularly described in **Exhibit "A"** attached hereto and by this reference made a part hereof, for the said bid entitled:

**[BID NUMBER]**  
**[BID TITLE]**

1.2 On **[DATE]**, the bids were opened at the offices of the City Clerk.

1.3 On **[DATE]**, the CITY awarded the bid to CONTRACTOR and authorized the proper CITY officials to negotiate and enter into an agreement with CONTRACTOR to render the services more particularly described herein below.

1.4 Negotiations pertaining to the services to be performed by the CONTRACTOR were undertaken and this Agreement incorporates the results of such negotiation.



## **ARTICLE 2**

### **SERVICES AND RESPONSIBILITIES**

2.1 CONTRACTOR hereby agrees to perform the services for the **[BRIEF EXPLANATION OF PROJECT]**, as more particularly described in **Exhibit "A"** attached hereto and by this reference made a part hereof, ("Property") in accordance with the Scope of Services outlined in the specifications, "**[BID NUMBER]**," attached hereto and made a part hereof as **Exhibit "A"** and CONTRACTOR's response thereto, attached hereto and made a part hereof as **Composite Exhibit "B"**. CONTRACTOR agrees to do everything required by this Agreement, the Sealed Bid Package, Addenda to this Agreement, and Commission award complete with proposal form.

2.2 CONTRACTOR shall furnish all services, labor, equipment, and materials necessary and as may be required in the performance of this Agreement, except as otherwise specifically provided for herein, and all work performed under this Agreement shall be done in a professional manner.

2.3 CONTRACTOR shall supervise the work force to ensure that all workers conduct themselves and perform their work in a safe and professional manner. CONTRACTOR shall comply with all OSHA safety rules and regulations in the operation of equipment and in the performance of the work. CONTRACTOR shall at all times have a competent field supervisor on the job site to enforce these policies and procedures at the CONTRACTOR'S expense.

2.4 CONTRACTOR shall schedule regular meetings with the CITY representatives at least once a month to discuss the progress of the work and maintenance of the **[DESCRIPTION OF PROJECT]**, as more specifically described in Exhibit A.

2.5 CONTRACTOR hereby represents to CITY, with full knowledge that CITY is relying upon these representations when entering into this Agreement with CONTRACTOR, that CONTRACTOR has the professional expertise, experience and manpower to perform the services to be provided by CONTRACTOR pursuant to the terms of this Agreement.

2.6 CONTRACTOR hereby represents to CITY that CONTRACTOR is properly licensed by the applicable federal, state, and local agencies to provide the services under this Agreement. Furthermore, CONTRACTOR agrees to maintain such licenses during the term of this Agreement. If CONTRACTOR's license is revoked, suspended, or terminated for any reason by any governmental agency, CONTRACTOR shall notify the CITY immediately.

2.7 CONTRACTOR shall comply 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 CONTRACTOR, its employees, agents or subcontractors, if any, with respect to the work and services described herein. A violation of any federal, state, or local law or regulation may be cause for breach, allowing the CITY to terminate this Agreement.

## **ARTICLE 3**

### **TERM AND TERMINATION**





3.1 CONTRACTOR shall perform the maintenance services associated with the Property as identified in **Exhibit "A"** attached hereto and made part hereof, for an initial two (2) year period commencing on \_\_\_\_\_ and ending on \_\_\_\_\_.

3.2 This Agreement may be renewed for two (2) additional two (2) year terms upon mutual consent, evidenced by a written Amendment to this Agreement extending the term thereof.

3.3 *Termination for Convenience:* This Agreement may be terminated by CITY for convenience, upon thirty (30) business days of written notice by the terminating party to the other party for such termination in which event CONTRACTOR shall be paid its compensation for services performed to termination date, including services reasonably related to termination. In the event that CONTRACTOR abandons this Agreement or causes it to be terminated, CONTRACTOR shall indemnify CITY against loss pertaining to this termination.

3.4 *Default by CONTRACTOR:* In addition to all other remedies available to CITY, this Agreement shall be subject to cancellation by CITY for cause, should CONTRACTOR neglect or fail to perform or observe any of the terms, provisions, conditions, or requirements herein contained, if such neglect or failure shall continue for a period of thirty (30) days after receipt by CONTRACTOR of written notice of such neglect or failure.

#### **ARTICLE 4** **COMPENSATION AND METHOD OF PAYMENT**

4.1 The CITY hereby agrees to compensate CONTRACTOR for all services performed by CONTRACTOR pursuant to the provisions of this Agreement.

4.2 Based on a LUMP SUM FEE OF AN AMOUNT NOT TO EXCEED **[WRITTEN AMOUNT]** DOLLARS (**[\$NUMERICAL AMOUNT]**), which includes an owner's contingency fee of **[WRITTEN AMOUNT]** DOLLARS (**[\$NUMERICAL AMOUNT]**), payable in monthly payments for actual services performed for maintenance services. Future price adjustments, up or down shall be based on a nationally recognized or published index, including fuel surcharge adjustments, relevant to providing these services.

4.3 The CITY shall within thirty (30) days, from the date the City's Public Service Director approves the Application for Payment, pay the CONTRACTOR the amount approved by the City Public Services Director or his or her assignees.

4.4 All payments shall be governed by the Florida Prompt Payment Act, as set forth in Part VII, Chapter 218, Florida Statutes.

#### **ARTICLE 5** **CHANGES IN SCOPE OF WORK**



5.1 CITY or CONTRACTOR may request changes that would increase, decrease, or otherwise modify the Scope of Services, as described in **Exhibit "A,"** to be provided under this Agreement as described in Article 2 of this Agreement. These changes will affect the monthly compensation accordingly. Such changes or additional services must be in accordance with the provisions of the Code of Ordinances of the CITY, and must be contained in a written amendment, executed by the parties hereto, with the same formality, equality and dignity herewith prior to any deviation from the terms of this Agreement, including the initiation of any additional or extra work.

5.2 In no event will the CONTRACTOR be compensated for any work which has not been described in a separate written agreement executed by the parties hereto.

## **ARTICLE 6**

### **PERFORMANCE BOND**

6.1 At the time of the execution of this Agreement, CONTRACTOR shall have in effect a Performance Bond guaranteeing to the CITY the completion and performance of the Scope of Services and work covered in this Agreement. The Performance Bond shall at all times be valid and in force to cover the Work being performed. The Performance Bond shall be executed by a Surety Company approved by the U.S. Treasury Department, licensed to do business in the State of Florida, and having a registered agent in Broward County.

6.2 The CONTRACTOR agrees to keep such Bonds, or a replacement thereof, in force at all times during the course of performance of this Agreement. In addition to the foregoing requirements, such Bond shall contain provisions, whether by attaching endorsements or supplemental agreements, guaranteeing to the CITY the completion of services of the performance of this Agreement. CONTRACTOR may comply with the requirements of this provision by causing said Bond to specifically name the CITY as one of the parties to whom the protection afforded by said Bond is extended or as an alternative, may furnish the CITY with a separate Performance Bond meeting the same criteria provided above.

## **ARTICLE 7**

### **INDEMNIFICATION**

7.1 The CONTRACTOR shall indemnify and hold harmless the CITY, its trustees, elected and appointed officers, agents, servants, assigns and employees, from and against any and all claims, demands, or causes of action whatsoever, and the resulting losses, costs, expenses, reasonable attorneys' fees, including paralegal expenses, liabilities, damages, orders, judgments, or decrees, sustained by the CITY or any third party arising out of, by reason of, or resulting from the CONTRACTOR's acts, errors, or omissions or the failure of the CONTRACTOR to take out and maintain insurance as required under this Agreement.

7.2 Upon completion of all Services, obligations and duties provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Article shall survive indefinitely.



7.3 CITY reserves the right to select its own legal counsel to conduct any defense in any such proceeding and all costs and fees associated therewith shall be the responsibility of CONTRACTOR.

7.4 Nothing contained herein is intended nor shall be construed to waive City's rights and immunities under the common law or §768.28, Florida Statutes, as may be amended from time to time.

## **ARTICLE 8** **INSURANCE**

8.1 The CONTRACTOR shall indemnify and hold harmless the CITY and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the CITY or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the CONTRACTOR or its employees, agents, servants, partners principals or subcontractors. The CONTRACTOR shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the CITY, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. The CONTRACTOR expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the CONTRACTOR shall in no way limit the responsibility to indemnify, keep and save harmless and defend the CITY or its officers, employees, agents and instrumentalities as herein provided.

8.2 CONTRACTOR shall not commence work under this Agreement until it has obtained all insurance required under this paragraph and such insurance has been approved by the Risk Manager of the CITY nor shall the CONTRACTOR allow any subcontractor to commence work on his subcontract until all similar such insurance required of the subcontractor has been obtained and similarly approved.

8.3 Certificates of Insurance, reflecting evidence of the required insurance, shall be filed with the City's Risk Manager prior to the commencement of this Agreement. Policies shall be issued by companies authorized to do business under the laws of the State of Florida. The insurance company shall be rated no less than "A" as to management, and no less than "Class VI" as to financial strength according to the latest edition of Best's Insurance Guide published by A.M. Best Company.

8.4 Policies shall be endorsed to provide the CITY thirty (30) days notice of cancellation or the CONTRACTOR shall obtain written agreement from its Agent to provide the CITY thirty (30) days notice of cancellation.

8.5 Insurance shall be in force until all obligations required to be fulfilled under the terms of the Agreement are satisfactorily completed as evidenced by the formal acceptance by the CITY. In the



event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this Agreement, then in that event, the CONTRACTOR shall furnish, at least forty-five (45) days prior to the expiration of the date of such insurance, a renewed certificate of insurance as proof that equal and like coverage for the balance of the period of the Agreement and extension thereunder is in effect. The CONTRACTOR shall not commence nor continue to provide any services pursuant to this Agreement unless all required insurance remains in full force and effect. CONTRACTOR shall be liable to CITY for any lapses in service resulting from a gap in insurance coverage.

## 8.6 REQUIRED INSURANCE

8.6.1 Comprehensive General Liability Insurance written on an occurrence basis including, but not limited to: coverage for bodily injury and property damage, personal & advertising injury, products & completed operations, and contractual liability. Coverage must be written on an occurrence basis, with limits of liability no less than:

1. Each Occurrence Limit - \$1,000,000
2. Fire Damage Limit (Damage to rented premises) - \$100,000
3. Personal & Advertising Injury Limit - \$1,000,000
4. General Aggregate Limit - \$2,000,000
5. Products & Completed Operations Aggregate Limit - \$2,000,000

Products & Completed Operations Coverage shall be maintained for two (2) years after the final payment under this contract.

**The City of Pembroke Pines must be shown as an additional insured with respect to this coverage.**

8.6.2 Worker's Compensation and Employers Liability Insurance covering all employees, and/or volunteers of the CONTRACTOR engaged in the performance of the scope of work associated with this Agreement. In the case any work is sublet, the CONTRACTOR shall require the subcontractors similarly to provide Workers Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. Coverage for the CONTRACTOR and his subcontractors shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation Insurance with limits of liability no less than:

1. Workers' Compensation: Coverage A – Statutory
2. Employers Liability: Coverage B     \$500,000 Each Accident  
   \$500,000 Disease – Policy Limit  
   \$500,000 Disease – Each Employee

If CONTRACTOR claims to be exempt from this requirement, CONTRACTOR shall provide CITY proof of such exemption along with a written request for CITY to exempt CONTRACTOR, written on CONTRACTOR letterhead.



8.6.3 Comprehensive Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the performance of work under this Agreement, with a combined single limit of liability for bodily injury and property damage no less than:

1. Any Auto (Symbol 1)  
Combined Single Limit (Each Accident) - \$1,000,000
2. Hired Autos (Symbol 8)  
Combined Single Limit (Each Accident) - \$1,000,000
3. Non-Owned Autos (Symbol 9)  
Combined Single Limit (Each Accident) - \$1,000,000

8.6.4 Professional Liability/Errors & Omissions Insurance, when applicable, with a limit of liability no less than \$1,000,000 per wrongful act. This coverage shall be maintained for a period of no less than two (2) years after final payment of the contract.

8.6.5 Sexual Abuse may not be excluded from any policy.

#### 8.7 REQUIRED ENDORSEMENTS

- 8.7.1 The City of Pembroke Pines shall be named as an Additional Insured on each of the General Liability policies required herein
- 8.7.2 Waiver of all Rights of Subrogation against the CITY
- 8.7.3 30 Day Notice of Cancellation or Non-Renewal to the CITY
- 8.7.4 CONTRACTORS' policies shall be Primary & Non-Contributory
- 8.7.5 All policies shall contain a "severability of interest" or "cross liability" liability clause without obligation for premium payment of the CITY
- 8.7.6 The City of Pembroke Pines shall be named as a Loss Payee on all Property and/or Inland Marine Policies as their interest may appear.

8.8 CONTRACTOR shall name the CITY, as an additional insured on each of the General Liability policies required herein and shall hold the CITY, its agents, officers and employees harmless on account of claims for damages to persons, property or premises arising out of the services provided hereunder.

8.9 Any insurance required of the CONTRACTOR pursuant to this Agreement must also be required by any subcontractor in the same limits and with all requirements as provided herein, including naming the CITY as an additional insured, in any work that is subcontracted unless such subcontractor is covered by the protection afforded by the CONTRACTOR and provided proof of such coverage is provided to CITY. The CONTRACTOR and any subcontractors shall maintain such policies during the term of this Agreement.

8.10 The City reserves the right to require any other additional types of insurance coverage and/or higher limits of liability it deems necessary based on the nature of work being performed under this Contract.





## **ARTICLE 9**

### **NON-DISCRIMINATION & EQUAL OPPORTUNITY EMPLOYMENT**

9.1 During the performance of the Agreement, neither CONTRACTOR nor its subcontractors shall discriminate against any employee or applicant for employment because of race, religion, color, gender, national origin, sex, age, marital status, political affiliation, familial status, sexual orientation, or disability if qualified. CONTRACTOR will take affirmative action to ensure that employees are treated during employment, without regard to their race, religion, color, gender, national origin, sex, age, marital status, political affiliation, familial status, sexual orientation, or disability if qualified. Such actions must include, but not be limited to, the following: employment, promotion; demotion or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONTRACTOR shall agree to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause. CONTRACTOR further agrees that he/she/it will ensure that subcontractors, if any, will be made aware of and will comply with this nondiscrimination clause.

## **ARTICLE 10**

### **INDEPENDENT CONTRACTOR**

10.1 This Agreement does not create an employee/employer relationship between the parties. It is the intent of the parties that the CONTRACTOR is an independent contractor under this Agreement and not the CITY's employee for all purposes, including but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Workers' Compensation Act, and the State unemployment insurance law. The CONTRACTOR shall retain sole and absolute discretion in the judgment of the manner and means of carrying out CONTRACTOR's activities and responsibilities hereunder provided, further that administrative procedures applicable to services rendered under this Agreement shall be those of CONTRACTOR, which policies of CONTRACTOR shall not conflict with CITY, State, H.U.D., or United States policies, rules or regulations relating to the use of CONTRACTOR's Funds provided for herein. The CONTRACTOR agrees that it is a separate and independent enterprise from the CITY, that it has full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This Agreement shall not be construed as creating any joint employment relationship between the CONTRACTOR and the CITY and the CITY will not be liable for any obligation incurred by CONTRACTOR, including but not limited to unpaid minimum wages and/or overtime premiums.

## **ARTICLE 11**

### **UNCONTROLLABLE FORCES**

11.1 Neither CITY nor CONTRACTOR shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to Uncontrollable Forces, the effect of which, by the exercise of reasonable diligence, the non-performing party could not avoid. The term



"Uncontrollable Forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions.

11.2 Neither party shall, however, be excused from performance if nonperformance is due to forces, which are preventable, removable, or remediable, and which the nonperforming party could have, with the exercise of reasonable diligence, prevented, removed, or remedied with reasonable dispatch. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Agreement.

## **ARTICLE 12**

### **AGREEMENT SUBJECT TO FUNDING**

12.1 This agreement shall remain in full force and effect only as long as the expenditures provided for in the Agreement have been appropriated by the City Commission of the City of Pembroke Pines in the annual budget for each fiscal year of this Agreement, and is subject to termination based on lack of funding.

## **ARTICLE 13**

### **VENUE**

13.1 This Agreement shall be governed by the laws of the State of Florida as now and hereafter in force. The venue for actions arising out of this agreement shall be in Broward County, Florida.

## **ARTICLE 14**

### **SIGNATORY AUTHORITY**

14.1 CONTRACTOR shall provide CITY with copies of requisite documentation evidencing that the signator for CONTRACTOR has the authority to enter into this Agreement.

## **ARTICLE 15**

### **MERGER; AMENDMENT**

15.1 This Agreement constitutes the entire Agreement between CONTRACTOR and CITY, and negotiations and oral understandings between the parties are merged herein. This Agreement can be supplemented or amended only by a written document executed by both CONTRACTOR and CITY with the same formality and equal dignity herewith.

## **ARTICLE 16**

### **DEFAULT OF CONTRACT & REMEDIES**



16.1.1 **Damages.** CITY reserves the right to recover any ascertainable actual damages incurred as a result of the failure of CONTRACTOR to perform in accordance with the requirements of this Agreement, or for losses sustained by CITY resultant from CONTRACTOR's failure to perform in accordance with the requirements of this Agreement.

16.1.2 **Liquidated Damages.** As a breach of the service provided by this Agreement would cause serious and substantial damage to CITY Property, and the nature of this Agreement would render it impracticable or extremely difficult to fix the actual damage sustained by CITY by such breach, it is agreed that, in case of breach of service wherein CONTRACTOR fails to maintain the Property, leaving the said property in disrepair, CITY may elect to collect liquidated damages for each such breach, and CONTRACTOR will pay CITY as liquidated damages, and not as penalty, FIVE HUNDRED DOLLARS (\$500.00) for every day of such malfunction. This sum is the agreed upon amount by which CITY will be damaged by the breach of such service. An election to seek such remedies shall not be construed as a waiver of any legal remedies CITY may have as to any subsequent breach of service under this Agreement.

16.1.3 **Correction of Work.** If, in the judgment of CITY, work provided by CONTRACTOR does not conform to the requirements of this Agreement, or if the work exhibits poor workmanship, CITY reserves the right to require that CONTRACTOR correct all deficiencies in the work to bring the work into conformance without additional cost to CITY, and / or replace any personnel who fail to perform in accordance with the requirements of this Agreement. CITY shall be the sole judge of non-conformance and the quality of workmanship.

16.2 **Default of Contract.** The occurrence of any one or more of the following events shall constitute a default and breach of this Agreement by CONTRACTOR:

16.2.1. The abandonment of the Property by CONTRACTOR for a period of more than seven (7) business days.

16.2.2 The abandonment, unnecessary delay, refusal of, or failure to comply with any of the terms of this Agreement or neglect, or refusal to comply with the instructions of the Public Services Director relative thereto.

16.2.3. The failure by CONTRACTOR to observe or perform any of the terms, covenants, or conditions of this Agreement to be observed or performed by CONTRACTOR, where such failure shall continue for a period of seven (7) days after written notice thereof by CITY to CONTRACTOR; provided, however, that if the nature of CONTRACTOR's default is such that more than seven (7) days are reasonably required for its cure, then CONTRACTOR shall not be deemed to be in default if CONTRACTOR commences such cure within said seven (7) day period and thereafter diligently prosecutes such cure to completion.

16.2.4. The assignment and/or transfer of this Agreement or execution or attachment thereon by CONTRACTOR or any other party in a manner not expressly permitted hereunder.



16.2.5. The making by CONTRACTOR of any general assignment or general arrangement for the benefit of creditors, or the filing by or against CONTRACTOR of a petition to have CONTRACTOR adjudged a bankruptcy, or a petition for reorganization or arrangement under any law relating to bankruptcy (unless, in the case of a petition filed against CONTRACTOR, the same is dismissed within sixty (60) days); or the appointment of a trustee or a receiver to take possession of substantially all of CONTRACTOR's assets, or for CONTRACTOR's interest in this Agreement, where possession is not restored to CONTRACTOR within thirty (30) days; for attachment, execution or other judicial seizure of substantially all of CONTRACTOR's assets, or for CONTRACTOR's interest in this Agreement, where such seizure is not discharged within thirty (30) days.

16.3 **Remedies in Default.** In case of default by CONTRACTOR, CITY shall notify CONTRACTOR, in writing, of such abandonment, delay, refusal, failure, neglect, or default and direct him to comply with all provisions of the Agreement. A copy of such written notice shall be mailed to the Surety on the Performance Bond. If the abandonment, delay, refusal, failure, neglect or default is not cured within seven (7) days of when notice was sent by CITY, CITY may declare a default of the Agreement and notify CONTRACTOR of such declaration of default and terminate the Agreement. The Surety on the Performance Bond shall within ten (10) days of such declaration of default, rectify or cause to be rectified any mismanagement or breach of service in the Agreement and assume the work of CONTRACTOR and proceed to perform services under the Agreement, at its own cost and expense.

16.3.1. Upon such declaration of default, all payments remaining due CONTRACTOR at the time of default, less all sums due CITY for damages suffered, or expenses incurred by reason of default, shall be due and payable to Surety. Thereafter the Surety shall receive monthly payments equal to those that would have been paid by the CONTRACTOR had the CONTRACTOR continued to perform the services under the Agreement.

16.3.2. If such Surety fails to perform, the CITY may complete the Agreement, or any part thereof, either by day labor or re-letting a contract for the same, and procure the equipment and the facilities necessary for the completion of the Agreement, and charge the cost of same to CONTRACTOR and/or the Surety together with the costs incident thereto to such default.

16.3.3. In the event CITY completes the Agreement at a lesser cost than would have been payable to CONTRACTOR under this Agreement, if the same had been fulfilled by CONTRACTOR, CITY shall retain such differences. Should such cost to CITY be greater, CONTRACTOR shall pay the amount of such excess to the CITY.

## **ARTICLE 17** **BANKRUPTCY**

17.1 It is agreed that if CONTRACTOR is adjudged bankrupt, either voluntarily or involuntarily, then this Agreement shall terminate effective on the date and at the time the bankruptcy petition is filed.

## **ARTICLE 18**



## **DISPUTE RESOLUTION**

18.1 **Arbitration.** In addition to any other remedy provided hereunder, CITY, at its option, may use arbitration to resolve any controversy or claim arising out of or relating to this Agreement if arbitration is elected by CITY. Any controversy or claim arising out of or relating to this Agreement, or breach thereof, may be settled by arbitration in accordance with the rules of the American Arbitration Association and judgment upon the award rendered by the arbitrators may be entered into by any court having jurisdiction thereof. In the event arbitration is elected by CITY, such controversy or claim shall be submitted to one arbitrator selected from the National Panel of The American Arbitration Association.

### **18.2 Operations During Dispute.**

18.2.1 In the event that a dispute, if any, arises between CITY and CONTRACTOR relating to this Agreement, performance or compensation hereunder, CONTRACTOR shall continue to render service in full compliance with all terms and conditions of this Agreement as interpreted by CITY regardless of such dispute.

18.2.2 CONTRACTOR expressly recognizes the paramount right and duty of CITY to provide adequate maintenance of CITY's Property, and further agrees, in consideration for the execution of this Agreement, that in the event of such a dispute, if any, it will not seek injunctive relief in any court, but will negotiate with CITY for an adjustment on the matter or matters in dispute and, upon failure of said negotiations to resolve the dispute, may present the matter to a court of competent jurisdiction in an appropriate suit therefore instituted by it or by CITY.

18.2.3 Notwithstanding the other provisions in this Section, CITY reserves the right to terminate the Agreement at any time, whenever the service provided by CONTRACTOR fails to meet reasonable standards of the trade after CITY gives written notice to the CONTRACTOR of the deficiencies as set forth in the written notice within fourteen calendar (14) days of the receipt by CONTRACTOR of such notice from CITY.

## **ARTICLE 19** **PUBLIC RECORDS**

19.1 The City of Pembroke Pines is public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:

19.1.1 Keep and maintain public records required by the CITY to perform the service;

19.1.2 Upon request from the CITY's custodian of public records, provide the CITY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Fla. Stat., or as otherwise provided by law;





19.1.3 Ensure that public records that are exempt or that are confidential and exempt from public record disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and, following completion of the contract, CONTRACTOR shall destroy all copies of such confidential and exempt records remaining in its possession after the CONTRACTOR transfers the records in its possession to the CITY; and

19.1.4 Upon completion of the contract, CONTRACTOR shall transfer to the CITY, at no cost to the CITY, all public records in CONTRACTOR's possession. All records stored electronically by the CONTRACTOR must be provided to the CITY, upon request from the CITY's custodian of public records, in a format that is compatible with the information technology systems of the CITY.

19.2 The failure of Contractor to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement and the CITY shall enforce the Default in accordance with the provisions set forth in **Article 16**.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT**

**CITY CLERK  
10100 PINES BOULEVARD, 5<sup>th</sup> FLOOR  
PEMBROKE PINES, FL 33026  
(954) 450-1050  
[mgraham@ppines.com](mailto:mgraham@ppines.com)**

**ARTICLE 20  
MISCELLANEOUS**

20.1 **Ownership of Documents.** Reports, surveys, studies, and other data provided in connection with this Agreement are and shall remain the property of CITY, whether or not the project for which they are made is completed.

20.2 **Legal Representation.** It is acknowledged that each party to this agreement had the opportunity to be represented by counsel in the preparation of this Agreement, and accordingly, the rule that a contract shall be interpreted strictly against the party preparing same shall not apply herein due to the joint contributions of both parties.



20.3 **Records.** CONTRACTOR shall keep such records and accounts and require any and all subcontractors to keep records and accounts as may be necessary in order to record complete and correct entries as to personnel hours charged to this engagement, and any expenses for which CONTRACTOR expects to be reimbursed. Such books and records will be available at all reasonable times for examination and audit by CITY and shall be kept for a period of ten (10) years after the completion of all work to be performed pursuant to this Agreement. Incomplete or incorrect entries in such books and records will be grounds for disallowance by CITY of any fees or expenses based upon such entries.

20.4 **Assignments; Amendments.** This Agreement, and any interests herein, shall not be assigned, transferred or otherwise encumbered, under any circumstances, by CONTRACTOR without the prior written consent of CITY. For purposes of this Agreement, any change of ownership of CONTRACTOR shall constitute an assignment which requires CITY approval. However, this Agreement shall run to the benefit of CITY and its successors and assigns.

It is further agreed that no modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

20.5 **No Contingent Fees.** CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONTRACTOR to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONTRACTOR any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, CITY shall have the right to terminate the Agreement without liability at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

20.6 **Notice.** Whenever any party desires to give notice unto any other party, it must be given by written notice, sent by certified United States mail, with return receipt requested, addressed to the party for whom it is intended and the remaining party, at the places last specified, and the places for giving of notice shall remain such until they shall have been changed by written notice in compliance with the provisions of this section. For the present, CONTRACTOR and CITY designate the following as the respective places for giving of notice:

CITY                      Charles F. Dodge, City Manager  
                                 City of Pembroke Pines  
                                 10100 Pines Boulevard  
                                 Pembroke Pines, Florida 33025  
                                 Telephone No.            (954) 431-4884  
                                 Facsimile No.            (954) 437-1149

Copy To:                Samuel S. Goren, City Attorney  
                                 Goren, Cherof, Doody & Ezrol, P.A.  
                                 3099 East Commercial Boulevard, Suite 200



Fort Lauderdale, Florida 33308  
Telephone No. (954) 771-4900  
Facsimile No. (954) 771-4923

Contractor [VENDOR NAME].  
[VENDOR ADDRESS]  
[VENDOR CITY, STATE, & ZIP CODE]  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_

20.7 **Binding Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

20.8 **Headings.** Headings herein are for the convenience of reference only and shall not be considered in any interpretation of this Agreement.

20.9 **Exhibits.** Each Exhibit referred to in this Agreement forms an essential part of this Agreement. The exhibits if not physically attached should be treated as part of this Agreement and are incorporated herein by reference.

20.10 **Severability.** If any provision of this Agreement or application thereof to any person or situation shall to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable, shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

20.11 **Entire Agreement and Conflicts:** This Agreement is intended by the parties hereto to be final expression of this Agreement, and it constitutes the full and entire understanding between the parties with respect to the subject hereof, notwithstanding any representations, statements, or agreements to the contrary heretofore made. In the event of a conflict between this Agreement, the RFP and the CONTRACTOR's bid proposal, this Agreement shall govern, then the RFP, and then the bid proposal.

20.12 **Waiver.** Failure of CITY to insist upon strict performance of any provision or condition of this Agreement, or to execute any right therein contained, shall not be constructed as a waiver or relinquishment for the future of any such provision, condition, or right, but the same shall remain in full force and effect.

20.13 **Disputes.** Any claim, objection, or dispute arising out of the terms of this Agreement shall be litigated in the Seventeenth Judicial Circuit Court in and for Broward County.



20.14 **Attorney's Fees.** In the event that either party brings suit for enforcement of this Agreement, each party shall bear its own attorney's fees and court costs, except as otherwise provided under the indemnification provisions set forth herein above.

20.15 **Protection of City Property.** At all times during the performance of this Agreement, CONTRACTOR shall protect CITY's property from all damage whatsoever on account of the work being carried on under this Agreement.

**THE REMAINDER OF THIS PAGE**

**HAS BEEN INTENTIONALLY LEFT BLANK**



City of Pembroke Pines

**IN WITNESS OF THE FOREGOING**, the parties have set their hands and seals the day and year first written above.

ATTEST:

**CITY**

\_\_\_\_\_  
MARLENE D. GRAHAM,  
CITY CLERK

BY: \_\_\_\_\_  
CHARLES F. DODGE  
CITY MANAGER

APPROVED AS TO FORM.

\_\_\_\_\_  
OFFICE OF THE CITY ATTORNEY

**CONTRACTOR**

Witnesses:

**[NAME OF CONTRACTOR]**

\_\_\_\_\_  
\_\_\_\_\_  
Print Name

BY: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Print Name

STATE OF \_\_\_\_\_ )  
\_\_\_\_\_) ss:  
COUNTY OF \_\_\_\_\_ )

**BEFORE ME**, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared \_\_\_\_\_ as \_\_\_\_\_ of **[NAME OF CONTRACTOR]**, a company authorized to conduct business in the State of Florida, and acknowledged execution of the foregoing Agreement as the proper official of **[NAME OF CONTRACTOR]** for the use and purposes mentioned in it and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation.

**IN WITNESS OF THE FOREGOING**, I have set my hand and official seal at in the State and County aforesaid on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
(Name of Notary Typed, Printed or Stamped)





### **REFERENCES FORM**

Provide specific examples of similar contracts. References should be should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

#### **Reference Contact Information:**

Name of Firm, City, County or Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

#### **Project Information:**

Name and location of the project: \_\_\_\_\_

Nature of the firm's responsibility on the project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project duration: \_\_\_\_\_ Completion (Anticipated) Date: \_\_\_\_\_

Size of project: \_\_\_\_\_ Cost of project: \_\_\_\_\_

Work for which staff was responsible: \_\_\_\_\_

Contract Type: \_\_\_\_\_

The results/deliverables of the project: \_\_\_\_\_



*City of Pembroke Pines*

## Mandatory Pre-Bid/Site Visit Confirmation Form

\_\_\_\_\_, who is a representative of  
(Printed name of Contractor's representative)

\_\_\_\_\_ PERSONALLY came and appeared  
(Contractor's Company)

before me and affirms that they have completed the mandatory pre-bid/site visit on this the

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ as required by:

**Solicitation #:**

\_\_\_\_\_

**Solicitation Title:**

\_\_\_\_\_

\_\_\_\_\_  
(Contractor Representative's Printed Name)

\_\_\_\_\_  
(City Representative's Printed Name)

\_\_\_\_\_  
(Contractor Representative's Signature)

\_\_\_\_\_  
(City Representative's Signature)

\_\_\_\_\_  
(Contractor's Company)

\_\_\_\_\_  
(City Representative's Department)

\_\_\_\_\_  
(Contractor's Phone Number)

\_\_\_\_\_  
(City Representative's Phone Number)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

**The scanned form, signed by both the Contractor and City Representatives must be uploaded in order for the bid to be considered complete.**



# City of Pembroke Pines



Frank C. Ortis, Mayor  
Angelo Castillo, Vice-Mayor  
Charles F. Dodge, City Manager

Jay Schwartz, Commissioner  
Carl Shechter, Commissioner  
Iris A. Siple, Commissioner

May 3, 2017

RFP # ED-17-02

Addendum # 1  
City of Pembroke Pines  
RFP # ED-17-02

Janitorial Services for Charter Schools & Early Development Centers

## **A) ADDITION OF BONDING REQUIREMENTS**

### **A.1 PROPOSAL SECURITY**

**Proposal Security Requirements:** Each Proposal must be accompanied by a certified or cashier's check or by a Bid Bond made payable to the City of Pembroke Pines on an approved form, duly executed by the Proposer as principal and having as surety thereon a surety company acceptable to CITY and authorized to write such Bond under the laws of the State of Florida, in an amount not less than five percent (5%) of the amount of the base Proposal price. **Note: Contingency is not to be counted in the total amount the proposal security is based on.**

Proposers must submit a scanned copy of their bid security (bid bond form or cashier's check) with their bid submittal through BidSync. Proposers must also submit their original bid security (bid bond form or cashier's check) at time of the bid due date, or they may be deemed as non-responsive. The original Bid Bond or Cashier's Check should be in a sealed envelope, plainly marked "**BID SECURITY - RFP # ED-17-02 "Janitorial Services for Charter Schools & Early Development Centers"**" and sent to the:

City of Pembroke Pines,  
City Clerk's Office, 4th Floor,  
601 City Center Way,  
Pembroke Pines, FL 33025.

**Successful Proposer:** The Proposal Security of the Successful Proposer will be retained until such Proposer has executed the Contract and furnished the required insurance, payment and performance bonds, whereupon the Proposal Security will be returned. If the Successful Proposer fails to execute and deliver the Contract and furnish the required insurance and bonds within fifteen (15) calendar days of the Notice of Award, CITY may annul the Notice of Award and the entire sum of the Proposal Security shall be forfeited.

**Three Lowest Proposers:** The Proposal Security of the three (3) lowest Proposers will be returned within seven (7) calendar days after CITY and the Successful Proposer have executed the written Contract or if no such written Contract is executed within ninety (90) calendar days

after the date of the Proposal opening, upon the demand of any Proposer at any time thereafter, provided that he has not been notified of the acceptance of his Proposal.

**All Other Proposers:** Proposal Security of all other Proposer will be returned within seven (7) calendar days after the proposal opening. The agent or attorney in fact or other officer who signs a Bid Bond for a surety company must file with such bond a certified copy of his power of attorney authorizing him to do so.

## **A.2 PAYMENT AND PERFORMANCE BONDS**

Within fifteen (15) calendar days after Notice of Award and in any event prior to commencing work, the Contractor shall execute and furnish to City a performance bond and a payment bond, each written by a corporate surety, having a resident agent in the State of Florida and having been in business with a record of successful continuous operation for at least five (5) years. The surety shall hold a current certificate of authority from the Secretary of Treasury of the United States as an acceptable surety on federal bonds in accordance with United States Department of Treasury Circular No. 570. If the amount of the Bond exceeds the underwriting limitation set forth in the circular, in order to qualify, the net retention of the surety company shall not exceed the underwriting limitation in the circular and the excess risks must be protected by coinsurance, reinsurance, or other methods, in accordance with Treasury Circular 297, revised September 1, 1978 (31DFR, Section 223.10, Section 223.11). Further, the surety company shall provide City with evidence satisfactory to City, that such excess risk has been protected in an acceptable manner. The surety company shall have at least the following minimum qualification in accordance with the latest edition of A.M. Best's Insurance Guide, published by Alfred M. Best Company, Inc., Ambest Road, Oldwick, New Jersey 08858:

B+ to A+

Two (2) separate bonds are required and both must be approved by the City. **The penal sum stated in each bond shall be 110% of the annual contract price, not including contingency.** The performance bond shall be conditioned that the Contractor performs the contract in the time and manner prescribed in the contract. The payment bond shall be conditioned that the Contractor promptly make payments to all persons who supply the Contractor with labor, materials and supplies used directly or indirectly by the Contractor in the prosecution of the work provided for in the Contract and shall provide that the surety shall pay the same in the amount not exceeding the sum provided in such bonds, together with interest at the maximum rate allowed by law; and that they shall indemnify and save harmless the City to the extent of any and all payments in connection with the carrying out of said Contract which the City may be required to make under the law.

Pursuant to the requirements of Section 255.05(1)(a), Florida Statutes, it shall be the duty of the Contractor to record the aforesaid payment and performance bonds in the public records of Broward County, with the Contractor to pay all recording costs.

Mark Gomes  
Purchasing Manager  
City of Pembroke Pines



# City of Pembroke Pines



Frank C. Ortis, Mayor  
Angelo Castillo, Vice-Mayor  
Charles F. Dodge, City Manager

Jay Schwartz, Commissioner  
Carl Shechter, Commissioner  
Iris A. Siple, Commissioner

May 12, 2017

RFP # ED-17-02

Addendum # 2  
City of Pembroke Pines  
RFP # ED-17-02  
Janitorial Services for Charter Schools & Early Development Centers

## **A) ATTACHMENT M: DRAWINGS / FLOOR PLANS**

An e-mail was sent out on May 3, 2017 to all of the vendors that attended the Mandatory Pre-Bid Meeting on April 10, 2017. The e-mail contained a link to the Drawings/Floor Plans. If you have not received the files please contact Danny Benedit in the Procurement Division at 954-518-9020 so that he can confirm the e-mail address written on the sign in sheet or listed on BidSync is accurate.

## **B) SECTION 1.3 OF THE RFP IS HEREBY REPEALED AND REPLACED WITH THE FOLLOWING:**

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

- A) 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. Replacements for all broken or damaged dispensers shall be provided by the Contractor and installed by the City. A limited storage area shall be provided for contractor to store necessary supplies and materials.
- B) The Contractor shall furnish and maintain all the necessary equipment and should submit 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 two years similar to those specified herein.

#### **1.3.1 Janitorial Supply List**



Below are paper and plastic goods that are required to be provided in this contract. Quantities are representative of what was provided in the previous 12 month period and are listed for the benefit of all bidders. If additional quantities are needed the winning contractor must provide them at no additional cost to the City. City is not responsible for errors in or omissions from this list, Contractor is to supply all garbage bags, toilet paper, paper towels, and hand soap for all school facilities.

All other supplies, such as bleach, that were listed in the previous listing are considered to be standardly provided by the contractor in a janitorial contract and are not quantified.

<b>Item Description</b>	<b>Units of Measure</b>	<b>Estimated Annual Quantity</b>
Small Garbage Bags 24x24	Case	<b>388</b>
Medium Garbage Bag 33x40	Case	<b>736</b>
Large Garbage Bag 43x43	Case	<b>1236</b>
Liquid Hand Soap	Gallon	<b>296</b>
2 Ply Toilet Paper	Case	<b>1516</b>
White Roll Towels	Case	<b>1248</b>

**C) SECTION 1.5(G) OF THE RFP IS HEREBY REPEALED AND REPLACED WITH THE FOLLOWING:**

- G) Contractor shall designate a Project Manager that oversees all school operations and to act as the City's main contact. Project Manager must fluent in speaking, reading, and writing in English. Contractor shall designate one Lead Custodian at each site. Lead Custodian must be present at his or her designated time as shown in the table in Section 1.6. Lead Custodian must be fluent in speaking, reading, and writing in both English and any language used by Contractor's workers if other than English. Name and cell phone numbers for the Project Manager and Lead Custodians shall be provided to the City immediately upon execution of the contract and immediately following any changes to said personnel. In the case of the departure of the Contractor's Project Manager or Lead Custodian, a replacement will be provided within 24 hours.

**D) SECTION 1.5 OF THE RFP IS AMENDED WITH ADDITION OF THE FOLLOWING SUBSECTION (J):**

- J) A monthly inspection will be performed at each site and must be attended by the City's Project Manager, Contractor's Project Manager, and a School representative. A copy of this inspection report, signed by the City's Project Manager and the Contractor's Project Manager, must accompany each monthly pay application. This inspection report shall list all current deficiencies and must show that the previous month's deficiencies, if any, have been corrected to the City's satisfaction before payment will be made. Excessive and/or reoccurring deficiencies will result in non-recoupable deductions from payment to Contractor and could result in contract termination.

**E) SECTION 1.6 OF THE RFP IS HEREBY REPEALED AND REPLACED WITH THE FOLLOWING:**

**1.6 STAFFING REQUIREMENTS**

All major daily, weekly, monthly, and quarterly janitorial (which includes, but is not limited to, cleaning of classrooms and offices, vacuuming, mopping) shall be done between the hours of 5pm and 1am Monday-Friday. All doors and gates are to be locked upon leaving the premises. Staffing requirements needed to complete these services in their entirety are to be determined by the contractor. During periods of no school such as summer or spring break porters may be used to complete some of these services during the daytime in unoccupied buildings unless needed otherwise for events, summer camps, etc.

The chart below contains the quantities and timeframes for porters. The purpose of the porters is to do spot cleaning throughout the day as needed, tend to cafeteria needs during breakfast and lunch breaks, campus litter patrol, and a variety of other duties such as table/chair set up and break down for events and attend to school functions that occur during their hours of service. Porters are to follow direction daily as given by school administration. Night porters must also be able to speak conversational English. Hours of service are subject to change.

<b>Campus Site</b>	<b>Schools / EDCs</b>	<b>Quantity, Days, &amp; Hours For Porters (Year Round)</b>
1. East Campus	Pembroke Pines Charter East Elementary School	<u>3- Monday-Friday</u> 1- 8am-4pm (1 Lead Custodian) 1- 9am-5pm 1- 10am-6pm
2. Village Community Center	Village Preschool Early Development Center	<u>1- Monday-Friday</u> 1 - 9am-5pm (1 Lead Custodian)
3. Walter C. Young Campus	Bright Beginnings Early Development Center	<u>1- Monday-Friday</u> 1 - 9am-5pm (1 Lead Custodian)
4. Central Campus	Pembroke Pines Charter Central Elementary & Middle School	<u>4 Monday-Friday</u> 1- 8am-4pm (1 Lead Custodian) 2- 9am-5pm 1- 10am-6pm
5. Central Campus	Central Campus Early Development Center	<u>1 Monday-Friday</u> 1 - 9am-5pm (1 Lead Custodian)
6. West Campus	Pembroke Pines Charter West Elementary & Middle School	<u>4 Monday-Friday</u> 1- 8am-4pm (1 Lead Custodian) 2- 9am-5pm 1- 10am-6pm
7. West Campus	West Campus Early Development Center	<u>1 Monday-Friday</u> 1 - 9am-5pm (1 Lead Custodian)
8. Pembroke Shores	Pembroke Pines Charter FSU Elementary School	<u>3 Monday-Friday</u> 1- 8am-4pm (1 Lead Custodian) 1- 9am-5pm 1- 10am-6pm

9. Academic Village	Pembroke Pines Charter High & Middle School	<u>6 Monday-Friday</u> 2- 7am-3pm (1 Lead Custodian) 2- 8am-4pm 1- 9am-5pm 1- 4pm-12am (1 Night Porter) <u>2 Saturday</u> 1- 8am-4pm (1 Lead Custodian) 1- 4pm-12am (1 Night Porter) <u>2 Sunday</u> 1- 8am-4pm (1 Lead Custodian) 1- 4pm-12am (1 Night Porter)
---------------------	---	---

Contractor shall be responsible to schedule clean up after all school meetings, school activities, school sporting events, City events, summer camps, theatre rentals, etc. A schedule for the 2016-2017 school year will be provided to the awarded contractor. Depending on the event, required work can range from cleaning up after the event is over to providing employees to clean up throughout the length of the entire event. If additional staff is required to tend to these events beyond the porters provided above, then the cost to provide the necessary janitorial services required for these events shall be billed at a predetermined cost per person/per hour.

**F) SECTION 1.7.3(B) OF THE RFP IS HEREBY REPEALED AND REPLACED WITH THE FOLLOWING:**

**B) Carpeted Areas:**

1. Clean all story time/activity rugs in the Early Development Centers and Elementary School classrooms using the Dry-Host Method. No substitutions are allowed. Under special circumstances, hot water extraction method may be used upon approval by the City's designated representative.

**G) SECTION 1.8(A) OF THE RFP IS HEREBY REPEALED AND REPLACED WITH THE FOLLOWING:**

**A. VCT, LVT, and Ceramic Tile Areas:**

**1.VCT ONLY**

- Use 3-M or equal products as approved by the City.
- FOUR TIMES PER YEAR- (October, December, February, and April) Scrub and recoat all VCT.
- Additional scrub and rebuff may be required in high traffic areas (hallways) as directed by City's designated representative, as needed and priced per square foot.
- ANNUALLY- (Work to be performed during July and August). Completely strip to base and refinish VCT flooring. A minimum of five (5) coats of wax is to be applied, however more may be required to achieve industry standards.

## 2.LVT & CERAMIC TILE

- Use 3-M or equal products as approved by the City.
- FIVE TIMES PER YEAR- (February, April, August, October, and December) Scrub LVT and ceramic tile flooring.
- Contractor shall be liable for any damages incurred to the facility, including those caused by use of excess water during the stripping process.

## **H) REVISED PRICING STRUCTURE / PROPOSAL FORM**

The City has provided a simplified Pricing Form on Bid Sync for the Vendors to provide the total annual cost to provide the services with the requested staffing, equipment, supplies, etc. for each site. Below is an example of the new structure that will be seen on BidSync:

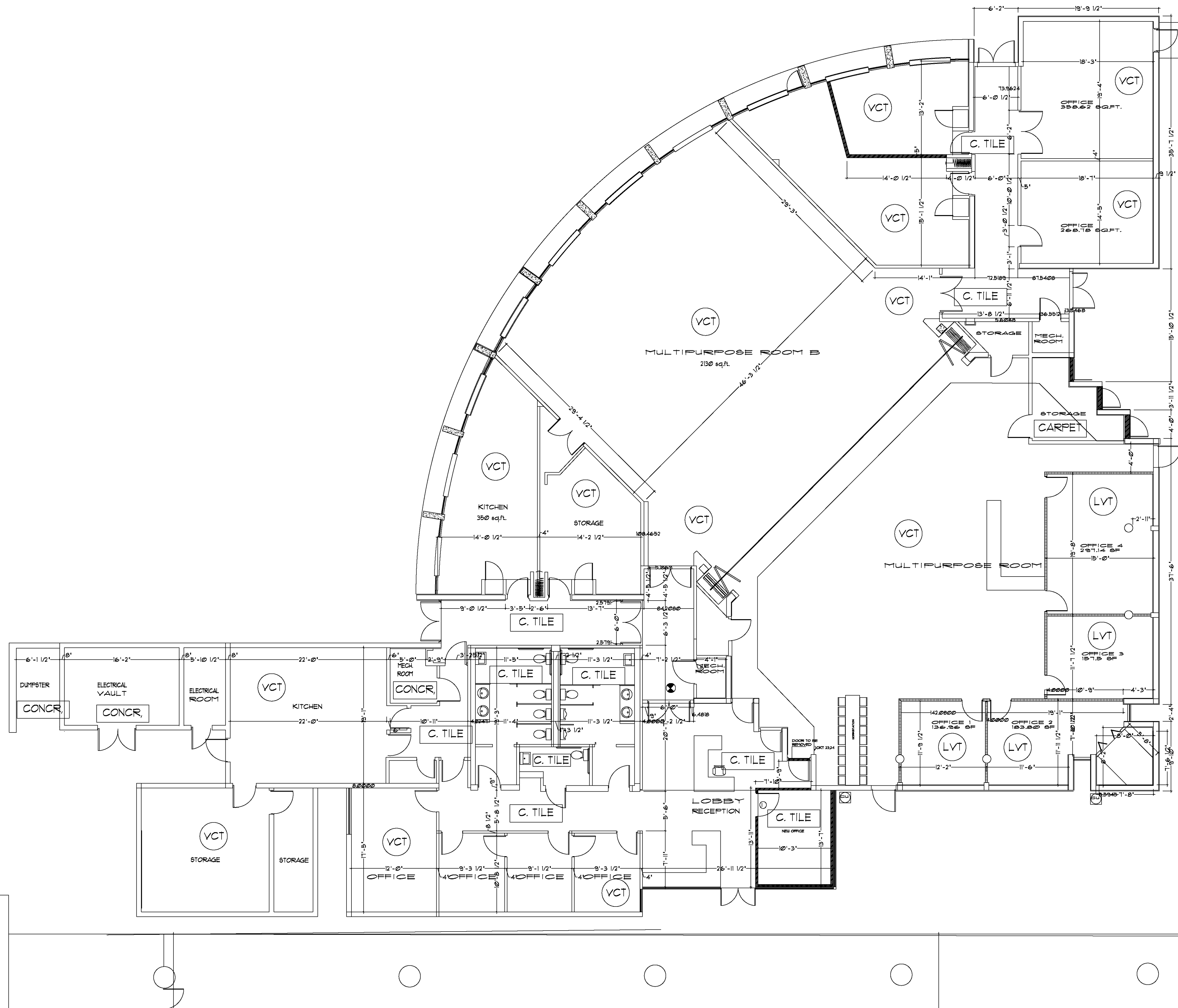
Campus Site	Schools / EDCs	Proposed Annual Cost
1. East Campus	Pembroke Pines Charter East Elementary School	Price to be Submitted Via BidSync
2. Village Community Center	Village Preschool Early Development Center	Price to be Submitted Via BidSync
3. Walter C. Young Campus	Bright Beginnings Early Development Center	Price to be Submitted Via BidSync
4. Central Campus	Pembroke Pines Charter Central Elementary & Middle School	Price to be Submitted Via BidSync
5. Central Campus	Central Campus Early Development Center	Price to be Submitted Via BidSync
6. West Campus	Pembroke Pines Charter West Elementary & Middle School	Price to be Submitted Via BidSync
7. West Campus	West Campus Early Development Center	Price to be Submitted Via BidSync
8. Pembroke Shores	Pembroke Pines Charter FSU Elementary School	Price to be Submitted Via BidSync
9. Academic Village	Pembroke Pines Charter High & Middle School	Price to be Submitted Via BidSync

Additional Services Description (at any location)	Unit of Measure	Rate
Additional Porter for events as needed	per hour	Price to be Submitted Via BidSync
Additional Dry-Host Method Carpet Cleaning	per square foot	Price to be Submitted Via BidSync
Additional scrub and rebuff of VCT	per square foot	Price to be Submitted Via BidSync

Additional strip and recoat of VCT	per square foot	<b>Price to be Submitted Via BidSync</b>
Additional scrub of LVT	per square foot	<b>Price to be Submitted Via BidSync</b>
Additional scrub of ceramic tile	per square foot	<b>Price to be Submitted Via BidSync</b>
Water extraction cleaning of carpet	per square foot	<b>Price to be Submitted Via BidSync</b>

Mark Gomes  
Purchasing Manager  
City of Pembroke Pines





EAST CAMPUS CHARTER SCHOOL

ADMIN. BLDG



REVISIONS	BY

LICENSE NO.

SEAL

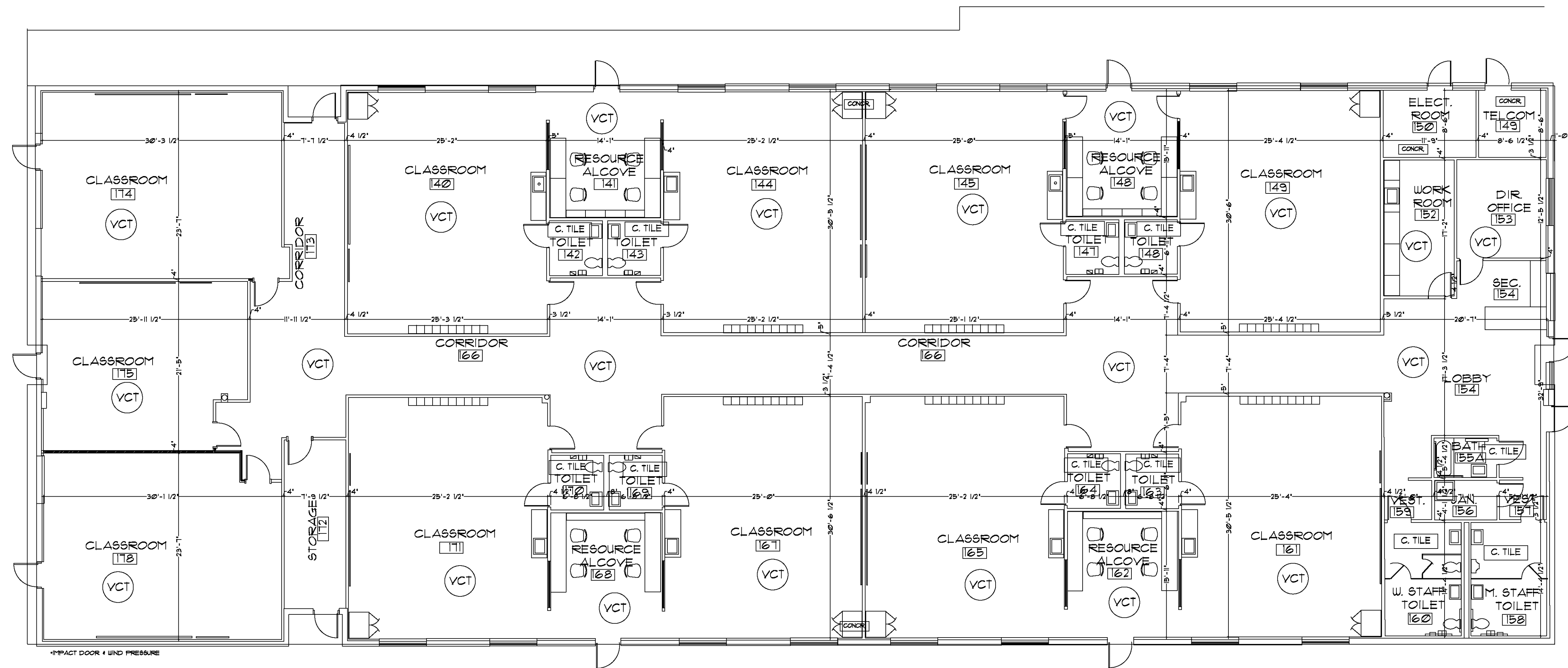
PROJECT

SCALE:  
AS NOTE  
DATE:

DRAWN BY:  
A. NUNEZ

DRAWING NO.

-----



CARPET

CONCR,

CONCR, FLOOR

VCT

VINYLE COMP. TILE

LVT

LUXURY TILE

MATTED  
RUBBER  
FLOOR

C. TILE

CONC. TILE



REVISIONS	BY

LICENSE NO.

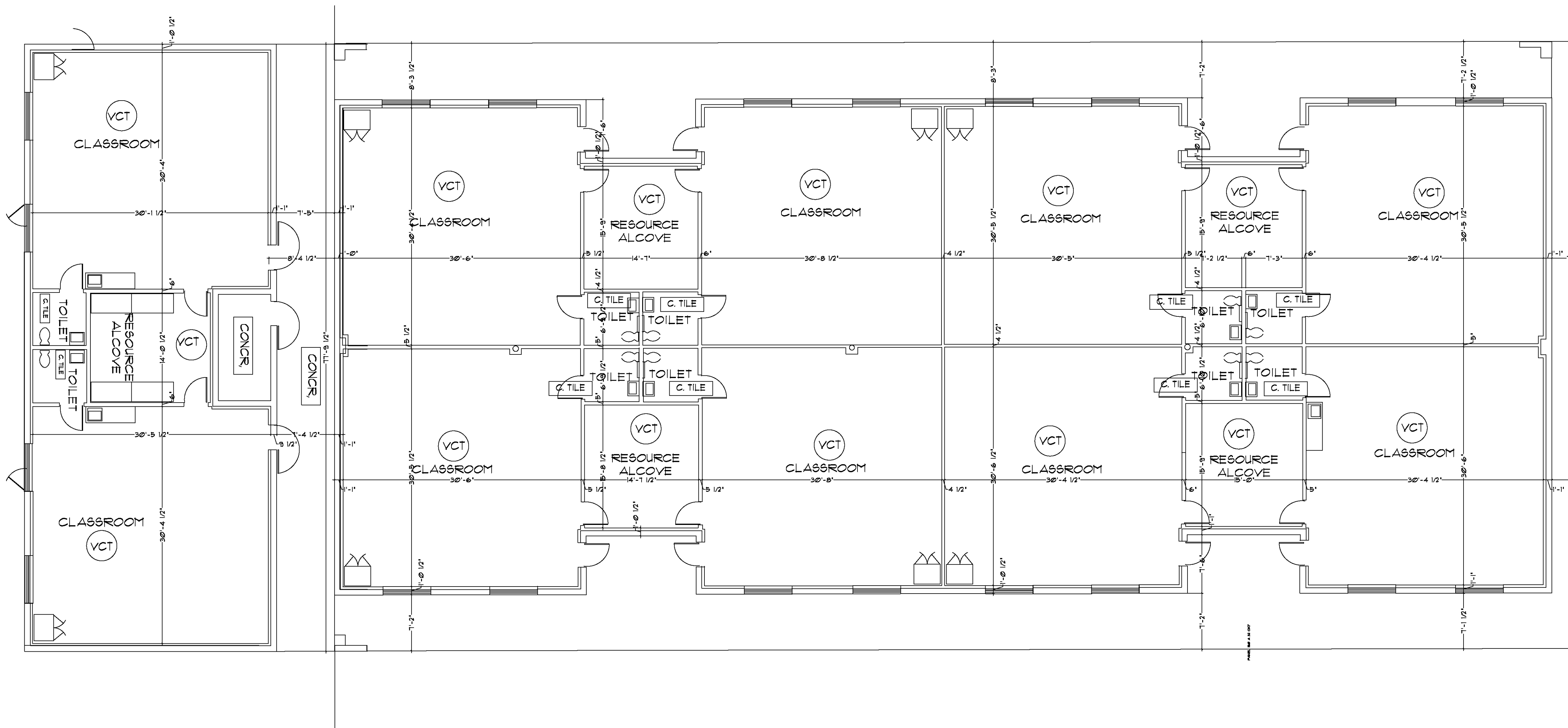
SEAL

PROJECT

SCALE:  
AS NOTE  
DATE:  
DRAWN BY:  
A. NUNEZ  
DRAWING NO.  
-----

EAST CAMPUS CHARTER SCHOOL

P-BUILDING



CARPET

CONCR,

CONCR, FLOOR

VCT

VINYLE COMP. TILE

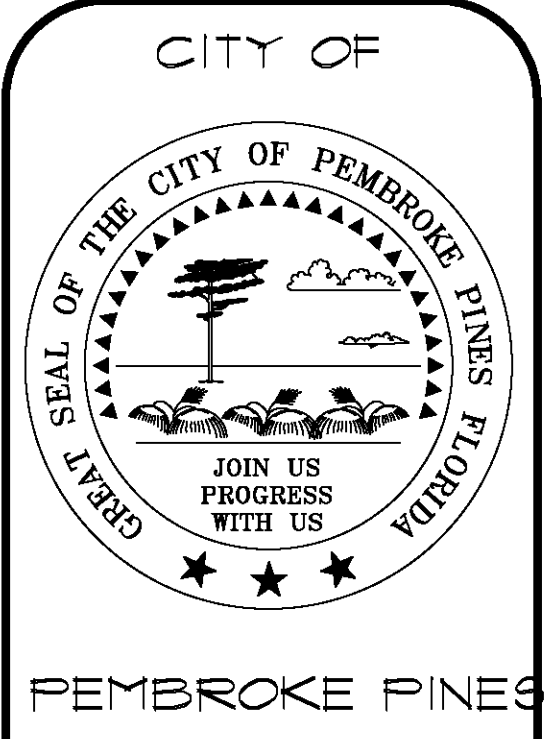
LVT

LUXURY TILE

MATTED  
RUBBER  
FLOOR

C. TILE

CONC. TILE



REVISIONS	BY

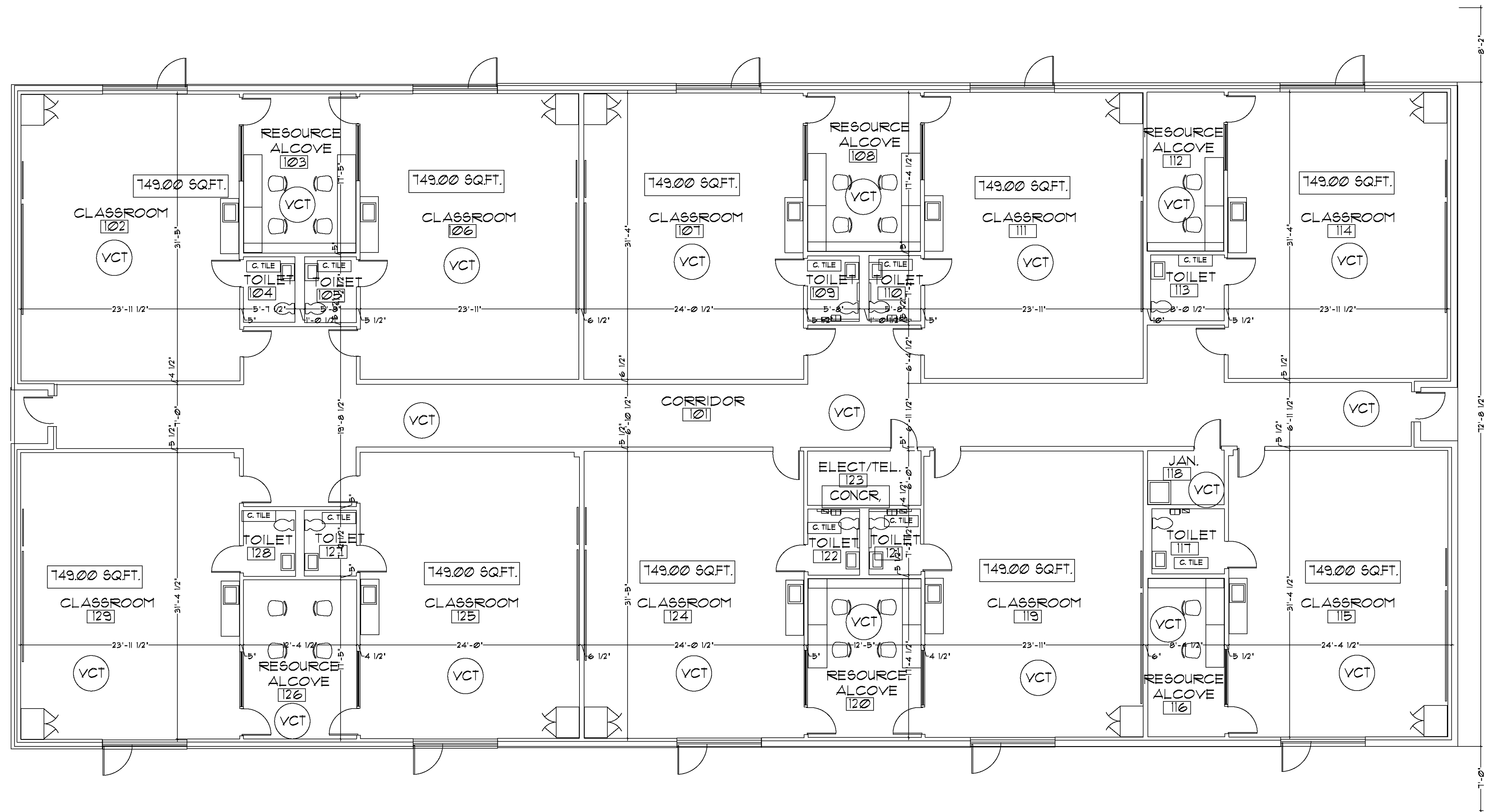
LICENSE NO.

SEAL

SCALE:  
AS NOTE  
DATE:  
DRAWN BY:  
A. NUNEZ  
DRAWING NO.

PROJECT

# EAST CAMPUS CHARTER SCHOOL E-BUILDING



CARPET

CONCR,

CONCR, FLOOR

VCT

VINYLE COMP. TILE

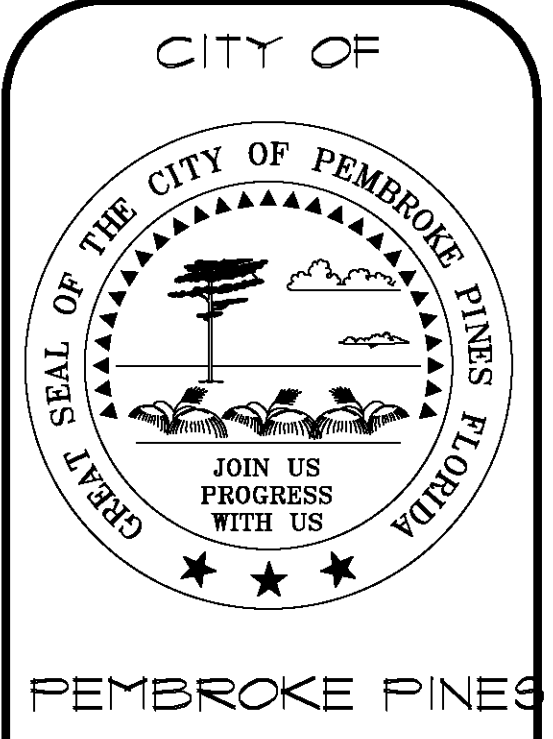
LVT

LUXURY TILE

MATTED  
RUBBER  
FLOOR

C. TILE

CONC. TILE



REVISIONS	BY

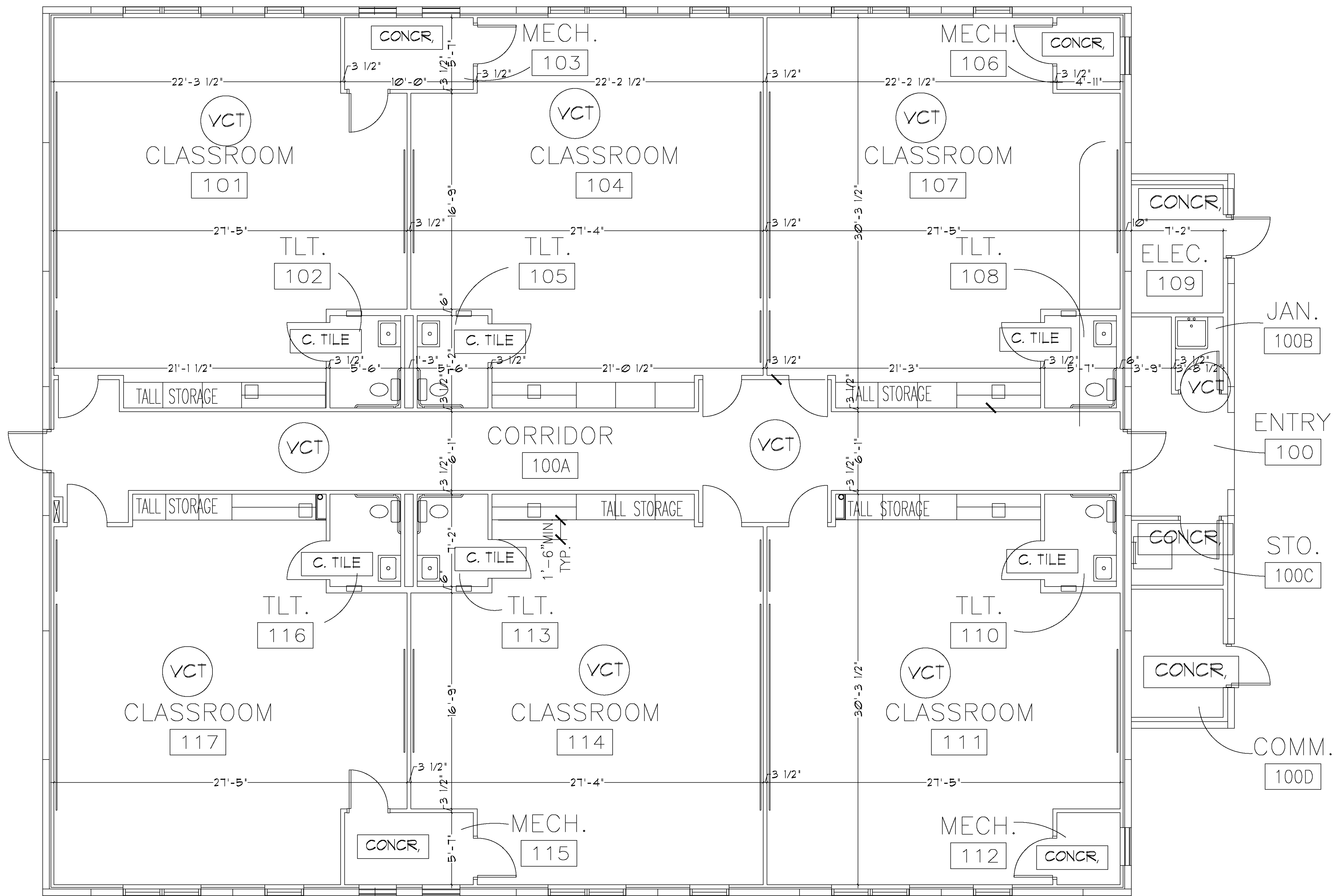
LICENSE NO.

SEAL

SCALE:  
AS NOTE  
DATE:  
DRAWN BY:  
A. NUNEZ

DRAWING NO.  
- - - - -

# EAST CAMPUS CHARTER SCHOOL M BUILDING



CARPET	
CONCR.	CONCR. FLOOR
VCT	VINYLE COMP. TILE
LVT	LUXURY TILE
MATTED RUBBER FLOOR	
C. TILE	CONC. TILE



REVISIONS	BY

LICENSE NO.

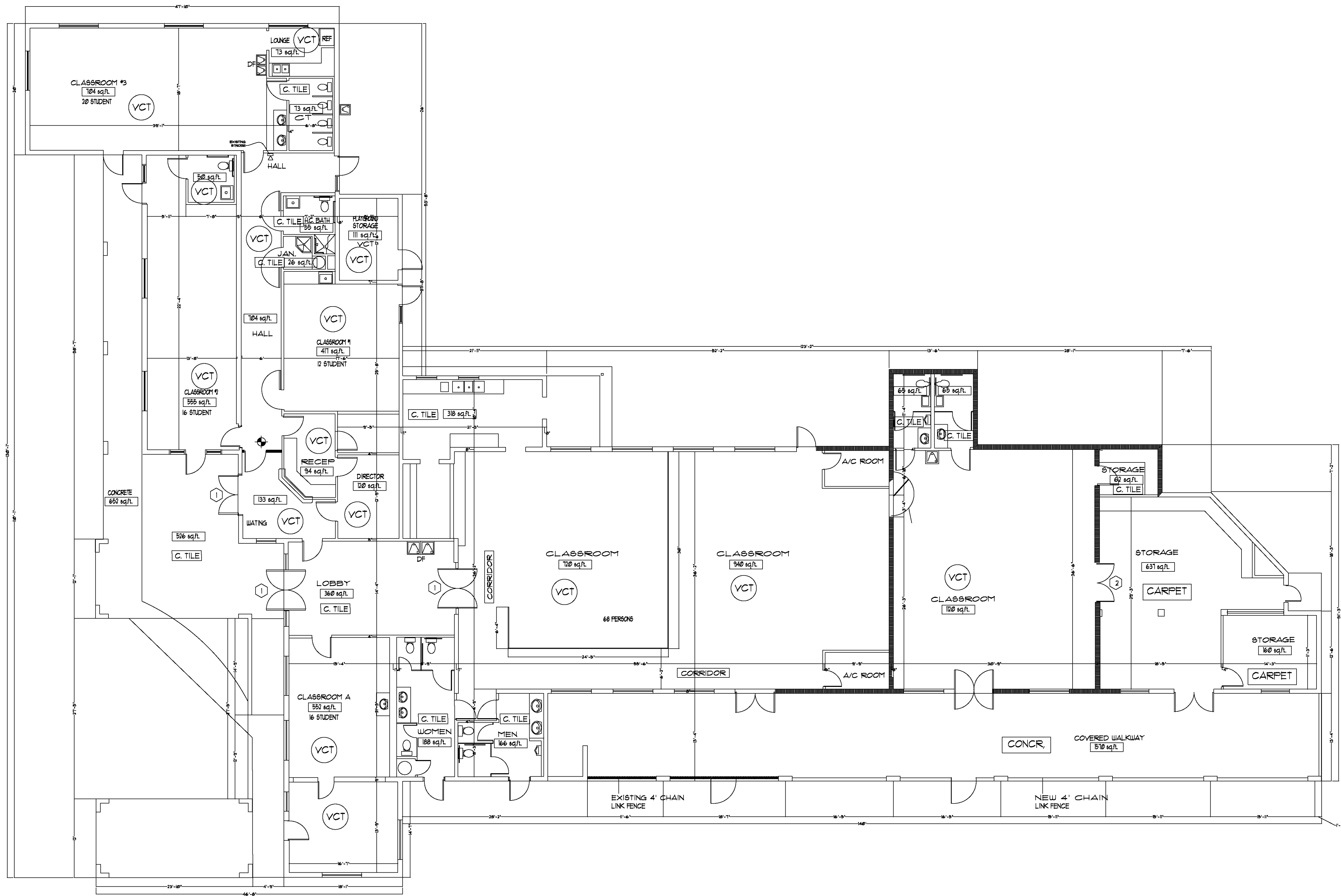
SEAL

PROJECT

SCALE:  
AS NOTE  
DATE:  
DRAWN BY:  
A. NUNEZ  
DRAWING NO.  
-----

# EAST CAMPUS CHARTER SCHOOL L-BUILDING





CARPET

CONCR,

CONCR, FLOOR

VCT

VINYLE COMP. TILE

LVT

LUXURY TILE

MATTED  
RUBBER  
FLOOR

C. TILE

CONC. TILE



REVISIONS	BY

LICENSE NO.

SEAL

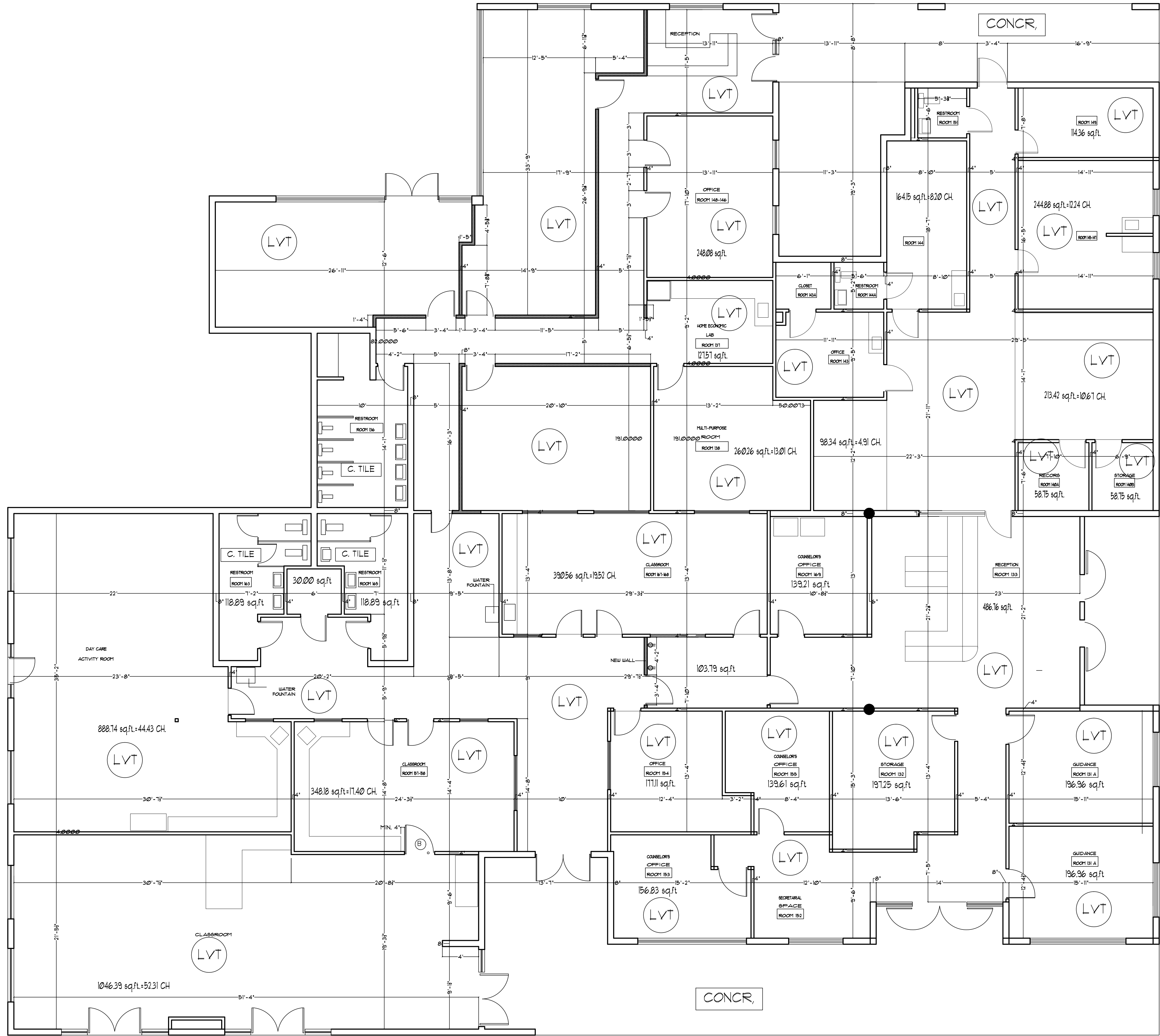
PROJECT

SCALE:  
AS NOTE  
DATE:

DRAWN BY:  
A. NUNEZ

DRAWING NO.  
- - - - -

# VILLAGE COMMUNITY SCHOOL




- CARPET
- CONCR, CONCR, FLOOR
- VCT VINYLE COMP. TILE
- LVT LUXURY TILE
- MATTED RUBBER FLOOR
- C. TILE CONC. TILE

Broward County Adult Education utilizes the NW corner of the building which is not utilized by the Bright Beginnings EDC. Therefore the following rooms are to be **excluded** from cleaning under this: 133, 131A (Both), 132, 152, 154, and 155.

# BRIGHT BEGINNING SCHOOL

CITY OF



GREAT SEAL OF THE CITY OF PEMBROKE PINES, FLORIDA  
JOIN US  
PROGRESS  
WITH US  
★★★

PEMBROKE PINES

REVISIONS	BY

LICENSE NO.

SEAL

PROJECT

SCALE:

AS NOTE

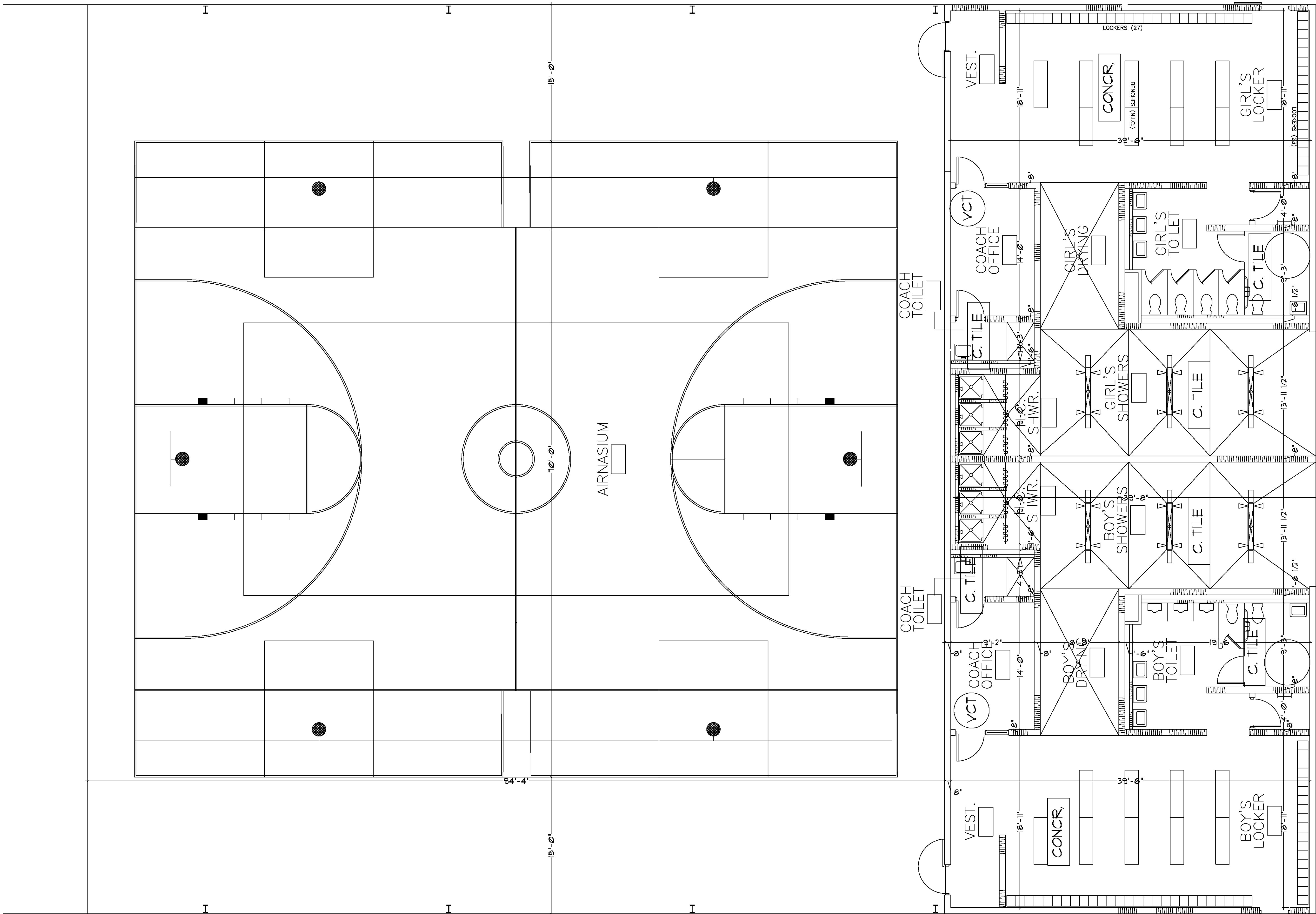
DATE:

DRAWN BY:

A. NUNEZ

DRAWING NO.

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CENTRAL CAMPUS SCHOOL—GYMN. AND LOCKERS. BLDG.



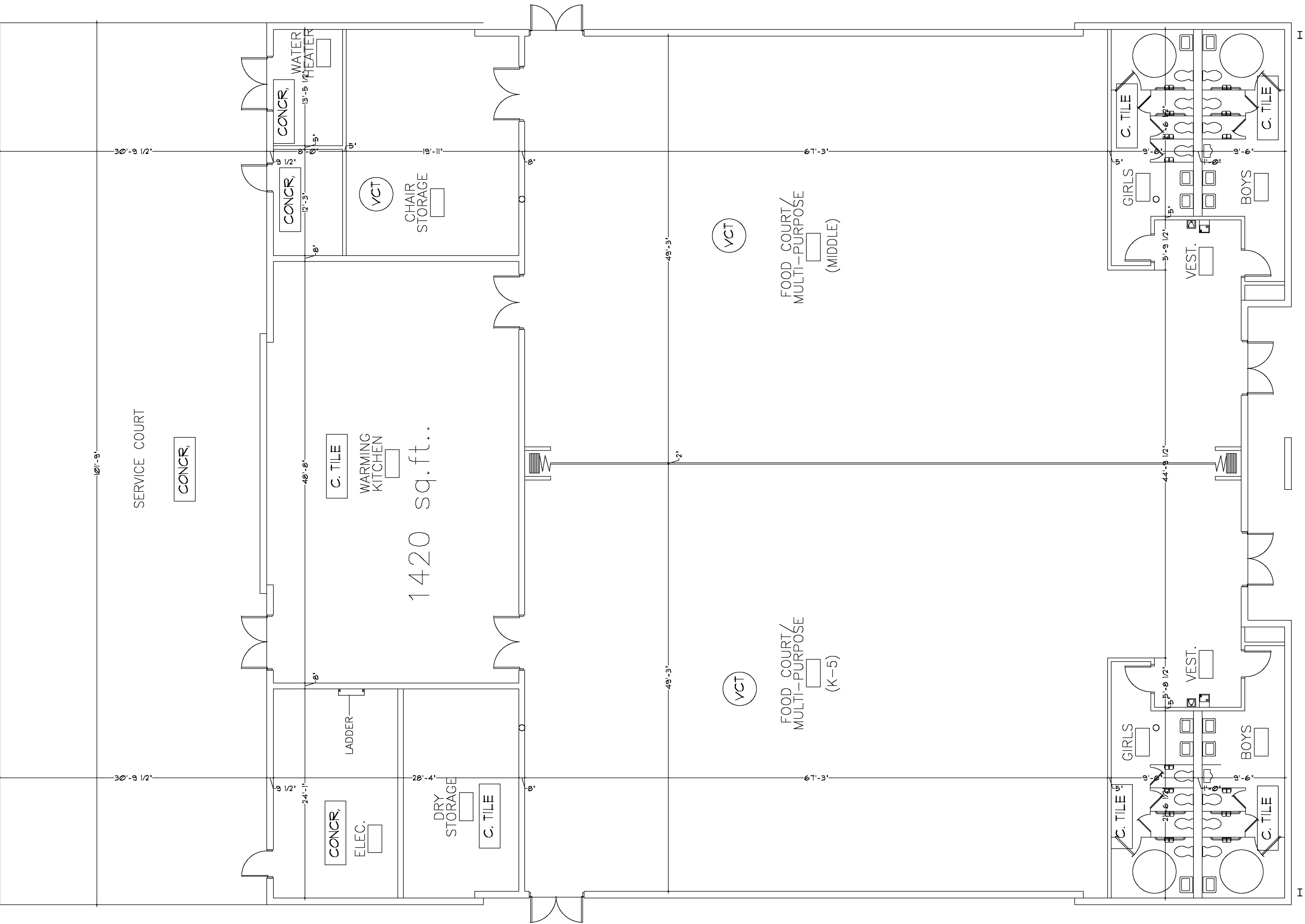
REVISIONS	BY

LICENSE NO.

SEAL

PROJECT

SCALE:  
AS NOTE  
DATE:  
DRAWN BY:  
A. NUNEZ  
DRAWING NO.  
-----



CARPET

CONCR,

VCT

LVT

MATTED  
RUBBER  
FLOOR

C. TILE

CONCR, FLOOR

VINYLE COMP. TILE

LUXURY TILE

CONC. TILE



REVISIONS	BY

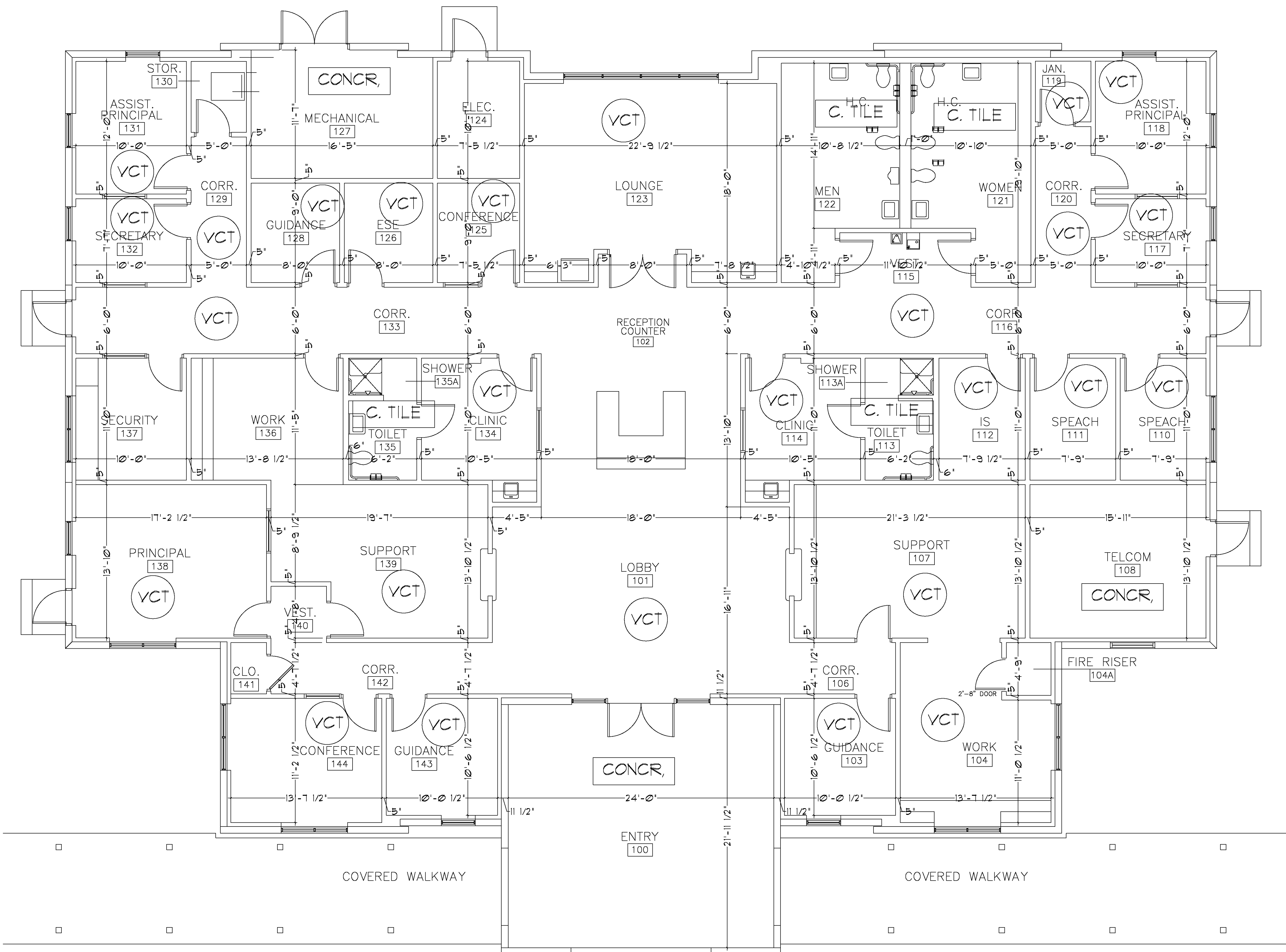
LICENSE NO.

SEAL

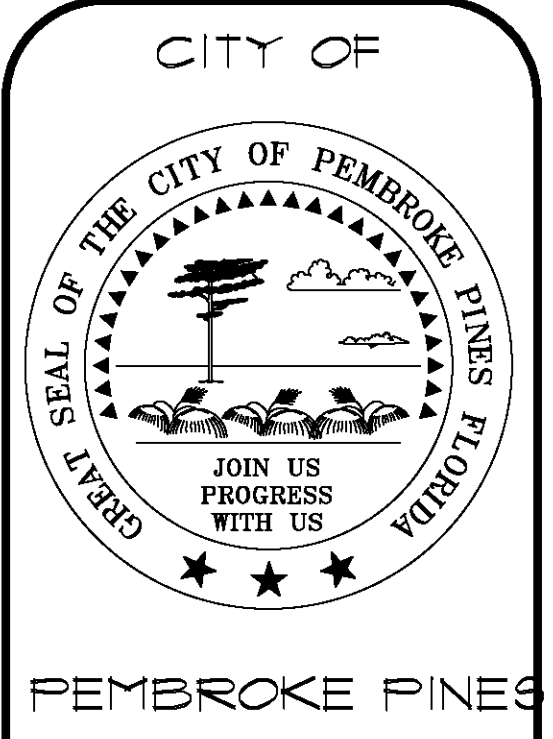
PROJECT

SCALE:  
AS NOTE  
DATE:  
DRAWN BY:  
A. NUNEZ  
DRAWING NO.

CENTRAL CAMPUS SCHOOL      FOOD COURT. BLDG.



- CARPET
- CONCR, CONCR, FLOOR
- VCT VINYLE COMP. TILE
- LVT LUXRY TILE
- MATTED RUBBER FLOOR
- C. TILE CONC. TILE



REVISIONS	BY

LICENSE NO.

SEAL

PROJECT

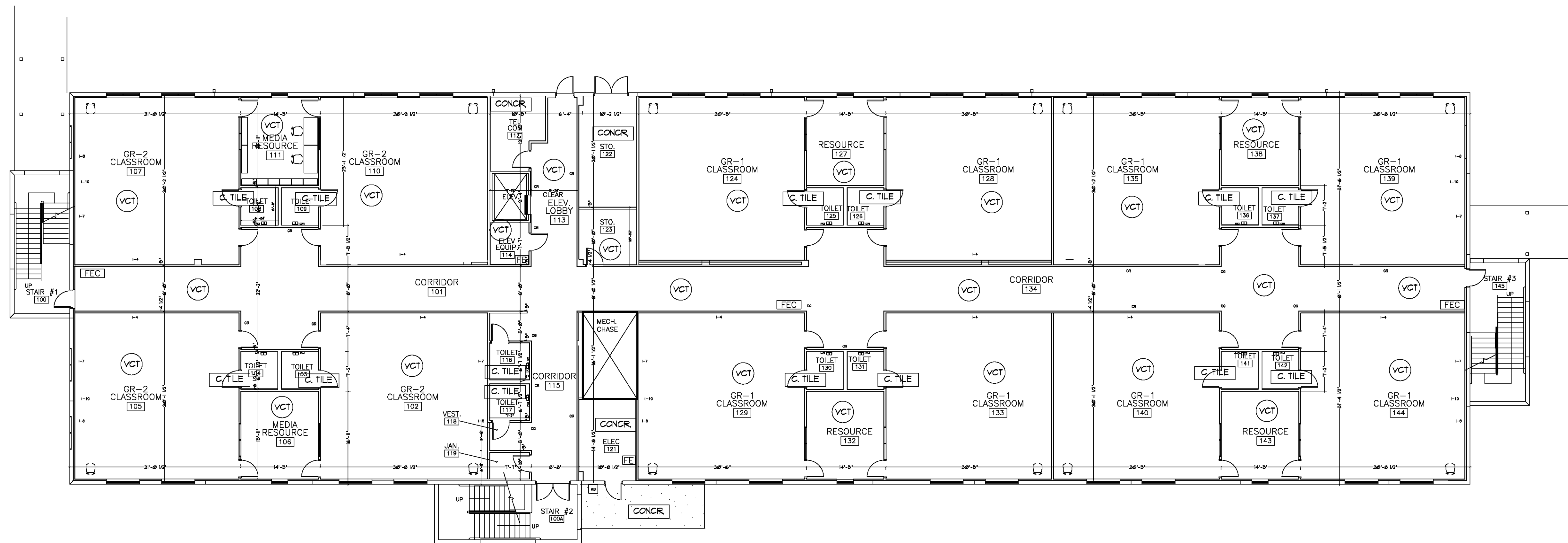
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AS NOTE  
DATE:

DRAWN BY:  
A. NUNEZ

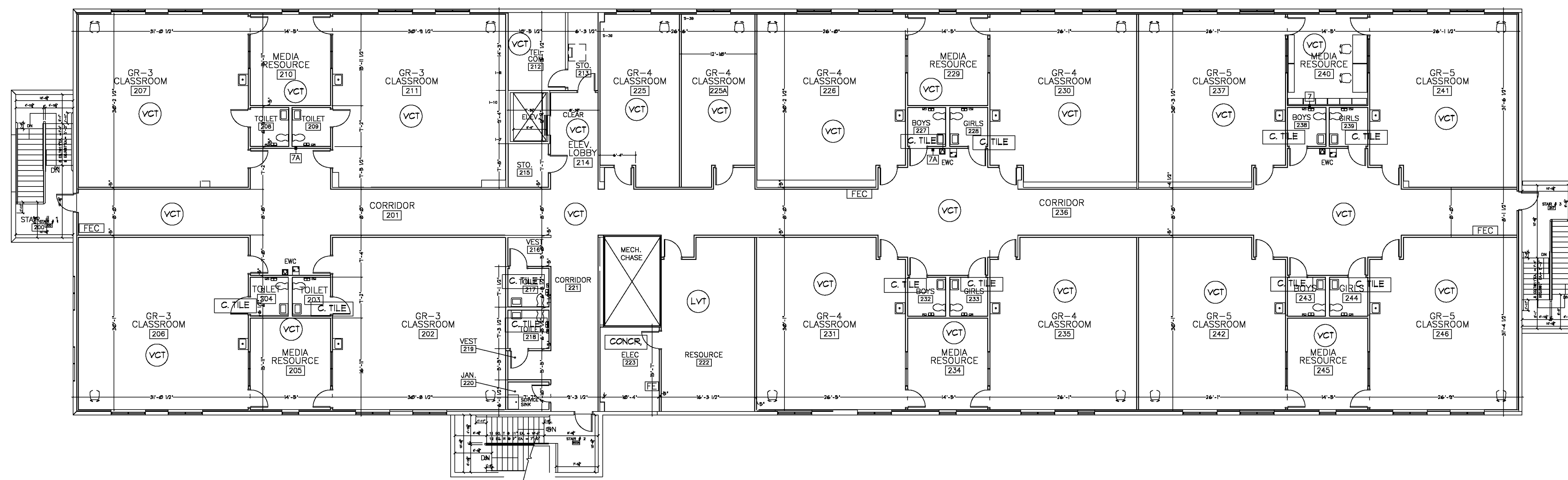
DRAWING NO.

CENTRAL CAMPUS SCHOOL ADMINIST. BLDG.





1ST FLOOR



2ND FLOOR

CARPET

CONCR,

VCT

LVT

MATTED  
RUBBER  
FLOOR

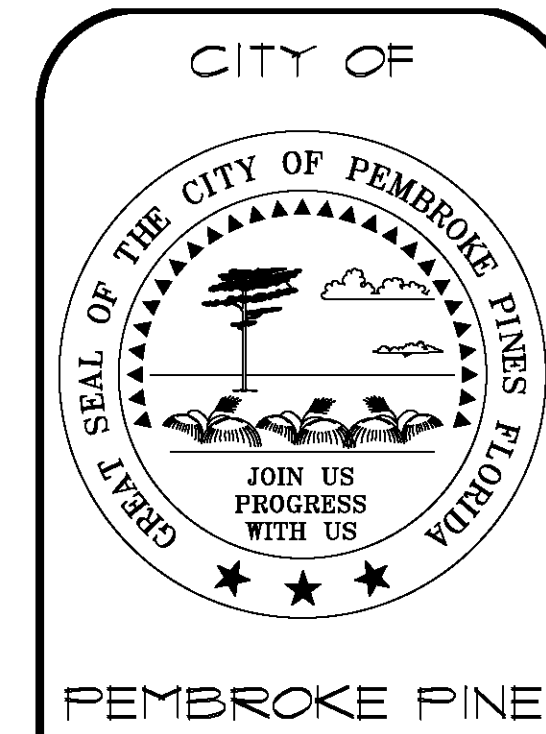
C. TILE

CONCR, FLOOR

VINYLE COMP. TILE

LUXURY TILE

CONC. TILE



REVISIONS	BY

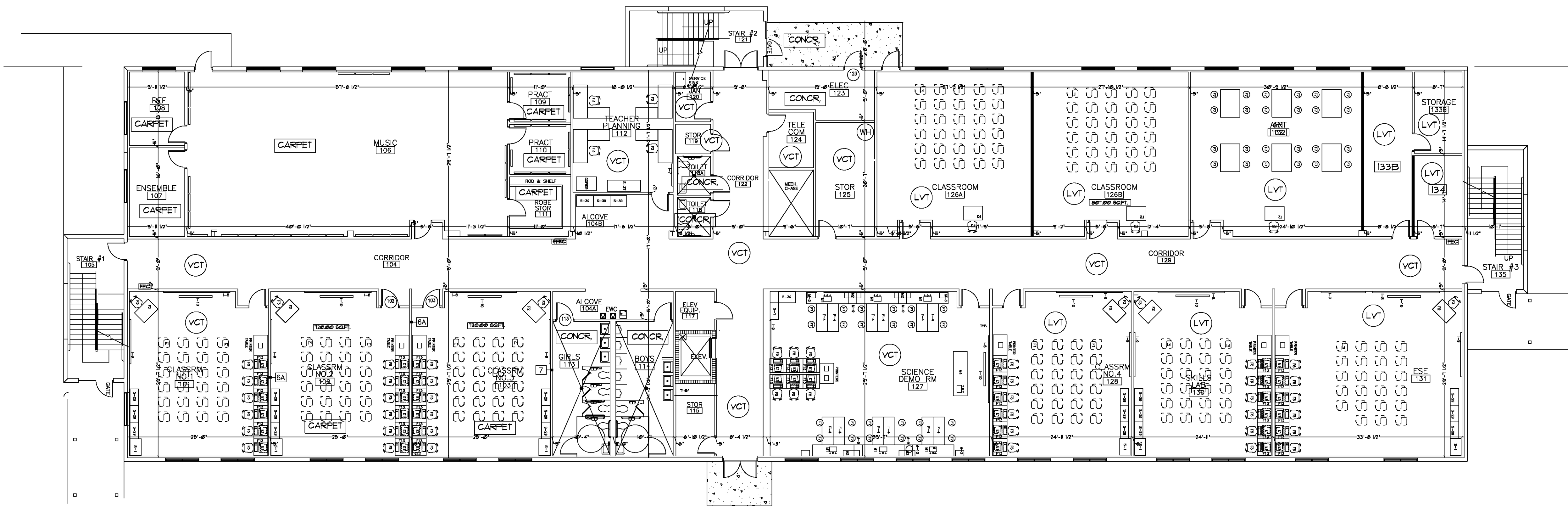
LICENSE NO.

SEAL

PROJECT

SCALE:  
AS NOTE  
DATE:  
DRAWN BY:  
A. NUNEZ  
DRAWING NO.  
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CENTRAL CAMPUS SCHOOL ELEMENT. BUILDING



CARPET

CONCR,

VCT

LVT

MATTED  
RUBBER  
FLOOR

C. TILE

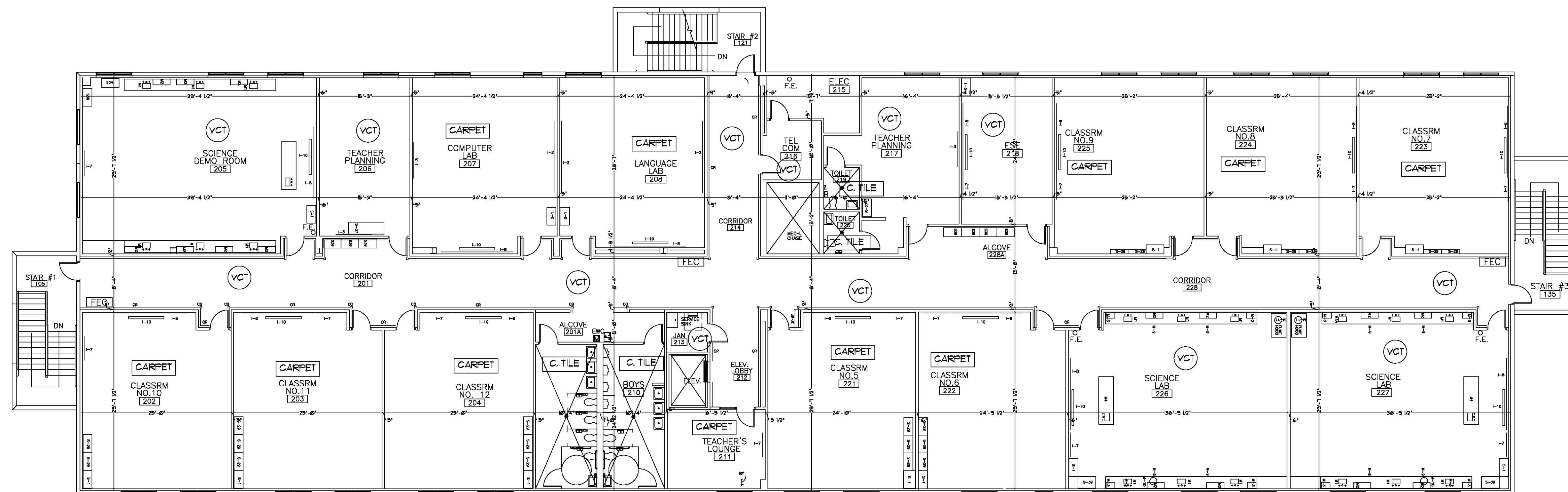
CONCR, FLOOR

VINYLE COMP. TILE

LUXURY TILE

CONC. TILE

1ST FLOOR



2ND FLOOR

CENTRAL CAMPUS SCHOOL MIDDLE BUILDING



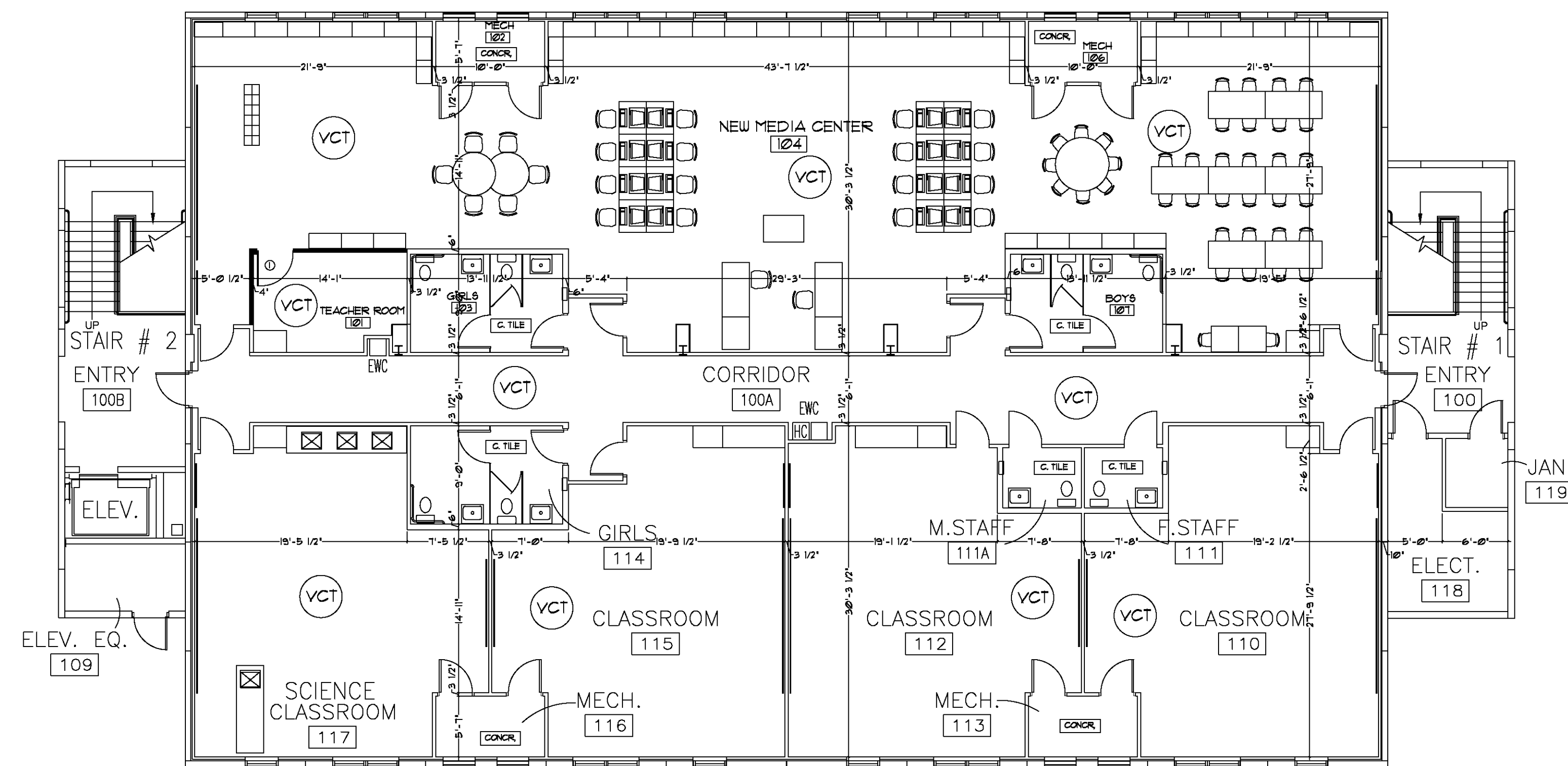
REVISIONS	BY

LICENSE NO.

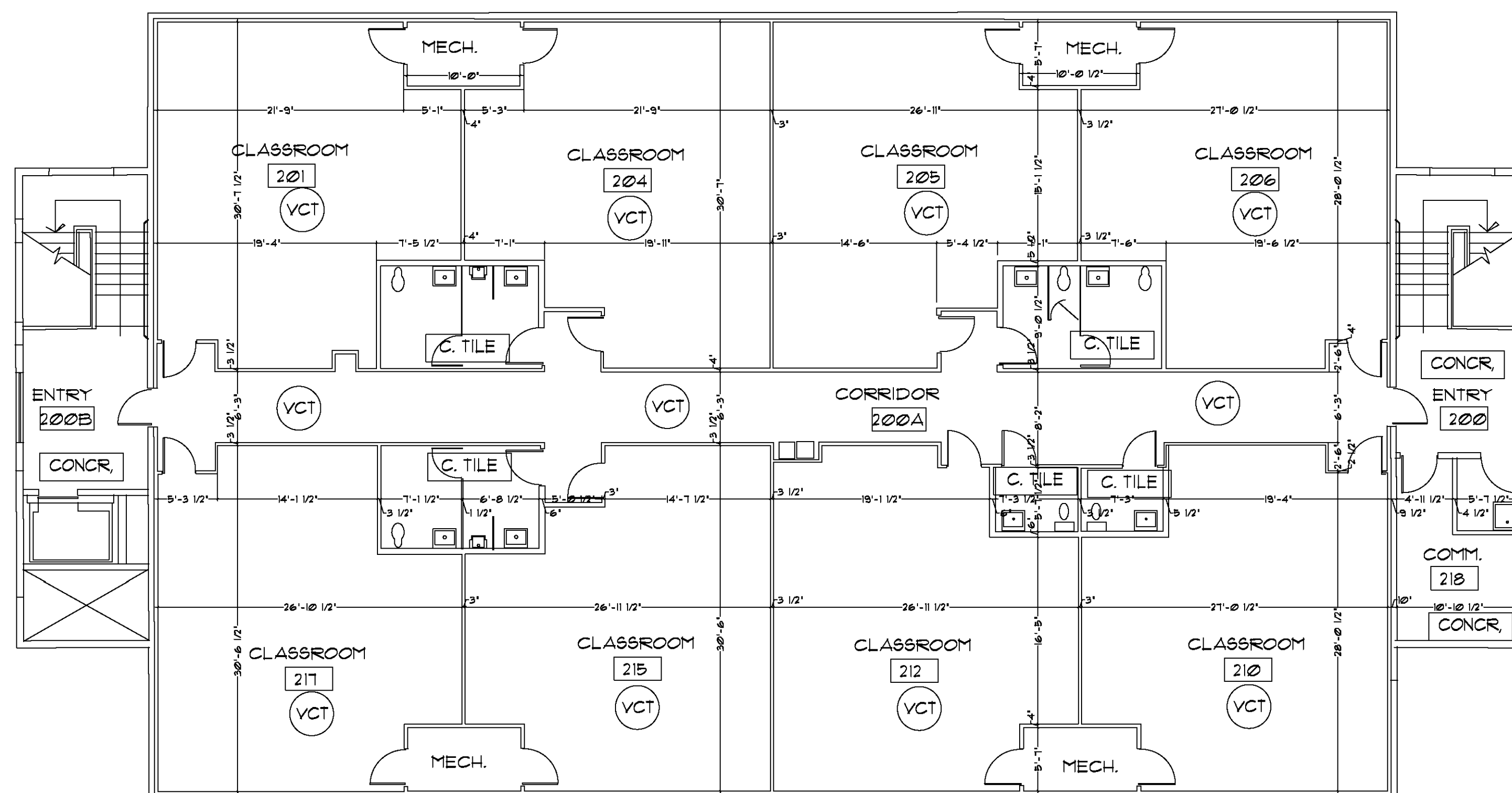
SEAL

PROJECT

SCALE:  
AS NOTE  
DATE:  
DRAWN BY:  
A. NUNEZ  
DRAWING NO.  
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1ST FLOOR



2ND FLOOR

CENTRAL CAMPUS SCHOOL Y BLDG

CARPET

CONCR,

VCT

LVT

MATTED  
RUBBER  
FLOOR

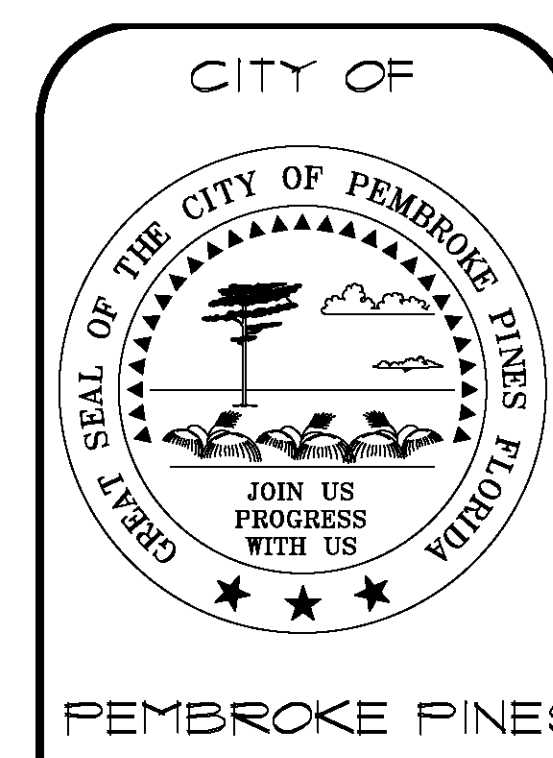
C. TILE

CONCR, FLOOR

VINYLE COMP. TILE

LUXURY TILE

CONC. TILE



REVISIONS	BY

LICENSE NO.

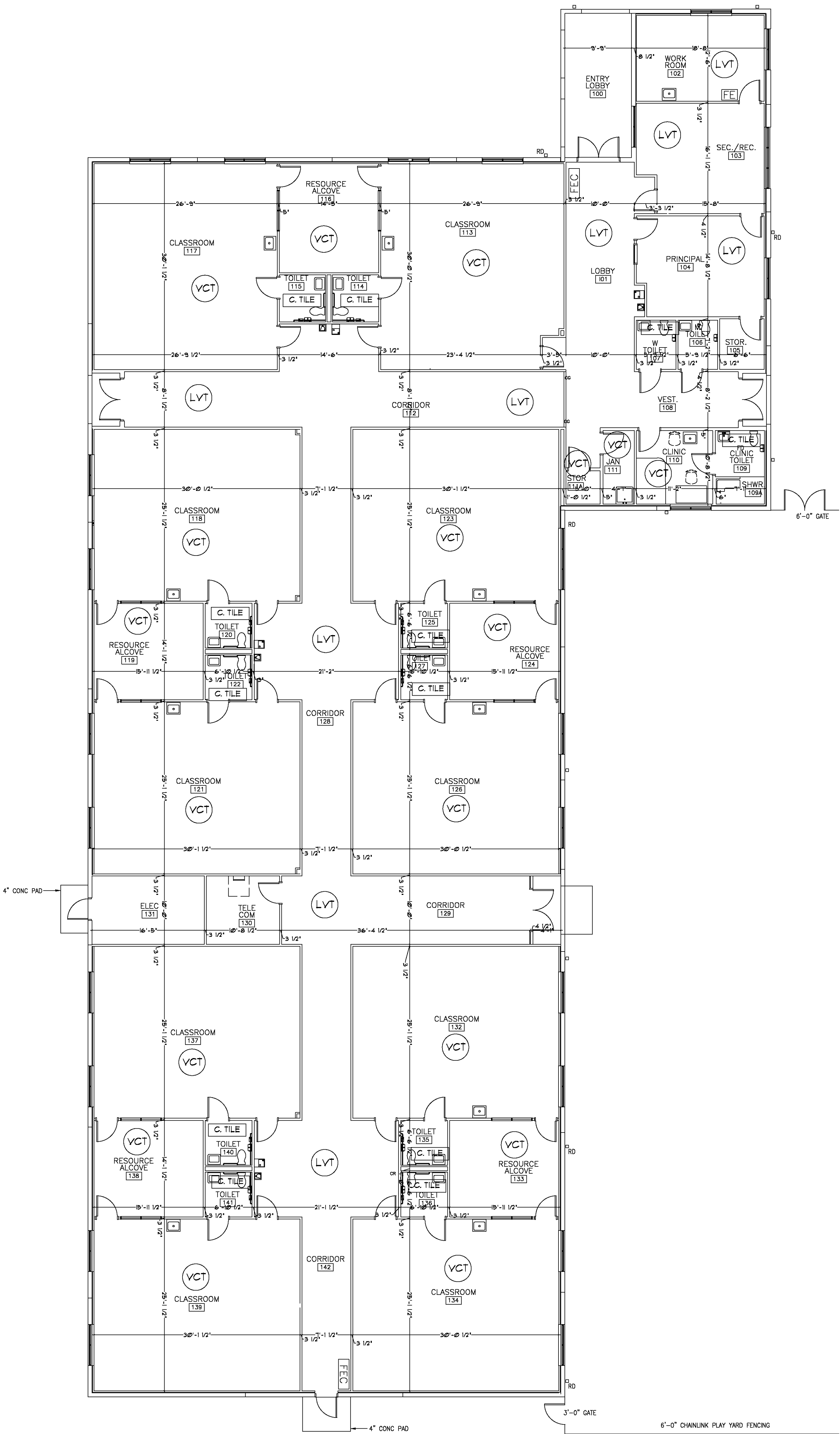
SEAL

PROJECT

SCALE:  
AS NOTE  
DATE:  
DRAWN BY:  
A. NUNEZ  
DRAWING NO.  
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CENTRAL CAMPUS SCHOOL

PRE-K BLDG.



CARPET

CONCR.

VCT

LVT

MATTED  
RUBBER  
FLOOR

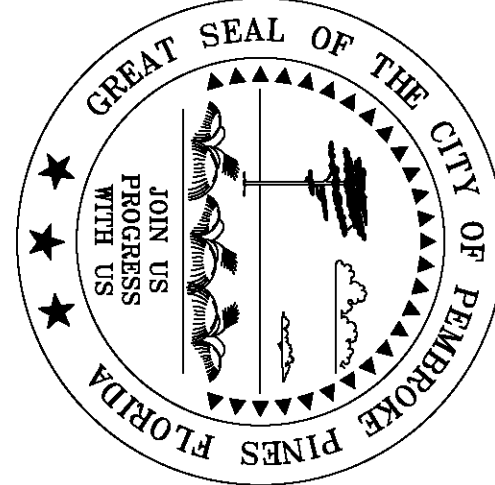
C. TILE

CONCR, FLOOR

VINYLE COMP. TILE

LUXURY TILE

CONC. TILE



CITY OF

PEMBROKE PINES

REVISIONS	BY

LICENSE NO.

SEAL

PROJECT

SCALE:

AS NOTE

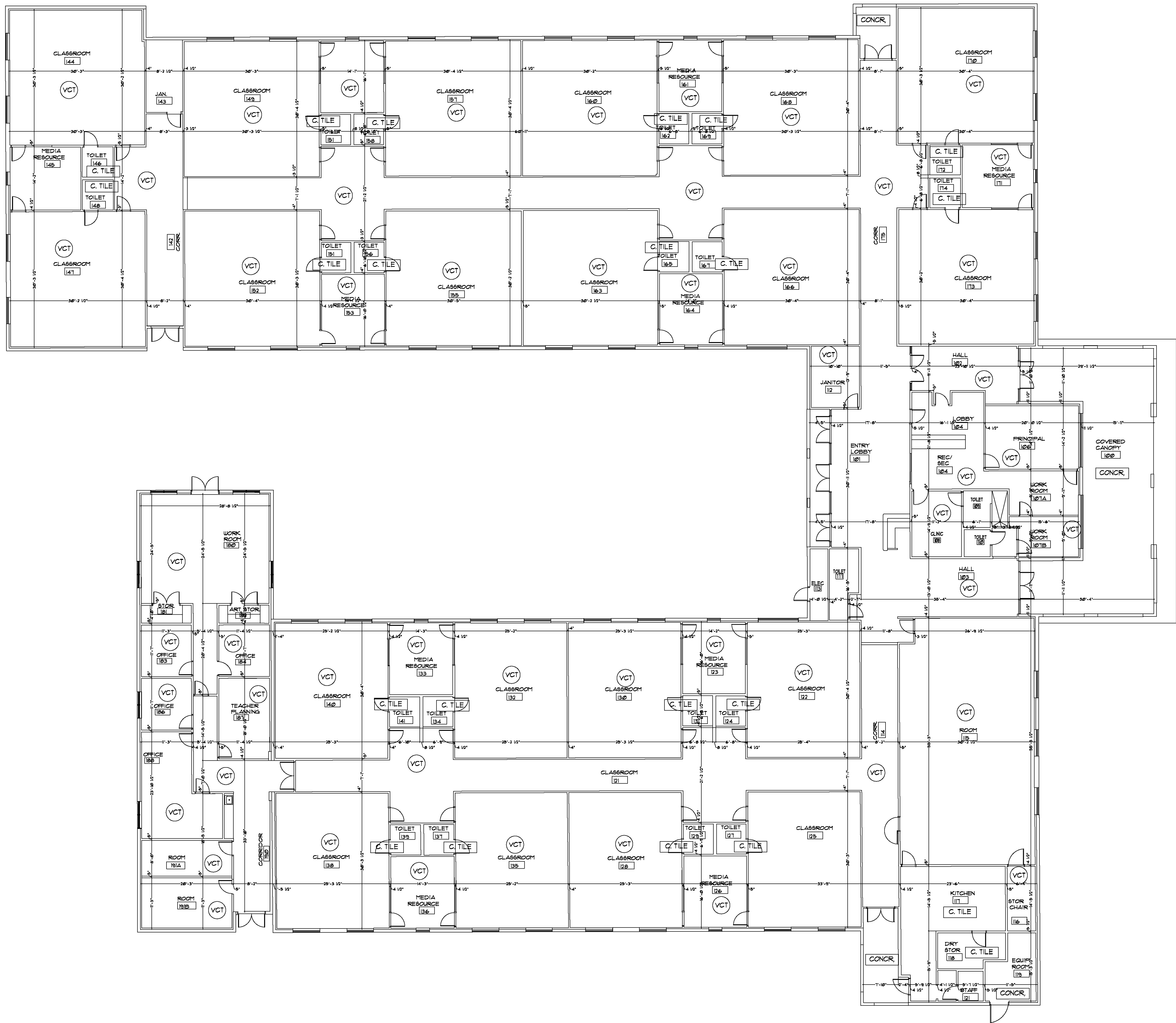
DATE:

DRAWN BY:

A. NUNEZ

DRAWING NO.

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CARPET

CONCR,

VCT

LVT

MATTED  
RUBBER  
FLOOR

C. TILE

CONCR, FLOOR

VINYLE COMP. TILE

LUXURY TILE

CONC. TILE



REVISIONS	BY

LICENSE NO.

SEAL

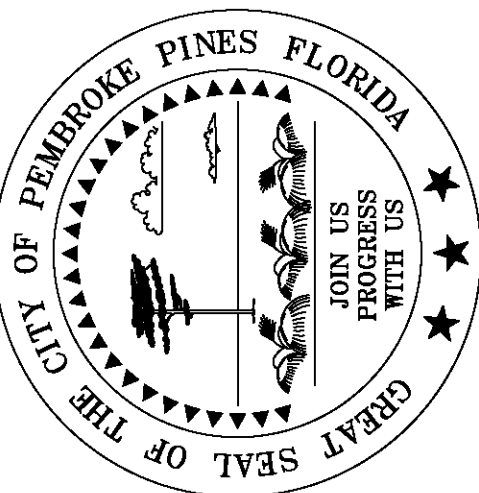
PROJECT

SCALE:  
AS NOTE  
DATE:  
DRAWN BY:  
A. NUNEZ  
DRAWING NO.

WEST CAMPUS SCHOOL ELEMENTARY



CITY OF



PEMBROKE PINES

REVISIONS	BY

LICENSE NO.

SEAL

PROJECT

SCALE:

AS NOTE

DATE:

DRAWN BY:

A. NUNEZ

DRAWING NO.

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CARPET

CONCR, FLOOR

VCT

VINYLE COMP. TILE

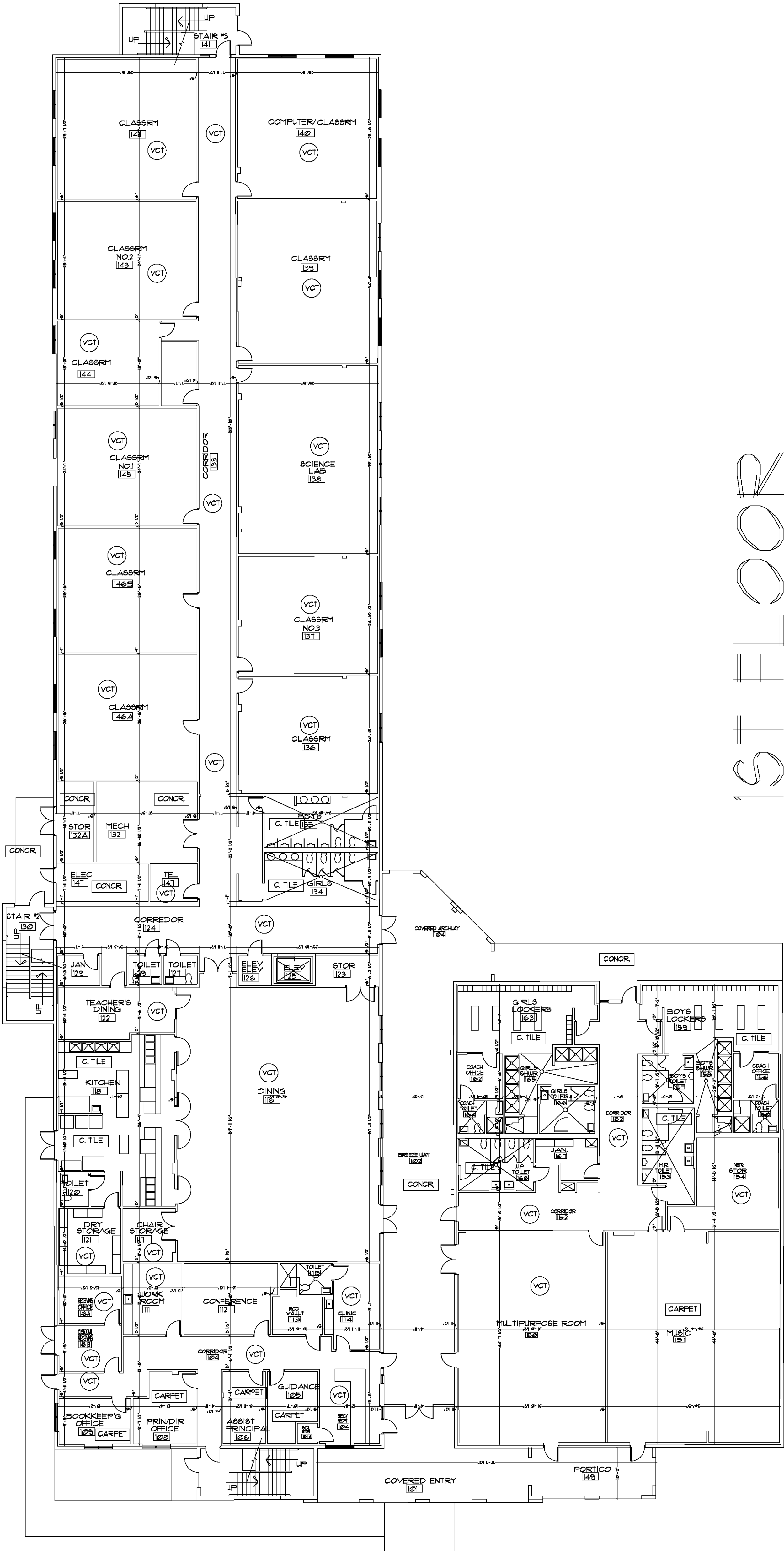
LVT

LUXURY TILE

MATTED RUBBER FLOOR

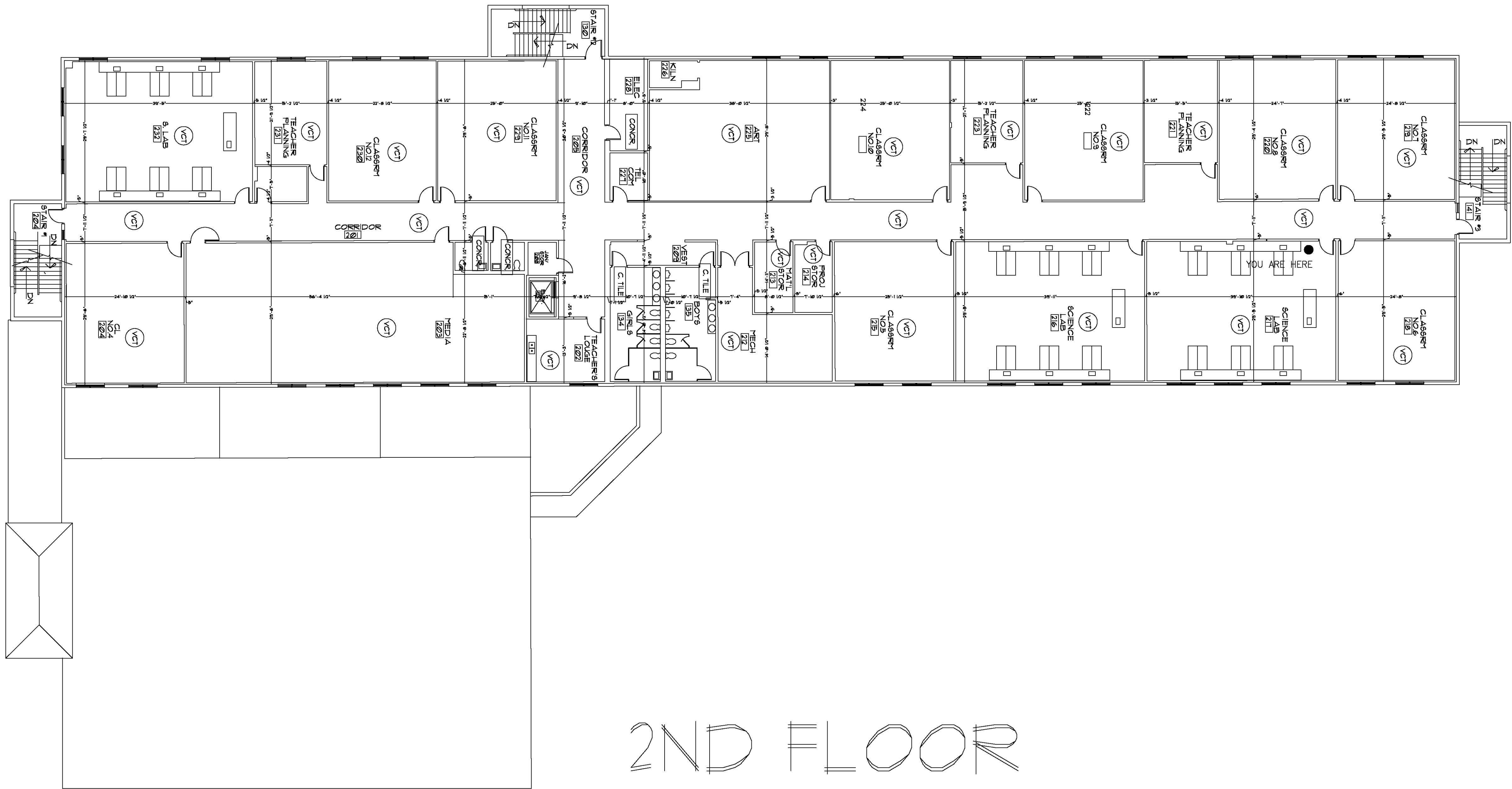
C. TILE

CONC. TILE



1ST FLOOR

WEST CAMPUS SCHOOL MIDDLE BLDG



2ND FLOOR

CARPET

CONCR,

CONCR, FLOOR

VCT

VINYLE COMP. TILE

LVT

LUXURY TILE

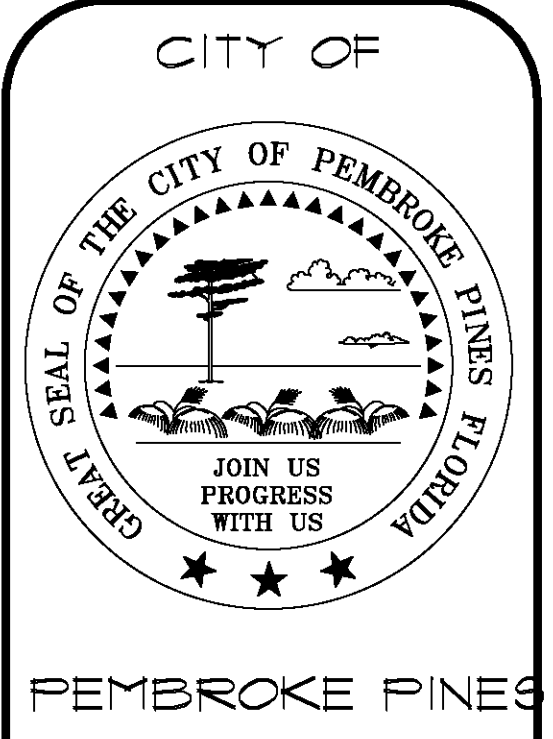
MATTED  
RUBBER  
FLOOR

C. TILE

CONC. TILE

WEST CAMPUS SCHOOL

MIDDLE BLDG



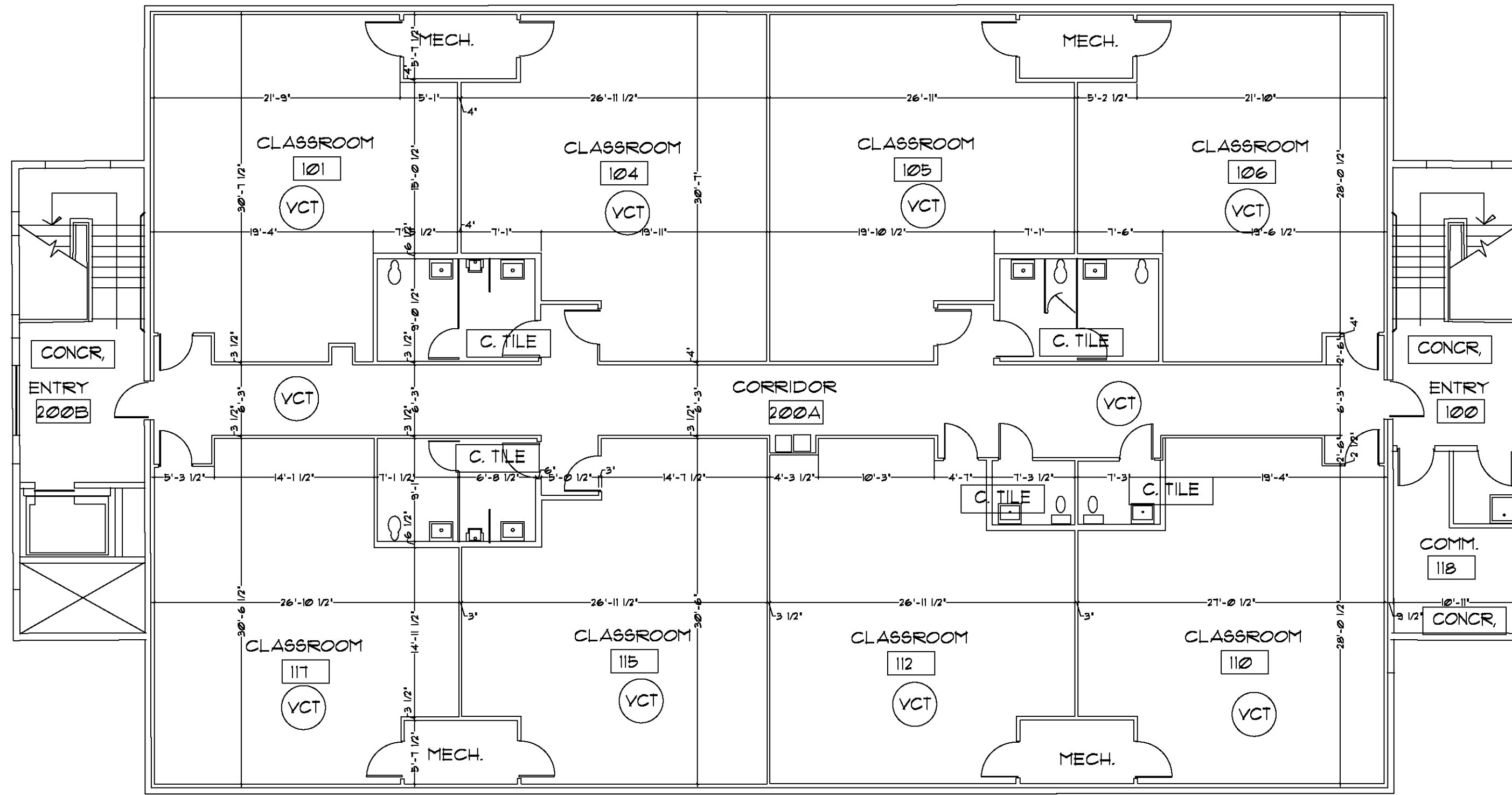
REVISIONS	BY

LICENSE NO.

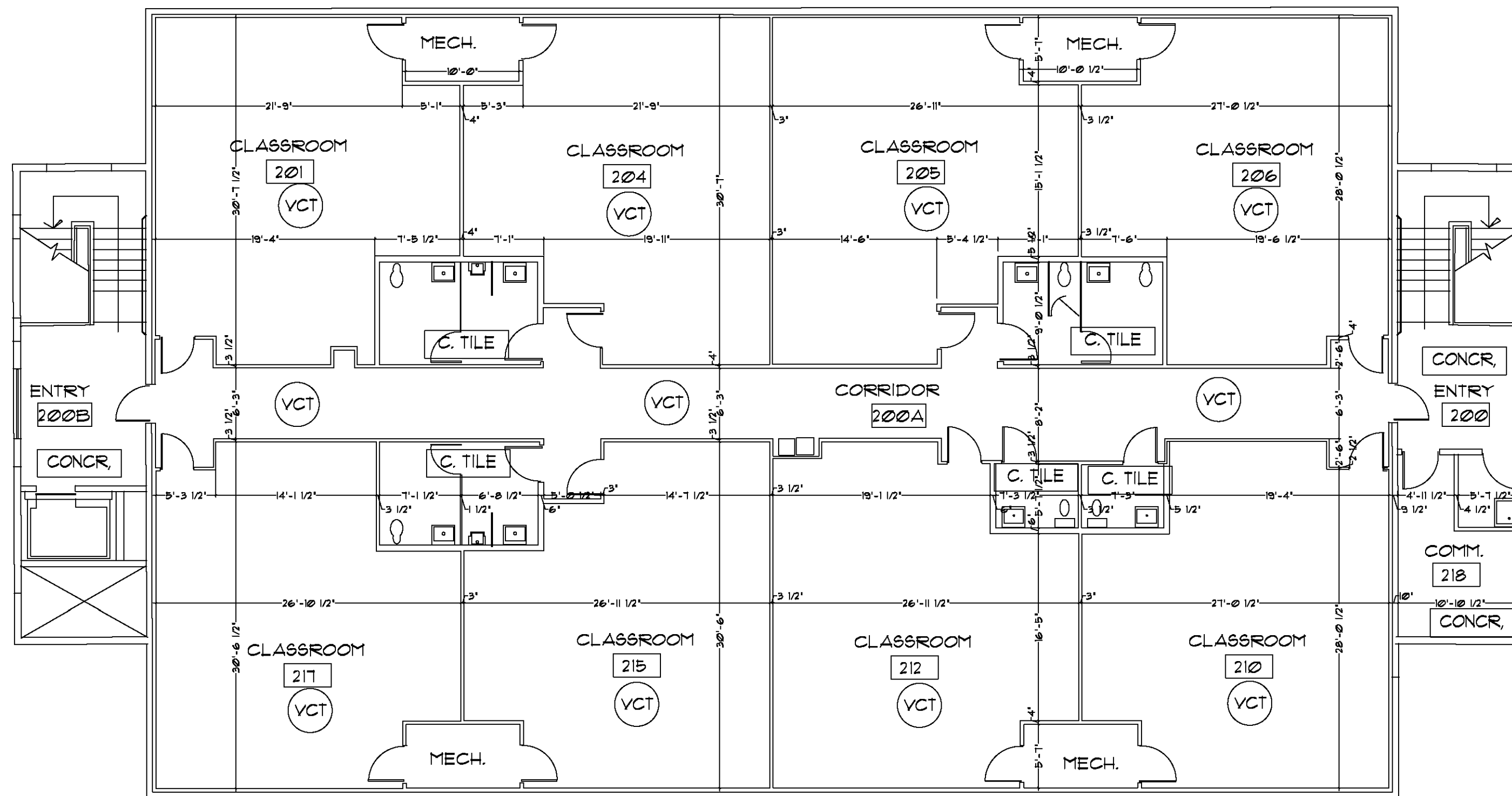
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PROJECT

SCALE:  
AS NOTE  
DATE:  
DRAWN BY:  
A. NUNEZ  
DRAWING NO.  
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1ST FLOOR



2ND FLOOR

WEST CAMPUS SCHOOL | BLDG

CARPET

CONCR,

CONCR, FLOOR

VCT

VINYLE COMP. TILE

LVT

LUXURY TILE

MATTED  
RUBBER  
FLOOR

C. TILE

CONC. TILE



REVISIONS	BY

LICENSE NO.

SEAL

PROJECT

SCALE:

AS NOTE

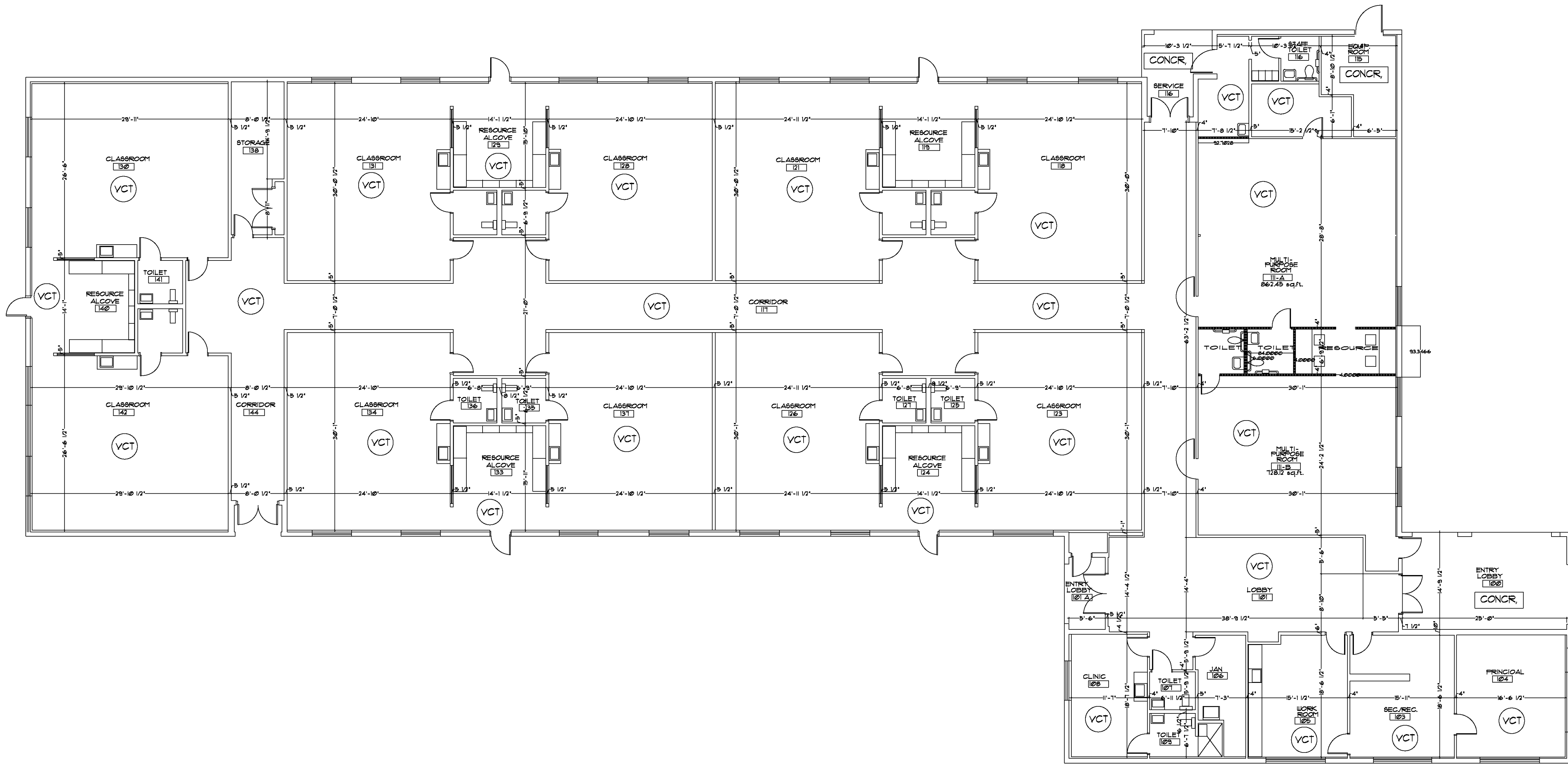
DATE:

DRAWN BY:

A. NUNEZ

DRAWING NO.

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CARPET

CONCR, CONCR, FLOOR

VCT VINYLE COMP. TILE

LVT LUXURY TILE

MATTED RUBBER FLOOR

C. TILE CONC. TILE



REVISIONS	BY

LICENSE NO.

SEAL

PROJECT

SCALE:

AS NOTE

DATE:

DRAWN BY:

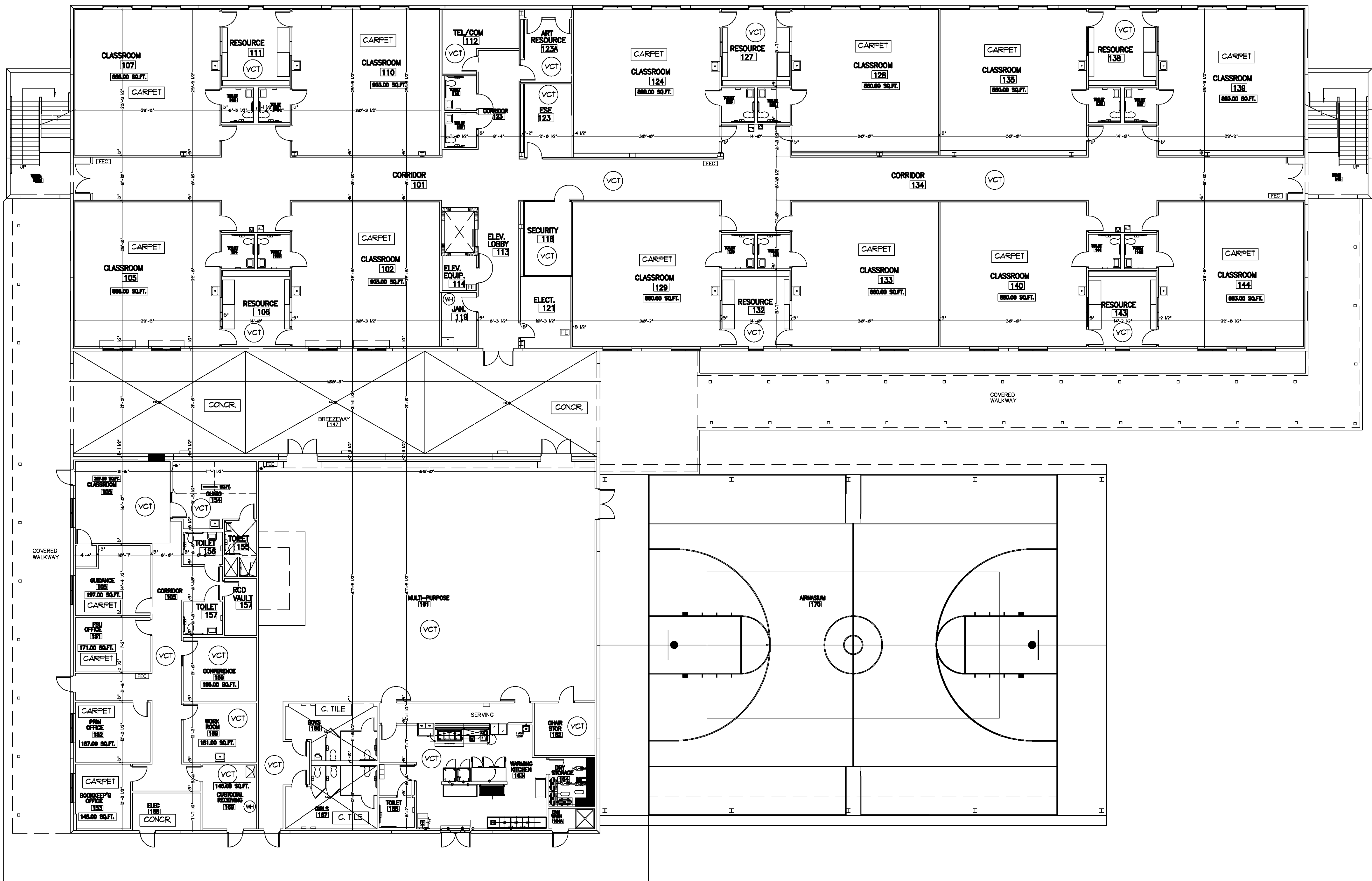
A. NUNEZ

DRAWING NO.

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WEST CAMPUS SCHOOL

PRE-K BLDG



CARPET

CONCR,

VCT

LVT

MATTED  
RUBBER  
FLOOR

C. TILE

CONCR, FLOOR

VINYLE COMP. TILE

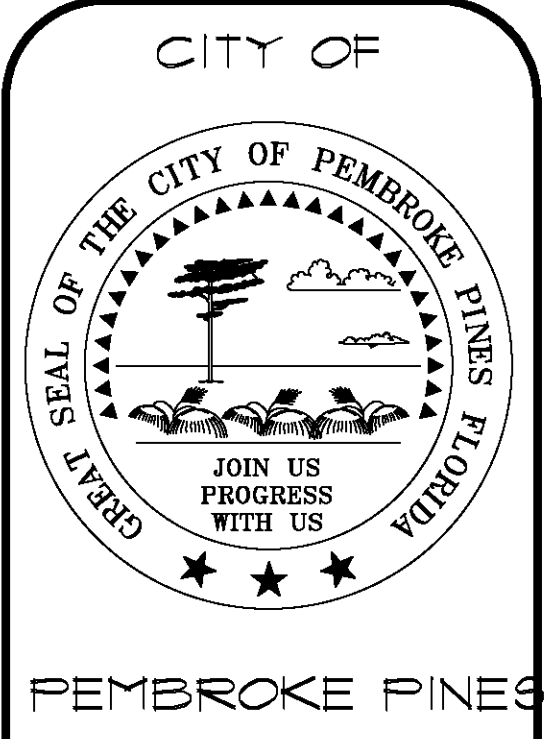
LUXURY TILE

CONC. TILE

1ST FLOOR

PEMB. SHORES SCHOOL

ELEMENTARY



REVISIONS	BY

LICENSE NO.

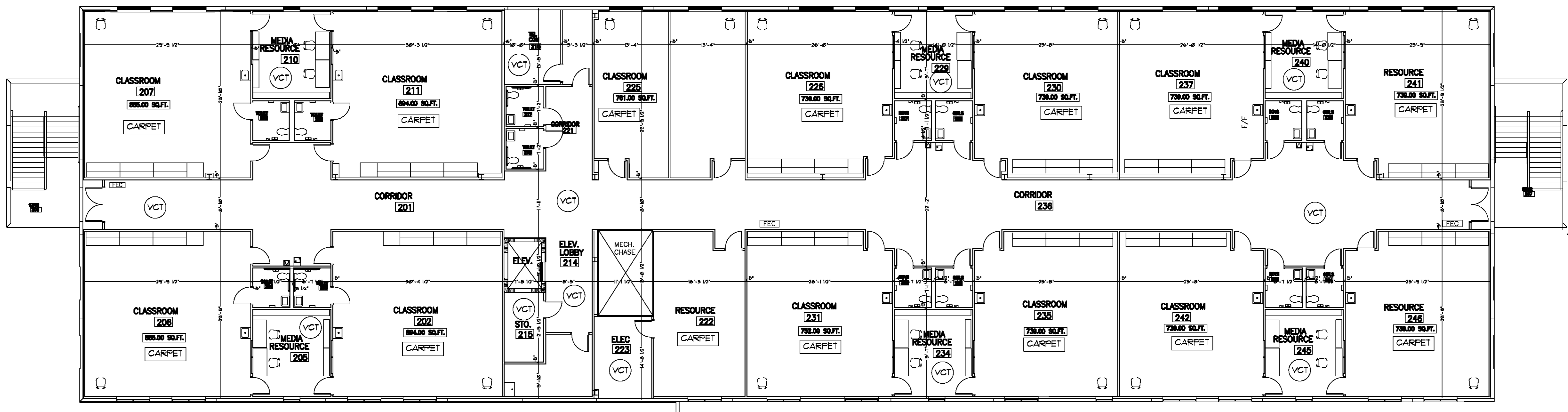
SEAL

PROJECT

SCALE:  
AS NOTE  
DATE:

DRAWN BY:  
A. NUNEZ  
DRAWING NO.  
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2ND FLOOR

PEMB. SHORES SCHOOL

ELEMENTARY

CARPET

CONCR,

CONCR, FLOOR

VCT

VINYLE COMP. TILE

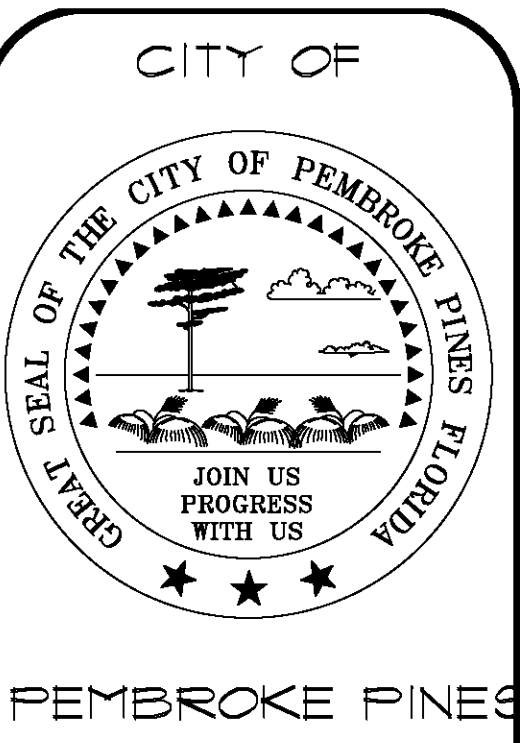
LVT

LUXURY TILE

MATTED  
RUBBER  
FLOOR

C. TILE

CONC. TILE



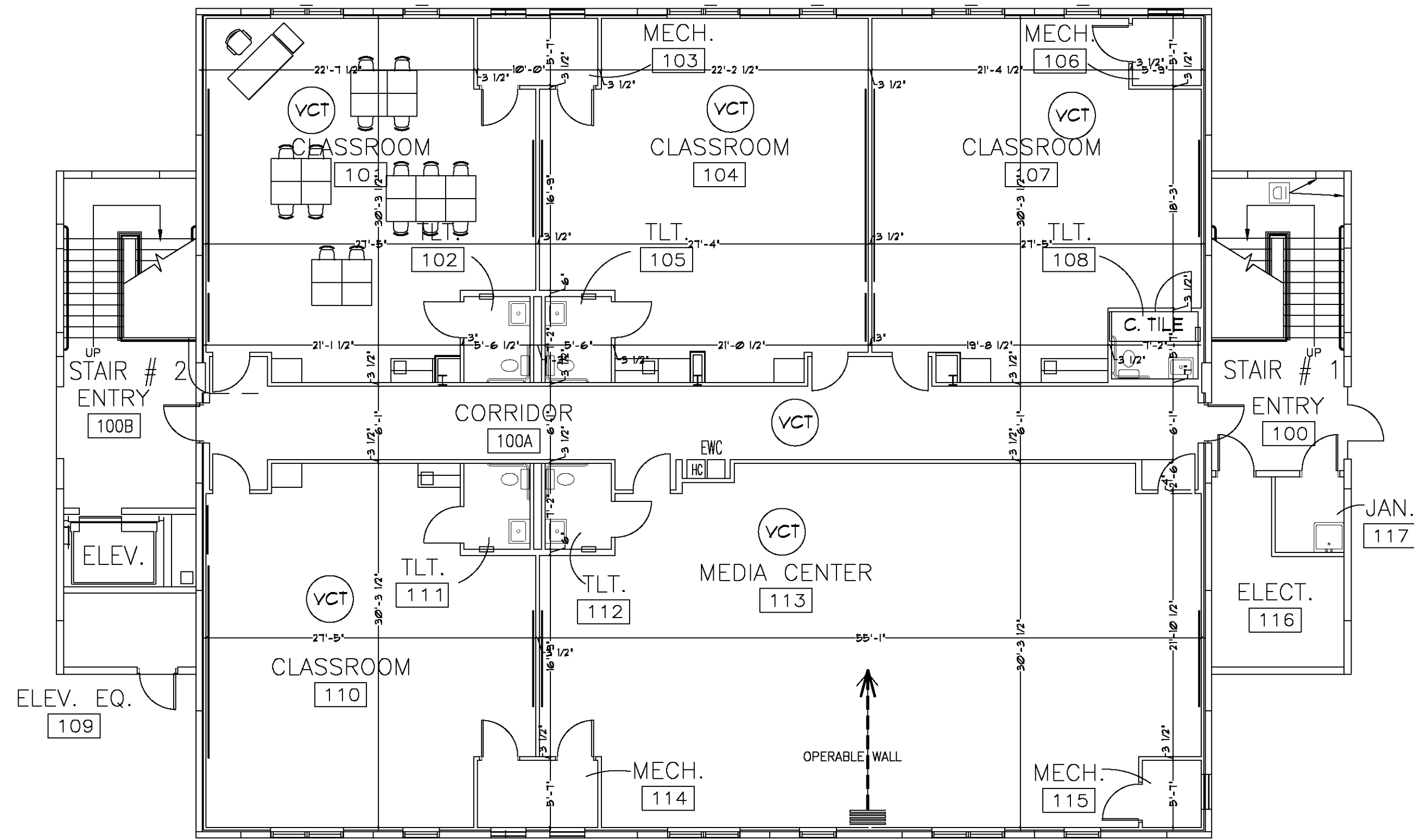
REVISIONS	BY

LICENSE NO.

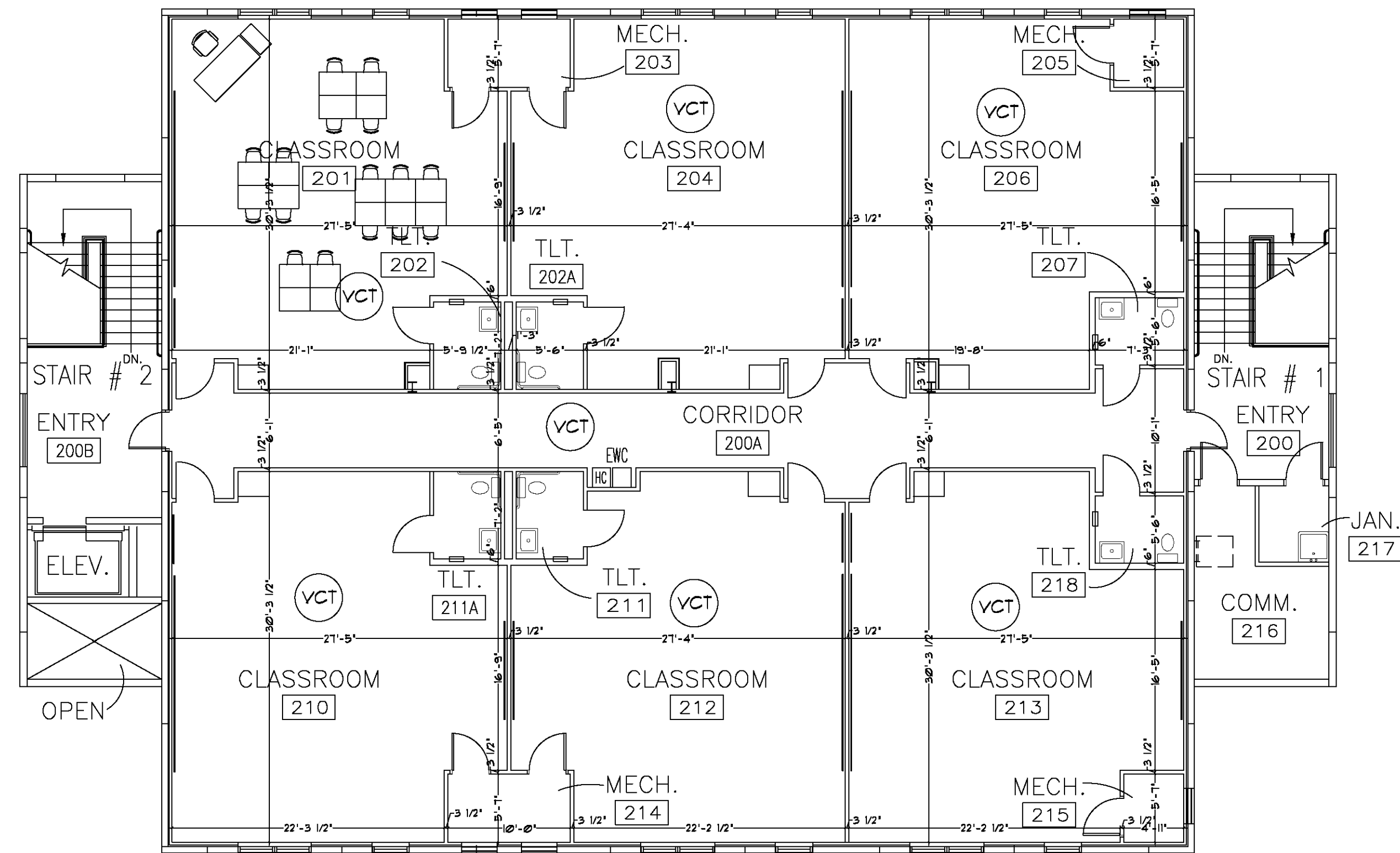
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PROJECT

SCALE:  
AS NOTE  
DATE:  
DRAWN BY:  
A. NUNEZ  
DRAWING NO.  
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1ST FLOOR



2ND FLOOR

PEMB. SHORES SCHOOL

C-BLDG

CARPET

CONCR,

CONCR, FLOOR

VCT

VINYLE COMP. TILE

LVT

LUXURY TILE

MATTED  
RUBBER  
FLOOR

C. TILE

CONC. TILE



REVISIONS	BY

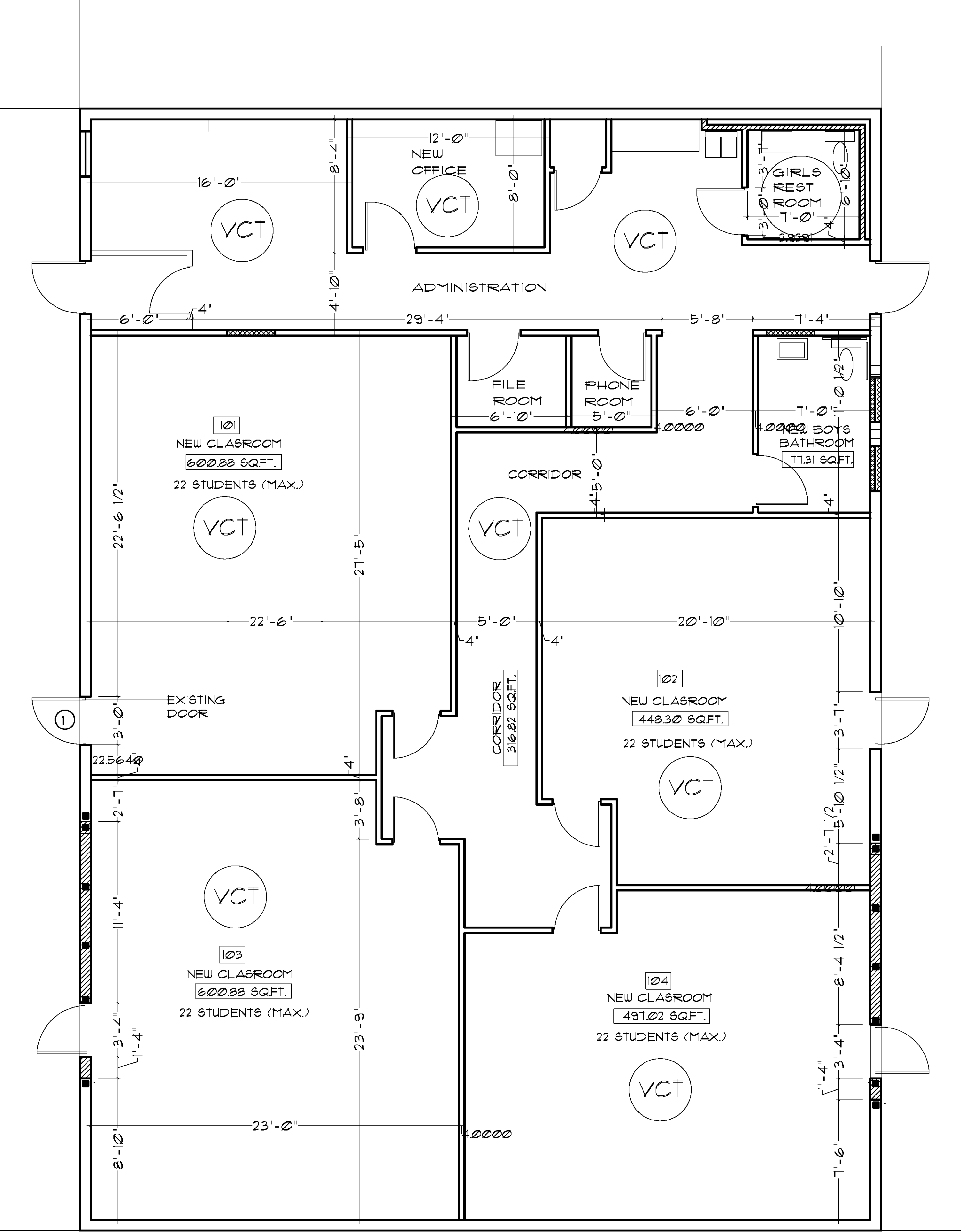
LICENSE NO.

SEAL

PROJECT

SCALE:  
AS NOTE  
DATE:  
DRAWN BY:  
A. NUNEZ  
DRAWING NO.

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CARPET

CONCR,

VCT

LVT

MATTED  
RUBBER  
FLOOR

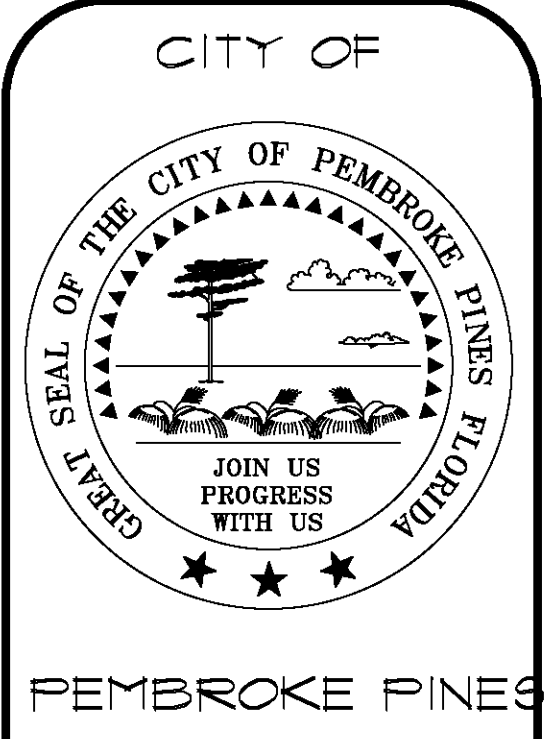
C. TILE

CONCR, FLOOR

VINYLE COMP. TILE

LUXURY TILE

CONC. TILE



REVISIONS	BY

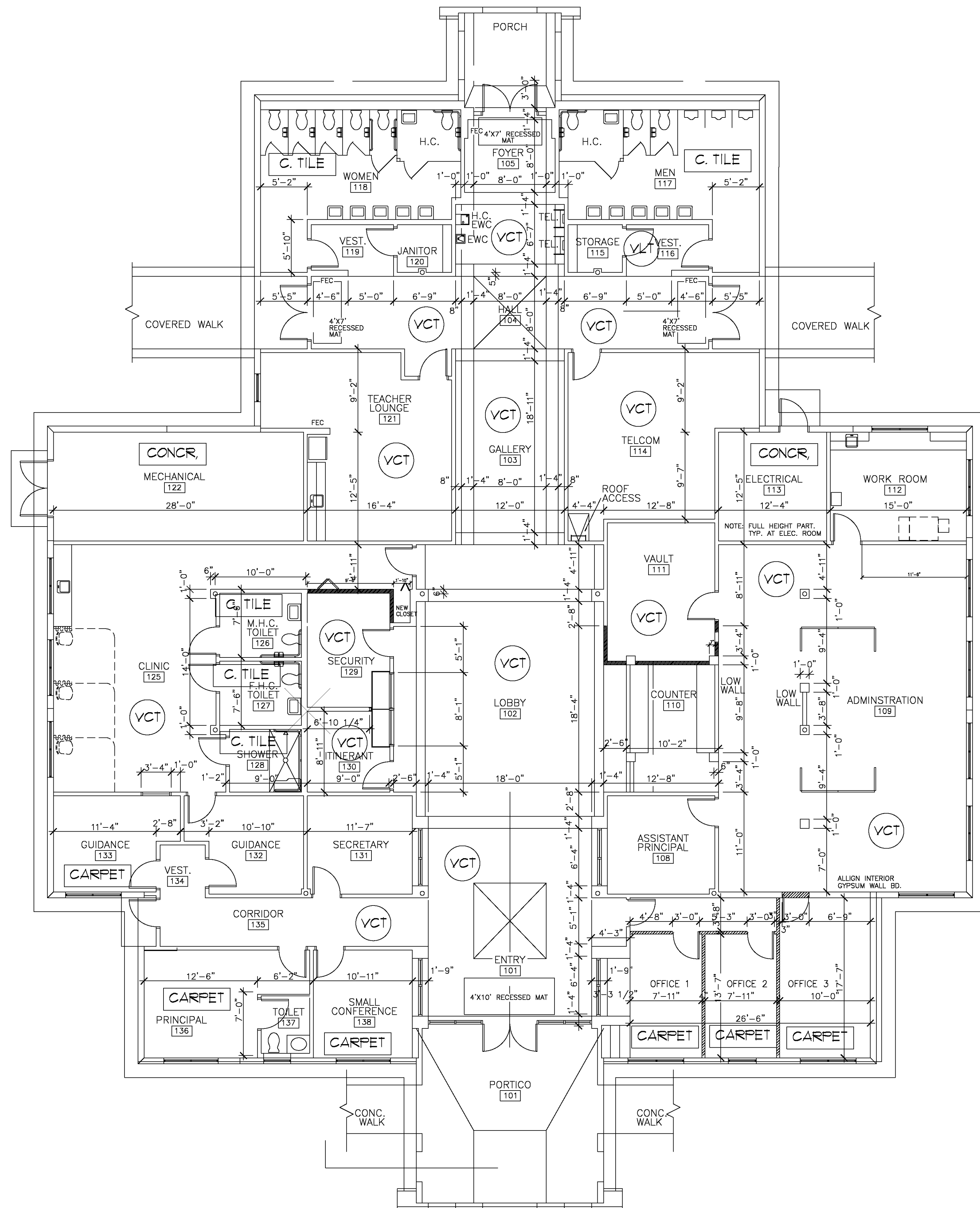
LICENSE NO.

SEAL

PROJECT

SCALE:  
AS NOTE  
DATE:  
DRAWN BY:  
A. NUNEZ  
DRAWING NO.  
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PEMB. SHORES SCHOOL                      ESE-BLDG



CARPET

CONCR,

CONCR, FLOOR

VCT

VINYLE COMP. TILE

LVT

LUXRY TILE

MATTED  
RUBBER  
FLOOR

C. TILE

CONC. TILE



REVISIONS	BY

LICENSE NO.	
SEAL	

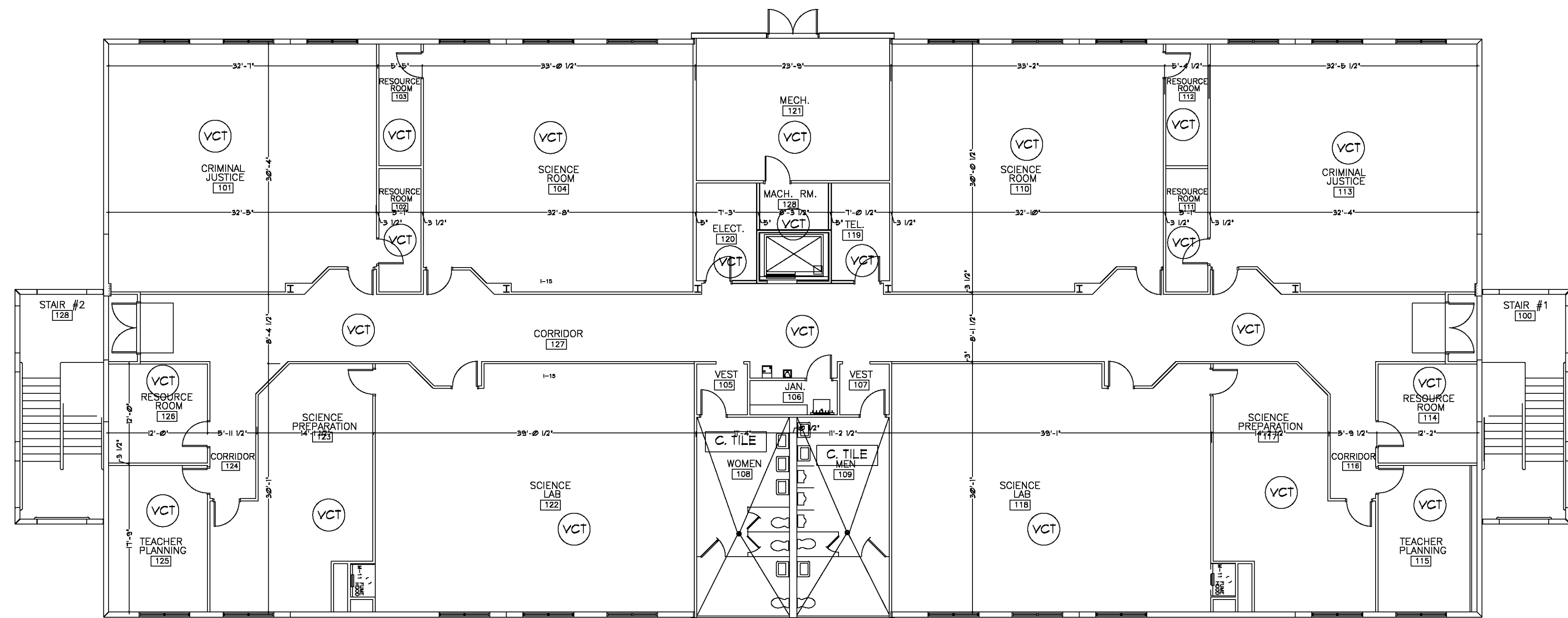
PROJECT	

SCALE:
AS NOTE
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DRAWN BY:
A. NUNEZ
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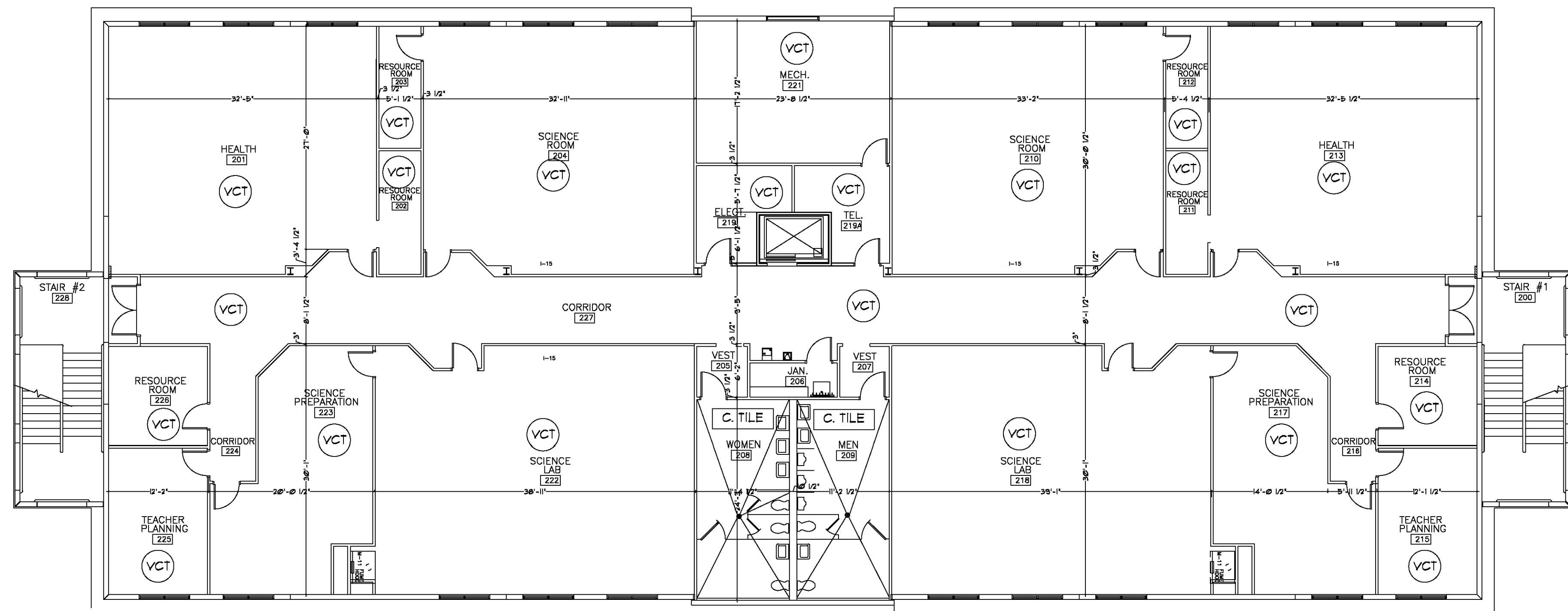
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ACADEMIC VILLAGE

ADMINIST.



1ST FLOOR



2ND FLOOR

ACADEMIC VILLAGE

S-BLDG

CARPET

CONCR,

CONCR, FLOOR

VCT

VINYLE COMP. TILE

LVT

LUXURY TILE

MATTED  
RUBBER  
FLOOR

C. TILE

CONC. TILE



REVISIONS	BY

LICENSE NO.

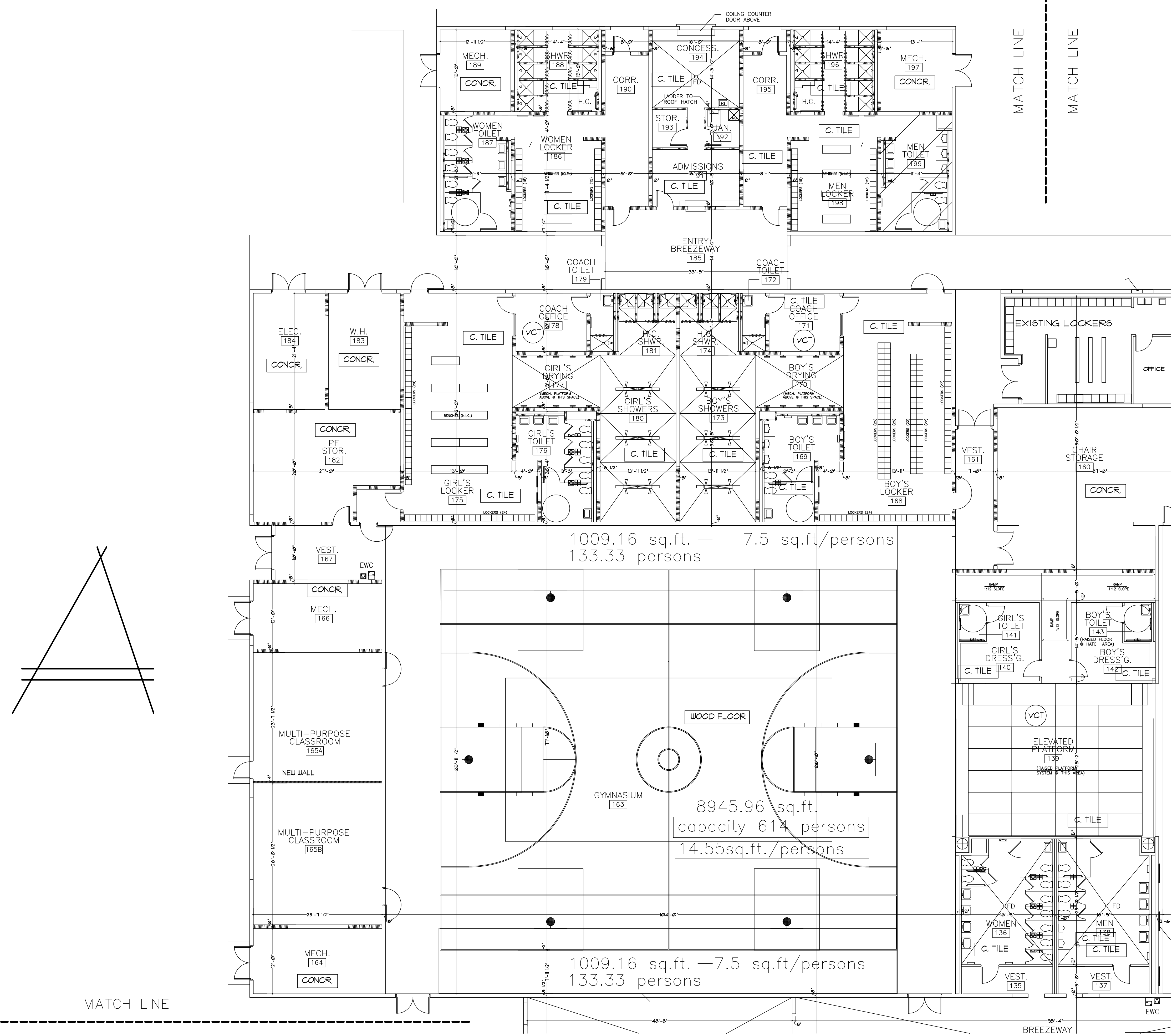
SEAL

PROJECT

SCALE:  
AS NOTE  
DATE:  
DRAWN BY:  
A. NUNEZ  
DRAWING NO.

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CARPET

CONCR,

CONCR, FLOOR

VCT

VINYLE COMP. TILE

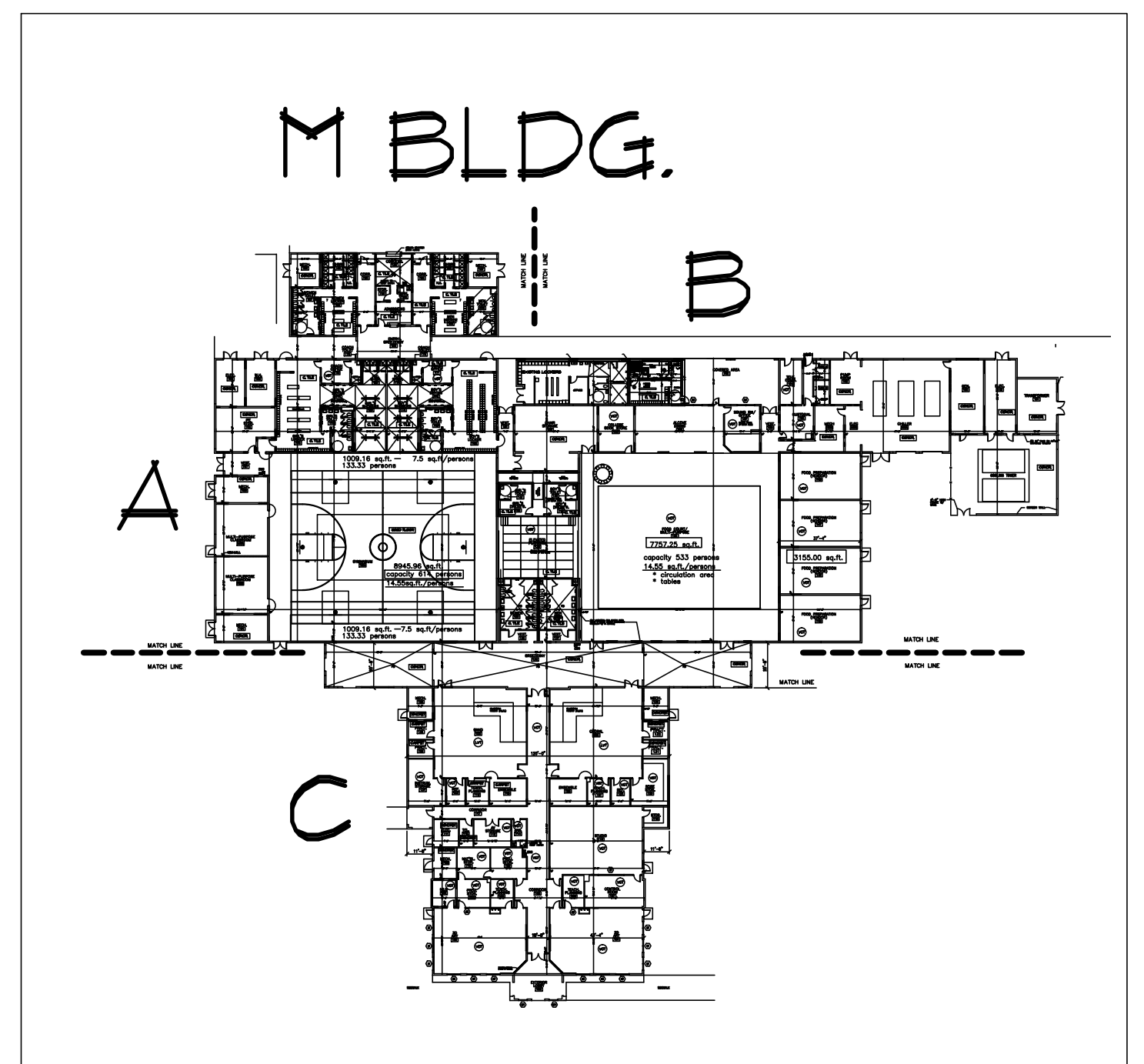
LVT

LUXURY TILE

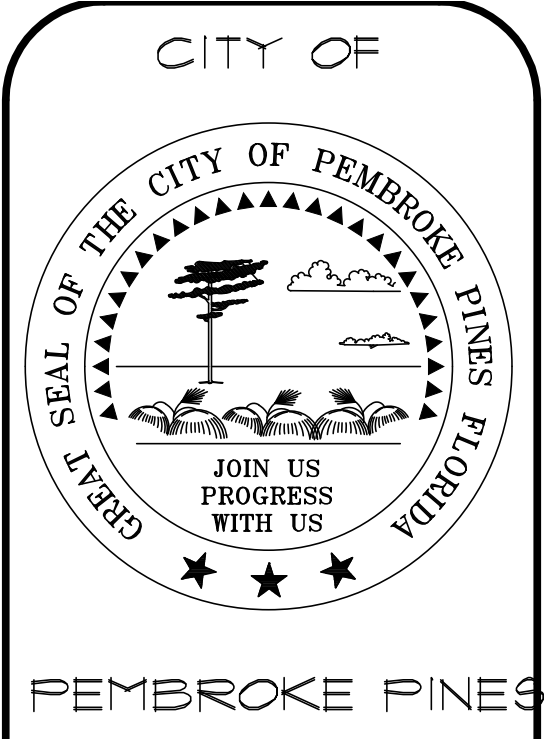
MATTED  
RUBBER  
FLOOR

C. TILE

CONC. TILE



# ACADEMIC VILLAGE M-BLDG. SECT. A



REVISIONS	BY

LICENSE NO.

SEAL

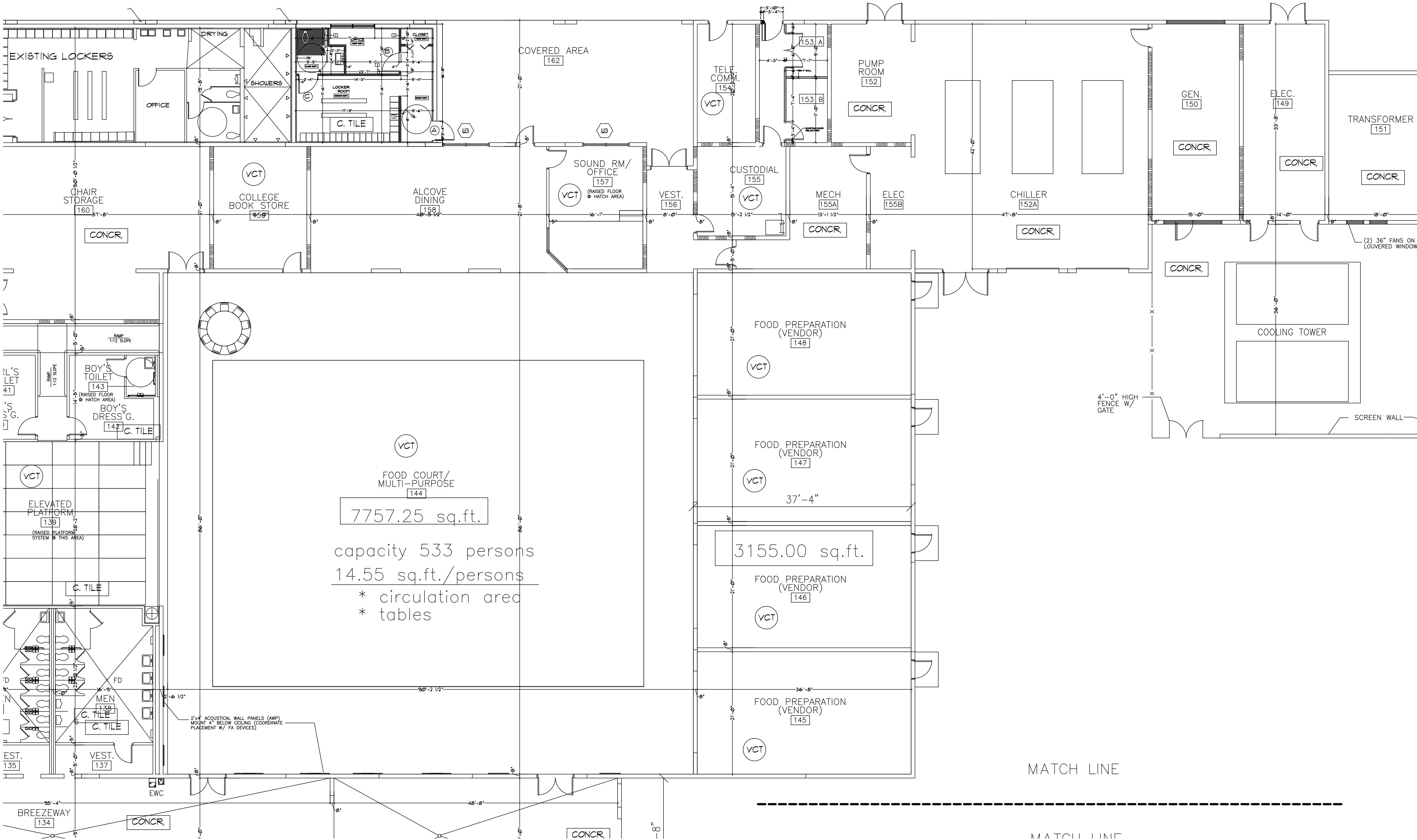
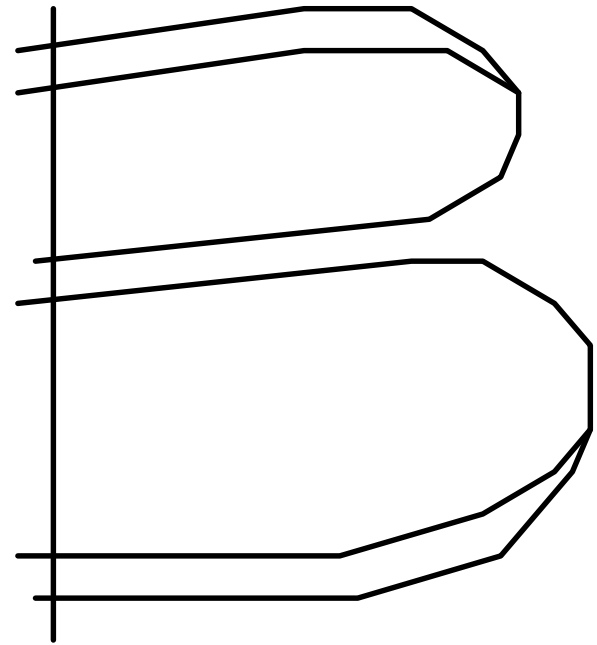
PROJECT

SCALE:  
AS NOTE  
DATE:  
DRAWN BY:  
A. NUNEZ  
DRAWING NO.

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MATCH LINE

MATCH LINE



CARPET

CONCR,

CONCR, FLOOR

VCT

VINYLE COMP. TILE

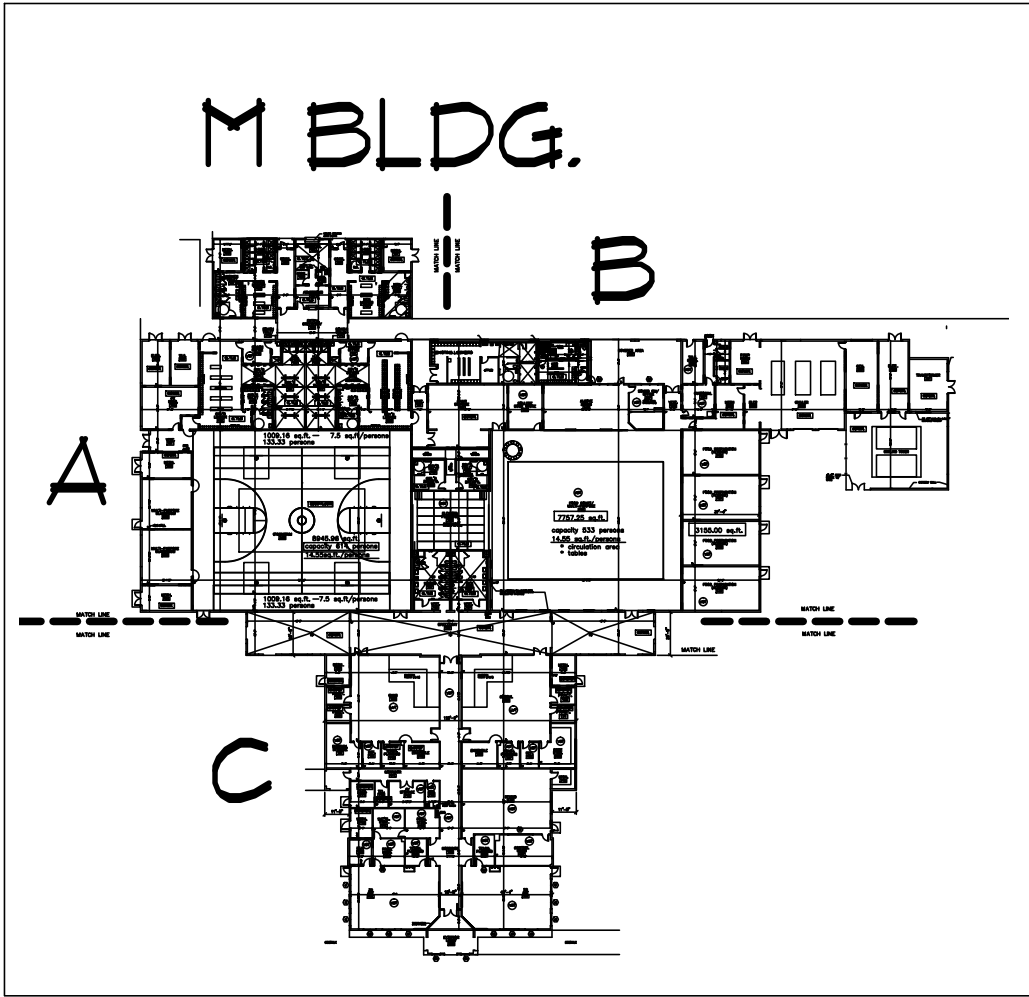
LVT

LUXURY TILE

MATTED  
RUBBER  
FLOOR

C. TILE

CONC. TILE



ACADEMIC VILLAGE

M-BLDG SECT.B



REVISIONS	BY

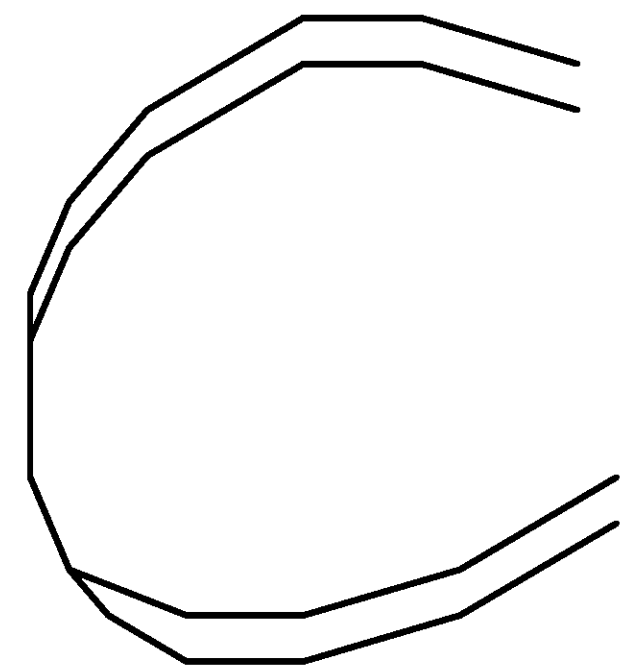
LICENSE NO.

SEAL

PROJECT

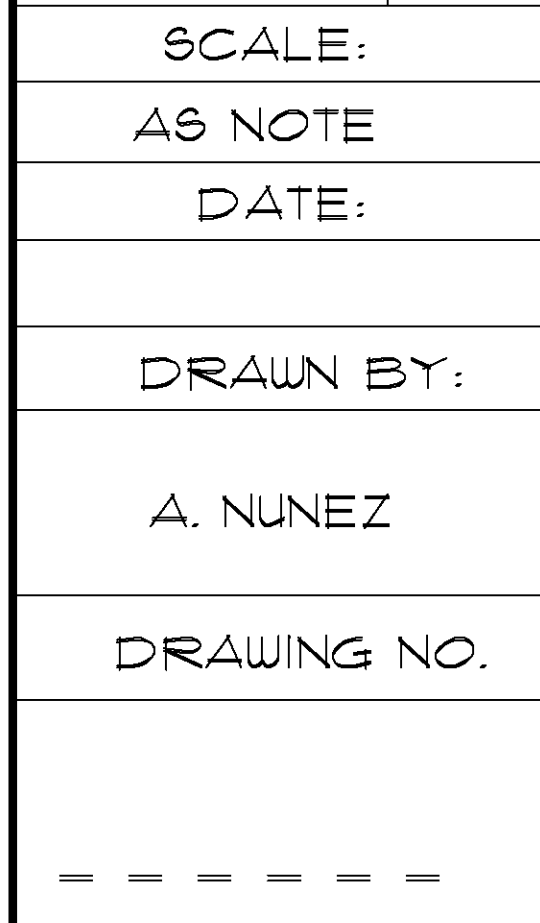
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AS NOTE  
DATE:  
DRAWN BY:  
A. NUNEZ  
DRAWING NO.

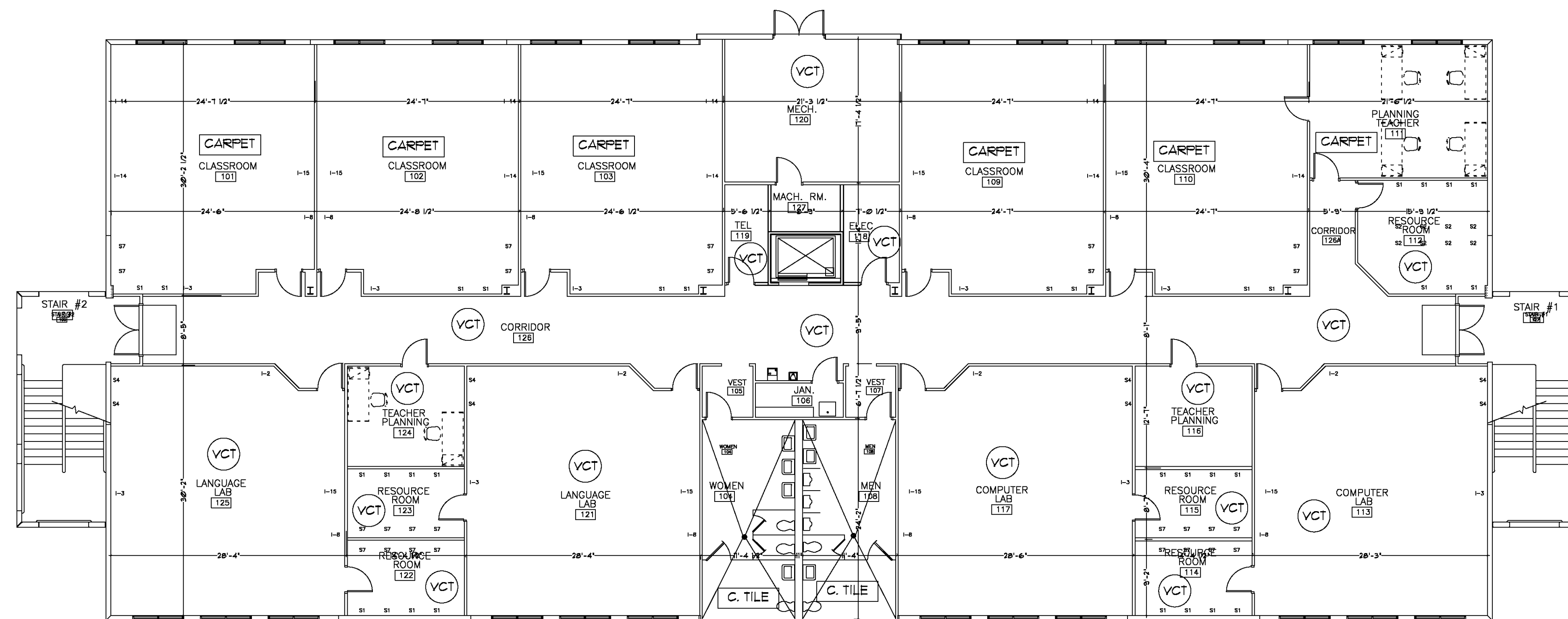
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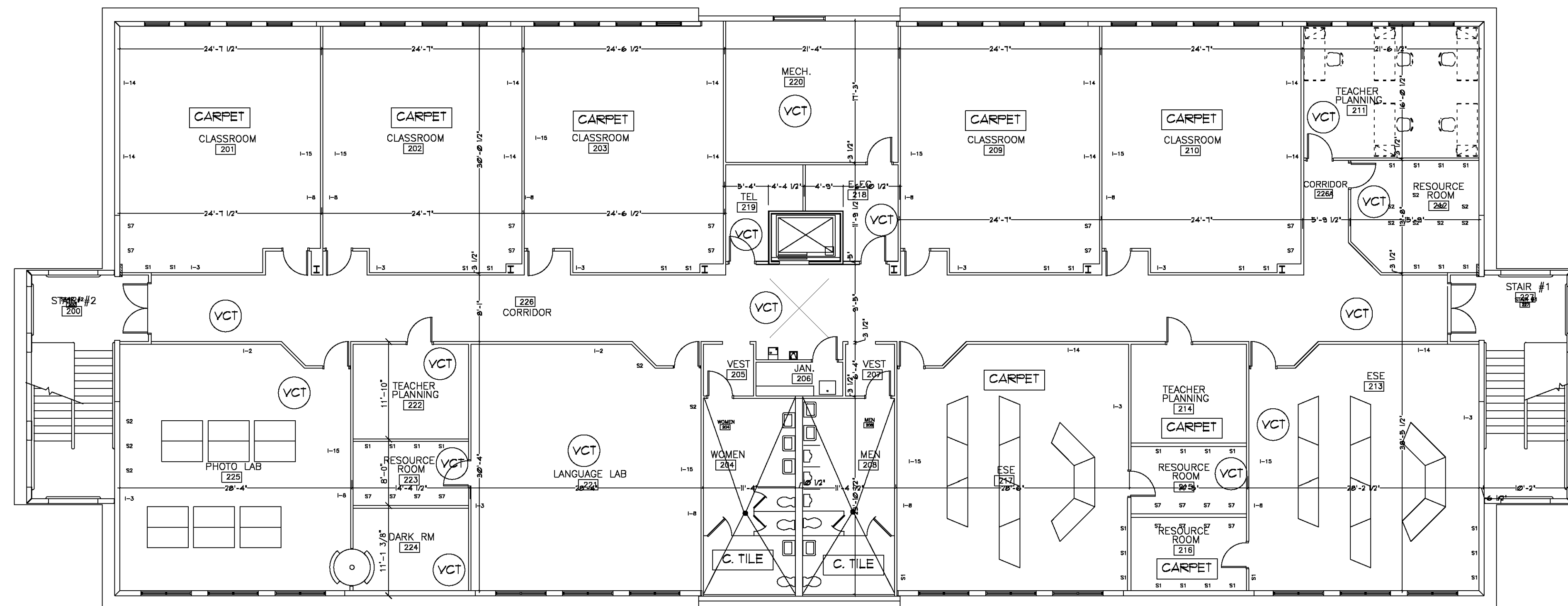
M-BLDG SECT.C

C. TILE	CONC. TILE
---------	------------





1ST FLOOR



2ND FLOOR

ACADEMIC VILLAGE

C-BLDG.

CARPET

CONCR,

CONCR, FLOOR

VCT

VINYLE COMP. TILE

LVT

LUXURY TILE

MATTED  
RUBBER  
FLOOR

C. TILE

CONC. TILE



REVISIONS	BY

LICENSE NO.

SEAL

PROJECT

SCALE:

AS NOTE

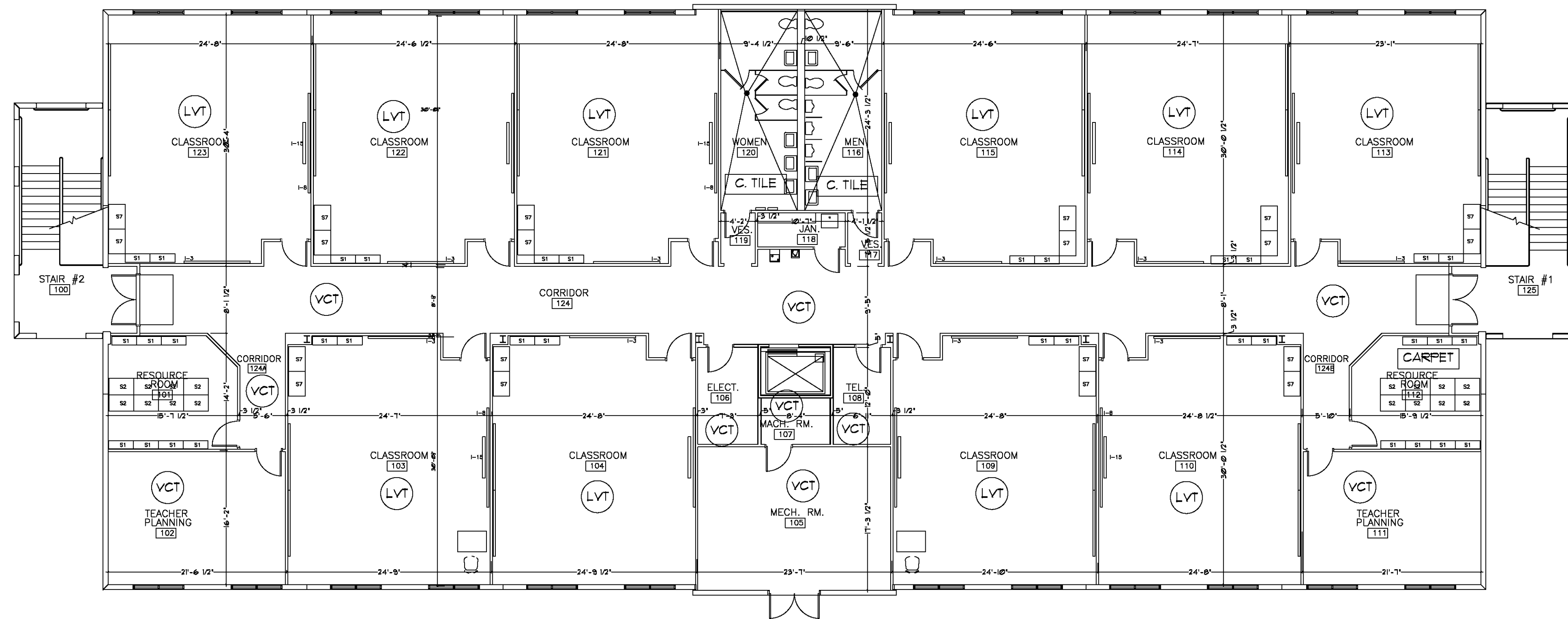
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DRAWN BY:

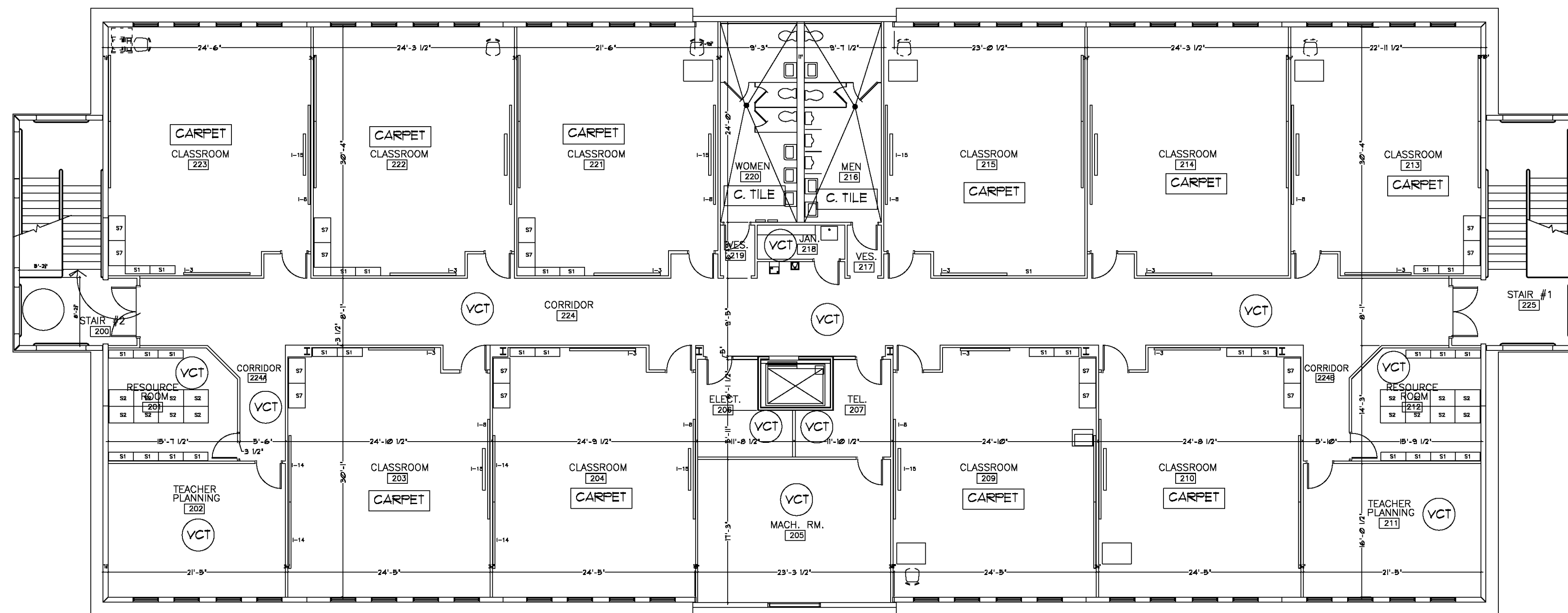
A. NUNEZ

DRAWING NO.

=====



1ST FLOOR



2ND FLOOR

CARPET

CONCR,

VCT

LVT

MATTED  
RUBBER  
FLOOR

C. TILE

CONCR, FLOOR

VINYLE COMP. TILE

LUXURY TILE

CONC. TILE



REVISIONS	BY

LICENSE NO.

SEAL

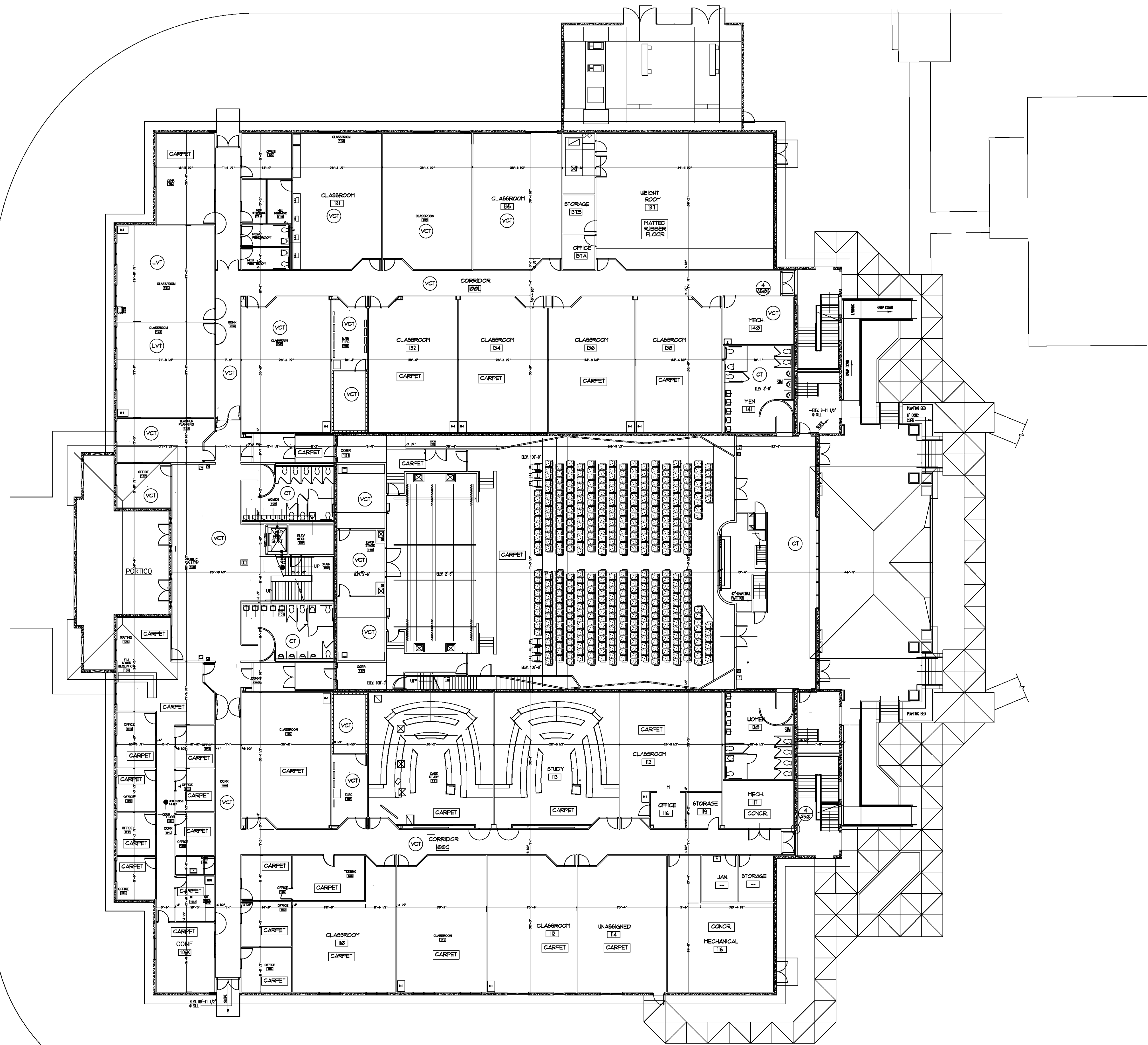
SCALE:  
AS NOTE  
DATE:  
DRAWN BY:  
A. NUNEZ  
DRAWING NO.

=====

ACADEMIC VILLAGE

D BLDG.





1ST FLOOR

ACADEMIC VILLAGE

U BLDG.

CARPET

CONCR,

CONCR, FLOOR

VCT

VINYLE COMP. TILE

LVT

LUXURY TILE

MATTED  
RUBBER  
FLOOR

C. TILE

CONC. TILE

CITY OF

PEMBROKE PINES

REVISIONS	BY

LICENSE NO.

SEAL

PROJECT

SCALE:

AS NOTE

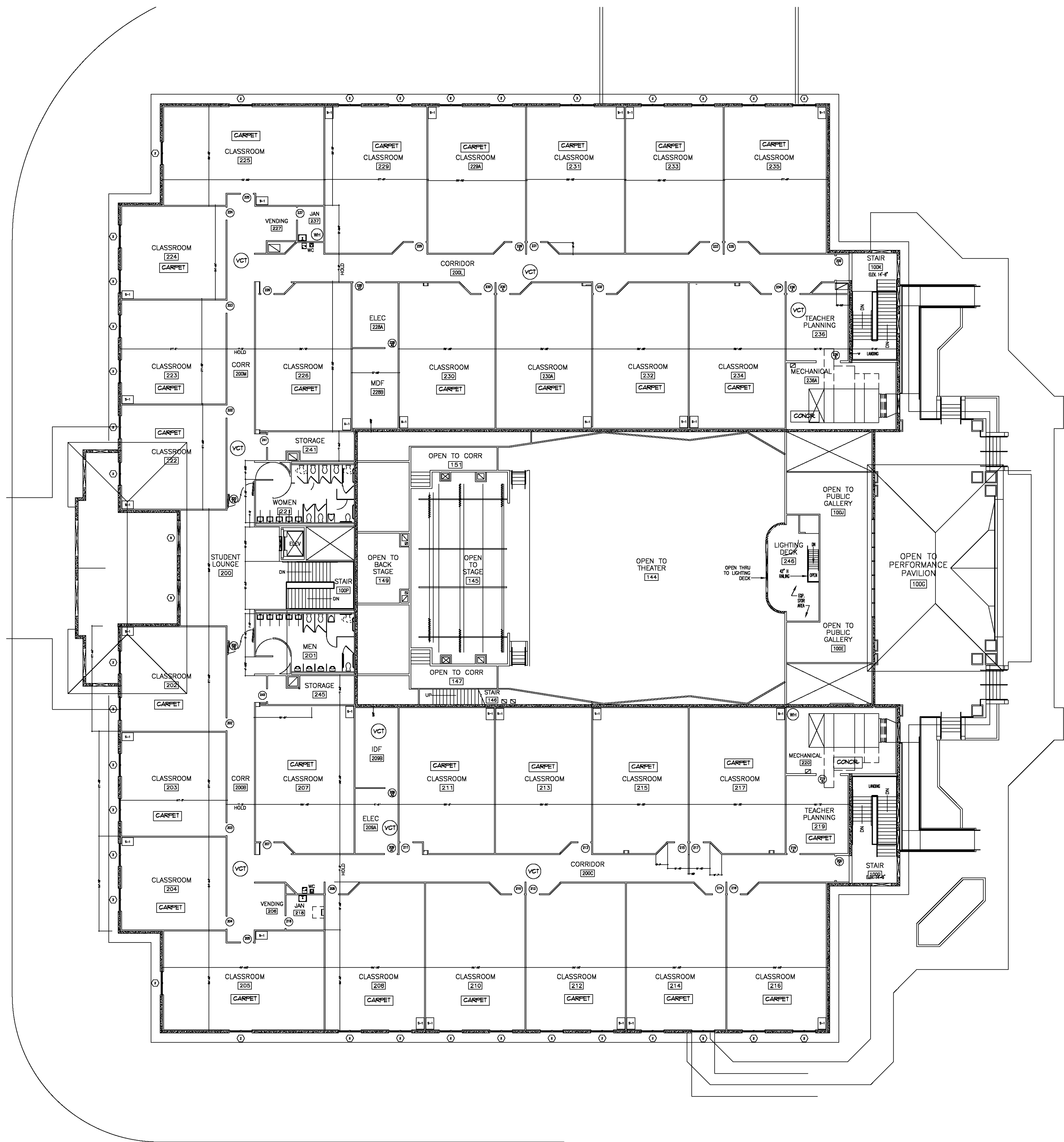
DATE:

DRAWN BY:

A. NUNEZ

DRAWING NO.

=====



2ND FLOOR

ACADEMIC VILLAGE

U BLDG.

CARPET

CONCR,

CONCR, FLOOR

VCT

VINYLE COMP. TILE

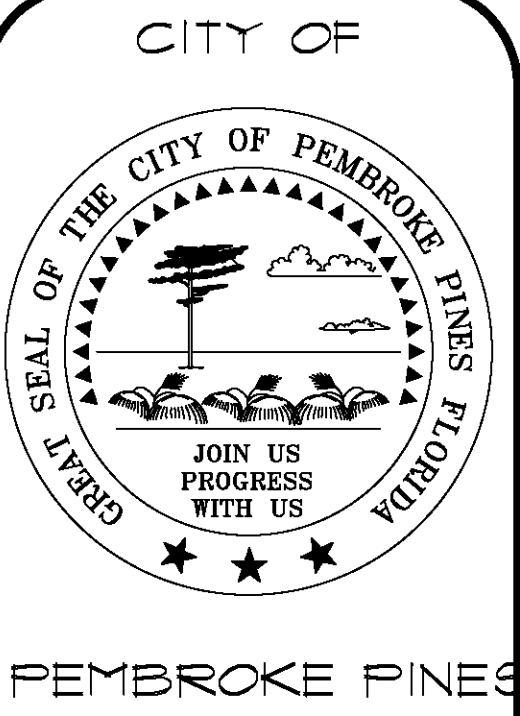
LVT

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CONC. TILE



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LICENSE NO.

SEAL

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SCALE:  
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DATE:  
DRAWN BY:  
A. NUNEZ  
DRAWING NO.  
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 Bid #ED-17-02 - Janitorial Services - Charter Schools & Early Development Centers
 



**Time Left** Bid has ended.**Bid Started** Mar 30, 2017 4:48:51 PM EDT**Bid Ended** This bid closed on May 23, 2017 2:00:00 PM EDT**Agency Information** City of Pembroke Pines, FL ([view agency's bids](#))**Notifications**[Report](#) ([Bidder Activity](#))**# of suppliers that viewed** 150  ([View](#))**Q & A**[Questions & Answers](#)

Questions: 28

Q&amp;A Deadline: May 16, 2017 8:30:00 PM EDT

**Bid Classifications** [Classification Codes](#)**Bid Regions** [Regions](#)**Bid Contact** [see contact information](#)**Pre-Bid Conference(s)** Apr 10, 2017 10:00:00 AM EDT**Attendance is mandatory**

Location: MANDATORY PRE-BID MEETING on April 10, 2016 at 10:00 a.m. Meeting location will be at Public Services Large Conference Room, located at 8300 S. Palm Drive, Pembroke Pines, Florida 33025.

[Transcript](#) [Attendance](#)**Copy Bid** Click here to [copy](#) the bid and relist it as a new bid**View Rules** Click here to [change](#) the rules for this bid.**Best and Final Offer:** [Create](#)

## Approval

**View Approval Flow** [View Approval Flow](#)**Approval Status** Approved

## Bid Comments

**Contract Duration** 3 years**Contract Renewal** See Specifications**Prices Good for** 90 days**Budgeted Amount** \$0.00 ([change](#))**Standard Disclaimer** Bids/proposals must be submitted electronically

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 the necessary information on the BidSync website and upload all of the requested documents listed in the PROPOSAL REQUIREMENTS section of this solicitation. 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.

However, please note that any required Bid Bond or Cashier's Check should be in a sealed envelope, plainly marked "BID SECURITY" (with the Solicitation Number and Title) and sent to the City of Pembroke Pines, City Clerk's Office, 5th Floor, 10100 Pines Boulevard, Pembroke Pines, FL 33026

**Bid Comments** The City of Pembroke Pines is seeking bids from qualified firms to provide janitorial services for the following Charter School & Early Development Center locations:

1. East Campus:Pembroke Pines Charter East Elementary School10801 Pembroke Road, Pembroke Pines, FL 33025
2. Village Community Center:Village Preschool – Early Development Center6700 SW 13 Street, Pembroke Pines, FL 33023
3. Walter C. Young Campus:Bright Beginnings – Early Development Center901 NW 129th Avenue, Pembroke Pines, FL 33028
4. Central Campus:Pembroke Pines Charter Central Elementary & Middle Schools12350 Sheridan Street, Pembroke Pines, FL 33026
5. Central Campus:Central Campus – Early Development Center12200 Sheridan Street, Pembroke Pines, FL 33026

[Product Feedback](#)

6. West Campus:Pembroke Pines Charter West Elementary School1680 SW 184th Avenue, Pembroke Pines, FL 33029  
 Pembroke Pines Charter West Middle School18500 Pembroke Road, Pembroke Pines, FL 33029  
 7. West Campus:West Campus – Early Development Center1600 SW 184th Avenue, Pembroke Pines, FL 33029  
 8. Pembroke Shores:Pembroke Pines Charter FSU Elementary School601 SW 172 Avenue, Pembroke Pines, FL 33029  
 9. Academic Village:Pembroke Pines Charter Middle-High School17189 Sheridan Street, Pembroke Pines, FL 33331

## Documents

Select All | Select None | Download Selected

- |   |   |
|---|---|
| <p><input type="checkbox"/> 1.  <a href="#">ED-17-02 Janitorial Services for Charter Schools Early Development Centers.pdf</a> [download]</p> <p><input type="checkbox"/> 3.  <a href="#">RE-17-02 Proposal Form.pdf</a> [download]</p> <p><input type="checkbox"/> 5.  <a href="#">Attachment C - Non-Collusive Affidavit</a> [download]</p> <p><input type="checkbox"/> 7.  <a href="#">Attachment E - Local Vendor Preference Certification</a> [download]</p> <p><input type="checkbox"/> 9.  <a href="#">Attachment G - Equal Benefits Certification Form</a> [download]</p> <p><input type="checkbox"/> 11.  <a href="#">Attachment I - Sample Insurance Certificate.pdf</a> [download]</p> <p><input type="checkbox"/> 13.  <a href="#">Attachment K - References Form</a> [download]</p> <p><input type="checkbox"/> 15.  <a href="#">ED-17-02 - Mandatory Pre-Bid Attendance Sheet - 04.10.2017.pdf</a> [download]</p> <p><input type="checkbox"/> 17.  <a href="#">ED-17-02 - Addendum 2.pdf</a> [download]</p> | <p><input type="checkbox"/> 2.  <a href="#">Attachment A - Contact Information Form.docx</a> [download]</p> <p><input type="checkbox"/> 4.  <a href="#">Attachment B - Vendor Information Form and a W-9.pdf</a> [download]</p> <p><input type="checkbox"/> 6.  <a href="#">Attachment D - Sworn Statement on Public Entity Crimes</a> [download]</p> <p><input type="checkbox"/> 8.  <a href="#">Attachment F - Veteran Owned Small Business (VOSB) Preference Certification</a> [download]</p> <p><input type="checkbox"/> 10.  <a href="#">Attachment H - Proposers Qualifications Statement</a> [download]</p> <p><input type="checkbox"/> 12.  <a href="#">Attachment J - Specimen Contract Contractual Services Rev. 2016-03-15.pdf</a> [download]</p> <p><input type="checkbox"/> 14.  <a href="#">Attachment L - Mandatory Pre-Bid - Site Visit Confirmation Form 2017-03-06.pdf</a> [download]</p> <p><input type="checkbox"/> 16.  <a href="#">ED-17-02 - Addendum 1.pdf</a> [download]</p> |
|---|---|

= Included in Bid Packet    = Excluded from Bid Packet

## Items

- |  |                               |
|--|-------------------------------|
| <input checked="" type="checkbox"/> Base Items   | <a href="#">[Description]</a> |
| <input checked="" type="checkbox"/> Additional Services Descriptions (at any location) | <a href="#">[Description]</a> |

## Addendum #1 - Made On May 3, 2017 12:12:23 PM EDT

**New Documents**    ED-17-02 - Addendum 1.pdf

## Addendum #2 - Made On May 12, 2017 3:06:08 PM EDT

**New Documents**    ED-17-02 - Addendum 2.pdf

**Previous End Date**    May 16, 2017 2:00:00 PM EDT

**New End Date**    May 23, 2017 2:00:00 PM EDT

Removed Lot: 1. East Campus: Pembroke Pines Charter East Elementary School

New Lot: Base Items

New Lot: Additional Services Descriptions (at any location)

- Added Items**
- [East Campus - Pembroke Pines Charter East Elementary School](#)
  - [Additional Porter for events as needed](#)
  - [Village Community Center - Village Preschool Early Development Center](#)
  - [Additional Dry-Host Method Carpet Cleaning](#)
  - [Walter C. Young Campus - Bright Beginnings Early Development Center](#)
  - [Additional scrub and rebuff of VCT](#)
  - [Central Campus - Pembroke Pines Charter Central Elementary & Middle School](#)
  - [Additional strip and recoat of VCT](#)
  - [Central Campus - Central Campus Early Development Center](#)

Product Feedback

## Removed Items

- [Additional scrub of LVT](#)
- [West Campus - Pembroke Pines Charter West Elementary & Middle School](#)
- [Additional scrub of ceramic tile](#)
- [West Campus - West Campus Early Development Center](#)
- [Water extraction cleaning of carpet](#)
- [Pembroke Shores - Pembroke Pines Charter FSU Elementary School](#)
- [Academic Village - Pembroke Pines Charter High & Middle School](#)
- [As per Scope of Work Section #1.7.1 \(A\) Classrooms/Hallways](#)
- [As per Scope of Work Section #1.7.1 \(B\) Administrative Offices](#)
- [As per Scope of Work Section #1.7.1 \(C\) Restrooms](#)
- [As per Scope of Work Section #1.7.1 \(D\) Teacher Lounges/Breakrooms/Cafeterias/Lu](#)
- [As per Scope of Work Section #1.7.1 \(E\) Gymnasium Floor](#)
- [As per Scope of Work Section #1.7.1 \(F\) All VCT, LVT, and Ceramic Tile Areas](#)
- [As per Scope of Work Section #1.7.1 \(G\) Carpeted Areas](#)
- [As per Scope of Work Section #1.7.2 \(A\) Restrooms](#)
- [As per Scope of Work Section #1.7.2 \(B\) Work to be Performed Weekly](#)
- [As per Scope of Work Section #1.7.3 \(A\) Common Area](#)
- [As per Scope of Work Section #1.8 \(A-1\) VCT, LVT, & Ceramic Tile Areas / Four Tim](#)
- [As per Scope of Work Section #1.8 \(A-4\) VCT, LVT, & Ceramic Tile Areas / Five Tim](#)
- [As per Scope of Work Section #1.8 \(A-5\) VCT, LVT, & Ceramic Tile Areas / One Time](#)
- [As per Scope of Work Section #1.8 \(B-2\) VCT, LVT, & Ceramic Tile Areas / Quaterly](#)
- [Strip/wax Vinyl \(Per Square Foot\) As per Sec 1.8 Floor Care Standards \(A\) Non-C](#)
- [Strip/wax Tile \(Per Square Foot\) As per Sec 1.8 Floor Care Standards \(A\) Non-Car](#)
- [Shampoo carpeted \(Per Square Foot\) As per Sec 1.8 Floor Care Standards \(B\) Carpe](#)
- [Additional scrub and rebuff of Floors](#)
- [Event Clean up](#)
- [Additional cleanings](#)
- [Porter](#)

Change Made On Apr 26, 2017 4:40:41 PM EDT

**New Documents**    ED-17-02 - Mandatory Pre-Bid Attendance Sheet - 04.10.2017.pdf

Change Made On May 1, 2017 12:49:10 PM EDT

**Previous End Date**    May 2, 2017 2:00:00 PM EDT

**New End Date**    May 16, 2017 2:00:00 PM EDT

Change Made On May 15, 2017 12:33:45 PM EDT

**Previous Q & A End Date**    Apr 18, 2017 8:30:00 PM EDT

**New Q & A End Date**    May 16, 2017 8:30:00 PM EDT

Contractor Advertisements

View All Ads

There are no advertisements on this solicitation.

Questions? Contact a BidSync representative: 800-990-9339 or email: [support@bidsync.com](mailto:support@bidsync.com)

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Product Feedback



## Question and Answers for Bid #ED-17-02 - Janitorial Services - Charter Schools & Early Development Centers

[Create New Question](#)

Question Deadline: May 16, 2017 8:30:00 PM EDT

### Overall Bid Questions

#### Question 1

WHAT is the current budget for this project and is there a current contract in effect (Submitted: Mar 30, 2017 9:31:20 PM EDT)

#### Answer

[edit](#) 

- This is not applicable and should not be used in determining the new contract price as the scope of work has changed from the previous contract. However this information is available to everyone via a public records request through the City Clerk. (Answered: Apr 25, 2017 8:55:52 AM EDT)

Add to Answer:

#### Question 2

What was the previous winning bid amount for each line item?

What is the budget allocated for the services outlined in the RFP? (Submitted: Mar 31, 2017 10:56:38 AM EDT)

#### Answer

[edit](#) 

- This is not applicable and should not be used in determining the new contract price as the scope of work has changed from the previous contract. However this information is available to everyone via a public records request through the City Clerk. (Answered: Apr 25, 2017 8:55:52 AM EDT)

Add to Answer:

#### Question 3

[edit](#) 

- Per Scope of work, under daily tasks it states to clean fixtures, can you clarify what fixtures, and the amount that needs to be cleaned.
- Can you clarify the square footage for the tile and linoleum?
- Per the scope of work, it states to dust the furniture and building surfaces. Are those the same areas? can you define?
- Number of Telephones?
- Would you classify overhead dusting as high dusting? and that should be done daily? Just want to confirm.
- Can you give me the square footage for all the bathrooms?
- # of drinking fountains?
- # of trash bins?
- # of vending machines, appliances, sinks and counters in the breakroom?
- # of glass partitions? or square footage?
- Per the scope, you have damp mop listed under daily and wet mop under weekly. Can you please clarify the frequency and your expectations between wet and damp mopping?
- Per the scope of work, you have dusting of building and furniture surfaces listed under daily and then dust all horizontal surfaces weekly. please clarify the frequency would you like them done Same as dusting pictures frames and furniture
- # of door and light switches
- What is the A/C Room? please provide the square footage.
- What is the sally port area? please provide the square footage.
- Can you clarify what cleaning and refilling floor drains are?
- # of Light fixtures
- Square footage of stairways? is this not being mopping under daily?
- Clarify the spray buffing and scrubbing that is monthly
- What is chamber woodwork?
- please confirm that carpets need to be bonnet cleaned (Dry) on a quarterly basis and then also extraction cleaned annually?
- Square footage of entrance tile?
- Number of upholstered furniture? (Submitted: Apr 7, 2017 3:50:06 PM EDT)

[Product Feedback](#)

**Answer**

- 1. Restroom and breakroom fixture such as faucets and flush valves.
- 2. Plans noting floor types with dimensions of each building will be provided.
- 3. Desks, countertops, etc.
- 4. Please clarify this request.
- 5. Overhead dusting would be defined as over 6' from the floor.
- 6. Plans with dimensions of each building will be provided.
- 7. This information will be included in the plans.
- 8. The exact number is unknown. Can be determined by site visit.
- 9. This information will be included in the plans.
- 10. The exact number is unknown. Can be determined by site visit.
- 11. Daily, the expectation is clean floors.
- 12. The only item listed to be dusted weekly are lines 7&8: Dust high molding and doors, Dust/vacuum/wipe all baseboards and coverings. Personal picture frames on desks are not to be touched, picture frames on walls for decoration are to be dusted weekly.
- 13. The exact number is unknown. Can be determined by site visit.
- 14. An A/C room is where HVAC equipment is housed. Can be determined by site visit.
- 15. A small exit point or entryway of a building. Can be determined by plans.
- 16. This process should be known by any commercial janitorial tradesman and is clearly defined in the scope.
- 17. The exact number is unknown. Can be determined by site visit.
- 18. Can be determined by plans. No.
- 19. This process should be known by any commercial janitorial tradesman.
- 20. I could not locate this item in the scope.
- 21. Please read the scope carefully. It is clearly stated in the scope in two areas that bonnet cleaning is strictly prohibited.
- 22. Can be determined by plans.
- 23. The exact number is unknown. Can be determined by site visit. (Answered: Apr 25, 2017 8:55:52 AM EDT)

Add to Answer:

**Question 4**

Is there any specific reason as to why the contract manager must also speak Spanish? Would be ok if we have an authorized representative that's fluent in both English & Spanish? (Submitted: Apr 11, 2017 8:50:54 AM EDT)

**Answer**

- This was placed in the contract to assure that the vendor's contract manager and lead custodians are able to clearly communicate with the City's contract manager as well as the employees of their company. The contract manager must be fluent in English but may use an authorized representative to communicate in another language. However, every lead custodian at each site must be fluent in speaking, reading, and writing in English as well as the language needed to clearly communicate with the contractor's general employees stationed at their designated school whether Spanish, Creole, Russian, etc. Spanish was specified based on the general demographics of the personnel that work in this industry in South Florida. (Answered: Apr 25, 2017 8:55:52 AM EDT)

[edit](#)

Add to Answer:

**Question 5**

Can you please clarify the requested bid bond requirements. (Submitted: Apr 11, 2017 12:50:59 PM EDT)

**Answer**

- Bond is not applicable to this solicitation. (Answered: Apr 25, 2017 8:55:52 AM EDT)

[edit](#)

Add to Answer:

**Question 6**

On page 58 it states that performance bond is not applicable and on page 120 you are asking for performance bond. Do we need the bond or not? (Submitted: Apr 12, 2017 2:22:55 PM EDT)

[edit](#)**Answer**

Product Feedback

- Bond is not applicable to this solicitation. (Answered: Apr 25, 2017 8:55:52 AM EDT)

Add to Answer:

#### Question 7

Pursuant to section 1.3.1 Janitorial Supply List; we would like to know if this yearly quantity amount is an estimate for each school separately? (Submitted: Apr 14, 2017 1:11:52 PM EDT)

#### Answer

[edit](#)

- Yes. Quantities for garbage bags, toilet paper, and paper towels will be revised in an addendum based on usage from the previous year. Items such as cleaning supplies that are generally accepted in the industry as being provided by the contractor will be removed from this list. (Answered: Apr 25, 2017 8:55:52 AM EDT)

Add to Answer:

#### Question 8

The maps/diagrams which were given to the prospective proposers appears to have inadvertently omitted pages 1,2, & 3 of 55. Can we have those three (3) pages of the maps/diagrams? (Submitted: Apr 14, 2017 1:30:41 PM EDT)

#### Answer

[edit](#)

- These pages were from the previous bidding process and are not applicable to this one. (Answered: Apr 25, 2017 8:55:52 AM EDT)

Add to Answer:

#### Question 9

If amount of yearly supplies goes over the budget, will these expenses be reimbursed? (Submitted: Apr 17, 2017 4:13:47 PM EDT)

#### Answer

[edit](#)

- No. (Answered: Apr 25, 2017 8:55:52 AM EDT)

Add to Answer:

#### Question 10

What is the percentage of the bid bond if any? (Submitted: Apr 17, 2017 4:15:07 PM EDT)

#### Answer

[edit](#)

- Bond is not applicable to this solicitation. (Answered: Apr 25, 2017 8:55:52 AM EDT)

Add to Answer:

#### Question 11

How much day and night staff needs to be paid by hour? (Submitted: Apr 17, 2017 4:35:10 PM EDT)

#### Answer

[edit](#)

- As law requires. (Answered: Apr 25, 2017 8:55:52 AM EDT)

Product Feedback

Add to Answer:

**Question 12**

Can you provide the breakdown of square footage of hard surfaced flooring vs carpet for Pembroke Pines Charter East Elementary School? (Submitted: Apr 18, 2017 3:04:40 PM EDT)

[edit](#)**Answer**

- Plans noting floor types with dimensions of each building will be provided. (Answered: Apr 25, 2017 8:55:52 AM EDT)

Add to Answer:

**Question 13**

Can you please clarify the Village Community Center Part 1 that is 7,285.14 sq. ft. It is very hard to read the square footage (Submitted: Apr 18, 2017 3:13:28 PM EDT)

[edit](#)**Answer**

- New plans noting floor types with dimensions of each building will be provided. (Answered: Apr 25, 2017 8:55:52 AM EDT)

Add to Answer:

**Question 14**

can you please clarify Item #3, Walter C. Yong Campus Building 2 Square footage? Print is illegible (Submitted: Apr 18, 2017 3:14:58 PM EDT)

[edit](#)**Answer**

- New plans noting floor types with dimensions of each building will be provided. (Answered: Apr 25, 2017 8:55:52 AM EDT)

Add to Answer:

**Question 15**

is the middle school all Hard surfaced flooring? if not, could you please provide me with the square footage of tile vs carpet? (Submitted: Apr 18, 2017 3:15:48 PM EDT)

[edit](#)**Answer**

- New plans noting floor types with dimensions of each building will be provided (Answered: Apr 25, 2017 8:55:52 AM EDT)

Add to Answer:

**Question 16**

Can you please clarify the square footage for the West Campus Early Development Center? the site plan is illegible (Submitted: Apr 18, 2017 3:16:32 PM EDT)

[edit](#)**Answer**

- New plans noting floor types with dimensions of each building will be provided. (Answered: Apr 25, 2017 8:55:52 AM EDT)

Add to Answer:

Product Feedback

**Question 17**

Is the Pembroke Shores Campus all Hard surfaced flooring? if not, could you please provide me with the square footage of tile vs carpet? - (Submitted: Apr 18, 2017 3:17:26 PM EDT)

[edit](#)**Answer**

- New plans noting floor types with dimensions of each building will be provided. (Answered: Apr 25, 2017 8:55:52 AM EDT)

Add to Answer:

**Question 18**

IS the Academic Village Campus all Hard surfaced flooring? if not, could you please provide me with the square footage of tile vs carpet? - (Submitted: Apr 18, 2017 3:17:45 PM EDT)

[edit](#)**Answer**

- New plans noting floor types with dimensions of each building will be provided. (Answered: Apr 25, 2017 8:55:52 AM EDT)

Add to Answer:

**Question 19**

in the site plans, item #4 & 5, the plans are very hard to read. Could you provide me with the square footage of hard surfaced flooring and carpet? (Submitted: Apr 18, 2017 3:18:58 PM EDT)

[edit](#)**Answer**

- New plans noting floor types with dimensions of each building will be provided. (Answered: Apr 25, 2017 8:55:52 AM EDT)

Add to Answer:

**Question 20**

Could you provide a PDF version of the site maps? (Submitted: Apr 18, 2017 3:30:06 PM EDT)

[edit](#)**Answer**

- Yes, this is how the new plans will be provided. (Answered: Apr 25, 2017 8:55:52 AM EDT)

Add to Answer:

**Question 21**

1. Please clarify on the item response form the following are you looking for annual price (based on approx. 260 working days) divided by 364 days or the price to clean for 364 days?

2. Please clarify on the front page of the RFP is says Bid and Performance Bond Not applicable; however under article 6 of the contract, it says Performance Bond required?

3. What is the student enrollment by campus?

4. In the Scope of work section of pricing you ask for pricing by Campus in areas A-G ( Classrooms/ Hallways, Administrative Offices, Restrooms, Teach **Product Feedback**



Lounges/Breakrooms/Cafeterias/Lunch Areas, Etc, can you provide the square footage for each of these sections by campus?

5. On page 66 it calls for Day Porters, there is no mention of head custodian or lead. Are there Head Custodian positions?

6.. How many hours a day and how days a year are Day Porters and Lead Custodians required?

7. Please provide manufacturer's specification for cleaning the Gymnasium floors?

8. What are the requirements for window cleaning inside and outside?

9.. What are the requirements for outdoor gum removal and pressure washing?

10. Are propane burnishers permitted in the schools? (Submitted: Apr 18, 2017 5:01:35 PM EDT)

#### Answer

- 1. Annual price, year round
- 2. Bond is not applicable to this solicitation.
- 3.  
Charter East Elementary 680 Students / 90S Staff  
Village Preschool â€ EDC 114 Students / 20 Staff  
Bright Beginnings â€ EDC 151 Students / 34 Staff  
Charter Central Elem & Middle 1,296 Students / 145 Staff  
Central Campus - EDC 200 Students / 48 Staff  
Charter West Elem & Middle 1,264 Students / 140 Staff  
West Campus - EDC 213 Students / 47 Staff  
Charter FSU Elementary 679 Students / 95 Staff  
Charter High 1,715 Students / 118 Staff
- 4. New plans noting floor types with dimensions of each building will be provided
- 5. Yes. See section 1.5 line G.
- 6. Year round. Section 1.6 will be revised and clarified in an addendum.
- 7. Will be issued in an addendum
- 8. Windows are to be cleaned monthly, inside of building only.
- 9. Pressure washing is not required, outdoor gum removal is required for walkways adjacent to the buildings.
- 10. No. (Answered: Apr 25, 2017 8:55:52 AM EDT)
- Update to the answer given for Part 8 above:  
8. All windows are to be cleaned monthly, inside of building only. The interior and exterior of all door glass, storefront doors, and storefront entrances shall be cleaned daily to a height of 7â™, and monthly from top to bottom. (Answered: May 12, 2017 2:39:59 PM EDT)

Add to Answer:

#### Question 22

Can we please have a copy of the total square footage for each of the buildings contained in the RFP. (Submitted: May 15, 2017 12:58:42 PM EDT)

#### Answer

[edit](#) 

- Plans either have total square footage on them, or the dimensions of rooms/buildings for the bidders to use to calculate total square footage. (Answered: May 18, 2017 6:08:19 PM EDT)

Add to Answer:

#### Question 23

Could you please provide me with a count of rugs in the Early Development and Pre-K classrooms and What size rugs are placed? (Submitted: May 15, 2017 1:59:25 PM EDT)

[edit](#) 

#### Answer

- Should have been obtained at the site visits. (Answered: May 18, 2017 6:08:19 PM EDT)

Add to Answer:

**Question 24**

What is the difference between the VCT flooring and the LVT Flooring? (Submitted: May 15, 2017 1:59:59 PM EDT)

**Answer**[edit](#)

- With all due respect to all bidders, a bidder that does not know the difference between VCT and LVT flooring is not qualified to perform the work. (Answered: May 18, 2017 6:08:19 PM EDT)

Add to Answer:

**Question 25**

1. Could you please confirm that the LVT flooring is to be scrubbed 5 times per year?
2. Can you confirm that VCT flooring should be burnished every 2 weeks and scrubbed and re-coated Quarterly? (Submitted: May 15, 2017 2:05:22 PM EDT)

[edit](#)**Answer**

- Floors are to be maintained per the scope of work in the addendum. (Answered: May 18, 2017 6:08:19 PM EDT)

Add to Answer:

**Question 26**

Where can we obtain the awarded bid tabulation for the expiring bid ? (Submitted: May 15, 2017 3:14:57 PM EDT)

**Answer**[edit](#)

- This is not applicable and should not be used in determining the new contract price as the scope of work has changed from the previous contract. However this information is available to everyone via a public records request through the City Clerk. (Answered: May 18, 2017 3:38:50 PM EDT)

Add to Answer:

**Question 27**

IS a bid bond/ performance bond now required to be submitted with bid?  
what is the current budget for this project as its needed for the bond. (Submitted: May 15, 2017 4:10:32 PM EDT)

**Answer**[edit](#)

- Bonds are required. Bonds are based on the bid amount to be submitted by the contractor, not the City's budgeted amount. (Answered: May 18, 2017 6:08:19 PM EDT)

Add to Answer:

**Question 28**[edit](#)

1. What is the gross square footage of each of the 9 sections or for each building to be cleaned?
2. The following buildings were in the original floor plans we were given at the pre-bid meeting; but were not included in Attachment M that was sent on May 3th, 2017:
  - FSU Charter Elem A Bldg
  - Academic Village R Bldg-Library
  - Academic Village B Bldg

Are these buildings no longer part of the scope of work?

3. Please confirm the number of Day Porters; we were given the new minimums by section at the pre-bid meeting (Submitted: May 16, 2017 4:52:27 PM EDT)

**Answer**

- 1) Plans either have total square footage on them, or dimensions of the rooms/buildings for the bidders to use to calculate total square footage.
- 2) FSU Charter A building is included in this scope, the floor plan is included on the plan labeled FSU Building B First Floor. Academic Village buildings B & R-library are not included in this scope.
- 3) The number of day porters is included in the Addendum document. (Answered: May 18, 2017 6:08:19 PM EDT)

Add to Answer:

Submit

**Questions? Contact a BidSync representative: 800-990-9339 or email: [support@bidsync.com](mailto:support@bidsync.com)**

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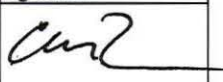

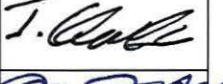

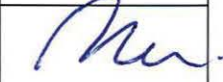
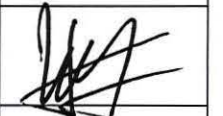



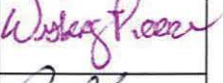
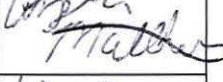
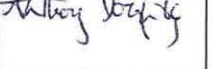
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# PRE-BID ATTENDANCE SHEET

Date: Monday April 10, 2017 at 10:00 am

Proposal/Bid #:

RFP #ED-17-02 Janitorial Services for Charter Schools & Early Development Centers

Company Name	Address	Representative Name	E-Mail	Phone Number	Signature
COBALT COMMERCIAL SERVICES	2050 TIGER TAIL BLVD STE C #4 DANA BEACH 92024	CHRIS DORN	CDORN@COBALTCOMMERCIALSERVICES.COM	954 400 9840	
CHI-ADA CORPORATION	2750 W Oakland Park BLVD suite B Oakland Park	Georges Idani	idani@chiadacorporation.com	954 777 5177	
Garcia American Facilities	1325 Union Hill Industrial 30004 Count. Suite Alpha	Jerrold Clarke		770 740 1613 #206	
GCA SERVICE GROUP	1101 STANFORD DR CORAL GABLES 33146	DANE MELUN	DPME@GCA-SERVICES.COM	561.252 3145	
Xtreme cleaning services and more corp.	7101 Harding St Hollywood FL 33024	Zahira Galvez	galvezzahira@yahoo.com	786.537 7414	
PLANNED BUILDING SERVICES, INC	16820 MIRAMAR Pkwy sk 103 - 33025	Carlos Layman	CLAYMAN@PLANNEDBUILDINGSERVICES.NET	954-968-1390 954-4387880	
MCT Professional Cleaning Service	161 NE 2nd Ave Deerfield Beach FL 33441	Keila Pinciro	contact@mctcleaning.com	954-418-6248	
Joliva Enterprises LLC	3125 W COUNTY CLUB DR #1703 AVENTURE 33186	SHARON MAYMON	sharon@jolivaenterprises.com	908 300 8483 786 493 1133	
Synergy Cleaning Solutions LLC	4851 NW 103 RD AVE #54 SUNRISE, FL 33351	RUBEN LEONARDI	INFO@SYNERGYCLEANINGSOLUTIONS.COM	305 492 0690	
Reaching Solutions Inc.	229 S. Krome Ave Homestead FL 33030	Wisberg Pierre	reachingsolutions.inc@gmail.com	305-570-8936 305-910-1359	
Cable Business Services Inc.	1234 NW 79th St. Miami FL 33147	Angela Matthews	Derek Cable business services, com	305-636-5099	
DE CLEANEST, INC	1972 NE 148 TERRACE NORTH MIAMI, FL 33181	Anthony Douenty	DECLEANEST@BELL5007A.NET	(305) 944-2858 (305) 409-3603	



# PRE-BID ATTENDANCE SHEET

Date: Monday April 10, 2017 at 10:00 am

Proposal/Bid #:

RFP #ED-17-02 Janitorial Services for Charter Schools & Early Development Centers

Company Name	Address	Representative Name	E-Mail	Phone Number	Signature
Advanced Maintenance Security Corporation	8875 Hidden River Pkwy Suite 300, Tampa, FL 33637	Anthony ILESANMI	ROTABON@YAHOO.COM	(813) 975-7407	A-Ilesanmi
T+M Services Inc	317E1ST Pompano Beach FL 33064	Tom McMahon	tom@tmservices.net	9549428768	Tom McMahon
Image Janitorial Services, Inc.	814 14th ST Lake Park, FL 33403	Paul Saavedra	psaavedra@imagecompanies.com	561-844-8778	Paul Saavedra
Open Works	7400 Oak Lane suite 400 Miami Lake, FL 33016	Nicholas Mohammadpour	Nicholas.Mohammadpour@openworksweb.com	954-260-8560	Nicholas Mohammadpour
Allcare Financial Manag. Services Inc.	18800 NW 2nd Ave suite 207, Miami Gardens FL 33169	Tonia Ulyssé	allcarefinancialmanagementllc@gmail.com	786-203-4356	Tonia Ulyssé
Safeserv Services	911 Poinciana Drive PP West Park, FL 33023	Luis VARGAS	www.safeservservices.net	9549634900	Luis VARGAS
Delta Property Maintenance Inc	5865 SW 23rd Street West Park, FL 33023	Stacey Nicol	delta1clean@gmail.com	954-367-2413	Stacey Nicol
After Hours Cleaning Service	PO Box 6118, Miami FL 33168	Eddy Allen, Jr.	afterhourscleaninginc@gmail.com	786-202-3798	Eddy Allen, Jr.
First Choice Cleaning Contractors	1700 NW 2nd AVE. Suite 200, BOCA RATON FL 33432	ANDREA ORTIZ	AORTIZ@FIRSTCHOICECLEANINGCONTRACTORS.COM	954 8183200	Andrea Ortiz
Lightning Commercial Cleaning Service, LLC	8309 Fairway Road Sunrise, FL 33351	Randolph Wallace	lightningcommercialcleaningsvc@gmail.com	(954) 915-4814	Randolph Wallace
RECIO COMMERCIAL CLEANING CORPORATION	9811 61st ST WAY SOUTH UNIT B BOYNTON BEACH FL 33437	Steven Shehan	steven.shehan@reciocorporation.com	(561) 806-4317	Steven Shehan
MILCLEAN USA	1310 Park Central BLVD S Pompano Beach, FL 33064	Laura Bastos	Lauraemiloleanusa.com	(510) 458-1428	Laura Bastos



## PRE-BID ATTENDANCE SHEET

**Date:** Monday April 10, 2017 at 10:00 am

**Proposal/Bid #:**

RFP #ED-17-02 Janitorial Services for Charter Schools &amp; Early Development Centers

[illegible]

## safeguard services, inc.

Bid Contact **kevin connor**  
**ktconnor@safeguardservices.net**  
**Ph 954-963-4900**

Address **911 Poinciana Drive**  
**Pembroke Pines, FL 33025**

Supplier Code 247878

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch.	Docs
ED-17-02--01-01	Base Items: East Campus - Pembroke Pines Charter East Elementary School	<b>Supplier Product Code:</b>	<b>First Offer - \$136,080.00</b>	1 / lump sum	<b>\$136,080.00</b>	Y Y
ED-17-02--01-02	Base Items: Village Community Center - Village Preschool Early Development Center	<b>Supplier Product Code:</b>	<b>First Offer - \$50,390.00</b>	1 / lump sum	<b>\$50,390.00</b>	Y
ED-17-02--01-03	Base Items: Walter C. Young Campus - Bright Beginnings Early Development Center	<b>Supplier Product Code:</b>	<b>First Offer - \$55,560.00</b>	1 / lump sum	<b>\$55,560.00</b>	Y
ED-17-02--01-04	Base Items: Central Campus - Pembroke Pines Charter Central Elementary & Middle School	<b>Supplier Product Code:</b>	<b>First Offer - \$230,964.00</b>	1 / lump sum	<b>\$230,964.00</b>	Y
ED-17-02--01-05	Base Items: Central Campus - Central Campus Early Development Center	<b>Supplier Product Code:</b>	<b>First Offer - \$52,692.00</b>	1 / lump sum	<b>\$52,692.00</b>	Y

ED-17-02--01-06	Base Items: West Campus - Pembroke Pines Charter West Elementary & Middle School	<b>Supplier Product Code:</b>	<b>First Offer -</b> \$219,456.00	1 / lump sum	<b>\$219,456.00</b>	Y
ED-17-02--01-07	Base Items: West Campus - West Campus Early Development Center	<b>Supplier Product Code:</b>	<b>First Offer -</b> \$58,764.00	1 / lump sum	<b>\$58,764.00</b>	Y
ED-17-02--01-08	Base Items: Pembroke Shores - Pembroke Pines Charter FSU Elementary School	<b>Supplier Product Code:</b>	<b>First Offer -</b> \$134,976.00	1 / lump sum	<b>\$134,976.00</b>	Y
ED-17-02--01-09	Base Items: Academic Village - Pembroke Pines Charter High & Middle School	<b>Supplier Product Code:</b>	<b>First Offer -</b> \$357,012.00	1 / lump sum	<b>\$357,012.00</b>	Y
Lot Total					\$1,295,894.00	
Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch.	Docs
ED-17-02--02-01	Additional Services Descriptions (at any location): Additional Porter for events as needed	<b>Supplier Product Code:</b>	<b>First Offer -</b> \$14.98	1 / hour	<b>\$14.98</b>	Y
ED-17-02--02-02	Additional Services Descriptions (at any location): Additional Dry- Host Method Carpet Cleaning	<b>Supplier Product Code:</b>	<b>First Offer -</b> \$0.18	1 / square foot	<b>\$0.18</b>	Y
ED-17-02--02-03	Additional Services	<b>Supplier Product Code:</b>	<b>First Offer -</b> \$0.38	1 / square foot	<b>\$0.38</b>	Y

	Descriptions (at any location): Additional scrub and rebuff of VCT	<b>Code:</b>				
ED-17-02--02-04	Additional Services Descriptions (at any location): Additional strip and recoat of VCT	<b>Supplier Product Code:</b>	<b>First Offer -</b> \$0.48	1 / square foot	<b>\$0.48</b>	<b>Y</b>
ED-17-02--02-05	Additional Services Descriptions (at any location): Additional scrub of LVT	<b>Supplier Product Code:</b>	<b>First Offer -</b> \$0.18	1 / square foot	<b>\$0.18</b>	<b>Y</b>
ED-17-02--02-06	Additional Services Descriptions (at any location): Additional scrub of ceramic tile	<b>Supplier Product Code:</b>	<b>First Offer -</b> \$0.23	1 / square foot	<b>\$0.23</b>	<b>Y</b>
ED-17-02--02-07	Additional Services Descriptions (at any location): Water extraction cleaning of carpet	<b>Supplier Product Code:</b>	<b>First Offer -</b> \$0.12	1 / square foot	<b>\$0.12</b>	<b>Y</b>
Lot Total					\$16.55	
Supplier Total					<b>\$1,295,910.55</b>	

safeguard services, inc.

Item: **Base Items:East Campus - Pembroke Pines Charter East Elementary School**

Attachments

20170523111959.pdf

## **RFP #ED-17-02**

# **JANITORIAL SERVICES – CHARTER SCHOOLS & EARLY DEVELOPMENT CENTERS**

### **RFP RESPONSES BY:**

**5/22/17**

**SAFEGUARD SERVICES, INC**

**KEVIN CONNOR, V.P.**

**954-963-4900 PHONE**

**KTCONNOR@SAFEGUARDSERVICES.NET**

*Effective \* Sustainable \* Progressive*



1

## **TABLE OF CONTENTS**

**TAB 2 – LETTER OF INTEREST**

**TAB 3 – EXPERIENCE AND ABILITY**

**TAB 4 – PREVIOUS EXPERIENCE**

**TAB 5 – FIRMS UNDERSTANDING AND APPROACH TO THE WORK**

**TAB 6 – PROJECT COST**

**TAB 7 – OTHER COMPLETED DOCUMENTS**

**TAB 8 – BUSINESS STRUCTURE, LICENSES, AND PROFESSIONAL REGISTRATION CERTIFICATES**

**TAB 9 – ADDITIONAL INFORMATION**

2

## TAB 2: LETTER OF INTEREST

Safeguard Services, Inc. is pleased to have the opportunity to continue our janitorial business relationship with the City of Pembroke Pines. As a long time business community member in SW Broward (46 years), we have witnessed the phenomenal growth to the City of Pembroke Pines. We have steadily increased business sales each year and have a unsecured line of credit which allows us to maintain financial stability and continue to grow.

Safeguard Services, Inc., founded in 1971, is a locally owned and managed building services contractor. We currently have over 300 employees and our main offices/warehouse are located in Pembroke Pines. The primary focus of our organization is the ability to meet and exceed the expectations of our clients as it reflects the health, safety and appearance of their facilities. Safeguard is recognized, by the state of Florida, as a certified woman owned MBE as well as a certified SBE.

We have extensive experience with municipalities and have serviced Dania Beach (6years), the City of Hollywood (6 years) and the City of Miramar (4 years). We are currently providing janitorial services to the City of Pembroke Pines for the past 26 years and 20 years at the City of Hallandale Beach. Due to our service history with municipalities, we have a unique understanding of the needs that can and do arise within local government. Strong lines of communication and quick problem solving resolution are the two pillars of a successful relationship.

We do not have any subcontractors providing our services, rather, only offer our own trained supervisors and employees. Finally, our office location, 911 Poinciana Drive, is a huge advantage in allowing us to respond quickly and effectively to the City's needs. All top level management personnel are available 24/7/365 via cell phone and email. The office line is also answered by a live person 24/7.

3



## TAB 3 EXPERIENCE AND ABILITY

### 1. Company history and background

Safeguard Services, Inc., founded in 1971, is a locally owned and managed building services contractor. We currently have over 300 employees and our main offices/warehouse are located in Pembroke Pines.

### 2. Include organizational chart and license (see attached)

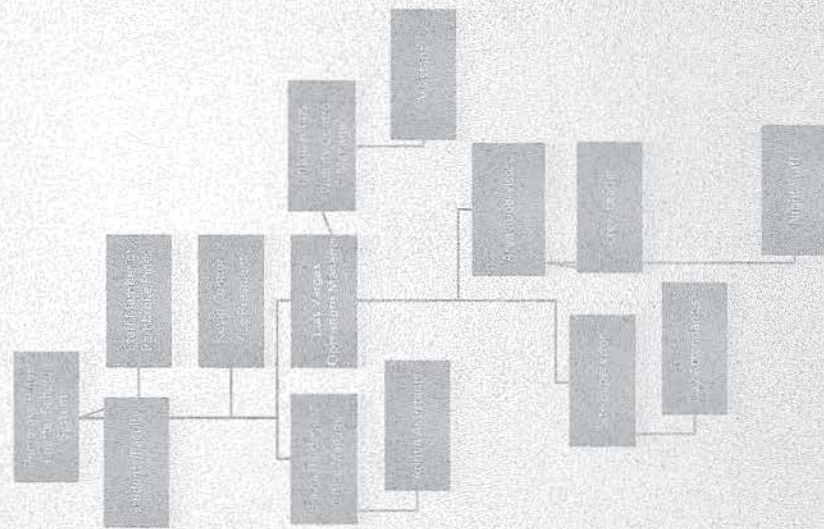
### 3. Provide Description of the labor force

- a. Estimated Salaries for various positions – minimum salary for general employees will be \$9/hr. and 10/hr. for general employees with previous experience. Crew leader's salary will range between \$12 - \$14 dollars per hour and supervisor salaries around \$20/hr.
- b. Summary of employee benefits – as of this date, we offer health insurance as required by law. All legal holidays are paid as well.
- c. Information regarding employee turnover rates – we currently have a thirty percent turnover rate.

### 4. List of company owned equipment to be used for this project.

- a. **Equipment/Supplies – in addition to the below, we have over one million dollars' worth of backup equipment and supplies located in our Pembroke Pines warehouse..**
  - Brooms
  - Mops
  - Buckets
  - Dusters
  - Brushes
  - Rags
  - Extractor
  - Floor machines
  - Auto scrubs
  - Burnisher
  - Expendable supplies
  - Other Misc. janitorial items

# Safeguard Services Organization Chart



4



## TAB 4 PREVIOUS EXPERIENCE

Please see attached references form.



**Supplier Response Form****REFERENCES FORM**

Provide specific examples of similar contracts. References should be should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

**Reference Contact Information:**

Name of Firm, City, County or Agency: CITY OF PEMBROKE PINES \*

Address: 10100 PINES BLVD \*

City/State/Zip: PEMBROKE PINES FL 33025 \*

Contact Name: PAUL EDELSTEIN \* Title: Deputy Director of Public Services \*

E-Mail Address: PEDELSTEIN@PPINES.COM \*

Telephone: 954-214-3955 \* Fax: 954-437-1121 \*

**Project Information:**

Name and location of the project: PEMBROKE PINES CHARTER SCHOOLS \*

PROVIDE JANITORIAL SERVICES TO CHARTER SCHOOLS, POLICE DEPT, ETC.

Nature of the firm's responsibility on the project: \*

Project duration: 2011- PRESENT \* Completion (Anticipated) Date: 8/2017 \*

Size of project: 800,000 \* Cost of project: \$900,000 \*

Work for which staff was responsible: JANITORIAL \*

Contract Type: JANITORIAL \*

The results/deliverables of the project: FAVORABLE \*



**REFERENCES FORM**

Provide specific examples of similar contracts. References should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

**Reference Contact Information:**

Name of Firm, City, County or Agency: MEMORIAL HEALTHCARE SYSTEM \*

Address: 3501 JOHNSON STREET \*

City/State/Zip: HOLLYWOOD FL 33021 \*

Contact Name: JON PICKETT \* Title: ENVIRONMENTAL SERVICES DIRECTOR \*

E-Mail Address: JPICKETT@MHS.NET \*

Telephone: 954-265-6327 \* Fax: 954-965-2354 \*

**Project Information:**

Name and location of the project: MHS OFFSITES; BROWARD COUNTY \*

Nature of the firm's responsibility on the project:

PROVIDE EVS SERVICES TO OFFSITE FACILITIES \*

Project duration: 1992- CURRENT \* Completion (Anticipated) Date: ONGOING \*

Size of project: 1,000,000+ \* Cost of project: 1.2 MILLION \*

Work for which staff was responsible: JANITORIAL \*

Contract Type: JANITORIAL \*

The results/deliverables of the project: FAVORABLE \*

**REFERENCES FORM**

Provide specific examples of similar contracts. References should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

**Reference Contact Information:**

Name of Firm, City, County or Agency: CITY OF HALLANDALE BEACH \*

Address: 630 NW 2ND STREET \*

City/State/Zip: HALLANDALE BEACH FL 33009 \*

Contact Name: FREDDIE DE LA ROSA \* Title: PROCURMENT SPECIALIST \*

E-Mail Address: elarosa@hallandalebeachfl.gov \*

Telephone: 954-246-4261 \* Fax: 954-457-1342 \*

**Project Information:**

Name and location of the project: HALLANDALE BEACH JANITORIAL SERVICE \*

PROVIDE JANITORIAL SERVICES TO POLICE DEPT,  
CITY HALL AND PARKS

Nature of the firm's responsibility on the project: \*

Project duration: 1992-CURRENT \* Completion (Anticipated) Date: ONGOING \*

Size of project: 300,000 \* Cost of project: 175,000 \*

Work for which staff was responsible: JANITORIAL \*

Contract Type: JANITORIAL \*

The results/deliverables of the project: FAVORABLE \*

**REFERENCES FORM**

Provide specific examples of similar contracts. References should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

**Reference Contact Information:**

Name of Firm, City, County or Agency: BROWARD HEALTH

Address: 303 SE 17TH STREET

City/State/Zip: FT LAUDERDALE FL 33316

Contact Name: ANA JIMENEZ

Title: CONTRACT COORDINATOR

E-Mail Address: AJIMENEZ@BROWARDHEALTH.ORG

Telephone: 954-831-2733

Fax:

**Project Information:**

Name and location of the project: BROWARD HEALTH ENVIRONMENTAL SVCS

PROVIDE JANITORIAL SERVICES TO OFFSITES

Nature of the firm's responsibility on the project:

Project duration: 2004-CURRENT

Completion (Anticipated) Date: 2018

Size of project: 300,000

Cost of project: 325,000

Work for which staff was responsible: JANITORIAL

Contract Type: JANITORIAL

The results/deliverables of the project: FAVORABLE

**REFERENCES FORM**

Provide specific examples of similar contracts. References should be should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

**Reference Contact Information:**

Name of Firm, City, County or Agency: UHEALTH/BASCOM PALMER

Address: VARIOUS

City/State/Zip: MIAMI FL

Contact Name: JOANNE MARTIN

Title:

E-Mail Address: JMARTIN@MED.MIAMI.EDU

Telephone: 954-210-1090

Fax:

**Project Information:**

Name and location of the project: UHEALTH/BASCOM PALMER EVS SERVICE

PROVIDE JANITORIAL SERVICES TO various facilities.

Nature of the firm's responsibility on the project:

Project duration: 2007-PRESENT

Completion (Anticipated) Date: ON-GOING

Size of project: 500,000

Cost of project: 600,000

Work for which staff was responsible: JANITORIAL

Contract Type: JANITORIAL

The results/deliverables of the project: FAVORABLE

**Please enter your password below and click Save to update your response.**

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See Electronic Signatures in Global and National Commerce Act for more information.)

**To take exception:**

1) Click Take Exception.

5



## **TAB 5 Firm's Understanding and Approach to Work**

### **1. Understanding**

Safeguard Services has successfully performed janitorial services for the Charter Schools and Early Development Centers for the past 6 years. It is inevitable that challenges will arise, but we have been able to handle them quickly and effectively and ensure they are not repetitive. We have a full understanding of the contractual and implied obligations of this contract.

### **2. Management**

In addition to the area manager, Safeguard Services will provide an additional manager whose sole responsibility is the Charter Schools. This person will rotate between each facility ensuring customer satisfaction is achieved and the scope of work is being performed as stated.

Independent of the operations department, described above, is our contract compliance/customer relation's manager. This individual will perform scheduled and random visits a minimum of once per month. Our Quality Control manager will objectively assess the quality of the cleaning and engage our building contact(s) in their evaluation of services. These reports are always available for the City's inspection at any time.

Safeguard Services will also provide same day response time to any issues or complaints unless the task is too large to turn around in one day.

### **3. Training**

Safeguard Services performs national criminal background checks as a normal part of our hiring procedure. All staff working in the facilities while children are present will undergo an additional level 2 background check prior to entering any facility as stipulated in the rfp.

All new hires are subject to a pre-employment criminal background check, a drug test, a two-step interview and orientation/training. The training is an interactive and documented approach to ensure employees understand chemical safety, usage and cleaning protocol. It is bilingual and is specifically tailored to the academic environment. On an annual basis, employees are required to complete three modules of the program. (See attached)

As required by federal government mandate, all applicants are screened for eligibility to work in the United States. We maintain current copies of their I-9 forms and identification cards. The City of Pembroke Pines has the right to examine our documentation upon request.

#### **4. PROVISION OF CONSUMABLE SUPPLIES**

Safeguard Services has included in the pricing section of the RFP the cost of expendable supplies. The price is based on the current consumption of each facility. Should the estimated amount be less than what it required, Safeguard understands that we have to provide the material at no additional cost to the City of Pembroke Pines. However, the request of additional dispensers may result in a modest cost adjustment





# A CLEANER AND BRIGHTER ENVIRONMENT

## RIGHT ENVIRONMENT CLEANING EDUCATION



Department of Quality and  
Compliance



# OBJECTIVES

*At the conclusion of this training, you will be able to:*

- ❖ Understand the reason behind what we do and “Your Role”
- ❖ Effectively know how to properly clean “Classroom”.
- ❖ Effectively know how to properly clean “Offices & Meeting Rooms”.
- ❖ Effectively know how to properly clean “Restrooms/Lockers Rooms”.
- ❖ Effectively know how to properly clean “Corridors”.
- ❖ Proper Uses of Approved Cleaning Chemicals.
- ❖ Work Safety



**Providing a safe and clean environment students, faculty staff, and visitors...**

- ❖ Improved Infection Prevention
- ❖ Improved Quality
- ❖ Improved Overall Appearance of Building



# COMPETENCY TRAINING RECORD

Name: \_\_\_\_\_  
 Instructor/Trainer: \_\_\_\_\_  
 Employee #: \_\_\_\_\_



Date of Hire: \_\_\_\_\_ ☐ Healthcare ☐ Non-Healthcare

Topic	Date	Instructor	Employee	Date	Instructor	Employee
<b>Daily Cleaning Procedures</b>						
Patient Room (Discharged)						
Patient Room (Occupied)						
Operating/Surgical Suites						
Classrooms						
Restrooms						
Offices/Conference Rooms						
Elevators						
Equipment and Supplies						
Cleaning Products						
Personal Protective Equipment						
USP 797 Cleaning (Pharmacy)						
<b>Hand Sanitation and gloving procedure</b>						
Standard/Universal Precautions						
Chemical Safety/SDS						
Respirator Fit and use						
Medical Waste Handling						
General Waste Handling						
Body Mechanics/Lifting Techniques						
Proper use of equipment						
Electrical Safety						
<b>Isolation Cleaning</b>						
Standard Precautions						
Contact Isolation						
Droplet Isolation						
Airborne Isolation						
Personal protective equipment						
<b>Flow-Care</b>						
Daily Cleaning Procedures						
Weekly Cleaning Procedures						
Project:						
Stripping						
Power Scrub						
Finish Application						
Burnishing						
Equipment						
Cleaning Products						

Topic	Date	Instructor	Employee	Date	Instructor	Employee
Daily Cleaning Procedures						
Weekly Cleaning Procedures						
Spot and Spill Removal						
Equipment						
Cleaning Products						
Personal Protective Equipment						

Topic	Date	Instructor	Employee	Date	Instructor	Employee
Polishing Procedure						
Daily Maintenance						
Purple Pad Usage						
Equipment						
Cleaning Products						
Personal Protective Equipment						

Topic	Date	Instructor	Employee	Date	Instructor	Employee
Disaster Procedures						
Fire Procedures - PASS and RACE						
HIPAA confidentiality						

Topic	Date	Instructor	Employee	Date	Instructor	Employee
Proper Uniform						
Identification Badge						

Name of Person Validating the Skills: \_\_\_\_\_

Signature of Skills Validator: \_\_\_\_\_ Date: \_\_\_\_\_

I received a copy of the Standardized Emergency Codes (Policy or Badge-Buddy).

I understand the Emergency Code procedures for the hospital and my role in patient safety.

I agree with this competency assessment.

I will contact my supervisor, manager or director if I require additional training in the future.

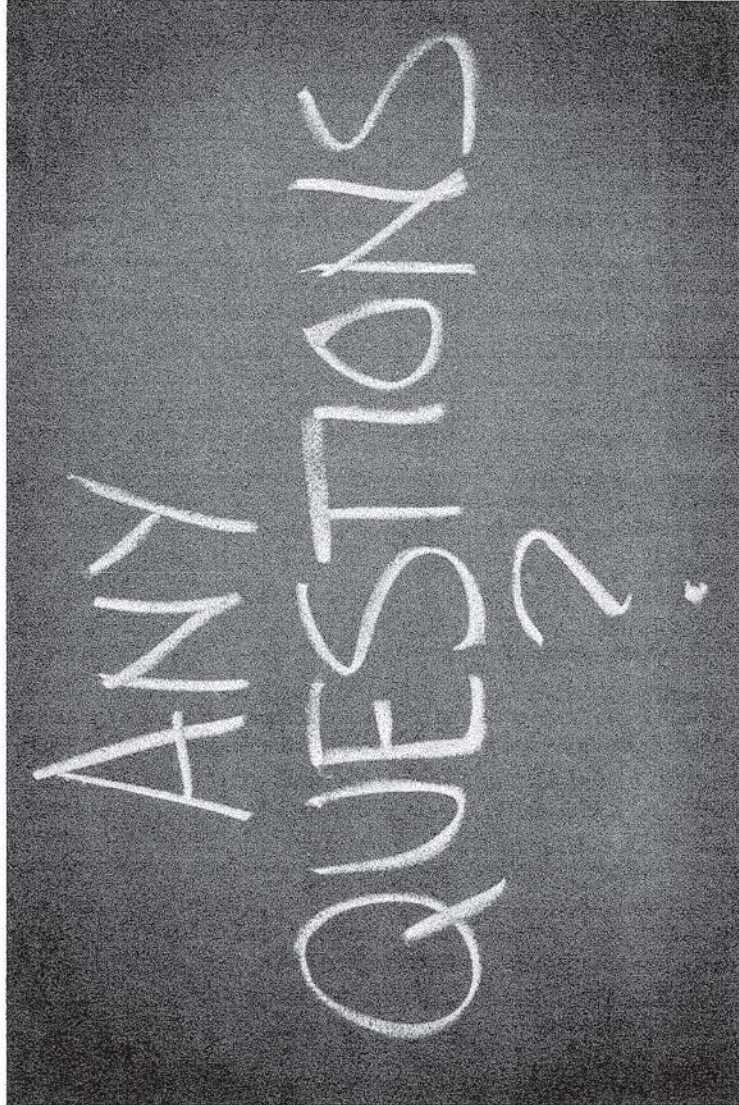
Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

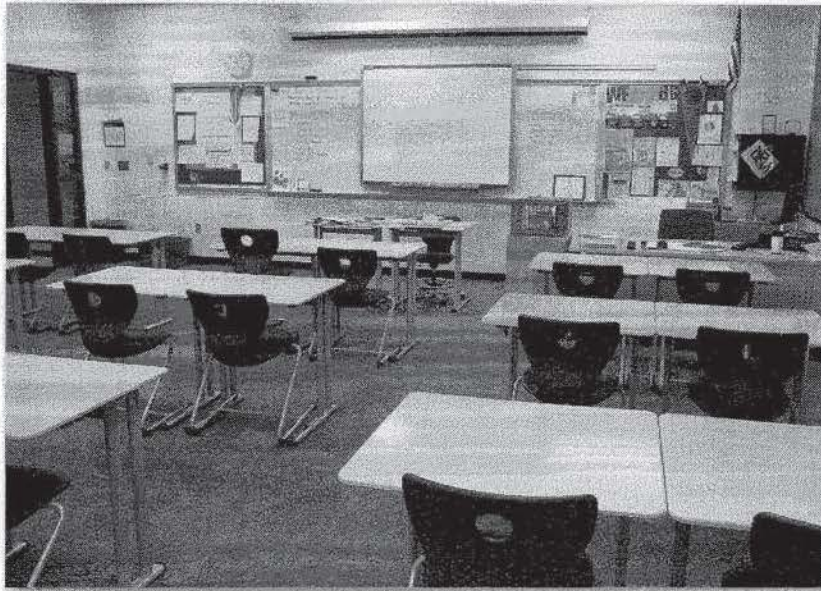




## Right Environment Cleaning -Education







- 1 Glass Cleaner
- 2 Disinfectant
- 3 All Purpose Cleaner
- 5 Carpet Care
- 9 Specialty Cleaner



The Clean✓Classroom cleaning manual will guide you through proven procedures to ensure you get the job done right. In addition to initial training, the laminated Clean✓ cards should be used as routine cleaning checklists to reinforce these proper procedures.

## The Six Steps of Daily Classroom Cleaning

- STEP ONE: Gather Supplies and Apply Personal Protective Equipment
- STEP TWO: Dust
- STEP THREE: Remove Trash
- STEP FOUR: Clean and Disinfect Surfaces
- STEP FIVE: Clean Glass
- STEP SIX: Vacuum or Hard Floor Care

### Step One

#### Gather supplies and apply personal protective equipment



Gather necessary cleaning supplies as directed. Materials may include glass cleaner, disinfectant, all purpose cleaner, can liners, cleaning cloths and/or dusters, dust mop or vacuum, and any necessary personal protective gear, like protective eyewear and gloves.



Any time you clean with chemicals, make sure you use personal protective equipment, as directed on the Material Safety Data Sheets for the cleaning products being used.

### Step Two

#### Dust



Begin cleaning the classroom by dusting furniture and other surfaces. When using a color-coded cloth system to prevent cross-contamination, select a green microfiber for dusting.



Start by dusting higher areas and items, then work your way down, folding your cloth as needed to provide a clean surface. Clean the entire area by working clockwise around the room.

Finally, empty pencil sharpeners and clean chalk trays by pushing the excess chalk into the wastebasket.

04/11





## Step Three

### Remove trash



First, clean up apparent litter prior to emptying trash. However, do not discard anything that is questionable. Empty all waste receptacles into the trashcan. If necessary, replace the liner. Be sure to place the receptacle in its original location.

3

## Step Four

2

### Damp wipe surfaces



Wet clean soiled surfaces that cannot be cleaned by dusting or those that need to be disinfected. Spray the appropriate Spartan disinfectant onto a clean cloth. If using a, color coded cloth system, use a red microfiber cloth for disinfecting procedures. Alternatively, you can use Spartan's convenient Hard Surface Disinfecting. Remove wipes at a 45 degree angle, and be sure to close canister when not in use.



High touch surfaces such as light switches, desks, tables, chairs, and drinking fountains will benefit routine cleaning and disinfecting. Use one wipe to remove soil and a second wipe to sanitize or disinfect. Remember when disinfecting, be sure the surface stays wet for the appropriate contact time listed on the product label.

Note: If blood or potentially infectious material is present, follow your site-specific exposure control plan.

1

## Step Five

### Clean glass



Next, spot clean all visible marks on interior windows and glass. Spray the cloth with your choice of Spartan glass cleaners. If you have a color-coded cloth system, use a blue microfiber cloth for glass cleaning. Be sure to clean mirrors and other reflective surfaces.





### 3 Step Six

#### Vacuum or hard floor care



Most classrooms have hard surface floors, you should routinely dust mop and damp mop. Some areas may have carpet and will need vacuuming. (The frequency of your routine cleaning will be communicated to you by your supervisor.)

Routine and Periodic Hard Floor Care and Carpet Care procedures are documented later in this training program.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.



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## PERIODIC CLASSROOM CLEANING

Some necessary cleaning tasks may be scheduled periodically. Your supervisor will set the schedule that is appropriate for your facility. These tasks may include:



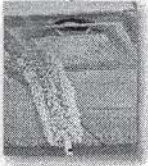
Spot cleaning soiled walls



Removing graffiti from desks and walls



Cleaning chalkboards or whiteboards



Dusting hard to reach surfaces such as light fixtures and vents

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## ROUTINE CLEANING OF COMMON AREAS

Hallways and other common areas need routine cleaning as well. If these areas are carpeted, they need routine vacuuming. Hard floor surfaces need dust mopped and or damp mopped. You will also need to find and correct any gum and/or carpet spots.

### Carpet

Vacuum the carpet starting in the area farthest from the entrance and work your way back. Use a pattern to cover all floor space. You want your efforts to result in carpets that are clean and free of visible dirt and debris.

### Carpet Spot Removal

#### 5 Step One

##### Select spotter



It is important to remove carpet spots as soon as possible. First, identify the spot then select the most appropriate spotter for the job. Follow directions on the product's label.

#### 5 Step Two

##### Blot



Blot up the spot with an absorbent cloth.

#### 5 Step Three

##### Apply spot remover



Apply spotter to the area to be cleaned. If using a trigger sprayer, spray the product from the outside edge toward the center. Be careful not to over wet the spot.



## Step Four

### Blot and rub



To keep the spot from spreading, blot and rub the spot from the outside edge of the spot toward the center.

## 5 Step Five

### Repeat spotter application



If necessary, spray again, and let the product set for a few minutes. Blot again with an absorbent cloth.

## Step Six

### Dry



Flush away the remaining spray with water, using a trigger sprayer. Blot dry.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.





## Gum Removal

### Step One Scrape



Use a scraper to remove as much of it as possible

### 5 Step Two Freeze remaining gum



Spray with Spartan's Chewing Gum Remover, holding the can at a 45-degree angle and using short, quick bursts until the substance is frozen solid.

### Step Three Remove frozen matter



Chip or scrape off frozen matter using a bone knife or scraper. Repeat these steps, if necessary, to remove all matter from the floor.

### Step Four Vacuum



Use your vacuum and attachments to remove all particles from the floor.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.





## Hard Floor Care

Where classrooms, office space, corridors or common areas have hard surface floors, you should routinely dust mop and damp mop. Routine floor cleaning is imperative for proper risk management.

### Dust Mop

- STEP ONE: Remove furniture
- STEP TWO: Sweep out corners and crevices
- STEP THREE: Spray dust mop
- STEP FOUR: Dust mop floor
- STEP FIVE: Pick up soil and debris
- STEP SIX: Vacuum dust mop



### Step One

#### Remove Furniture

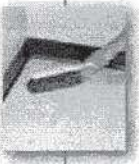


Remove all movable furniture and floor mats from the area to be cleaned.



### Step Two

#### Sweep out corners and crevices



Use a broom or counter brush to sweep corners and crevices. Pick up visible soil with a dust pan and dispose of any debris before you begin to dust mop the area.



### Step Three

#### Spray dust mop



Next, spray the dust mop with Spartan's Dust Mop/Dust Cloth Treatment.



## Step Four

### Dust Mop Floor



Begin by pushing the mop directly ahead while walking forward. At the end of each pass, pivot your mop without lifting it off the floor. Return the same way you came, making a two-or three-inch overlap. Dust mop the entire floor.



## Step Five

### Pick up soil and debris



Once the entire area has been dust mopped, use your counter brush and dust pan to pick up any remaining debris, and discard it into the trash receptacle.



## Step Six

### Vacuum or wash dust mop



Vacuum out dust mop. If using a microfiber system, you should periodically machine wash the microfiber pads. Do not machine dry these items. Return all equipment to storage.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.



## Damp Mop

- STEP ONE: Perform complete dust mop procedure
- STEP TWO: Place wet floor signs
- STEP THREE: Prepare neutral cleaner and gather supplies
- STEP FOUR: Damp mop
- STEP FIVE: Replace mats and furniture, and remove wet floor signs
- STEP SIX: Clean and return equipment to storage area



### Step One

#### Perform complete dust mop procedure



Follow the steps on your Daily Cleaning, Dust Mop Checklist prior to damp mopping.



### Step Two

#### Place wet floor signs



Place wet floor signs at every entrance.



### Step Three

#### Prepare neutral cleaner and gather supplies



You will need to gather additional supplies for the damp mop procedure. First, fill a mop bucket with neutral cleaner, using your Spartan dispensing system to ensure chemical safety and accurate dilution. Also, when using a microfiber system as shown here, select a blue or green mop for all-purpose cleaning.



## Step Four

### Damp mop



Begin by dipping your mop into the solution compartment and wringing it out. When mopping an area, start at the farthest corner and work backward, toward the entrance. Be sure to keep your mop bucket on the unmopped portion of the floor.



As your microfiber mop becomes heavily soiled, submerge the collapsed mop head into the rinse compartment and agitate to loosen any soil. Then, wring your mop by hanging the collapsed mop inside the wringer compartment and pushing down on the wringer handle. Finally, submerge the mop into the clean solution compartment and wring it again. Reopen the mop frame and lock into place.

Continue this process until the entire area is completely cleaned.



## Step Five

### Replace mats and furniture and remove wet floor signs



When the floor is completely dry, remove wet floor signs from all entrances. Then, return any entry mats or furniture that had been removed from the area.



## Step Six

### Clean and return equipment to storage room



Finally, clean your equipment and return it to its proper storage place. These tasks may include:

- Clean your dust mop by vacuum or machine wash;
- Rinse out or wash wet mop heads; and
- Empty and rinse the mop bucket

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.





- 1 Glass Cleaner
- 2 Disinfectant
- 3 All Purpose Cleaner
- 4 Air Freshener
- 9 Specialty Cleaner





You only get one chance to create a good first impression. This is especially true when talking about your building's restrooms. ... Restrooms are representative of the overall health and cleanliness of a building, and require a systematic approach to cleaning that maintains a healthy and odor-free environment.

The CleanCheck Restroom manual will guide you through daily and periodic restroom cleaning. In addition to initial training, the laminated CleanCheck cards should be used as routine cleaning checklists to reinforce these proper procedures.

## The Eight Steps of Daily Restroom Cleaning

- Step One: Gather Supplies and Apply Personal Protective Equipment
- Step Two: Pick up Debris and Sweep Floor
- Step Three: Disinfect Surfaces
- Step Four: Replenish Supplies
- Step Five: Clean Glass
- Step Six: Complete Hard Surface Disinfections
- Step Seven: Empty Trash
- Step Eight: Damp Mop/Disinfect Floors

### Step One

#### Gather supplies and apply personal protective equipment



Gather necessary cleaning supplies as directed. Materials may include glass cleaner, disinfectants, specialty product, can liners, paper products, microfiber cloths, paper towels, broom and dust pan, swab-type toilet bowl brush, duster or dusting cloths, mop and bucket, and "Wet Floor" or "Out-of-Service" signs.



Anytime you clean with chemicals, make sure you use personal protective equipment, as directed on the Material Safety Data Sheets for the products being used.



After gathering supplies, fill the mop bucket using your Spartan dispensing system to ensure chemical safety and accurate dilution. Next, place a "Wet Floor" sign outside of the restroom. If possible, also use a sign to indicate the restroom is closed for cleaning.

12/10

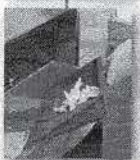


## Step Two

### Pick up debris and sweep floor



Begin by picking up any obvious trash or debris from the counters and floor. If you are scheduled for periodic high-dusting, this task should be completed at this time as well.



Next, sweep the floor, starting from the farthest point from the entrance and working your way out. Sweep debris into a dustpan and empty into the trash.

## 2 Step Three

### Disinfect surfaces



Using a spray bottle and the Spartan disinfectant of your choice, spray: Soap and towel dispensers; Door knobs and light switches; Sinks, faucets and countertops; Walls and partitions around toilets and urinals; and Outside of toilets and urinals, including the toilet tank, toilet seat, flush handles and stall door latches. Do not forget to clean under these surfaces as well.



When disinfecting toilets and urinals, first flush them to be sure they are working properly. Inside the toilet bowl, use a bowl swab to remove the water from the bowl by forcing it over the trap. Press the bowl swab against the side of the bowl to remove excess water from the applicator. Then, apply 1 to 2 ounces of restroom cleaner evenly onto the swab mob. Swab the entire surface area, especially under the rim where the water outlets are located. Do not flush.



For urinals: Remove any screens or blocks and follow the same procedure. Do not flush.

Allow all surfaces to remain wet according to directions on the product label. We will come back to these surfaces in step six.

## Step Four

### Replenish supplies



Next, refill or replace hand soap, towels, toilet tissue, and hygiene products where needed. Adequate supplies are a very important part of a user-friendly restroom!

You should also be sure to verify that all dispensers are working properly, and make any adjustments or maintenance calls as necessary.

12/10





## 1 Step Five

### Clean Glass



Next, you will clean the mirrors. Use the Spartan glass cleaner of your choice and your preferred cleaning tool such as paper towels or, as seen here, a clean, lint-free microfiber cloth. When utilizing a color-coded system, use a blue cloth for glass cleaning. Hold the bottle 8 to 10 inches away from the surface. Spray in an even pattern and wipe dry with your cloth or paper towel. Remember to turn your cloth or towel frequently so that the clean side is always in use.

## 2 Step Six

### Complete hard surface disinfection



After checking your product's label to ensure that the appropriate amount of time has passed, use several clean damp cloths to wipe all the surfaces you sprayed previously with disinfectant.

You will also want to complete the cleaning and disinfecting of toilets and urinals. First, swab the inside of each toilet again and flush the toilet. Then, use your cloth to wipe the outside of the toilet, including the handle, tank, seat and base. Repeat this procedure with the urinals.

## Step Seven

### Empty all trash



Empty all trash containers, as well as feminine hygiene product disposal bins. When emptying trash, tie the liner closed and carefully lift it out of the basket. Then place this bag in the trash container on your cleaning cart. Finally, spot clean and disinfect receptacles as needed, or as periodically directed by your supervisor.



## 2 Step Eight

### Damp mop/disinfect floors



If matting is present on the floor, remove it before mopping. Next, select a red pad, when using a microfiber system like the one shown here, for damp-mop disinfecting hard floor surfaces.



Begin by dipping your mop into the solution compartment and wringing it out. When mopping an area, start at the farthest corner and work backwards toward the entrance. Be sure to also keep your mop bucket on the unmopped portion of the floor.



As your microfiber mop becomes heavily soiled, submerge the collapsed mop head into the rinse compartment and agitate to loosen any soil. Then, wring your mop by hanging the collapsed mop inside the wringer compartment and pushing down on the wringer handle. Finally, submerge the mop into the clean solution compartment and wring it again. Reopen the mop frame and lock into place. Continue this process until the entire area is complete. Be sure to follow the instructions on the product label for adequate contact time for disinfecting floors.



Always review your work before leaving the area. When the floor is completely dry, remove the wet floor signs and re-open the restroom for use. Remember to return all equipment to its storage area, and clean your equipment as necessary.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.



## Periodic Restroom Cleaning

Almost all restrooms will need some additional cleaning tasks completed periodically. Your supervisor will determine and communicate the schedule for procedures that need completed. These may include:



High- dust vents, light fixtures and other building surfaces.



Prevent odors and maintain clear drains with Consume products.



Remove tough stains and de-scale toilets and urinals with a more aggressive Spartan bowl cleaner.



Clean and disinfect inside of trash containers and disposal bins.





- 1 Glass Cleaner
- 2 Disinfectant
- 3 All Purpose Cleaner
- 4 Air Freshener
- 5 Carpet Care
- 9 Specialty Cleaner



The Clean✓Office cleaning manual will guide you through proven procedures to ensure you get the job done right. In addition to initial training, the laminated Clean✓ cards should be used as routine cleaning checklists to reinforce these proper procedures.

Clean✓'s six-step procedure organizes the work into the proper sequence for maximum efficiency. These steps can be applied to almost any type of office environment.

## The Six Steps of Daily Office Cleaning

- STEP ONE: Gather Supplies and Apply Personal Protective Equipment
- STEP TWO: Dust
- STEP THREE: Damp Wipe Surfaces
- STEP FOUR: Clean Glass
- STEP FIVE: Remove Trash
- STEP SIX: Vacuum or Hard Floor Care

### Step One

#### Gather supplies and apply personal protective equipment



Gather necessary cleaning supplies as directed. Materials may include glass cleaner, disinfectant, all purpose cleaner, can liners, cleaning cloths and/or dusters, dust mop or vacuum, and any necessary personal protective gear, like protective eyewear and gloves.



Any time you clean with chemicals, make sure you use personal protective equipment, as directed on the Material Safety Data Sheets for the cleaning products being used.

### Step Two

#### Dust



Begin cleaning the office by dusting furniture and other surfaces. When using a color-coded cloth system to prevent cross-contamination, select a green microfiber for dusting.

Start by dusting higher areas and items, then work your way down, folding your cloth as needed to provide a clean surface. Clean the entire area by working clockwise around the room. Only move items that are easily returned to their original position.





3

## Step Three

2

### Damp wipe surfaces



You should damp clean surfaces that are too heavily soiled for simple dusting. Spray your dust cloth with the appropriate Spartan cleaner by holding the product 6 to 8 inches from the cloth and spraying lightly over the entire cloth surface.



High-touch surfaces need to be damp wiped and disinfected. Start by spraying a clean, lint-free cloth with the Spartan disinfectant of your choice. With a color coded system, use a red microfiber cloth for disinfecting applications. Examples of high-touch surfaces include light switches, door handles...and telephones, where routine disinfecting is important to minimize the spread of communicable disease.

Be certain to maintain product on the surface for the recommended amount of time, as directed on the product label.

1

## Step Four

### Clean glass



Next, SPOT clean all visible marks on interior windows and glass. If you have a color-coded cloth system, use a blue microfiber cloth for glass cleaning. Spray surfaces directly with your choice of Spartan glass cleaners, and always dry with a clean, lint-free, cloth or paper towel. Also clean mirrors, picture frames and other reflective surfaces.

5

## Step Five

### Remove trash



First, clean up apparent litter prior to emptying trash. However, do not discard anything that is questionable. Empty all waste receptacles into the trashcan. If necessary, replace the liner...it is also a good idea to store a few additional liners in the bottom of the waste receptacle. Be sure to place the receptacle in its original location.



### 3 Step Six

#### Vacuum or hard floor care



Most office areas are carpeted and need routine vacuuming. The frequency of your routine cleaning will be communicated to you by your supervisor.

When vacuuming, start at the section that is the farthest into the area from the doorway or entry, then work your way back out of the area. Vacuum in a consistent, linear pattern. Make sure to cover the entire area.

You should spend more time on high-traffic or heavily soiled areas, including picking up any remaining visible debris by hand. More detailed Carpet procedures are provided in the Carpet training section.



Some areas may have hard floors and need to be dust mopped and/or damp mopped. Routine and Periodic Hard Floor Care procedures are documented later in this training program.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.



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## PERIODIC OFFICE CLEANING

Some necessary cleaning tasks may be scheduled periodically. Your supervisor will set the schedule that is appropriate for your facility. These tasks may include:



Damp dusting high furniture surfaces, such as bookshelves and wall hangings



Dusting light fixtures with a duster.



Dusting vents



Vacuuming cloth furniture

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## ROUTINE CLEANING OF COMMON AREAS

Hallways and other common areas need routine cleaning as well. If these areas are carpeted, they need routine vacuuming. Hard floor surfaces need dust mopped and/ or damp mopped. You will also need to find and correct any gum and/or carpet spots.

### Carpet

Vacuum the carpet starting in the area farthest from the entrance and work your way back. Use a pattern to cover all floor space. You want your efforts to result in carpets that are clean and free of visible dirt and debris.

### Carpet Spot Removal

#### 5 Step One

##### Select spotter



It is important to remove carpet spots as soon as possible. First, identify the spot then select the most appropriate spotter for the job. Follow directions on the product's label.

#### Step Two

##### Blot



Blot up the spot with an absorbent cloth.

#### 5 Step Three

##### Apply spot remover



Apply spotter to the area to be cleaned. If using a trigger sprayer, spray the product from the outside edge toward the center. Be careful not to over wet the spot.



## Step Four

### Blot and rub



To keep the spot from spreading, blot and rub the spot from the outside edge of the spot toward the center.



## Step Five

### Repeat spotter application



If necessary, spray again, and let the product set for a few minutes. Blot again with an absorbent cloth.



## Step Six

### Dry



Flush away the remaining spray with water, using a trigger sprayer. Blot dry.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.



## Gum Removal



### Step One

#### Scrape



Use a scraper to remove as much of it as possible



### Step Two

#### Freeze remaining gum



Spray with Spartan's Chewing Gum Remover, holding the can at a 45-degree angle and using short, quick bursts until the substance is frozen solid.



### Step Three

#### Remove frozen matter



Chip or scrape off frozen matter using a bone knife or scraper. Repeat these steps, if necessary, to remove all matter from the floor.



### Step Four

#### Vacuum



Use your vacuum and attachments to remove all particles from the floor.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.



## Hard Floor Care

Where office space, corridors or common areas have hard surface floors, you should routinely dust mop and damp mop. Routine floor cleaning is imperative for proper risk management.

### Dust Mop

- STEP ONE: Remove furniture
- STEP TWO: Sweep out corners and crevices
- STEP THREE: Spray dust mop
- STEP FOUR: Dust mop floor
- STEP FIVE: Pick up soil and debris
- STEP SIX: Vacuum dust mop



### Step One

#### Remove Furniture



Remove all movable furniture and floor mats from the area to be cleaned.



### Step Two

#### Sweep out corners and crevices



Use a broom or counter brush to sweep corners and crevices. Pick up visible soil with a dust pan and dispose of any debris before you begin to dust mop the area.



### Step Three

#### Spray dust mop



Next, spray the dust mop with Spartan's Dust Mop/Dust Cloth Treatment.





## Step Four

### Dust Mop Floor



Begin by pushing the mop directly ahead while walking forward. At the end of each pass, pivot your mop without lifting it off the floor. Return the same way you came, making a two-or three-inch overlap. Dust mop the entire floor.



## Step Five

### Pick up soil and debris



Once the entire area has been dust mopped, use your counter brush and dust pan to pick up any remaining debris, and discard it into the trash receptacle.



## Step Six

### Vacuum or wash dust mop



Vacuum out dust mop. If using a microfiber system, you should periodically machine wash the microfiber pads. Do not machine dry these items. Return all equipment to storage.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.





## Damp Mop

- STEP ONE: Perform complete dust mop procedure
- STEP TWO: Place wet floor signs
- STEP THREE: Prepare neutral cleaner and gather supplies
- STEP FOUR: Damp mop
- STEP FIVE: Replace mats and furniture, and remove wet floor signs
- STEP SIX: Clean and return equipment to storage area



### Step One

#### Perform complete dust mop procedure



Follow the steps on your Daily Cleaning, Dust Mop Checklist prior to damp mopping.



### Step Two

#### Place wet floor signs



Place wet floor signs at every entrance.



### 3 Step Three

#### Prepare neutral cleaner and gather supplies



You will need to gather additional supplies for the damp mop procedure. First, fill a mop bucket with neutral cleaner, using your Spartan dispensing system to ensure chemical safety and accurate dilution. Also, when using a microfiber system as shown here, select a blue or green mop for all-purpose cleaning.



## Step Four

### Damp mop



Begin by dipping your mop into the solution compartment and wringing it out. When mopping an area, start at the farthest corner and work backward, toward the entrance. Be sure to keep your mop bucket on the unmopped portion of the floor.



As your microfiber mop becomes heavily soiled, submerge the collapsed mop head into the rinse compartment and agitate to loosen any soil. Then, wring your mop by hanging the collapsed mop inside the wringer compartment and pushing down on the wringer handle. Finally, submerge the mop into the clean solution compartment and wring it again. Reopen the mop frame and lock into place.

Continue this process until the entire area is completely cleaned.



## Step Five

### Replace mats and furniture and remove wet floor signs



When the floor is completely dry, remove wet floor signs from all entrances. Then, return any entry mats or furniture that had been removed from the area.



## Step Six

### Clean and return equipment to storage room



Finally, clean your equipment and return it to its proper storage place. These tasks may include:

- Clean your dust mop by vacuum or machine wash;
- Rinse out or wash wet mop heads; and
- Empty and rinse the mop bucket

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.



**3 All Purpose Cleaner**

**7 Stripper**

**8 Finish/Seal**

**9 Specialty Cleaner**





The Clean✓Hard Floor Care cleaning manual will guide you through proven procedures to ensure you get the job done right. In addition to initial training, the laminated Clean✓ cards should be used as routine cleaning checklists to reinforce these proper procedures.

Clean✓'s easy-to-follow Hard Floor Care procedures organize the work into the proper sequence for maximum efficiency. These steps can be applied to almost any hard floor that needs to be cleaned and maintained.

## *Routine Cleaning: Dust Mop*

- STEP ONE: Gather Supplies and Apply Personal Protective Equipment
- STEP TWO: Remove Furniture
- STEP THREE: Sweep Out Corners and Crevices
- STEP FOUR: Spray Dust Mop
- STEP FIVE: Dust Mop Floor
- STEP SIX: Pick Up Soil and Debris
- STEP SEVEN: Vacuum Dust Mop



### **Step One**

#### **Gather supplies and apply personal protective equipment**



Gather necessary cleaning supplies, as directed, for the hard floor care procedures you will perform during your shift. Equipment and products may include: dust mop treatment, dust mop, broom or counter brush, scraper or putty knife, and any necessary personal protective gear, like protective eyewear and gloves.



Anytime you clean with chemicals, make sure you use personal protective equipment, as directed on the Material Safety Data Sheets for the cleaning products being used.



### **Step Two**

#### **Remove furniture**



Remove all movable furniture and floor mats from the area to be cleaned.

12/10



### Step Three

#### Sweep out corners and crevices



Use a broom or counter brush to sweep corners and crevices. Pick up visible soil with a dust pan and dispose of any debris before you begin to dust mop the area.

### Step Four

#### Spray dust mop



Next, spray the dust mop with Dust Mop/Dust Cloth Treatment.

### Step Five

#### Dust mop Floor



Begin by pushing the mop directly ahead while walking forward. At the end of each pass, pivot your mop without lifting it off the floor. Return the same way you came, making a two-or three-inch overlap. Dust mop the entire floor.

### Step Six

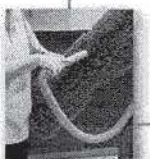
#### Pick up soil and debris



Once the entire area has been dust mopped, use your counter brush and dust pan to pick up any remaining debris, and discard it into the trash receptacle.

### Step Seven

#### Vacuum dust mop



Vacuum out dust mop and return all equipment to storage

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.





## Wet Cleaning

Depending on the area to be cleaned, your supervisor may have you wet clean the floor with a damp mop or auto scrubber.

### *Routine Cleaning: Damp Mop*

- STEP ONE: Perform Complete Dust Mop Procedure
- STEP TWO: Place "Wet Floor" Signs
- STEP THREE: Prepare Neutral Cleaner and Gather Supplies
- STEP FOUR: Damp Mop: Flat Mop System
- STEP FIVE: Replace Mats and Furniture, and Remove Wet Floor Signs
- STEP SIX: Clean and Return Equipment to Storage Area

#### Step One

**Perform complete dust mop procedure**

Follow the steps on your Routine Cleaning: Dust Mop Checklist.



#### Step Two

**Place "Wet Floor" signs**

Place "Wet Floor" signs at every entrance of the area being cleaned.



#### 3 Step Three

**Prepare neutral cleaner and gather supplies**

You will need to gather additional supplies for the damp mop procedure. First, fill a mop bucket with neutral cleaner solution, using your Spartan dispensing system to ensure chemical safety and accurate dilution. Also, when using a microfiber system, select a blue or green mop for all-purpose cleaning.





## Step Four

### Damp mop: flat mop system



Begin by dipping your mop into the solution compartment and wringing it out. When mopping an area, start at the farthest corner and work backward, toward the entrance. Be sure to also keep your mop bucket on the unmopped portion of the floor.



As your microfiber mop becomes heavily soiled, submerge the collapsed mop head into the rinse compartment and agitate to loosen any soil. Then, wring your mop by hanging the collapsed mop inside the wringer compartment and pushing down on the wringer handle. Finally, submerge the mop into the clean solution compartment and wring it again. Reopen the mop frame and lock into place.

Continue this process until the entire area is completely cleaned.

## Step Five

### Replace mats and furniture and remove "Wet Floor" signs



When the floor is completely dry, remove "Wet Floor" signs from all entrances. Then, return any furniture that had been removed from the area.

## Step Six

### Clean and return equipment to storage room



Finally, clean your equipment and return it to its proper storage place. These tasks may include:

- Clean your dust mop by vacuum or machine wash;
- Rinse out or wash wet mop heads; and
- Empty and rinse the mop bucket

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.



## *Routine Cleaning: Autoscrub*

- STEP ONE: Perform Complete Dust Mop Procedure
- STEP TWO: Place "Wet Floor" Signs
- STEP THREE: Fill Autoscrubber
- STEP FOUR: Autoscrub Floor
- STEP FIVE: Replace Mats and Furniture, and Remove "Wet Floor" Signs
- STEP SIX: Clean and Return Equipment to Storage Area

### **Step One**

#### **Perform complete dust mop procedure**



Follow the steps on your Routine Cleaning: Dust Mop Checklist.

### **Step Two**

#### **Place "Wet Floor" signs**



Place "Wet Floor" signs at every entrance.

### **Step Three**

#### **Fill autoscrubber**



First, check to make sure your pad (red or white) or soft bristle brush and squeegee are clean before operating the auto scrubber. Begin by filling the auto scrubber with fresh water and the correct amount of neutral cleaner.





## Step Four

### Autoscrub floor



Be sure to scrub the floor with overlapping passes. If a trail of solution is left, be sure mop it up with your mop before leaving the area.

## Step Five

### Replace mats and furniture and remove "Wet Floor" signs



When the floor is completely dry, remove "Wet Floor" signs from all entrances. Then, return any furniture that had been removed from the area.

## Step Six

### Clean and return equipment to storage room



Finally, clean your equipment and return it to its proper storage place. These tasks may include:

- Clean your dust mop by vacuum or machine wash;
- Rinse out or wash wet mop heads; and
- Empty and rinse the autoscrubber

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.



## Interim Gloss Restoration & Protection

Depending on the amount of foot traffic and other expectations for your floor, you may choose to high speed burnish, spray buff or apply floor finish restorer to protect your floor.

### *Gloss Protection: High Speed Burnish*

- STEP ONE: Gather Supplies and Apply Personal Protective Equipment
- STEP TWO: Dust Mop
- STEP THREE: Wet Clean Floor
- STEP FOUR: High Speed Burnish the Floor
- STEP FIVE: Clean and Return Equipment to Storage Area

#### Step One

##### Gather supplies and apply personal protective equipment



Gather necessary cleaning supplies as directed. Equipment and products may include: neutral floor cleaner, floor finish restorer, high speed burnisher, burnishing pads, dust mop, dust mop treatment, wet floor signs, mop bucket and wringer, and any necessary personal protective gear, like protective eyewear and gloves.



Anytime you clean with chemicals, make sure you use personal protective equipment, as directed on the Material Safety Data Sheets for the cleaning products being used.

#### Step Two

##### Perform complete dust mop procedure



Follow the steps on your Routine Cleaning: Dust Mop Checklist.





### Step Three

#### Perform complete damp mop/autoscrub procedure



Wet clean the floor by following the steps on your Routine Cleaning: Damp Mop or Autoscrub Checklist.

### Step Four

#### High speed burnish the floor



For high speed burnishing applications, make sure the floor is completely dry after wet cleaning. Then, place the appropriate high speed pad on your machine. Starting along the baseboard at the farthest point from the entrance bring the machine up to speed then contact the floor with the pad, push the High Speed or Ultra High Speed machine forward.



Move in a straight line and overlap each pass. Remember to raise the machine before turning at the end of the pass. Do not stay on the same area for too long. Continue this process until the entire area has been burnished.

Dust mop the floor after you have completed burnishing.

### Step Five

#### Clean and return equipment to storage room



Finally, clean your equipment and return it to its proper storage place. These tasks may include:

- Clean your dust mop by vacuum or machine wash; and
- Remove the pad and pad drive from the burnisher

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.



## *Gloss Protection: Spray Buff*

- STEP ONE: Gather Supplies and Apply Personal Protective Equipment  
STEP TWO: Perform Complete Dust Mop Procedure  
STEP THREE: Wet Clean Floor  
STEP FOUR: Spray Buff the Floor  
STEP FIVE: Clean and Return Equipment to Storage Area

### Step One

#### **Gather supplies and apply personal protective equipment**



Gather necessary cleaning supplies as directed. Equipment and products may include: spray buff, low speed floor machine, floor pads, dust mop, wet floor signs, mop bucket and wringer, and any necessary personal protective gear, like protective eyewear and gloves.



Anytime you clean with chemicals, make sure you use personal protective equipment, as directed on the Material Safety Data Sheets for the cleaning products being used.

### Step Two

#### **Perform complete dust mop procedure**



Follow the steps on your Routine Cleaning: Dust Mop Checklist.

### Step Three

#### **Perform complete damp mop/autoscrub procedure**



Wet clean the floor by following the steps on your Routine Cleaning: Damp Mop or Autoscrub Checklist.



## 8 Step Four

### Spray buff the floor



For spray buff applications, prepare your solution as directed on the product label, or choose a Ready-to-Use product, as shown here. Then, select a red or white pad for your low-speed, floor machine. Lightly spray a 3 by 3 area on the side of the machine, and buff the area until the product is dry.



Continue this process until the entire area has been spray buffed. Remember to turn the pad frequently to avoid product loading on the pad. Finish by dust mopping the area.

## Step Five

### Clean and return equipment to storage room



Finally, clean your equipment and return it to its proper storage place. These tasks may include:

- Clean your dust mop by vacuum or machine wash; and
- Remove the pad and pad drive from the burnisher
- Rinse pad and dispose of it when it does not clean up.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.





## *Gloss Protection: Floor Finish Restorer*

- STEP ONE: Gather Supplies and Apply Personal Protective Equipment  
STEP TWO: Dust Mop  
STEP THREE: Wet Clean Floor  
STEP FOUR: Restore Floor  
STEP FIVE: Clean and Return Equipment to Storage Area

### Step One

#### **Gather supplies and apply personal protective equipment**



Gather necessary cleaning supplies as directed. Equipment and products may include: floor finish restorer, high speed burnisher, burnishing pads, dust mop, wet floor signs, mop bucket and wringer, finish mop, and any necessary personal protective gear, like protective eyewear and gloves.



Anytime you clean with chemicals, make sure you use personal protective equipment, as directed on the Material Safety Data Sheets for the cleaning products being used.

### Step Two

#### **Perform complete dust mop procedure**



Follow the steps on your Routine Cleaning, Dust Mop Checklist.

### Step Three

#### **Perform complete damp mop/autoscrub procedure**



Wet clean the floor by following the steps on your Routine Cleaning, Damp Mop or Autoscrub Checklist.



## 8 Step Four

### Restore floor



Be certain that the floor is clean and dry before you apply floor finish restorer. When using a conventional mop-on process, begin by lining an empty mop bucket. When using a designated microfiber floor finish application system, liners are not necessary.



Dilute the floor finish restorer as directed on the product label. Dip a clean finish mop into the floor finish restorer and wring it out. Then, start mopping at the farthest corner from the entrance. In six- to eight-foot sections, apply a thin coat of floor restorer in a figure-eight motion. Rewet your mop as needed. Allow the restorer to dry thoroughly and burnish or buff the floor as necessary.



Alternatively, if there is a large area to be restored, you may consider using an auto scrubber to save labor costs. First, check to make sure your pad or brush and squeegee are in place prior to operating the auto scrubber. Then, fill the auto scrubber with fresh water and the correct amount of the proper floor finish restorer.



Be sure to use overlapping passes with your auto scrubber as you cover the entire area. Remember to allow the restorer to dry thoroughly and burnish or buff as necessary.

## Step Five

### Clean and return equipment to storage room



When the floor is completely dry, remove "Wet Floor" signs from all entrances. Then, return any furniture that had been removed from the area.

Finally, clean your equipment and return it to its proper storage place. These tasks may include:

- Clean your dust mop by vacuum or machine wash;
- Empty and rinse the mop bucket or auto scrubber; and
- Remove the pad and pad drive from the burnisher.
- Rinse pad and dispose of when it does not clean up.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.





## *Interim Floor Care: Top Scrub & Recoat*

STEP ONE:	Gather Supplies and Apply Personal Protective Equipment
STEP TWO:	Dust Mop
STEP THREE OPTION 1:	Top Scrub: Autoscrub
STEP THREE OPTION 2:	Top Scrub: Low-Speed Floor Machine
STEP FOUR:	Recoat Floor
STEP FIVE:	Clean and Return Equipment to Storage Area

### Step One

#### **Gather supplies and apply personal protective equipment**



Gather necessary cleaning supplies as directed. Equipment and products may include: top scrub cleaner, floor finish, a low-speed floor machine with the proper scrubbing pad, 2 buckets with wringers, 2 color-coded mops (of different colors), a wet/dry vacuum, clean white cloths, "Wet Floor" signs, dust mop, and any necessary personal protective gear, like protective eyewear, foot coverings and gloves.



Anytime you clean with chemicals, make sure you use personal protective equipment, as directed on the Material Safety Data Sheets for the cleaning products being used.

### Step Two

#### **Perform complete dust mop procedure**



Follow the steps on your Routine Cleaning: Dust Mop Checklist.

Then, depending on the area to be cleaned, your supervisor will direct you to top scrub the floor with an auto scrubber or low-speed floor machine.



### 3 Step Three Option 1

#### Top scrub: autoscrub



*If you have a large area to be scrubbed, use an auto scrubber to improve your productivity.*



To prevent injury, place a "Wet Floor" sign at each entrance of the area to be cleaned. Fill your auto scrubber with properly diluted top scrub cleaner. Using your auto scrubber and the desired pad, scrub the floor. Pick up the dirty solution and rinse the floor with clean water. Repeat this process as necessary until all embedded soils are removed.



Continue this procedure until the entire floor has been top scrubbed.

Finally, wipe all baseboards with clean water, and allow all areas to dry thoroughly.

### 3 Step Three Option 2

#### Top scrub: low-speed floor machine



*If you have a smaller area to scrub and recoat, you will likely deep scrub with a low-speed floor machine and a wet/dry vacuum.*



To prevent injury, place a "Wet Floor" sign at each entrance of the area to be cleaned. Next, dilute the top scrub cleaner, as directed, in one mop bucket. Apply the solution to a 10 by 10 area. Allow the solution to remain on the floor for 5 minutes. Then, using your low-speed floor machine and the desired pad, scrub the floor.



Pick up the dirty solution with your wet/dry vac.



Then, damp mop rinse the area with clean water.

Continue this procedure in 10 by 10 sections, until the entire floor has been top scrubbed.

Finally, wipe all baseboards with clean water, and allow all areas to dry thoroughly.



## 8 Step Four

### Recoat floor



After your top scrub application is complete and the floor is dry, apply the desired number of coats of floor finish. When using a conventional string finish mop, begin by pouring the finish into a clean, lined mop bucket. When using a designated microfiber floor finish application system as shown here, liners are not necessary. Saturate the mop head and wring it out.



Start at the farthest corner from the door, and frame a 10 by 8 area with your mop.



Fill in the area using a figure-eight pattern, turning the mop frequently, and applying the finish all the way to the baseboard.



Work backward, toward the door and continue working side by side, in sections, until the entire area is finished. Apply additional coats of floor finish if necessary. Be certain that you allow the finish to dry thoroughly after applying each coat.

## Step Five

### Clean and return equipment to storage room



When the floor is completely dry, remove "Wet Floor" signs from all entrances. Then, return any furniture that had been removed from the area.

Finally, clean your equipment and return it to its proper storage place. Be sure to follow local regulations when disposing of remaining floor care chemicals.

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.





## *Complete Strip out, Seal & Finish*

- STEP ONE: Gather Supplies and Apply Personal Protective Equipment
- STEP TWO: Dust Mop
- STEP THREE: Strip and Rinse
- STEP FOUR: Seal and Finish
- STEP FIVE: Clean and Return Equipment to Storage Area

### **Step One**

#### **Gather supplies and apply personal protective equipment**



Gather necessary cleaning supplies as directed. Equipment and products may include: stripping product, neutralizer, gum remover, baseboard cleaner, floor sealer, floor finish, "Wet Floor" signs, dust mop and vacuum, doodlebug, putty knife, dust pan and brush, single-disc floor machine, wet mops and finish mops, mop buckets and wringer, and any necessary personal protective gear, like protective eyewear, foot covering and gloves.

Anytime you clean with chemicals, make sure you use personal protective equipment, as directed on the Material Safety Data Sheets for the cleaning products being used.

### **Step Two**

#### **Perform complete dust mop procedure**



Follow the steps on your Routine Cleaning, Dust Mop Checklist.



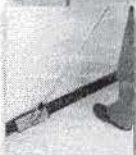
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## Step Three

### Strip and rinse



After dust mopping, protect thresholds to contain stripping solution. You may also choose to protect cabinetry or other stationary furniture by applying painter's tape along the edges. To prevent injury, place a "Wet Floor" sign at each entrance of the area to be cleaned.



Next, prepare the floor stripper product as directed. Carefully apply baseboard stripper to the baseboards and 3 inches of the floor's edge. Let the baseboard stripper set for 2 to 3 minutes then...

...agitate the baseboard and floor edge with a doodlebug.



Rinse the baseboard and overspray the area with clean water.



Then, apply the stripper solution with a mop onto a manageable 10 by 10 area of the floor and let it set for 5 to 10 minutes. Be certain to keep the stripper wet.



Using your single-disc floor machine and a clean stripping pad, scrub the floor.



Next, pick up the dirty solution using a wet/dry vacuum or auto scrubber. Repeat this process until the entire floor is stripped.

If your stripper product requires it, apply neutralizer liberally to the floor with mop. Pick up the solution with a wet/dry vac.

Rinse the floor well with clean water.





## 8 Step Four

### Seal and Finish



Before recoating, make sure that your floor is completely dry.

When using a designated microfiber floor finish application system as shown here, liners are not necessary. When using a conventional string finish mop, pour the floor sealer into a clean, lined mop bucket.



Saturate your mop head and wring it out. Then, start at the farthest corner from the door and frame a 10 by 8 area with your mop.



Fill in the area using a figure-eight pattern, turning the mop frequently, and applying the sealer all the way to the baseboard.

Work backward toward the door and continue working side by side, in sections, until the entire area is sealed.

## Step Five

### Clean and return equipment to storage room



When the floor is completely dry, remove "Wet Floor" signs from all entrances. Then, return any furniture that had been removed from the area.

Finally, clean your equipment and return it to its proper storage place. These tasks may include:

- Properly dispose of unused floor stripper, sealer and finish according to local regulations; and
- Thoroughly rinse mops and buckets

Remember to always review your work, and report any concerns or preventative maintenance needs to your supervisor.

6

## TAB 6 PROJECT COST

1. ATTACHMENT A
2. EVIDENCE OF AUTHORITY TO SIGN VIA SUNBIZ



**Supplier Response Form**

City of Pembroke Pines

Attachment A

**CONTACT INFORMATION FORM**

IN ACCORDANCE WITH "RFP # ED-17-02" dated March 30, 2017 titled "Janitorial Services for Charter Schools & Early Development Centers" 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: SAFEGUARD SERVICES INC

STREET ADDRESS: 911 POINCIANA DRIVE

CITY, STATE &amp; ZIP CODE: PEMBROKE PINES FL 33025

**PRIMARY CONTACT FOR THE PROJECT:**

NAME: KEVIN CONNOR TITLE: VICE PRESIDENT

E-MAIL: KTCONNOR@SAFEGUARDSERVICES.NET

TELEPHONE: 9549634900 FAX: 9549633884

**AUTHORIZED APPROVER:**

NAME: KEVIN CONNOR TITLE: VICE PRESIDENT

E-MAIL: KTCONNOR@SAFEGUARDSERVICES.NET

TELEPHONE: 9549634900 FAX: 9549633884

SIGNATURE: KEVIN CONNOR

**Please enter your password below and click Save to update your response.**

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See [Electronic Signatures in Global and National Commerce Act](#) for more information.)

**To take exception:**

- 1) Click Take Exception.
- 2) Create a Word document detailing your exceptions.
- 3) Upload exceptions as an attachment to your offer on BidSync's system.

By completing this form, your bid has not yet been submitted. Please click on the place offer button to finish filling out your bid.



**Detail by Entity Name**

Florida Profit Corporation  
SAFEGUARD SERVICES, INC.

**Filing Information**

**Document Number** 387339  
**FEI/EIN Number** 59-1399022  
**Date Filed** 08/23/1971  
**State** FL  
**Status** ACTIVE  
**Last Event** REINSTATEMENT  
**Event Date Filed** 10/12/2000

**Principal Address**

911 POINCIANA DRIVE  
PEMBROKE PINES, FL 33025

Changed: 03/05/2002

**Mailing Address**

911 POINCIANA DRIVE  
PEMBROKE PINES, FL 33025

Changed: 01/17/2005

**Registered Agent Name & Address**

CONNOR, KERRY A  
911 POINCIANA DRIVE  
PEMBROKE PINES, FL 33025

Name Changed: 05/20/2002

Address Changed: 05/20/2002

**Officer/Director Detail****Name & Address**

Title PD

CONNOR, KERRY ANN  
911 POINCIANA DRIVE  
PEMBROKE PINES, FL 33025

Title VP

Connor, Kevin T  
911 POINCIANA DRIVE  
PEMBROKE PINES, FL 33025

**Annual Reports**

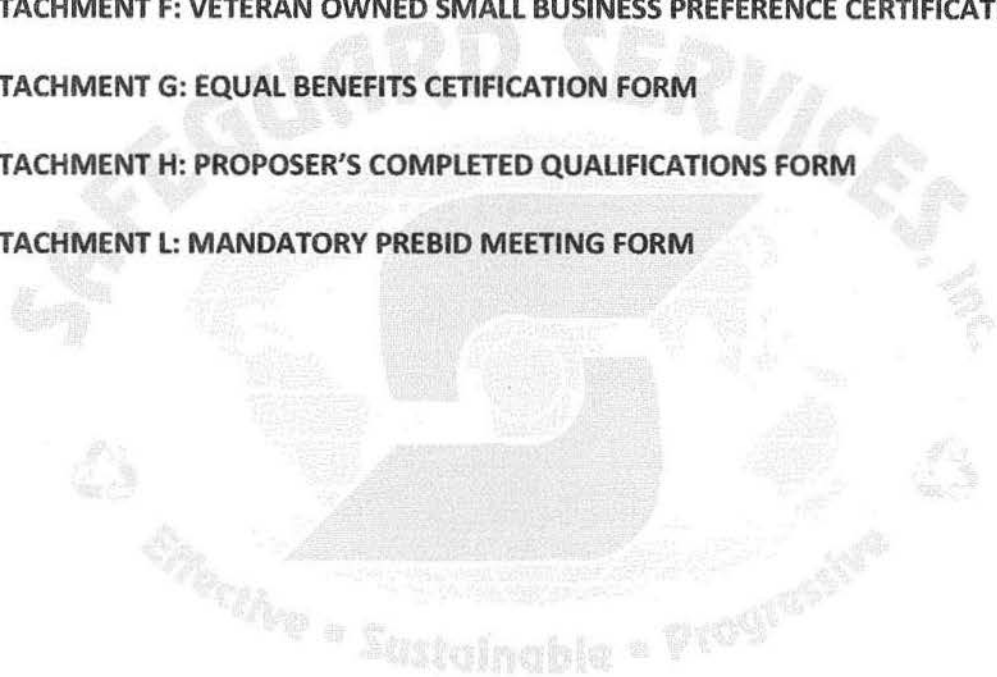
Report Year	Filed Date
2015	01/20/2015



7

## **Tab 7 OTHER COMPLETED DOCUMENTS**

- 1. ATTACHMENT B: VENDOR INFORMATION FORM AND W-9**
- 2. ATTACHMENT C: NON-COLLUSIVE AFFIDAVIT**
- 3. ATTACHMENT D: SWORN STATEMENT ON ENTITY CRIMES FORM**
- 4. ATTACHMENT E: LOCAL VENDOR PREFERENCE CERTIFICATION**
- 5. ATTACHMENT F: VETERAN OWNED SMALL BUSINESS PREFERENCE CERTIFICATION**
- 6. ATTACHMENT G: EQUAL BENEFITS CERTIFICATION FORM**
- 7. ATTACHMENT H: PROPOSER'S COMPLETED QUALIFICATIONS FORM**
- 8. ATTACHMENT L: MANDATORY PREBID MEETING FORM**





(OFFICE USE ONLY) Vendor number:

Please complete this vendor information form entirely along with the  
IRS Form W-9, scan and upload it to the [www.bidsync.com](http://www.bidsync.com)

### Vendor Information Form

Operating Name (Payee)	Safeguard Services, Inc.		
Legal Name (as filed with IRS)	Safeguard Services, Inc.		
Remit-to Address (For Payments)	911 Poinciana Drive		
	Pembroke Pines, FL 33025		
Remit-to Contact Name:	Kevin Connor	Title:	Vice-President
Email Address:	ktconnor@safeguardservices.net		
Phone #:	954-963-4900	Fax #	954-963-3884
Order-from Address (For purchase orders)	Same as above		
Order-from Contact Name:	Same	Title:	
Email Address:			
Phone #:		Fax #	
Return-to Address (For product returns)	Same as above		
Return-to Contact Name	Same	Title:	
Email Address:			
Phone #:		Fax #	
Payment Terms:	Net 30		

Type of Business (please check one and provide Federal Tax identification or social security Number)

☒ Corporation

Federal ID Number:

591399022

☐ Sole Proprietorship/Individual

Social Security No.:

☐ Partnership

☐ Health Care Service Provider

☐ LLC - C (C corporation) - S (S corporation) - P (partnership)

☐ Other (Specify):

Name of Applicant / Signature Kevin Connor/

Title of Applicant Vice-President

Date 4/18/17



Form **W-9**  
(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Safeguard Services, Inc.**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:  
☐ Individual/sole proprietor or single-member LLC  
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶  
**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
☐ Other (see instructions) ▶  
☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate

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.)  
**911 Poinciana Drive**

6 City, state, and ZIP code  
**Pembroke Pines, FL 33025**

7 List account number(s) here (optional)

Requester's name and address (optional)

**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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

**Social security number**

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

**or**

**Employer identification number**

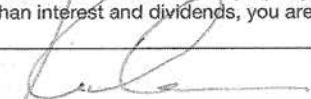
5 9 - 1 3 9 9 0 2 2

**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 on page 3.

**Sign Here** Signature of U.S. person ▶ 

Date ▶ **4/18/17**

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### 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?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China Income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details).

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

## What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note. ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.



**Line 2**

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

**Line 3**

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

**Limited Liability Company (LLC).** If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

**Line 4, Exemptions**

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

**Exempt payee code.**

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for ...	THEN the payment is exempt for ...
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
- G—A real estate investment trust
- H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I—A common trust fund as defined in section 584(a)
- J—A bank as defined in section 581
- K—A broker
- L—A trust exempt from tax under section 664 or described in section 4947(a)(1)
- M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note.** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

**Line 6**

Enter your city, state, and ZIP code.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.



## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor <sup>4</sup>
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

**\*Note.** Grantor also must provide a Form W-9 to trustee of trust.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.





City of Pembroke Pines

Attachment C

**NON-COLLUSIVE AFFIDAVIT**


BIDDER is the Kevin Connor  
(Owner, Partner, Officer, Representative or Agent)

BIDDER is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said BIDDER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any BIDDER, firm, or person to fix the price or prices in the attached Bid or any other BIDDER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid Price of any other BIDDER, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached Bid are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

Printed Name/Signature Kevin Connor/ 

Title Vice-President

Name of Company Safeguard Services, Inc.



City of Pembroke Pines

Attachment D

**SWORN STATEMENT  
ON PUBLIC ENTITY CRIMES  
UNDER FLORIDA STATUTES CHAPTER 287.133(3)(a).**

1. This sworn statement is submitted Safeguard Services, Inc. (name of entity submitting sworn statement) whose business address is 911 Poinciana Dr., PP FL 33024 and (if applicable) its Federal Employer Identification Number (FEIN) is 591399022. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:                     .)
2. My name is Kevin Connor and my  
(Please print name of individual signing)  
relationship to the entity named above is Vice-President.
3. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means 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 or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
4. I understand that a "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means 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, nonjury trial, or entry of a plea of guilty or nolo contendere.
5. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  1. A predecessor or successor of a person 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. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The Cityship by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.



6. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or any entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

7. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(Please indicate which statement applies.)**

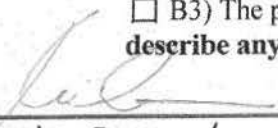
☒ A) Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ B) The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, **AND** **(Please indicate which additional statement applies.)**

☐ B1) There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. **(Please attach a copy of the final order.)**

☐ B2) The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. **(Please attach a copy of the final order.)**

☐ B3) The person or affiliate has not been placed on the convicted vendor list. **(Please describe any action taken by or pending with the Department of General Services.)**

  
Kevin Connor/  
Bidder's Name/Signature

Safeguard Services  
Company

4/18/17  
Date





City of Pembroke Pines

Attachment E

## LOCAL VENDOR PREFERENCE CERTIFICATION

### SECTION 1 GENERAL TERM

#### LOCAL PREFERENCE

The evaluation of competitive bids is subject to section 35.36 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or proposal submission date stated in the solicitation. A local business shall be defined as:

1. "Local Pembroke Pines Vendor" shall mean a business entity which has maintained a permanent place of business with full-time employees within the City limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the City of Pembroke Pines.

OR;

2. "Local Broward County Vendor" shall mean a business entity which has maintained a permanent place of business with full-time employees within the Broward County limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the Broward County or the city within Broward County where the business resides.

A preference of five percent (5%) of the total evaluation point, or five percent (5%) of the total price, shall be given to the **Local Pembroke Pines Vendor(s)**; A preference of two and a half percent (2.5%) of the total evaluation point for local, or two and a half percent (2.5%) of the total price, shall be given to the **Local Broward County Vendor(s)**.

#### COMPARISON OF QUALIFICATIONS

The preferences established in no way prohibit the right of the City to compare quality of supplies or services for purchase and to compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals. Further, the preference established in no way prohibit the right of the city from giving any other preference permitted by law instead of the preferences granted, nor prohibit the city to select the bid or proposal which is the most responsible and in the best interests of the city.

### SECTION 2 AFFIRMATION

#### LOCAL PREFERENCE CERTIFICATION:

- ☒ Place a check mark here only if affirming bidder meets requirements above as a Local Pembroke Pines Vendor.  
In addition, the business must attach a current business tax receipt from the City of Pembroke Pines along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.
- ☐ Place a check mark here only if affirming bidder meets requirements above as a Local Broward County Vendor.  
In addition, the business must attach a current business tax receipt from the Broward County or the city within Broward County where the business resides along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.
- ☐ Place a check mark here only if affirming bidder does not meet the requirements above as a Local Vendor.

Failure to complete this certification at this time (by checking either of the boxes above) shall render the vendor ineligible for Local Preference. This form must be completed by/for the proposer; the proposer WILL NOT qualify for Local Vendor Preference based on their sub-contractors' qualifications.

COMPANY NAME: Safeguard Services, Inc.

City of Pembroke Pines

Bid ED-17-02

PRINTED NAME / AUTHORIZED SIGNATURE: | Kevin Connor/

A handwritten signature in black ink, appearing to read 'Kevin Connor', written over a horizontal line.



SAFEGUARD SERVICES, INC.  
911 POINCIANA DRIVE  
PEMBROKE PINES FL 33025

**CITY OF PEMBROKE PINES**  
10100 PINES BOULEVARD, PEMBROKE PINES, FL 33026

## LOCAL BUSINESS TAX RECEIPT

ACCOUNT-NO: 10007690/01  
RECEIPT-NO: 160294

RECEIPT-YEAR: OCTOBER 1, 2016 thru SEPTEMBER 30, 2017

BUS-NAME : SAFEGUARD SERVICES, INC.  
BUS-ADDR : 911 POINCIANA DR  
PEMBROKE PINES FL 33025-4559

NOTICE

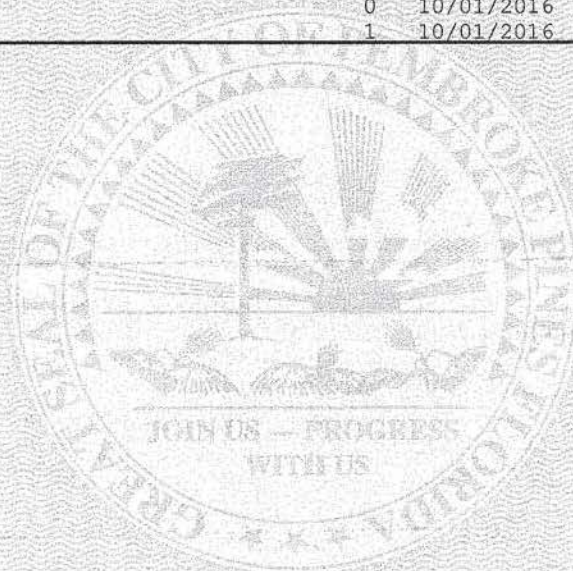
In the event the business to which this receipt was issued changes hands, the receipt will become null and void. An application for a new receipt must be made.



BUS-DESCR : JANITORIAL SERVICES

RECEIPT-TYPE: REGULAR LICENSE

BUSINESS-CLASSIFICATION	INV/UNITS	EFFECTIVE	PERMIT-NUMBER/COMMENTS	RCT-TYPE
JAN JANITORIAL	0	10/01/2016		P/Pines
SIGN BUSINESS SIGN	1	10/01/2016		P/Pines





SAFEGUARD SERVICES, INC.  
911 POINCIANA DRIVE  
PEMBROKE PINES FL 33025

**CITY OF PEMBROKE PINES**  
10100 PINES BOULEVARD, PEMBROKE PINES, FL 33026

## LOCAL BUSINESS TAX RECEIPT

ACCOUNT-NO: 10007690/01  
RECEIPT-NO: 151152

RECEIPT-YEAR: OCTOBER 1, 2015 thru SEPTEMBER 30, 2016

BUS-NAME : SAFEGUARD SERVICES, INC.  
BUS-ADDR : 911 POINCIANA DR  
PEMBROKE PINES FL 33025-4559

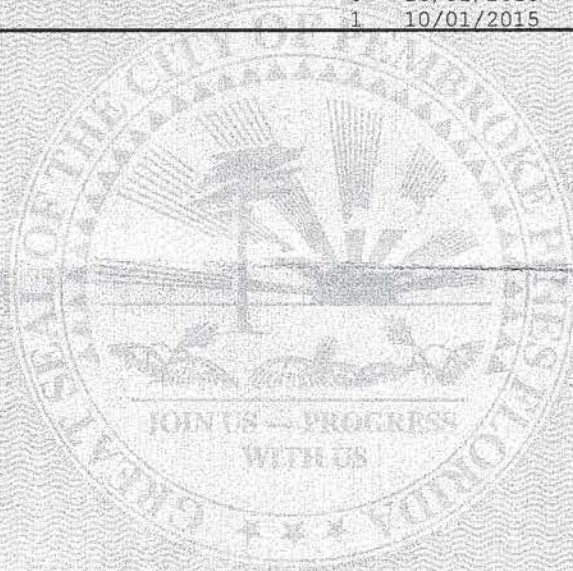
**NOTICE**

In the event the business to which this receipt was issued changes hands, the receipt will become null and void. An application for a new receipt must be made.

BUS-DESCR : JANITORIAL SERVICES

RECEIPT-TYPE: REGULAR LICENSE

BUSINESS-CLASSIFICATION	INV/UNITS	EFFECTIVE	PERMIT-NUMBER/COMMENTS	RCT-TYPE
JAN JANITORIAL	0	10/01/2015		P/Pines
SIGN BUSINESS SIGN	1	10/01/2015		P/Pines



**CITY OF PEMBROKE PINES**  
**2015-2016**  
**SIGN PERMIT**  
**0640**





City of Pembroke Pines

Attachment F

## VETERAN OWNED SMALL BUSINESS (VOSB) PREFERENCE CERTIFICATION

### SECTION 1 GENERAL TERM

#### VETERAN OWNED SMALL BUSINESS (VOSB) PREFERENCE

The evaluation of competitive bids is subject to section 35.37 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to veteran owned small businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with the following objective criteria as of the bid or proposal submission date stated in the solicitation. A veteran owned small business shall be defined as:

1. "Veteran Owned Small Business" shall mean a business entity which has received a "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).

A preference of two and a half percent (2.5%) of the total evaluation point, or two and a half percent (2.5%) of the total price, shall be given to the **Veteran Owned Small Business (VOSB)**. This shall mean that if a **VOSB** submits a bid/quote that is within 2.5% of the lowest price submitted by any vendor, the **VOSB** shall have an option to submit another bid which is at least 1% lower than the lowest responsive bid/quote. If the **VOSB** submits a bid which is at least 1% lower than that lowest responsive bid/quote, then the award will go to the **VOSB**. If not, the award will be made to the vendor that submits the lowest responsive bid/quote. If the lowest responsive and responsible bidder is a "**Local Pembroke Pines Vendor**" (**LPPV**) or a "**Local Broward County Vendor**" (**LBCV**) as established in Section 35.36 of the City's Code of Ordinances, entitled "Local Vendor Preference", then the award will be made to that vendor and no other bidders will be given an opportunity to submit additional bids as described herein.

If there is a **LPPV**, a **LBCV**, and a **VOSB** participating in the same bid solicitation and all three vendors qualify to submit a second bid, the **LPPV** will be given first option. If the **LPPV** cannot beat the lowest bid received by at least 1%, an opportunity will be given to the **LBCV**. If the **LBCV** cannot beat the lowest bid by at least 1%, an opportunity will be given to the **VOSB**. If the **VOSB** cannot beat the lowest bid by at least 1%, then the bid will be awarded to the lowest bidder.

If multiple **VOSBs** submit bids/quotes which are within 2.5% of the lowest bid/quote and there are no **LPPV** or **LBCV** as described in Section 35.36 of the City's Code of Ordinance, entitled "Local Vendor Preference", then all **VOSBs** will be asked to submit a **Best and Final Offer (BAFO)**. The award will be made to the **VOSB** submitting the lowest **BAFO** providing that that **BAFO** is at least 1% lower than the lowest bid/quote received in the original solicitation. If no **VOSB** can beat the lowest bid/quote by at least 1%, then the award will be made to the lowest responsive bidder.

#### COMPARISON OF QUALIFICATIONS

The preferences established in no way prohibit the right of the City to compare quality of supplies or services for purchase and to compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals. Further, the preference established in no way prohibit the right of the city from giving any other preference permitted by law instead of the preferences granted, nor prohibit the city to select the bid or proposal which is the most responsible and in the best interests of the city.

### SECTION 2 AFFIRMATION

#### VETERAN OWNED SMALL BUSINESS (VOSB) PREFERENCE CERTIFICATION:

☐ Place a check mark here only if affirming bidder meets requirements above as a Veteran Owned Small Business.  
In addition, the bidder must attach the "Determination Letter" from the U.S. Dept. of Veteran Affairs Center.

☒ Place a check mark here only if affirming bidder does not meet the requirements above as a VOSB.

Failure to complete this certification at this time (by checking either of the boxes above) shall render the vendor ineligible for VOSB Preference. This form must be completed by/for the proposer; the proposer WILL NOT qualify for VOSB Preference based on their sub-contractors' qualifications.

COMPANY NAME: Safeguard Services, Inc.

PRINTED NAME / AUTHORIZED SIGNATURE: Kevin Connor/





City of Pembroke Pines

## Attachment G

### EQUAL BENEFITS CERTIFICATION FORM FOR DOMESTIC PARTNERS AND ALL MARRIED COUPLES

Except where federal or state law mandates to the contrary, a Contractor awarded a Contract pursuant to a competitive solicitation shall provide benefits to Domestic Partners and spouses of its employees, irrespective of gender, on the same basis as it provides benefits to employees' spouses in traditional marriages.

The Contractor shall provide the City and/or the City Manager or his/her designee, access to its records for the purpose of audits and/or investigations to ascertain compliance with the provisions of this section, and upon request shall provide evidence that the Contractor is in compliance with the provisions of this section upon each new bid, contract renewal, or when the City Manager has received a complaint or has reason to believe the Contractor may not be in compliance with the provisions of this section. Records shall include but not be limited to providing the City and/or the City Manager or his/her designee with certified copies of the Contractor's records pertaining to its benefits policies and its employment policies and practices.

The Contractor must conspicuously make available to all employees and applicants for employment the following statement:

**“During the performance of a contract with the City of Pembroke Pines, Florida, the Contractor will provide Equal Benefits to its employees with spouses, as defined by Section 35.39 of the City's Code of Ordinances, and its employees with Domestic Partners and all Married Couples”.**

The posted statement must also include a City contact telephone number and email address which will be provided to each contractor when a covered contract is executed.

#### SECTION 1 DEFINITIONS

1. **Benefits** means the following plan, program or policy provided or offered by a contractor to its employees as part of the employer's total compensation package which may include but is not limited to sick leave, bereavement leave, family medical leave, and health benefits.
2. **Cash Equivalent** mean the amount of money paid to an employee with a domestic partner or spouse in lieu of providing benefits to the employee's domestic partner or spouse. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee for his or her spouse from a traditional marriage.
3. **Covered Contract** means a contract between the City and a contractor awarded subsequent to the date when this section becomes effective valued at over \$25,000 or the threshold amount required for competitive bids as required in section 35.18(A) of the Procurement Code.
4. **Domestic Partner** shall mean any two (2) adults of the same or different sex who have registered as domestic partners with a governmental body pursuant to state or local law authorizing such registration, or with an internal registry maintained by the employer of at least one of the domestic partners. A contractor may institute an internal registry to allow for the provision of equal benefits to employees with domestic partners who do not register their partnerships pursuant to a governmental body authorizing such registration, or who are located in a jurisdiction where no such governmental domestic partnership registry exists. A



contractor that institutes such registry shall not impose criteria for registration that are more stringent than those required for domestic partnership registration by the City of Pembroke Pines.

5. **Equal benefits** means the equality of benefits between employees with spouses and/or dependents of spouses and employees with domestic partners and/or dependents of domestic partners, and/or between spouses of employees and/or dependents of spouses and domestic partners of employees and/or dependents of domestic partners.
6. **Spouse** means one member of a married pair legally married under the laws of any state within the United States of America or any other jurisdiction under which such marriage is legally recognized, irrespective of gender.
7. **Traditional marriage** means a marriage between one man and one woman.

## SECTION 2 CERTIFICATION OF CONTRACTOR

The firm providing a response, by virtue of the signature below, certifies that it is aware of the requirements of Section 35.39 "City Contractors providing Equal Benefits for Domestic Partners and all Married Couples" of the City's Code of Ordinances, and certifies the following (**Check only one box below**):

- ☐ A. Contractor currently complies with the requirements of this section; or
- ☐ B. Contractor will comply with the conditions of this section at the time of contract award; or
- ☐ C. Contractor will not comply with the conditions of this section at the time of contract award: or

- ☒ D. Contractor does not comply with the conditions of this section because of the following allowable exemption (**Check only one box below**):

☒ 1. The Contractor does not provide benefits to employees' spouses in traditional marriages;

☐ 2. The Contractor provides an employee the cash equivalent of benefits because the Contractor is unable to provide benefits to employees' Domestic Partners or spouses despite making reasonable efforts to provide them. To meet this exception, the Contractor shall provide a notarized affidavit that it has made reasonable efforts to provide such benefits. The affidavit shall state the efforts taken to provide such benefits and the amount of the cash equivalent. Cash equivalent means the amount of money paid to an employee with a Domestic Partner or spouse rather than providing benefits to the employee's Domestic Partner or spouse. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee's spouse;

☐ 3. The Contractor is a religious organization, association, society, or any non-profit charitable or educational institution or organization operated supervised or controlled by or in conjunction with a religious organization, association, or society;

☐ 4. The Contractor is a governmental agency;

**The certification shall be signed by an authorized officer of the Contractor. Failure to provide such certification (by checking the appropriate boxes above along with completing the information below) shall result in a Contractor being deemed non-responsive.**

COMPANY NAME: Safeguard Services, Inc.

AUTHORIZED OFFICER NAME / SIGNATURE: Kevin Connor/





City of Pembroke Pines

Attachment H

**PROPOSER'S QUALIFICATIONS STATEMENT**

PROPOSER shall furnish the following information. Failure to comply with this requirement will render Bid non-responsive and shall cause its rejection. Additional sheets shall be attached as required.

PROPOSER'S Name and Principal Address:

Safeguard Services, Inc.  
911 Poinciana Dr.  
Pembroke Pines, FL 33025

Contact Person's Name and Title: Kevin Connor/Vice-President

Contact Person's E-mail Address: ktconnor@safeguardservices.net

PROPOSER'S Telephone and Fax Number: 954-963-4900/954-963-3884

PROPOSER'S License Number:

(Please attach certificate of status, competency, and/or state registration.)

PROPOSER'S Federal Identification Number: 591399022

Number of years your organization has been in business 45 years

State the number of years your firm has been in business under your present business name 45

State the number of years your firm has been in business in the work specific to this solicitation: 45

Names and titles of all officers, partners or individuals doing business under trade name:

Kerry Connor - President  
Kevin Connor - Vice-President

The business is a: Sole Proprietorship ☐ Partnership ☐ Corporation ☒

IF USING A FICTITIOUS NAME, SUBMIT EVIDENCE OF COMPLIANCE WITH FLORIDA FICTITIOUS NAME STATUTE. (ATTACH IN PROPOSER EXHIBIT SECTION)

Under what former name has your business operated? Include a description of the business. Failure to include such information shall be deemed to be intentional misrepresentation by the City and shall render the proposer RFP submittals non-responsive.



At what address was that business located?

911 Poinciana Drive  
Pembroke Pines, FL 33025

Name, address, and telephone number of surety company and agent who will provide the required bonds on this contract:

N/A

Have you ever failed to complete work awarded to you. If so, when, where and why?

No

Have you personally inspected the proposed WORK and do you have a complete plan for its performance?

Yes

Will you subcontract any part of this WORK? If so, give details including a list of each sub-contractor(s) that will perform work in excess of ten percent (10%) of the contract amount and the work that will be performed by each subcontractor (s).

No

The foregoing list of subcontractor(s) may not be amended after award of the contract without the prior written approval of the Contract Administrator, whose approval shall not be reasonably withheld.

List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

N/A

List and describe all successful Bond claims made to your surety (ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Proposer and its predecessor organization(s).

N/A

List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last (10) years. The list shall include all case names; case, arbitration or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.

N/A

List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.

N/A

Has the Proposer, its principals, officers or predecessor organization(s) been CONVICTED OF A Public Entity Crime, debarred or suspended from bidding by any government entity? If so, provide details.

No

Are you an ☒ Original provider ☐ sales representative ☐ distributor, ☐ broker, ☐ manufacturer ☐ other, of the commodities/services proposed upon? If other than the original provider, explain below.

Have you ever been debarred or suspended from doing business with any governmental agency? If yes, please explain:

No

no

Describe the firm's local experience/nature of service with contracts of similar size and complexity, in the previous three (3) years:

Safeguard Services has successfully provided janitorial services to the City of Pembroke Pines since 1988. We have also serviced other municipalities of similar size and scope such as: City of Miramar, City of Dania Beach, City of Hollywood, and City of Hallandale Beach. We are the current contractor for the charter school system and have

The PROPOSER acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by CITY in awarding the contract and such information is warranted by PROPOSER to be true. The discovery of any omission or misstatement that materially affects the PROPOSER'S qualifications to perform under the contract shall cause the CITY to reject the Bid, and if after the award, to cancel and terminate the award and/or contract.

Safeguard Services \*

(Company Name)

Kevin Connor \*

(Printed Name/Signature)

**Please enter your password below and click Save to update your response.**

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See [Electronic Signatures in Global and National Commerce Act](#) for more information.)

**To take exception:**

- 1) Click Take Exception.
- 2) Create a Word document detailing your exceptions.
- 3) Upload exceptions as an attachment to your offer on BidSync's system.

By completing this form, your bid has not yet been submitted. Please click on the place offer button to finish filling out your bid.

Username **safeguard services**

Password  \* (Invalid Password)

\* Required fields





City of Pembroke Pines

## Mandatory Pre-Bid/Site Visit Confirmation Form

The scanned form, signed by both the Contractor and City Representatives must be uploaded in order for the bid to be considered complete.

Luis VARGAS, who is a representative of  
(Printed name of Contractor's representative)

SAFEGUARD SERVICES PERSONALLY came and appeared  
(Contractor's Company)

before me and affirms that they have completed the mandatory pre-bid/site visit on this the

10 day of April, 2017 as required by:

Solicitation #: ED-17-02

Solicitation Title: Janitorial services for charter school

Luis VARGAS  
(Contractor Representative's Printed Name)

[Signature]  
(Contractor Representative's Signature)

SAFEGUARD SERVICES  
(Contractor's Company)

954 963 49-00  
(Contractor's Phone Number)

4-10-17  
(Date)

STEVEN BUCKLAND  
(City Representative's Printed Name)

[Signature]  
(City Representative's Signature)

PUBLIC SERVICES  
(City Representative's Department)

954-578-9060  
(City Representative's Phone Number)

4-10-17  
(Date)

The City requires all questions on the "the BidSync website. Such request must be received by the "Question Due Date," questions received after the "Question Due Date" shall not be answered. Interpretations or clarifications in response to such questions will be issued via BidSync. 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.

8

## **TAB 8 BUSINESS STRUCTURE, LICENSES AND PROFESSIONAL REGISTRATION CERTIFICATES**

- 1. COPIES OF CITY AND COUNTY BUSINESS TAX RECEIPTS**
- 2. DEPARTMENT OF STATE – (SUNBIZ)**



**BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT**

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-831-4000

**VALID OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017****DBA:**  
**Business Name:** SAFEGUARD SERVICES INC**Receipt #:** 325-21281  
**Business Type:** CLEANING/JANITORIAL (JANITORIAL SERVICES)**Owner Name:** KERRY A CONNOR  
**Business Location:** 911 POINCIANA DR  
PEMBROKE PINES**Business Opened:** 10/01/2005  
**State/County/Cert/Reg:**  
**Exemption Code:****Business Phone:**

Rooms

Seats

Employees  
200

Machines

Professionals

For Vending Business Only						
Number of Machines:			Vending Type:			
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
150.00	0.00	0.00	0.00	0.00	0.00	150.00

**THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS****THIS BECOMES A TAX RECEIPT****WHEN VALIDATED**

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

**Mailing Address:**

KERRY A CONNOR  
911 POINCIANA DR  
PEMBROKE PINES, FL 33025

**Receipt #** WWW-15-00135993  
**Paid** 07/01/2016 150.00

**2016 - 2017**



SAFEGUARD SERVICES, INC.  
 911 POINCIANA DRIVE  
 PEMBROKE PINES FL 33025

**CITY OF PEMBROKE PINES**  
 10100 PINES BOULEVARD, PEMBROKE PINES, FL 33026

## LOCAL BUSINESS TAX RECEIPT

ACCOUNT-NO: 10007690/01  
 RECEIPT-NO: 160294

RECEIPT-YEAR: OCTOBER 1, 2016 thru SEPTEMBER 30, 2017

BUS-NAME : SAFEGUARD SERVICES, INC.  
 BUS-ADDR : 911 POINCIANA DR  
 PEMBROKE PINES FL 33025-4559

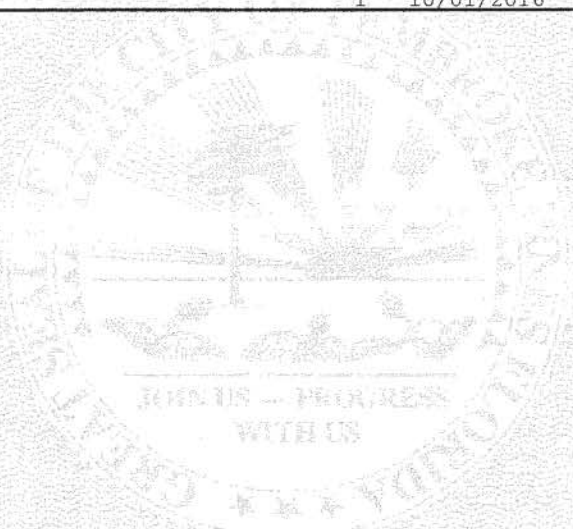
**NOTICE**

In the event the business to which this receipt was issued changes hands, the receipt will become null and void. An application for a new receipt must be made.

BUS-DESCR : JANITORIAL SERVICES

RECEIPT-TYPE: REGULAR LICENSE

BUSINESS-CLASSIFICATION	INV/UNITS	EFFECTIVE	PERMIT-NUMBER/COMMENTS	RCT-TYPE
JAN JANITORIAL	0	10/01/2016		P/Pines
SIGN BUSINESS SIGN	1	10/01/2016		P/Pines



DIVISION OF CORPORATIONS



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

**Detail by Entity Name**

Florida Profit Corporation  
SAFEGUARD SERVICES, INC.

**Filing Information**

**Document Number** 387339  
**FEI/EIN Number** 59-1399022  
**Date Filed** 08/23/1971  
**State** FL  
**Status** ACTIVE  
**Last Event** REINSTATEMENT  
**Event Date Filed** 10/12/2000

**Principal Address**

911 POINCIANA DRIVE  
PEMBROKE PINES, FL 33025

Changed: 03/05/2002

**Mailing Address**

911 POINCIANA DRIVE  
PEMBROKE PINES, FL 33025

Changed: 01/17/2005

**Registered Agent Name & Address**

CONNOR, KERRY A  
911 POINCIANA DRIVE  
PEMBROKE PINES, FL 33025

Name Changed: 05/20/2002

Address Changed: 05/20/2002

**Officer/Director Detail****Name & Address**

Title PD

CONNOR, KERRY ANN  
911 POINCIANA DRIVE  
PEMBROKE PINES, FL 33025

Title VP

Connor, Kevin T  
911 POINCIANA DRIVE  
PEMBROKE PINES, FL 33025

**Annual Reports**

Report Year	Filed Date
2015	01/20/2015

9



## TAB 9 ADDITIONAL INFORMATION

1. COPY OF SBE CERTIFICATION
2. COPY OF WOMAN OWNED CERTIFICATION
3. COPY OF PERFORMANCE BOND
4. COPY OF CERTIFICATE OF INSURANCE





**Internal Services Department  
Small Business Development**

111 NW 1 Street, 19th Floor  
Miami, Florida 33128  
T 305-375-3111 F 305-375-3160

September 02, 2016

CERT NO: 16296

Ms. Kerry Connor  
SAFEGUARD SERVICES, INC.  
911 Poinciana Dr  
Pembroke Pines, FL 33025-0000

Approval Date: 9/1/2016 - SBE/GS TIER 3  
Expiration Date: 9/30/2019

Dear Ms. Connor:

Miami-Dade County Small Business Development (SBD), a division of the Internal Services Department (ISD) has completed the review of your application and attachments submitted for certification. Your firm is officially certified as a Miami-Dade County Goods & Services (SBE/GS) in accordance with section 2-8.1.1.1.1 of the code of Miami-Dade County.

This (SBE/GS) certification is valid for three years provided that you submit a "Continuing Eligibility Affidavit" on or before your **anniversary date** of (September 01) for the first and second year of the three year period. The affidavit must indicate any changes or no changes in your firm pertinent to your certification eligibility. The submittal of a "Continuing Eligibility Affidavit" **annually** with specific supporting documents on or before your Anniversary Date is required to maintain the three year certification. You will be notified of this responsibility in advance of the Anniversary Date. Failure to comply with the said responsibilities may result in immediate action to decertify the firm.

If at any time there is a material change in the firm including, but not limited to, ownership, officers, director, scope of work being performed, daily operations, affiliation(s) with other businesses or the physical location of the firm, you must notify this office in writing within (30) days. Notification should include supporting documentation. You will receive timely instructions from this office as to how you should proceed, if necessary. **This letter will be the only approval notification issued for the duration of your firm's three years certification. If the firm attains graduation or becomes ineligible during the three year certification period, you will be properly notified following an administrative process that your firm's certification has been removed pursuant to the code.**

Your company is certified in the categories as listed below affording you the opportunity to bid and participate on contracts with Small Business Enterprise measures.

Please note that the categories listed are very general and are used only to assist our customers in searching the directory for certified firms to meet contract goals. You can find the firm's up-to-date certification profile as well as all other certified firms on the Miami-Dade County Internal Services Department, Small Business Development Certified Firms' Directory at the website <http://www.miamidade.gov/smallbusiness/certification-programs.asp>.

Thank you for your interest in doing business with Miami-Dade County.

Sincerely,

Claudious Thompson, SBD Section Chief  
Small Business Development Division

CATEGORIES: (Your firm may bid or participate on contracts only under these categories)

91039 - JANITORIAL/CUSTODIAL SERVICES (SBE/GS)

92642 - ENVIRONMENTAL SERVICES (NOT OTHERWISE CLASSIFIED) (SBE/GS)

95863 - JANITORIAL MANAGEMENT SERVICES (SBE/GS)



# State of Florida

## Woman Business Certification

### Safeguard Services, Inc

Is certified under the provisions of  
287 and 295.187, Florida Statutes, for a period from:

03/21/2017 to 03/21/2019



Chad Poppell, Secretary  
Florida Department of Management Services



office of supplier  
DIVERSITY  
FLORIDA DEPARTMENT OF MANAGEMENT SERVICES



***Bid Bond******Bond Number 41375391*****CONTRACTOR:***(Name, legal status and address)*

**Safeguard Services, Inc.**  
**911 Poinciana Drive**  
**Pembroke Pines, FL**  
**33025**

**SURETY:***(Name, legal status and principal place of business)*

**Platte River Insurance Company**  
**P.O. Box 5900**  
**Madison, WI 53705-0900**

**OWNER:***(Name, legal status and address)*

**City of Pembroke Pines**  
**8300 S Palm Drive**  
**Pembroke Pines, FL 33025**

**BOND AMOUNT: Five Percent (5%) of Amount Bid****PROJECT:***(Name, location or address, and Project number, if any)*

**Bid #ED-17-02 - Janitorial Services - Charter Schools and**  
**Early Development Centers**  
**Pembroke Pines, FL**

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.



By arrangement with the American Institute of Architects, the National Association of Surety Bond Producers (NASBP) ([www.nasbp.org](http://www.nasbp.org)) makes this form document available to its members, affiliates, and associates in Microsoft Word format for use in the regular course of surety business. NASBP vouches that the original text of this document conforms exactly to the text in AIA Document A310-2010, Bid Bond. Subsequent modifications may be made to the original text of this document by users, so careful review of its wording and consultation with an attorney are encouraged before its completion, execution or acceptance.



When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 8th day of May, 2017.

(Witness)

**Safeguard Services, Inc.**

(Principal)

(Seal)

(Title)

Erika Zachman (Witness)

**Platte River Insurance Company**

(Surety)

(Seal)

Jack Anderson, Attorney-in-Fact



By arrangement with the American Institute of Architects, the National Association of Surety Bond Producers (NASBP) ([www.nasbp.org](http://www.nasbp.org)) makes this form document available to its members, affiliates, and associates in Microsoft Word format for use in the regular course of surety business. NASBP vouches that the original text of this document conforms exactly to the text in AIA Document A310-2010, Bid Bond. Subsequent modifications may be made to the original text of this document by users, so careful review of its wording and consultation with an attorney are encouraged before its completion, execution or acceptance.

**ACKNOWLEDGMENT OF PRINCIPAL (Individual)**

State of \_\_\_\_\_ }  
 County of \_\_\_\_\_ }

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me personally comes \_\_\_\_\_, to me known and known to me to be the person who is described in and executed the foregoing instrument, and acknowledges to me that he/she executed the same.

\_\_\_\_\_  
 Notary Public

**ACKNOWLEDGMENT OF PRINCIPAL (Partnership)**

State of \_\_\_\_\_ }  
 County of \_\_\_\_\_ }

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me personally come(s) \_\_\_\_\_, a member of the co-partnership of \_\_\_\_\_, to me known and known to me to be the person who is described in and executed the foregoing instrument, and acknowledges to me that he/she executed the same as the act and deed of the said co-partnership.

\_\_\_\_\_  
 Notary Public

**ACKNOWLEDGMENT OF PRINCIPAL (Corporation/LLC)**

State of Florida }  
 County of Broward }

On this 23 day of May, in the year 2017, before me personally come(s) Kevin Connor, to me known, who being duly sworn, deposes and says that he/she resides in the City of Cooper City that he/she is the vice president of the Safeguard Services Inc, the corporation described in and which executed the foregoing instrument, and that he/she signed his/her name thereto by like order.

Elaina Berdeguez  
 Notary Public





# PLATTE RIVER INSURANCE COMPANY

## POWER OF ATTORNEY

41375391

**KNOW ALL MEN BY THESE PRESENTS**, That the **PLATTE RIVER INSURANCE COMPANY**, a corporation of the State of Nebraska, having its principal offices in the City of Middleton, Wisconsin, does make, constitute and appoint

\_\_\_\_\_  
JACK ANDERSON; RONALD KAIHOI

its true and lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf, as surety, and as its act and deed, any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of

\_\_\_\_\_  
ALL WRITTEN INSTRUMENTS IN AN AMOUNT NOT TO EXCEED \$20,000,000.00

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of **PLATTE RIVER INSURANCE COMPANY** at a meeting duly called and held on the 8th day of January, 2002.

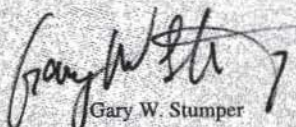
**"RESOLVED**, that the President, and Vice-President, the Secretary or Treasurer, acting individually or otherwise, be and they hereby are granted the power and authorization to appoint by a Power of Attorney for the purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, one or more vice-presidents, assistant secretaries and attorney(s)-in-fact, each appointee to have the powers and duties usual to such offices to the business of the company; the signature of such officers and the seal of the Corporation may be affixed to such power of attorney or to any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the Corporation in the future with respect to any bond or undertaking or other writing obligatory in the nature thereof to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any of said officers, at any time."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner - Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

**IN WITNESS WHEREOF**, the **PLATTE RIVER INSURANCE COMPANY** has caused these presents to be signed by its officer undersigned and its corporate seal to be hereto affixed duly attested, this 27th day of July, 2015.

Attest:

  
Gary W. Stumper  
President  
Surety & Fidelity Operations



PLATTE RIVER INSURANCE COMPANY

  
Stephen J. Sills  
CEO & President

STATE OF WISCONSIN } s.s.:  
COUNTY OF DANE

On the 27th day of July, 2015 before me personally came Stephen J. Sills, to me known, who being by me duly sworn, did depose and say: that he resides in the County of New York, State of New York; that he is President of **PLATTE RIVER INSURANCE COMPANY**, the corporation described herein and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation and that he signed his name thereto by like order.



CERTIFICATE



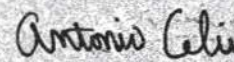
David J. Regele  
Notary Public, Dane Co., WI  
My Commission Is Permanent

STATE OF WISCONSIN } s.s.:  
COUNTY OF DANE

I, the undersigned, duly elected to the office stated below, now the incumbent in **PLATTE RIVER INSURANCE COMPANY**, a Nebraska Corporation, authorized to make this certificate, **DO HEREBY CERTIFY** that the foregoing attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at the City of Middleton, State of Wisconsin this 8th day of May, 2017



  
Antonio Gebli  
Secretary

THIS DOCUMENT IS NOT VALID UNLESS PRINTED ON GREEN SHADED BACKGROUND WITH A RED SERIAL NUMBER IN THE UPPER RIGHT HAND CORNER. IF YOU HAVE ANY QUESTIONS CONCERNING THE AUTHENTICITY OF THIS DOCUMENT CALL, 800-475-4450. PR-POA (Rev. 12-2016)



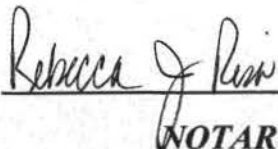
## ACKNOWLEDGEMENT OF SURETY

STATE OF MINNESOTA

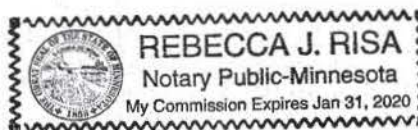
COUNTY OF CHIPPEWA

}

On this 8th day of May, 2017, before me, a Notary Public within and for said County, personally appeared **Jack Anderson** to me personally known, who being by me duly sworn he/she did say that he/she is the attorney-in-fact of **Platte River Insurance Company**, the corporation named in the foregoing instrument, and the seal affixed to said instrument is the corporation seal of said corporation, and sealed on behalf of said corporation by authority of its Board of Directors and said **Jack Anderson** acknowledged said instrument to be the free act and deed of said corporation.

**NOTARY PUBLIC**

My Commission Expires 1/31/2020







# CERTIFICATE OF LIABILITY INSURANCE

SAFEG-1

OP ID: JC

DATE (MM/DD/YYYY)

09/15/2016

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 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 rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
SLATON INSURANCE  
P.O. Box 220537  
West Palm Beach, FL 33422  
Richard Neyman, Jr.

CONTACT NAME: Jaclyn Dillon  
PHONE (A/C, No, Ext): 561-683-8383 FAX (A/C, No): 561-684-5995  
E-MAIL: jdillon@slatonriskservices.com  
ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Hanover Ins. Co.	22292
INSURER B: Bridgefield Employers Ins.Co.	10701
INSURER C: Hanover American Ins. Co.	36064
INSURER D: Chubb Group of Ins Co's	
INSURER E:	
INSURER F:	

INSURED  
Safeguard Services, Inc.  
& Safe Management Systems Inc  
911 Poinciana Drive  
Pembroke Pines, FL 33025

## 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.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	ZZJD040665	09/15/2016	09/15/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000
C	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		AZJD040674	09/15/2016	09/15/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		UHJD040674	09/15/2016	09/15/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	6174000	09/15/2016	09/15/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
D	Crime		82243816	09/15/2016	09/15/2017	Fidelity 250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is listed as an Additional Insured as respects General Liability per form 421-29150615.

## CERTIFICATE HOLDER

## CANCELLATION

CITYPEM

City of Pembroke Pines  
10100 Pines Blvd.  
Pembroke Pines, FL 33025

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

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Supplier: **safeguard services, inc.**



City of Pembroke Pines

Attachment A

## **CONTACT INFORMATION FORM**

IN ACCORDANCE WITH “RFP # ED-17-02” dated **March 30, 2017** titled “**Janitorial Services for Charter Schools & Early Development Centers**” 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: **SAFEGUARD SERVICES INC**

STREET ADDRESS: **911 POINCIANA DRIVE**

CITY, STATE & ZIP CODE: **PEMBROKE PINES FL 33025**

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

NAME: **KEVIN CONNOR** TITLE: **VICE PRESIDENT**

E-MAIL: **KTCONNOR@SAFEGUARDSERVICES.NET**

TELEPHONE: **9549634900** FAX: **9549633884**

### **AUTHORIZED APPROVER:**

NAME: **KEVIN CONNOR** TITLE: **VICE PRESIDENT**

E-MAIL: **KTCONNOR@SAFEGUARDSERVICES.NET**

TELEPHONE: **9549634900** FAX: **9549633884**

SIGNATURE: **KEVIN CONNOR**

Supplier: **safeguard services, inc.**



City of Pembroke Pines

Attachment C

**NON-COLLUSIVE AFFIDAVIT**

BIDDER is the **owner**,

(Owner, Partner, Officer, Representative or Agent)

BIDDER is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said BIDDER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any BIDDER, firm, or person to fix the price or prices in the attached Bid or any other BIDDER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid Price of any other BIDDER, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached Bid are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

Printed Name/Signature **kevin connor**

Title **vp**

Name of Company **SAFEGUARD SERVICES INC**

Supplier: **safeguard services, inc.**



City of Pembroke Pines

Attachment D

**SWORN STATEMENT  
ON PUBLIC ENTITY CRIMES  
UNDER FLORIDA STATUTES CHAPTER 287.133(3)(a).**

1. This sworn statement is submitted **SAFEGUARD SERVICES INC** (name of entity submitting sworn statement) whose business address is **911 POINCIANA DRIVE PEMBROKE PINES FL 33025** and (if applicable) its Federal Employer Identification Number (FEIN) is **59-1399022**. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: .)
2. My name is **KEVIN T CONNOR** and my  
(Please print name of individual signing)  
  
relationship to the entity named above is **VICE PRESIDENT**.
3. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means 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 or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
4. I understand that a "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means 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, nonjury trial, or entry of a plea of guilty or nolo contendere.
5. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  1. A predecessor or successor of a person 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. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The Cityship by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.



6. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or any entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
7. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(Please indicate which statement applies.)**

☒ A) Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ B) The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND **(Please indicate which additional statement applies.)**

☐ B1) There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. **(Please attach a copy of the final order.)**

☐ B2) The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. **(Please attach a copy of the final order.)**

☐ B3) The person or affiliate has not been placed on the convicted vendor list. **(Please describe any action taken by or pending with the Department of General Services.)**

**KEVIN T CONNOR**  
Bidder's Name/Signature

**SAFEGUARD SERVICES INC**  
Company

**5/22/17**  
Date

Supplier: **safeguard services, inc.**



City of Pembroke Pines

Attachment E

## LOCAL VENDOR PREFERENCE CERTIFICATION

### SECTION 1 GENERAL TERM

#### LOCAL PREFERENCE

The evaluation of competitive bids is subject to section 35.36 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or proposal submission date stated in the solicitation. A local business shall be defined as:

1. "Local Pembroke Pines Vendor" shall mean a business entity which has maintained a permanent place of business with full-time employees within the City limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the City of Pembroke Pines.

OR;

2. "Local Broward County Vendor" shall mean or business entity which has maintained a permanent place of business with full-time employees within the Broward County limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the Broward County or the city within Broward County where the business resides.

A preference of five percent (5%) of the total evaluation point, or five percent (5%) of the total price, shall be given to the **Local Pembroke Pines Vendor(s)**; A preference of two and a half percent (2.5%) of the total evaluation point for local, or two and a half percent (2.5%) of the total price, shall be given to the **Local Broward County Vendor(s)**.

#### COMPARISON OF QUALIFICATIONS

The preferences established in no way prohibit the right of the City to compare quality of supplies or services for purchase and to compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals. Further, the preference established in no way prohibit the right of the city from giving any other preference permitted by law instead of the preferences granted, nor prohibit the city to select the bid or proposal which is the most responsible and in the best interests of the city.

### SECTION 2 AFFIRMATION

#### LOCAL PREFERENCE CERTIFICATION:

- ☒ Place a check mark here only if affirming bidder meets requirements above as a Local Pembroke Pines Vendor.  
In addition, the business must attach a current business tax receipt from the City of Pembroke Pines along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.

- ☒ Place a check mark here only if affirming bidder meets requirements above as a Local Broward County Vendor.  
In addition, the business must attach a current business tax receipt from the Broward County or the city within Broward County where the business resides along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.

- ☐ Place a check mark here only if affirming bidder does not meet the requirements above as a Local Vendor.

**Failure to complete this certification at this time (by checking either of the boxes above) shall render the vendor ineligible for Local Preference. This form must be completed by/for the proposer; the proposer WILL NOT qualify for Local Vendor Preference based on their sub-contractors' qualifications.**

COMPANY NAME: **SAFEGUARD SERVICES INC**

PRINTED NAME / AUTHORIZED SIGNATURE: **KEVIN T CONNOR**

Supplier: **safeguard services, inc.**



City of Pembroke Pines

Attachment F

## VETERAN OWNED SMALL BUSINESS (VOSB) PREFERENCE CERTIFICATION

### SECTION 1 GENERAL TERM

#### VETERAN OWNED SMALL BUSINESS (VOSB) PREFERENCE

The evaluation of competitive bids is subject to section 35.37 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to veteran owned small businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with the following objective criteria as of the bid or proposal submission date stated in the solicitation. A veteran owned small business shall be defined as:

1. "Veteran Owned Small Business" shall mean a business entity which has received a "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).

A preference of two and a half percent (2.5%) of the total evaluation point, or two and a half percent (2.5%) of the total price, shall be given to the **Veteran Owned Small Business (VOSB)**. This shall mean that if a **VOSB** submits a bid/quote that is within 2.5% of the lowest price submitted by any vendor, the **VOSB** shall have an option to submit another bid which is at least 1% lower than the lowest responsive bid/quote. If the **VOSB** submits a bid which is at least 1% lower than that lowest responsive bid/quote, then the award will go to the **VOSB**. If not, the award will be made to the vendor that submits the lowest responsive bid/quote. If the lowest responsive and responsible bidder is a "**Local Pembroke Pines Vendor**" (**LPPV**) or a "**Local Broward County Vendor**" (**LBCV**) as established in Section 35.36 of the City's Code of Ordinances, entitled "Local Vendor Preference", then the award will be made to that vendor and no other bidders will be given an opportunity to submit additional bids as described herein.

If there is a **LPPV**, a **LBCV**, and a **VOSB** participating in the same bid solicitation and all three vendors qualify to submit a second bid, the **LPPV** will be given first option. If the **LPPV** cannot beat the lowest bid received by at least 1%, an opportunity will be given to the **LBCV**. If the **LBCV** cannot beat the lowest bid by at least 1%, an opportunity will be given to the **VOSB**. If the **VOSB** cannot beat the lowest bid by at least 1%, then the bid will be awarded to the lowest bidder.

If multiple **VOSBs** submit bids/quotes which are within 2.5% of the lowest bid/quote and there are no **LPPV** or **LBCV** as described in Section 35.36 of the City's Code of Ordinance, entitled "Local Vendor Preference", then all **VOSBs** will be asked to submit a **Best and Final Offer (BAFO)**. The award will be made to the **VOSB** submitting the lowest **BAFO** providing that that **BAFO** is at least 1% lower than the lowest bid/quote received in the original solicitation. If no **VOSB** can beat the lowest bid/quote by at least 1%, then the award will be made to the lowest responsive bidder.

#### COMPARISON OF QUALIFICATIONS

The preferences established in no way prohibit the right of the City to compare quality of supplies or services for purchase and to compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals. Further, the preference established in no way prohibit the right of the city from giving any other preference permitted by law instead of the preferences granted, nor prohibit the city to select the bid or proposal which is the most responsible and in the best interests of the city.

### SECTION 2 AFFIRMATION

#### VETERAN OWNED SMALL BUSINESS (VOSB) PREFERENCE CERTIFICATION:

☐ Place a check mark here only if affirming bidder meets requirements above as a Veteran Owned Small Business.  
In addition, the bidder must attach the "Determination Letter" from the U.S. Dept. of Veteran Affairs Center.

☒ Place a check mark here only if affirming bidder does not meet the requirements above as a VOSB.

**Failure to complete this certification at this time (by checking either of the boxes above) shall render the vendor ineligible for VOSB Preference. This form must be completed by/for the proposer; the proposer WILL NOT qualify for VOSB Preference based on their sub-contractors' qualifications.**

COMPANY NAME: **Safeguard Services, Inc.**

PRINTED NAME / AUTHORIZED SIGNATURE: **Kevin Connor**



Supplier: **safeguard services, inc.**



City of Pembroke Pines

Attachment G

## **EQUAL BENEFITS CERTIFICATION FORM FOR DOMESTIC PARTNERS AND ALL MARRIED COUPLES**

Except where federal or state law mandates to the contrary, a Contractor awarded a Contract pursuant to a competitive solicitation shall provide benefits to Domestic Partners and spouses of its employees, irrespective of gender, on the same basis as it provides benefits to employees' spouses in traditional marriages.

The Contractor shall provide the City and/or the City Manager or his/her designee, access to its records for the purpose of audits and/or investigations to ascertain compliance with the provisions of this section, and upon request shall provide evidence that the Contractor is in compliance with the provisions of this section upon each new bid, contract renewal, or when the City Manager has received a complaint or has reason to believe the Contractor may not be in compliance with the provisions of this section. Records shall include but not be limited to providing the City and/or the City Manager or his/her designee with certified copies of the Contractor's records pertaining to its benefits policies and its employment policies and practices.

The Contractor must conspicuously make available to all employees and applicants for employment the following statement:

**“During the performance of a contract with the City of Pembroke Pines, Florida, the Contractor will provide Equal Benefits to its employees with spouses, as defined by Section 35.39 of the City's Code of Ordinances, and its employees with Domestic Partners and all Married Couples”.**

The posted statement must also include a City contact telephone number and email address which will be provided to each contractor when a covered contract is executed.

### **SECTION 1 DEFINITIONS**

1. **Benefits** means the following plan, program or policy provided or offered by a contractor to its employees as part of the employer's total compensation package which may include but is not limited to sick leave, bereavement leave, family medical leave, and health benefits.
2. **Cash Equivalent** mean the amount of money paid to an employee with a domestic partner or spouse in lieu of providing benefits to the employee's domestic partner or spouse. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee for his or her spouse from a traditional marriage.
3. **Covered Contract** means a contract between the City and a contractor awarded subsequent to the date when this section becomes effective valued at over \$25,000 or the threshold amount required for competitive bids as required in section 35.18(A) of the Procurement Code.
4. **Domestic Partner** shall mean any two (2) adults of the same or different sex who have registered as domestic partners with a governmental body pursuant to state or local law authorizing such registration, or with an internal registry maintained by the employer of at least one of the domestic partners. A contractor may institute an internal registry to allow for the provision of equal benefits to employees with domestic partners who do not register their partnerships pursuant to a governmental body authorizing such registration, or who are

located in a jurisdiction where no such governmental domestic partnership registry exists. A contractor that institutes such registry shall not impose criteria for registration that are more stringent than those required for domestic partnership registration by the City of Pembroke Pines.

5. **Equal benefits** means the equality of benefits between employees with spouses and/or dependents of spouses and employees with domestic partners and/or dependents of domestic partners, and/or between spouses of employees and/or dependents of spouses and domestic partners of employees and/or dependents of domestic partners.
6. **Spouse** means one member of a married pair legally married under the laws of any state within the United States of America or any other jurisdiction under which such marriage is legally recognized, irrespective of gender.
7. **Traditional marriage** means a marriage between one man and one woman.

## SECTION 2 CERTIFICATION OF CONTRACTOR

The firm providing a response, by virtue of the signature below, certifies that it is aware of the requirements of Section 35.39 "City Contractors providing Equal Benefits for Domestic Partners and all Married Couples" of the City's Code of Ordinances, and certifies the following (**Check only one box below**):

- ☐ A. Contractor currently complies with the requirements of this section; or
- ☐ B. Contractor will comply with the conditions of this section at the time of contract award; or
- ☐ C. Contractor will not comply with the conditions of this section at the time of contract award:  
or
- ☒ D. Contractor does not comply with the conditions of this section because of the following allowable exemption (**Check only one box below**):
- ☒ 1. The Contractor does not provide benefits to employees' spouses in traditional marriages;
- ☐ 2. The Contractor provides an employee the cash equivalent of benefits because the Contractor is unable to provide benefits to employees' Domestic Partners or spouses despite making reasonable efforts to provide them. To meet this exception, the Contractor shall provide a notarized affidavit that it has made reasonable efforts to provide such benefits. The affidavit shall state the efforts taken to provide such benefits and the amount of the cash equivalent. Cash equivalent means the amount of money paid to an employee with a Domestic Partner or spouse rather than providing benefits to the employee's Domestic Partner or spouse. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee's spouse;
- ☐ 3. The Contractor is a religious organization, association, society, or any non-profit charitable or educational institution or organization operated supervised or controlled by or in conjunction with a religious organization, association, or society;
- ☐ 4. The Contractor is a governmental agency;

**The certification shall be signed by an authorized officer of the Contractor. Failure to provide such certification (by checking the appropriate boxes above along with completing the information below) shall result in a Contractor being deemed non-responsive.**

COMPANY NAME: **SAFEGUARD SERVICES INC**

AUTHORIZED OFFICER NAME / SIGNATURE: **KEVIN T CONNOR**

Supplier: **safeguard services, inc.**



City of Pembroke Pines

Attachment H

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**PROPOSER'S QUALIFICATIONS STATEMENT**

PROPOSER shall furnish the following information. Failure to comply with this requirement will render Bid non-responsive and shall cause its rejection. Additional sheets shall be attached as required.

PROPOSER'S Name and Principal Address:

**SAFEGUARD SERVICES INC**  
**911 Poinciana Drive**  
**Pembroke Pines FL 33025**

Contact Person's Name and Title: **Kevin Connor, v.p.**

Contact Person's E-mail Address: **ktconnor@safeguardservices.net**

PROPOSER'S Telephone and Fax Number: **954-963-4900/954-963-3884**

PROPOSER'S License Number: **10007690/01**  
**(Please attach certificate of status, competency, and/or state registration.)**

PROPOSER'S Federal Identification Number: **59-1399022**

Number of years your organization has been in business **44 years**

State the number of years your firm has been in business under your present business name **44**

State the number of years your firm has been in business in the work specific to this solicitation: **44**

Names and titles of all officers, partners or individuals doing business under trade name:

**Kerry Connor, president**  
**Kevin Connor, v.p.**

The business is a:      Sole Proprietorship ☐      Partnership ☐      Corporation ☒

IF USING A FICTITIOUS NAME, SUBMIT EVIDENCE OF COMPLIANCE WITH FLORIDA FICTITIOUS NAME STATUTE. (ATTACH IN PROPOSER EXHIBIT SECTION)

Under what former name has your business operated? Include a description of the business. Failure to include such information shall be deemed to be intentional misrepresentation by the City and shall render the proposer RFP submittals non-responsive.



**N/A**

At what address was that business located?

**N/A**

Name, address, and telephone number of surety company and agent who will provide the required bonds on this contract:

**Goldleaf Surety Services**

**Brad Koosman**

**3246 E Highway 7, suite 150**

**Montevideo, MN 56265**

**888-294-6747**

Have you ever failed to complete work awarded to you. If so, when, where and why?

**No**

Have you personally inspected the proposed WORK and do you have a complete plan for its performance?

**yes**

Will you subcontract any part of this WORK? If so, give details including a list of each sub-contractor(s) that will perform work in excess of ten percent (10%) of the contract amount and the work that will be performed by each subcontractor (s).

**no**

The foregoing list of subcontractor(s) may not be amended after award of the contract without the prior written approval of the Contract Administrator, whose approval shall not be reasonably withheld.

List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

**none**

List and describe all successful Bond claims made to your surety (ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Proposer and its predecessor organization(s).

**none**

List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last (10) years. The list shall include all case names; case, arbitration or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.

**none**

List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.

**none**

Has the Proposer, its principals, officers or predecessor organization(s) been CONVICTED OF A Public Entity Crime, debarred or suspended from bidding by any government entity? If so, provide details.

**no**

Are you an ☒ Original provider ☐ sales representative ☐ distributor, ☐ broker, ☐ manufacturer ☐ other, of the commodities/services proposed upon? If other than the original provider, explain below.

**no**

Have you ever been debarred or suspended from doing business with any governmental agency? If yes, please explain:

**no**

Describe the firm's local experience/nature of service with contracts of similar size and complexity, in the previous three (3) years:

**Safeguard Services has successfully provided janitorial services to the City of Pembroke Pines since 1988. We have also serviced other municipalities of similar size and scope such as: City of Miramar, City of Dania Beach, City of Hollywood, and City of Hallandale Beach. We are the current contractor for the charter school system and have had a successful 6 years. In addition, we service hospitals and health care facilities of similar size and scope.**

The PROPOSER acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by CITY in awarding the contract and such information is warranted by PROPOSER to be true. The discovery of any omission or misstatement that materially affects the PROPOSER'S qualifications to perform under the contract shall cause the CITY to reject the Bid, and if after the award, to cancel and terminate the award and/or contract.

**Safeguard Services**

(Company Name)

**Kevin Connor**

(Printed Name/Signature)

Supplier: **safeguard services, inc.**

### **REFERENCES FORM**

Provide specific examples of similar contracts. References should be should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

#### **Reference Contact Information:**

Name of Firm, City, County or Agency: **CITY OF PEMBROKE PINES**

Address: **10100 PINES BLVD**

City/State/Zip: **PEMBROKE PINES FL 33025**

Contact Name: **PAUL EDELSTEIN** Title: **Deputy Director of Public Services**

E-Mail Address: **PEDELSTEIN@PPINES.COM**

Telephone: **954-214-3955** Fax: **954-437-1121**

#### **Project Information:**

Name and location of the project: **PEMBROKE PINES CHARTER SCHOOLS**

Nature of the firm's responsibility on the project: **PROVIDE JANITORIAL SERVICES TO CHARTER SCHOOLS, POLICE DEPT, ETC.**

Project duration: **2011- PRESENT** Completion (Anticipated) Date: **8/2017**

Size of project: **800,000** Cost of project: **\$900,000**

Work for which staff was responsible: **JANITORIAL**

Contract Type: **JANITORIAL**

The results/deliverables of the project: **FAVORABLE**



**REFERENCES FORM**

Provide specific examples of similar contracts. References should be should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

**Reference Contact Information:**

Name of Firm, City, County or Agency: **MEMORIAL HEALTHCARE SYSTEM**

Address: **3501 JOHNSON STREET**

City/State/Zip: **HOLLYWOOD FL 33021**

Contact Name: **JON PICKETT** Title: **ENVIRONMENTAL SERVICES DIRECTOR**

E-Mail Address: **JPICKETT@MHS.NET**

Telephone: **954-265-6327** Fax: **954-965-2354**

**Project Information:**

Name and location of the project: **MHS OFFSITES; BROWARD COUNTY**

Nature of the firm's responsibility on the project: **PROVIDE EVS SERVICES TO OFFSITE FACILITIES**

Project duration: **1992- CURRENT** Completion (Anticipated) Date: **ONGOING**

Size of project: **1,000,000+** Cost of project: **1.2 MILLION**

Work for which staff was responsible: **JANITORIAL**

Contract Type: **JANITORIAL**

The results/deliverables of the project: **FAVORABLE**

**REFERENCES FORM**

Provide specific examples of similar contracts. References should be should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

**Reference Contact Information:**

Name of Firm, City, County or Agency: **CITY OF HALLANDALE BEACH**

Address: **630 NW 2ND STREET**

City/State/Zip: **HALLANDALE BEACH FL 33009**

Contact Name: **FREDDIE DE LA ROSA** Title: **PROCUREMENT SPECIALIST**

E-Mail Address: **elarosa@hallandalebeachfl.gov**

Telephone: **954-246-4261** Fax: **954-457-1342**

**Project Information:**

Name and location of the project: **HALLANDALE BEACH JANITORIAL SERVICES**

Nature of the firm's responsibility on the project: **PROVIDE JANITORIAL SERVICES TO POLICE DEPT, CITY HALL AND PARKS**

Project duration: **1992-CURRENT** Completion (Anticipated) Date: **ONGOING**

Size of project: **300,000** Cost of project: **175,000**

Work for which staff was responsible: **JANITORIAL**

Contract Type: **JANITORIAL**

The results/deliverables of the project: **FAVORABLE**

**REFERENCES FORM**

Provide specific examples of similar contracts. References should be should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

**Reference Contact Information:**

Name of Firm, City, County or Agency: **BROWARD HEALTH**

Address: **303 SE 17TH STREET**

City/State/Zip: **FT LAUDERDALE FL 33316**

Contact Name: **ANA JIMENEZ** Title: **CONTRACT COORDINATOR**

E-Mail Address: **AJIMENEZ@BROWARDHEALTH.ORG**

Telephone: **954-831-2733** Fax:

**Project Information:**

Name and location of the project: **BROWARD HEALTH ENVIRONMENTAL SVCS**

Nature of the firm's responsibility on the project: **PROVIDE JANITORIAL SERVICES TO OFFSITES**

Project duration: **2004-CURRENT** Completion (Anticipated) Date: **2018**

Size of project: **300,000** Cost of project: **325,000**

Work for which staff was responsible: **JANITORIAL**

Contract Type: **JANITORIAL**

The results/deliverables of the project: **FAVORABLE**

**REFERENCES FORM**

Provide specific examples of similar contracts. References should be should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

**Reference Contact Information:**

Name of Firm, City, County or Agency: **UHEALTH/BASCOM PALMER**

Address: **VARIOUS**

City/State/Zip: **MIAMI FL**

Contact Name: **JOANNE MARTIN** Title:

E-Mail Address: **JMARTIN@MED.MIAMIEDU**

Telephone: **954-210-1090** Fax:

**Project Information:**

Name and location of the project: **UHEALTH/BASCOM PALMER EVS SERVICE**

Nature of the firm's responsibility on the project: **PROVIDE JANITORIAL SERVICES TO various facilities.**

Project duration: **2007-PRESENT** Completion (Anticipated) Date: **ON-GOING**

Size of project: **500,000** Cost of project: **600,000**

Work for which staff was responsible: **JANITORIAL**

Contract Type: **JANITORIAL**

The results/deliverables of the project: **FAVORABLE**





# City of Pembroke Pines, FL

601 City Center Way  
Pembroke Pines, FL  
33025  
www.ppines.com

## Agenda Request Form

**Agenda Number: 25.**

**File ID:** 17-0394

**Type:** Bid

**Status:** Passed

**Version:** 1

**Agenda  
Section:**

**In Control:** City Commission

**File Created:** 06/13/2017

**Short Title:** Award ED-17-02 "Janitorial Services for Charter  
Schools and Early Development Centers"

**Final Action:** 06/21/2017

**Title:** MOTION TO APPROVE THE FINDINGS AND RECOMMENDATION OF  
THE EVALUATION COMMITTEE AND TO AWARD A CONTRACT FOR  
RFP # ED-17-02 "JANITORIAL SERVICES FOR CHARTER SCHOOLS &  
EARLY DEVELOPMENT CENTERS" TO SAFEGUARD SERVICES, INC.  
IN THE ANNUAL AMOUNT OF \$1,295,910.55 FOR AN INITIAL THREE  
YEAR PERIOD.

### Internal Notes:

**Attachments:** 1. Draft Contract, 2. Meeting Minutes and Score Summary - Evaluation Committee Meeting  
(2017-06-13), 3. ED-17-02 - Bid Tabulation, 4. Submittal from Safeguard Services, Inc., 5.  
ED-17-02 Janitorial Services for Charter Schools and Early Development Centers

1 City Commission 06/21/2017 approve

**Action Text:** This Bid was approved.

MOTION TO APPROVE THE FINDINGS AND RECOMMENDATION OF THE  
EVALUATION COMMITTEE AND TO AWARD A CONTRACT FOR RFP # ED-17-02  
"JANITORIAL SERVICES FOR CHARTER SCHOOLS & EARLY DEVELOPMENT  
CENTERS" TO SAFEGUARD SERVICES, INC. IN THE ANNUAL AMOUNT OF  
\$1,295,910.55 FOR AN INITIAL THREE YEAR PERIOD.

### SUMMARY EXPLANATION AND BACKGROUND:

1. On March 1, 2017, the City Commission authorized the advertisement of RFP #  
ED-17-02 "Janitorial Services for Charter Schools & Early Development Centers", which  
was advertised on March 30, 2017.
2. The purpose of this solicitation was to provide janitorial services for the City of Pembroke  
Pines Charter School & Early Development Center locations.
3. On May 23, 2017, the City opened six (6) proposals and one (1) no bid from the following  
vendors (listed in order of lowest to highest):

**Vendor Name**

**Annual Cost**

Delta Property Maintenance, Inc.	\$ 13,909.90
Chi-Ada Corporation	\$1,266,231.43
Safeguard Services, Inc.	\$1,295,910.55
JOliva Enterprises LLC.	\$1,324,582.25
GCA Services Group	\$1,371,398.66
Seminole Commercial Cleaning	\$2,499,559.61
All Green Chemical	No Bid

4. On June 13, 2017, the City convened an evaluation committee to evaluate the qualifications of the proposers based on the weighted criteria provided for in the RFP documents and listed below:

- Experience and Ability (25 points)
- Previous Experience (25 points)
- Firm's Understanding and Approach to the Work (20 points)
- Project Cost (25 points)
- Local Vendor Preference/Veteran Owned Small Business Preference (5 points)

5. At the June 13, 2017 meeting, the evaluation committee made a motion, which passed unanimously, to deem the following vendors unresponsive for not submitting the required bid bond/bid security with their proposals:

**Vendor Name**

Delta Property Maintenance, Inc.  
JOliva Enterprises LLC.  
Seminole Commercial Cleaning

6. In addition, the evaluation committee listened to presentations from the three (3) remaining vendors which also participated in a question and answer session. As a result, the evaluation committee ranked the vendors as shown below:

<b>Vendor Name</b>	<b>Rank</b>
Safeguard Services, Inc.	1
GCA Services Group	2
Chi-Ada Corporation	3

7. Based on the scoring results, the Evaluation Committee unanimously approved a motion to recommend the City Commission to award RFP # ED-17-02 "Janitorial Services for Charter Schools & Early Development Centers", to the first ranked vendor, Safeguard Services, Inc.

8. In addition, Safeguard Services, Inc. has also completed the Equal Benefits Certification Form and utilized the following allowable exemption stating that "the Contractor does not provide benefits to employees' spouses in traditional marriages."

9. In addition, Administration would like to enter into a three year agreement, with two additional three year renewal terms.

10. Request Commission to approve the findings and recommendation of the Evaluation Committee and to award a contract for RFP # ED-17-02 "Janitorial Services for Charter Schools & Early Development Centers" to Safeguard Services, Inc. in the annual amount of \$1,295,910.55 for an initial three year period.

#### FINANCIAL IMPACT DETAIL:

**a) Initial Cost:** \$1,295,910.55 per year.

**b) Amount budgeted for this item in Account No:** The Charter School's 2017-18 FY Budget includes a total of \$865,698 for Janitorial Services based on the current Janitorial Services Agreement, under School Function 7900 and Object Code 34500. The proposed contract results in a \$212,790 increase to the annual cost for Janitorial Services at the Charter Schools. This increase will be funded by the Charter School Contingency account coded under School Function 7300 and Object Code 30010. The Early Development Center's current 2016-17 FY Budget needs \$16,960 for the three remaining months in the fiscal year, which will be funded from the the City's Contingency account.

**c) Source of funding for difference, if not fully budgeted:** See above.

**d) 5 year projection of the operational cost of the project:** Since the Early Development Centers and the Charter Schools have different Fiscal Years, below you will find two separate 5-year projections. Note - The agreement is for a three year period with two three year renewal options.

Charter Schools (Fiscal Year starts on July 1st and ends on June 30th):

	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/20 - 6/30/21	7/1/21 - 6/30/22
Revenues	N/A	N/A	N/A	N/A	N/A
Expenditures	\$1,078,488	\$1,078,488	\$1,078,488	TBD	TBD
Net Cost	\$1,078,488	\$1,078,488	\$1,078,488	TBD	TBD

Early Development Centers (Fiscal Year starts on October 1st and ends on September 30th):

	7/1/17 - 9/30/17	10/1/17 - 9/30/18	10/1/18 - 9/30/19	10/1/19 - 6/30/20	7/1/20 - 9/30/20
Revenues	N/A	N/A	N/A	N/A	N/A
Expenditures	\$54,351.50	\$217,406	\$217,406	\$163,054.50	TBD
Net Cost	\$54,351.50	\$217,406	\$217,406	\$163,054.50	TBD

**e) Detail of additional staff requirements:** Not Applicable.



SAFEG-1

OP ID: JC

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/15/2017

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 rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Insurance Office of America 2056 Vista Pkwy., Suite 350 West Palm Beach, FL 33411 Rick Neyman	561-868-9010	<b>CONTACT NAME:</b> Jaclyn Dillon	
		<b>PHONE (A/C, No, Ext):</b> 561-868-9010	<b>FAX (A/C, No):</b>
		<b>E-MAIL ADDRESS:</b> jaclyn.dillon@ioausa.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b> Safeguard Services, Inc. & Safe Management Systems Inc 911 Poinciana Drive Pembroke Pines, FL 33025		<b>INSURER A:</b> The Hanover Insurance Company	22292
		<b>INSURER B:</b> Bridgefield Employers Ins. Co.	10701
		<b>INSURER C:</b> The Hanover American Ins. Co.	36064
		<b>INSURER D:</b> Chubb Group of Ins Companies	058303
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

## 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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		ZZJD04066501	09/15/2017	09/15/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000
C	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			AWJD04076101	09/15/2017	09/15/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UHJD04067401	09/15/2017	09/15/2018	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	0830-55926	09/15/2017	09/15/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
D	Crime			82243816	09/15/2017	09/15/2018	Fidelity 250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is listed as an Additional Insured as respects General Liability per form 421-29150615.

## CERTIFICATE HOLDER

CITYPEM

City of Pembroke Pines  
10100 Pines Blvd.  
Pembroke Pines, FL 33025

## 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