

ADDENDUM #2

**Broward County Housing Authority
Solicitation Number: RFP 20-288**

Janitorial Services at Griffin Gardens Apartments, Highlands Gardens Apartments, and Headway Corporate Offices

DATE: September 10, 2020

TO ALL PROSPECTIVE PROPOSERS

There is no change in the proposal due date.

PLEASE NOTE THE FOLLOWING CHANGE/CLARIFICATIONS:

The Fee Information – Exhibit E has been revised. You must use the attached revised exhibit included in this addendum when submitting your proposal.

QUESTIONS/CLARIFICATIONS:

The following question(s) (shown in italicized text) were submitted by prospective proposer(s). BCHA's responses are presented here (shown in bold text). The submitters' names and email addresses have been removed due to privacy requirements.

- 1. In regards to the SOLICITATION NUMBER RFP 20-288 I find the information posted on page 16 of [RFP 20-288 Addendum #1.pdf](#) very useful as far as the general specs for Highland Gardens, is there a page like that for Headway Corporate Offices and Griffin Gardens Apartments? If so, could you please provide those as it would make it easier to do pricing.*

Answer: No. All sites floor plans have been included in Addendum # 1.

- 2. What is the total area square foot of the Corporate Office?*

Answer: The floor plans for all three sites are included in RFP 20-288 – Addendum #1.

Use these floor plans to determine the square footage, layout, and other information needed to complete the work and provide the total cost per the information provided in RFQ 20-288, including all Addendums.

- 3. We currently have a quote for the general liability quote with the requested amount. In the event we get selected, we will proceed to purchase the insurance. Will BCHA be able to waive that portion?*

Answer: No, the successful vendor will submit proof of insurance at the time of notification of award, prior to the execution(signature) of the agreement.

ADDENDUM #2

4. *Do you budget these three buildings and can you let us know?*

Answer: The proposed estimated budgets for the locations are as follows:

- **Highland Gardens Apartments - \$34,800.00**
- **Griffin gardens Apartments – 34,800.00**
- **Headway Corporate Offices - \$23,600.00**

5. *Could you provide me with the current contract pricing sheet?*

Answer: See the attached RFP15-214 contract's Fee Information Sheet.

6. *For the Headway Corporate Offices- How many SQ FT is the area listed on lines 8 & 9?*

Answer: See response to question # 2.

7. *Griffin Gardens Apartments:*

a) line 1K- The 1st,2nd,3rd, 4th hallway? what needs to have completed Quarterly.

Answer: See the Revised Fee Information – Exhibit E.

b) 2- How many sq ft in this area

4- How many sq ft in this area

24-How many sq ft in this area

26-How many sq ft in this area

Answer: See response to question # 2.

8. *Highland Gardens Apartments:*

2- How many sq ft in this area

4- How many sq ft in this area

25- How many sq ft in this area

26- How many sq ft in this area

Answer: See response to question # 2

9. *Can you tell me if this is the first time a bid of this sort has been solicited for this project, if not can you please provide me with the bid tabulation sheet?*

Answer: See attached RFP 15-214 Final Ranking Sheet. The previous solicitation was a Request for Proposal (RFP).

10. *What is the official start date of this contract? On document Exhibit H its showing October 1, 2020. Would that be correct? Or is it a different date?*

Answer: Exhibit H is the Maintenance Wage Rate Determination Form. The contract start date cannot be determine at this point.

11. *Speaking of Exhibit H, you have roles and wages listed there. Just want to make certain are these the roles and wages you would pay? Or are we to update this sheet with our team's roles and their wages we are currently paying?*

Answer: The Exhibit H - Maintenance Wage Rate Determination Sheet determines the minimum wage you are required by U.S. Department of Housing and Urban Development to pay for those types of work.

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12. *Days of Service: Are holidays included over the scheduled service days at Headway Corporate Office? For example, yesterday was Labor Day and I have to assume your office was closed. So, in this case a cleaning crew would have been there on Friday but there would be no need to come in on Monday as the office was closed. Would I be correct in saying that? If so, that would be the case for any holiday that falls during the work week. If you can please clarify that.*

Answer: No work is required on BCHA holidays. A schedule of BCHA's Holidays will be provided to the successful bidder.

13. *Is there a copy of the zoom meeting that is available for vendors?*

Answer: See link below to access Pre-Bid Meeting held on 8/31/2020.

https://us02web.zoom.us/rec/share/GZtvfpjyNaHmcpPLNbGU39qyRwIHdLAIR_kRyRHzusjJazfVaX0_69e7nxmveeMS.nT30fn1glbRa5rtj

Access Passcode: ^29E.my!

14. *What is the estimated price for this contract?*

Answer: See answer to question #4.

15. *What is the past tabulation?*

Answer: See answer to question # 9.

16. *Base on the past tabulation were there any new buildings added to this contact?*

Answer: No.

17. *The contract stated that no price escalation through the terms or renewals prices are to remain fixed but what about price increase on paper products, chemicals, or even the consumer price index for Miami, Fort Lauderdale, and West Palm Beach? Is BCHA willing to comply with any of the following?*

Answer: The contract price remains the same for the contract term.

18. *Is Bleach allowed in Bio- Hazard situation once the contract admin is aware of the situation? In case the case of blood and feces?*

Answer: Refer to state law requirements on Bio-Hazard incident recovery.

19. *On page 13 licensing and Insurance information section 8.3 and Section 8.4 It states Insurance will be provided prior to the execution of the contract. Does this mean you do not have to provide your insurance until you obtain the job?*

Answer: The successful vendor will submit proof of insurance at the time of notification of award, prior to the execution(signature) of the agreement.

20. *What is the estimated budget for this project?*

Answer: See response to question #4.

21. *What is the square footage of each building?*

Answer: See response to question # 2.

ADDENDUM #2

22. *Is the contract requiring workers to be there for a specified period of time? If so, how many workers and how long?*

Answer: Refer to Provision stated in Sections 4 and 5. Read in detail.

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This Addendum Form must be returned with your Bid on the established due date.

All other terms, conditions and specifications remain unchanged for RFP 20-288.

SIGNATURE:

NAME OF COMPANY:

**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFP 20-288
REQUEST FOR PROPOSAL**

**JANITORIAL SERVICES AT GRIFFIN GARDENS APARTMENTS, HIGHLAND GARDENS APARTMENTS AND
HEADWAY CORPORATE OFFICES**

REVISED FEE INFORMATION – EXHIBIT E - <u>GRIFFIN GARDENS APARTMENTS</u>
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A. Instructions: Please indicate the total bid price for the scope of work detailed below:

Item No.	Specifications	Frequency	Weekday or Date	Month or Date
1	Sweep and mop the following areas:			
1A	Kitchen area	2 x week	Tue / Thurs	All
1B	Laundry Room	5 x week	M/T/W/T/F	All
1C	Hallways – All levels (4 Floors) – floors swept to remove dust and dirt; mop water should be changed each floor.	5 x week	M/T/W/T/F	All
1D	Wellness Center	2 x week	M/W	All
1E	Exercise Room	5 x week	M/T/W/T/F	All
1F	Entrance, Lobby area	5 x week	M/T/W/T/F	All
1G	General Office areas	5 x week	M/T/W/T/F	All
1H	Community Room	5 x week	M/T/W/T/F	All
1I	Computer Center	5 x week	M/T/W/T/F	All

1J	Stairwells (All)	5 x week	M/T/W/T/F	All
2	Clean the tile grout in the following areas: lobby, community room, laundry room and bathrooms	Quarterly		
2A	The 1 st , 2 nd 3 rd and 4 th floor hallways	Quarter 1	Quarterly	January
2B	The 1 st , 2 nd 3 rd and 4 th floor hallways	Quarter 2	Quarterly	April
2C	The 1 st , 2 nd 3 rd and 4 th floor hallways	Quarter 3	Quarterly	July
2D	The 1 st , 2 nd 3 rd and 4 th floor hallways	Quarter 4	Quarterly	October
3	Sweep and mop with germicidal disinfectant all tile and concrete floors			
3A	Trash Room areas (chute room)	5 x week	M/T/W/T/F	All
3B	Elevators (2)	5 x week	M/T/W/T/F	All
3C	Restrooms (2)	5 x week	M/T/W/T/F	All
3D	Clean, disinfect and shine chute doors	5 x week	M/T/W/T/F	All
4	Strip and seal all tiled floors listed in Items 1 and 2: (see details above)	4 x year	Piecemeal approach	Last /Friday of Jan/Apr/Jul/Oct
5	Empty all waste receptacles, deposit in outside / container dumpster	5 x week	M/T/W/T/F	All
6	Clean drinking fountains with approved cleaner	5 x week	M/T/W/T/F	All
7	Clean kitchen/community room countertops/table with approved cleaner	3 x week	M/W/F	All
8	Clean all furniture on all levels with approved cleaner: table tops, table bottoms and chairs	2 x month	N/A	1 st Tuesday and 3 rd Tuesday of each month
9	Clean door trims, light switches and kick-plates in office, community and computer rooms. Wipe down, clean and shine elevator walls and stainless-steel door panels with approved cleaner, clean and shine chute doors on all floors. Wipe and disinfect hallway and stairway doors with approved cleaner.	3 x week	M/W/F	All

10	Clean glass doors and glass partitions	5 x week	M/T/W/T/F	All
11	Wipe all doors: all exit doors, all 1 st floor office doors, common area doors, community room, trash rooms and hallway doors	2 x week	Tues/Thurs	All
12	Dust all high ledges including picture frames, light fixtures and window sills	2 x month	N/A	1 st and 3 rd Tuesday of each month
13	Dust all ceiling vents and returns	2 x month	N/A	1 st and 3 rd week of each month
14	Dust all ceiling fans; dust and wash vertical Venetian blinds	1 x month	N/A	Monthly
15	Dust and vacuum behind all laundry room machines	3 x month	N/A	All
16	Dust office furniture/Copier	1 x week	Monday	Weekly
17	Clean and disinfect all wash basins, toilet bowls, urinals with a germicidal cleaner. Place disinfectant urinal block in each urinal as needed.	5 x week	M/T/W/T/F	All
18	Fill toilet paper and paper towel receptacles and soap dispensers	5 x week	M/T/W/T/F	All
19	Clean all mirrors	2 x week	Tues/Thurs	All
20	Wash and disinfect restroom walls with a germicidal disinfectant / cleaner	1 x week	N/A	All
21	Wash and disinfect hand rails	3 x week	M/W/F	All
22	Wash and disinfect screens	1 x week	Monthly	All
23	Clean and disinfect floor area inside of dumpster storage room with pine sol or equivalent type of disinfectant	2 x week	M/F	All
24	Pressure clean trash room floors	4 x year	quarterly	Jan/Apr/Jul/Oct
25	Clean all glass panels on doors at wall area, lobby, computer, exercise and community rooms.	2 x week	Mon/Wed	All

26	Pressure wash front and back entrance ways	1 x month	M	1 st Monday of each
27	Sanitize all common area knobs, buttons, etc.	5 x week	M/T/W/T/F	All
28	Emergency Cleaning Service: (per item 5.4. page 8) Not to Exceed (NTE) \$1,000.00 Total per Year	Each Occurrence	\$ _____ Cost Per Hour	<u>NTE / \$1,000.00</u> / Per Year

Total Costs \$ _____ / Per Year \$ _____ / Two Years

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The undersigned certifies that he/she has the ability to sign and bind the firm or company to the services to be performed within the fees proposed.

Signature	
Title	
Date Signed	
Printed Name	
Firm or Company	

**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFP 20-288
REQUEST FOR PROPOSAL**

**JANITORIAL SERVICES AT GRIFFIN GARDENS APARTMENTS, HIGHLAND GARDENS APARTMENTS AND
HEADWAY CORPORATE OFFICES**

REVISED FEE INFORMATION – EXHIBIT E- <u>HIGHLAND GARDENS APARTMENTS</u>
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A. Instructions: Please indicate the total bid price for the scope of work detailed below:

Item No.	Specifications	Frequency	Weekday or Date	Month or Date
1	Sweep and mop the following areas:			
1A	Kitchen area	2 x week	Tue / Thurs	All
1B	Laundry Room	5 x week	M/T/W/T/F	All
1C	Hallways – All levels (3 Floors) – floors swept to remove dust and dirt; mop water should be changed per hallway and corridor areas.	5 x week	M/T/W/T/F	All
1D	Wellness Center	2 x week	M/W	All
1E	Clean Exercise equipment in Community Room	5 x week	M/T/W/T/F	All
1F	Entrance, Lobby area	5 x week	M/T/W/T/F	All
1G	General Office areas	5 x week	M/T/W/T/F	All
1H	Community Room	5 x week	M/T/W/T/F	All
1I	Computer Center	5 x week	M/T/W/T/F	All

Revised Fee Information for
Highland Gardens

1J	All Stairwells	2 x month	Wednesday	1 st and 3 rd Wednesday each month
2	Clean the tile grout in the following areas: lobby, community room, laundry room and bathrooms	Quarterly		
2A	The 1 st , 2 nd and 3 rd floor hallways	Quarter	Quarterly	January
2B	The 1 st , 2 nd and 3 rd floor hallways	Quarter	Quarterly	May
2C	The 1 st , 2 nd and 3 rd floor hallways	Quarter	Quarterly	September
3	Sweep and mop with germicidal disinfectant all tile and concrete floors			
3A	Trash Room areas (chute room)	5 x week	M/T/W/T/F	All
3B	Elevators (2)	5 x week	M/T/W/T/F	All
3C	Restrooms (2)	5 x week	M/T/W/T/F	All
3D	Clean, disinfect and shine chute doors	5 x week	M/T/W/T/F	All
4	Strip and seal all tiled floors listed above - Highland Gardens has 9 wings and 3 floors	4 x year	Piecemeal approach	Last /Friday of Jan/Apr/Jul/Oct
5	Empty all waste receptacles, deposit in outside / container dumpster	5 x week	M/T/W/T/F	All
6	Clean drinking fountains with approved cleaner	5 x week	M/T/W/T/F	All
7	Clean kitchen/community room countertops/table with approved cleaner	3 x week	M/W/F	All
8	Clean all furniture on all levels with approved cleaner: table tops, table bottoms and chairs	2 x month	N/A	1 st Tuesday and 3 rd Tuesday of each month
9	Clean door trims, light switches and kick-plates in office, community and computer rooms. Wipe down, clean and shine elevator walls and stainless-steel door panels with approved cleaner, clean and shine chute doors on all floors. Wipe and disinfect hallway and stairway doors with approved cleaner.	3 x week	M/W/F	All
10	Clean glass doors and glass partitions	5 x week	M/T/W/T/F	all

Revised Fee Information for
Highland Gardens

11	Wipe all doors: all exit doors, all 1 st floor office doors, common area doors, community room, trash rooms and hallway doors	2 x week	Tues/Thurs	All
12	Dust all high ledges including picture frames, light fixtures and window sills	2 x month	N/A	1 st and 3 rd week of each month
13	Dust all ceiling vents and returns	2 x month		1 st and 3 rd week each month
14	Dust and wash vertical Venetian blinds	1 x month	N/A	Monthly
15	Dust and vacuum behind all laundry room machines	3 x month	N/A	All
16	Dust Office furniture/Copier	1 x week	Monday	Weekly
17	Clean and disinfect all wash basins, toilet bowls, urinals with a germicidal cleaner. Place disinfectant urinal block in each urinal as needed	5 x week	M/T/W/T/F	All
18	Fill toilet paper and paper towel receptacles and soap dispensers	5 x week	M/T/W/T/F	All
19	Clean all mirrors	2 x week	Tues/Thurs	All
20	Wash and disinfect restroom walls with a germicidal disinfectant / cleaner	1 x week	N/A	All
21	Wash and disinfect hand rails	3 x week	M/W/F	All
22	Wash and disinfect screens	1 x week	N/A	All
23	Clean and disinfect floor area inside of dumpster storage room with pine sol or equivalent type of disinfectant	2 x week	M/F	All
24	Pressure clean trash room floors	4 x year	Quarterly	Jan/Apr/Jul/Oct
25	Clean all glass panels on doors at wall area, lobby, computer, exercise and community rooms. Wipe mailboxes with disinfectant or approved cleaner	2 x week	Mon/Wed	All
26	Pressure wash front and back entrance ways	1 x month	Monday	1 st Monday each month
27	Sanitize all common area knobs, buttons, etc.	5 x week	M/T/W/T/F	All

Revised Fee Information for
Highland Gardens

28	Emergency Cleaning Service: (per item 5.4. page 8) Not to Exceed (NTE) \$1,000.00 Total per Year	Each Occurrence	\$ _____ Cost Per Hour	<u>NTE / \$1,000.00 / Per Year</u>
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Total Cost: \$ _____ / Per Year \$ _____ / Two Years

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The undersigned certifies that he/she has the ability to sign and bind the firm or company to the services to be performed within the fees proposed.

Signature	
Title	
Date Signed	
Printed Name	
Firm or Company	

**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFP 20-288
REQUEST FOR PROPOSAL**

**JANITORIAL SERVICES AT GRIFFIN GARDENS APARTMENTS, HIGHLAND GARDENS APARTMENTS AND
HEADWAY CORPORATE OFFICES**

REVISED FEE INFORMATION – EXHIBIT E – <u>HEADWAY CORPORATE OFFICES</u>

A. Instructions: Please indicate the total bid price for the scope of work detailed below:

Item No.	Specifications	Frequency	Weekday or Date	Month or Date
1	Empty all waste receptacles, clean and re-line (as needed)	5 x week	M/T/W/T/F	All
2	Note: Only those items that are in the wastebaskets or are marked as trash are to be disposed of	5 x week	M/T/W/T/F	All
3	Remove rubber bands, paper clips, staples and any other debris from hallway floors, stairways, elevator floors, lobby floors, kitchen/lunchrooms floors, meeting rooms and copy rooms	5 x week	M/T/W/T/F	All
4	Vacuum all carpeted spaces thoroughly (common areas)	5 x week	M/T/W/T/F	All
5	Vacuum private offices thoroughly	1 x week	Friday	All
6	Vacuum all floor mats	5 x week	M/T/W/T/F	All
7	Sweep, mop, and clean the following areas:	5 x week	M/T/W/T/F	All
7A	Kitchens (3) in building	5 x week	M/T/W/T/F	All
7B	Hallways – both floors	5 x week	M/T/W/T/F	All
7C	Lobby	5 x week	M/T/W/T/F	All
7D	Elevator	5 x week	M/T/W/T/F	All
7E	Copy Rooms (3)	5 x week	M/T/W/T/F	All
7F	Mailroom	5 x week	M/T/W/T/F	All
7G	Stairwells (North and South)	5 x week	M/T/W/T/F	All

7H	Restrooms (4) – (apply germicidal disinfectant where appropriate) – thoroughly clean, wash, and sanitize toilets, urinals, sinks, faucets, partitions, and mirrors, fill toilet paper and paper towel receptacles, soap dispensers and seat covers	5 x week	M/T/W/T/F	All
7I	Elevators – (apply germicidal disinfectant where appropriate)	5 x week	M/T/W/T/F	All
8	Strip seal and wax all linoleum floors with non-slip wax and buff	4 x year	Friday	Last Friday of Jan/Apr/Jul/Oct
9	Strip seal and wax all tile floors with non-slip wax and buff	4 x year	Friday	Last Friday of Jan/Apr/Jul/Oct
10	Clean drinking fountains (2) with an approved cleaner	5 x week	M/T/W/T/F	All
11	Clean with approved cleaner, kitchen (3) countertops, cabinets, table tops, chairs, coffee pots, microwaves inside and out, refrigerators outside only.	2 x week	T/Th	Tuesday/Thursday
12	Clean lobby chairs with approved cleaner	2 x week	T/Th	Tuesday/Thursday
13	Clean door trims, light switches and kick-plates throughout building	1 x week	Friday	Friday
14	Wipe down, clean and shine elevator walls and stainless-steel door panels with approved cleaner	1 x week	Friday	Friday
15	Clean all hallway doors, stairwell doors and office doors	1 x month	Monday	1 st Monday of each month
16	Clean inside and outside lobby glass doors, receptionist glass window and lobby interior door windows	5 x week	M/T/W/T/F	All
17	Dust top of cabinets, conference tables, work tables, picture frames, light fixtures and window sills	1 x month	Tuesday	1 st Tuesday of each month
18	Dust and clean ceiling vents, wall vents and a/c vents	1 x month	Tuesday	1 st Tuesday of each month
19	Dust vertical venetian blinds	4 x year	Monday	Last Friday of Jan/Apr/Jul/Oct
20	Wash vertical venetian blinds	1 x year	Monday	1 st Monday in April
21	Wash and disinfect hand rails in stairwells	5 x week	M/T/W/T/F	All
22	Remove all noticeable finger marks or spots on doors and walls	2 x week	M/F	Monday/Friday
23	Remove cobwebs throughout the building	1 x month	Monday	1 st Monday of each month
24	Empty and re-line garbage (daily) and re-cycling containers in all kitchens	5 x week	M/T/W/T/F	All
25	Empty and clean ashtrays in exterior trash receptacles	5 x week	M/T/W/T/F	All
26	Empty and re-line all exterior trash receptacles	5 x week	M/T/W/T/F	All
27	Haul garbage and recycling to designated dumpsters	5 x week	M/T/W/T/F	All
28	Open florescent ceiling lights to remove dead bugs; dust and clean	2 x year	Friday	1 st Friday of Jan/Jul
29	Turn off lights throughout building when done cleaning each area	5 x week	M/T/W/T/F	All

30	Descalc water fountains, toilet bowls and urinals	1 x month	Friday	1 st Friday of each month
31	Arm security system	5 x week	M/T/W/T/F	All
32	Sanitize all common area flat surfaces, knobs, buttons, in/out elevator, etc.	5 x week	M/T/W/T/F	All
33	Emergency Cleaning Service: (per item 5.4. page 8) Not to Exceed (NTE) \$1,000.00 Total per Year	Each Occurrence	\$ _____ Cost Per Hour	<u>NTE / \$1,000.00 / Per Year</u>

Total Cost: \$ _____ / **Per Year** \$ _____ / **Two Years**

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The undersigned certifies that he/she has the ability to sign and bind the firm or company to the services to be performed within the fees proposed.

Signature	
Title	
Date Signed	
Printed Name	
Firm or Company	

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4780 North State Road 7, Lauderdale Lakes, Florida 33319 • (954) 739-1114 • TRS/Florida Relay Service 711 • www.bchaf1.org

August 7, 2015

To All Respondents of RFP 15-214


Broward County Housing Authority would like to thank you for participating in its Request for Proposal (RFP) to provide Janitorial Services. In accordance with the RFP requirements, the evaluation of all submitted proposals has been completed. Ceiling to Floor, Inc. has demonstrated the highest degree of responsiveness to the requirements of the RFP and, contingent upon approval by the Board of Commissioners, will be awarded the contract.

The Broward County Housing Authority recognizes and appreciates the time and effort your firm invested into preparing and submitting your proposal to us. Please be assured that it was carefully reviewed and evaluated in accordance with the RFP requirements. Although your firm was not awarded a contract at this time, the Broward County Housing Authority would like to thank you for participating in the RFP process.

Please keep your information updated on DemandStar so that you will be notified of future business opportunities with the Broward County Housing Authority.

Should you have any questions, please contact Anthony Cariveau at 954-739-1114 ext. 1316. Thank you for your continued interest in doing business with Broward County Housing Authority.

Ann Deibert, Chief Executive Officer
Broward County Housing Authority

By: 
Anthony J. Cariveau, Purchasing Director

CC: Anna Jaime, VP Real Estate Management
Roy Lantz, VP Human Resources/Risk Management

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**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFP 15-214
REQUEST FOR PROPOSAL
JANITORIAL SERVICES AT GRIFFIN GARDENS, HIGHLAND GARDENS AND HEADWAY OFFICES**

FEE INFORMATION – EXHIBIT E - GRIFFIN GARDENS

A. Instructions: Please indicate the total bid price for the scope of work detailed below:

Item No.	Specifications	Frequency	Weekday or Date	Month or Date
1	Sweep and mop the following areas:			
	Kitchen area	2 x week	Tue / Thurs	All
	Laundry Room	5 x week	M/T/W/T/F	All
	Hallways – All levels (4 Floors) – floors swept to remove dust and dirt; mop water should be changed each floor.	5 x week	M/T/W/T/F	All
	Wellness Center	2 x week	M/W	All
	Exercise Room	5 x week	M/T/W/T/F	All
	Entrance, Lobby area	5 x week	M/T/W/T/F	All
	General Office areas	5 x week	M/T/W/T/F	All
	Community Room	5 x week	M/T/W/T/F	All
	Computer Center	5 x week	M/T/W/T/F	All
	Stairwells (All)	2 x month	Wednesday	1 st and 3 rd Wednesday each month
	Clean the tile grout in the following areas: lobby, community room, laundry room and bathrooms	Quarterly		
	The 1 st floor hallways	Quarter 1	Quarterly	January
	The 2 nd floor hallways	Quarter 2	Quarterly	April
	The 3 rd floor hallways	Quarter 3	Quarterly	July
	The 4 th floor hallways	Quarter 4	Quarterly	October

Item No.	Specifications	Frequency	Weekday or Date	Month or Date
2	Sweep and mop with germicidal disinfectant all tile and concrete floors			
	Trash Room areas (chute room)	5 x week	M/T/W/T/F	All
	Elevators (2)	5 x week	M/T/W/T/F	All
	Restrooms (2)	5 x week	M/T/W/T/F	All
	Clean, disinfect and shine chute doors	5 x week	M/T/W/T/F	All
3	Strip and seal all tiled floors listed in Items 1 and 2: (see details above)	4 x year	Piecemeal approach	Last /Friday of Jan/Apr/Jul/Oct
4	Empty all waste receptacles, deposit in outside / container dumpster	5 x week	M/T/W/T/F	All
5	Clean drinking fountains with approved cleaner	5 x week	M/T/W/T/F	All
6	Clean kitchen/community room countertops/table with approved cleaner	3 x week	M/W/F	All
7	Clean all furniture on all levels with approved cleaner: table tops, table bottoms and chairs	2 x month	N/A	1 st Tuesday and 3 rd Tuesday of each month
8	Clean door trims, light switches and kick-plates in office, community and computer rooms. Wipe down, clean and shine elevator walls and stainless steel door panels with approved cleaner, clean and shine chute doors on all floors. Wipe and disinfect hallway and stairway doors with approved cleaner.	3 x week	M/W/F	All
9	Clean glass doors and glass partitions	5 x week	M/T/W/T/F	All
10	Wipe all doors: all exit doors, all 1 st floor office doors, common area doors, community room, trash rooms and hallway doors	2 x week	Tues/Thurs	All
11	Dust all high ledges including picture frames, light fixtures and window sills	1 x month	N/A	1 st Tuesday each month
12	Dust all ceiling vents and returns	2 x month	N/A	1 st and 3 rd week each month
13	Dust all ceiling fans; Dust and wash vertical Venetian blinds	1 x month	N/A	Monthly
14	Dust and vacuum behind all laundry room machines	3 x month	N/A	All
15	Dust office furniture/Copier	1 x week	Monday	Weekly

Item No.	Specifications	Frequency	Weekday or Date	Month or Date
16	Clean and disinfect all wash basins, toilet bowls, urinals with a germicidal cleaner. Place disinfectant urinal block in each urinal as needed.	5 x week	M/T/W/T/F	All
17	Fill toilet paper and paper towel receptacles and soap dispensers	5 x week	M/T/W/T/F	All
18	Clean all mirrors	2 x week	Tues/Thurs	All
19	Wash and disinfect restroom walls with a germicidal disinfectant / cleaner	1 x week	N/A	All
20	Wash and disinfect hand rails	3 x week	M/W/F	All
21	Wash and disinfect screens	1 x week	Monthly	All
22	Clean and disinfect floor area inside of dumpster storage room with pine sol or equivalent type of disinfectant	2 x week	M/F	All
23	Pressure clean trash room floors	4 x year	quarterly	Jan/Apr/Jul/Oct
24	Clean all glass panels on doors at wall area, lobby, computer, exercise and community rooms.	2 x week	Mon/Wed	All
25	Pressure wash front and back entrance ways	1 x month	M	1 st Monday of each
26	Emergency Cleaning Service : (per item 5.4. page 8) Not to Exceed (NTE) \$1,000.00 Total per Year	Each Occurrence	\$ <u>20.00</u> Cost Per Hour	<u>NTE / \$1,000.00 / Per Year</u>

Total Cost: \$ 1,630.00 / Per Month \$ 19,560.00 / Per Year \$ 39,120.00 / Two Years

The undersigned certifies that he/she has the ability to sign and bind the firm or company to the services to be performed within the fees proposed.

Signature	<i>Aisha Styles</i>
Title	<i>Chief Executive Officer</i>
Date Signed	<i>6/26/15</i>
Printed Name	<i>Aisha Styles</i>
Firm or Company	<i>Ceiling To Floor Cleaning, Inc.</i>

**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFP-15-214
REQUEST FOR PROPOSAL
JANITORIAL SERVICES AT GRIFFIN GARDENS, HIGHLAND GARDENS AND HEADWAY OFFICES**

FEE INFORMATION – EXHIBIT E- <u>HIGHLAND GARDENS</u>

A. Instructions: Please indicate the total bid price for the scope of work detailed below:

Item No.	Specifications	Frequency	Weekday or Date	Month or Date
1	Sweep and mop the following areas:			
	Kitchen area	2 x week	Tue / Thurs	All
	Laundry Room	5 x week	M/T/W/T/F	All
	Hallways – All levels (3 Floors) – floors swept to remove dust and dirt; mop water should be changed per hallway and corridor areas.	5 x week	M/T/W/T/F	All
	Wellness Center	2 x week	M/W	All
	Clean Exercise equipment in Community Room	5 x week	M/T/W/T/F	All
	Entrance, Lobby area	5 x week	M/T/W/T/F	All
	General Office areas	5 x week	M/T/W/T/F	All
	Community Room	5 x week	M/T/W/T/F	All
	Computer Center	5 x week	M/T/W/T/F	All
	All Stairwells	2 x month	Wednesday	1 st and 3 rd Wednesday each month
	Clean the tile grout in the following areas: lobby, community room, laundry room and bathrooms	Quarterly		
	The 1 st floor hallways	Quarter 1	Quarterly	January
	The 2 nd floor hallways	Quarter 2	Quarterly	April
	The 3 rd floor hallways	Quarter 4	Quarterly	October

Item No.	Specifications	Frequency	Weekday or Date	Month or Date
2	Sweep and mop with germicidal disinfectant all tile and concrete floors			
	Trash Room areas (chute room)	5 x week	M/T/W/T/F	All
	Elevators (2)	5 x week	M/T/W/T/F	All
	Restrooms (2)	5 x week	M/T/W/T/F	All
	Clean, disinfect and shine chute doors	5 x week	M/T/W/T/F	All
3	Strip and seal all tiled floors listed in Items 1 and 2: (see details above)- Highland Gardens has 9 wings and 3 floors	4 x year	Piecemeal approach	Last /Friday of Jan/Apr/Jul/Oct
4	Empty all waste receptacles, deposit in outside / container dumpster	5 x week	M/T/W/T/F	All
5	Clean drinking fountains with approved cleaner	5 x week	M/T/W/T/F	All
6	Clean kitchen/community room countertops/table with approved cleaner	3 x week	M/W/F	All
7	Clean all furniture on all levels with approved cleaner: table tops, table bottoms and chairs	2 x month	N/A	1 st Tuesday and 3 rd Tuesday of each month
8	Clean door trims, light switches and kick-plates in office, community and computer rooms. Wipe down, clean and shine elevator walls and stainless steel door panels with approved cleaner, clean and shine chute doors on all floors. Wipe and disinfect hallway and stairway doors with approved cleaner.	3 x week	M/W/F	All
9	Clean glass doors and glass partitions	5 x week	M/T/W/T/F	all
10	Wipe all doors: all exit doors, all 1 st floor office doors, common area doors, community room, trash rooms and hallway doors	2 x week	Tues/Thurs	All
11	Dust all high ledges including picture frames, light fixtures and window sills	2 x month	N/A	1 st and 3 rd week each month
12	Dust all ceiling vents and returns	2 x month		1 st and 3 rd week each month
13	Dust and wash vertical Venetian blinds	1 x month	N/A	Monthly
14	Dust and vacuum behind all laundry room machines	3 x month	N/A	All
15	Dust Office furniture/Copier	1 x week	Monday	Weekly

Item No.	Specifications	Frequency	Weekday or Date	Month or Date
16	Clean and disinfect all wash basins, toilet bowls, urinals with a germicidal cleaner. Place disinfectant urinal block in each urinal as needed	5 x week	M/T/W/T/F	All
17	Fill toilet paper and paper towel receptacles and soap dispensers	5 x week	M/T/W/T/F	All
18	Clean all mirrors	2 x week	Tues/Thurs	All
19	Wash and disinfect restroom walls with a germicidal disinfectant / cleaner	1 x week	N/A	All
20	Wash and disinfect hand rails	3 x week	M/W/F	All
21	Wash and disinfect screens	1 x week	N/A	All
22	Clean and disinfect floor area inside of dumpster storage room with pine sol or equivalent type of disinfectant	2 x week	M/F	All
23	Pressure clean trash room floors	4 x year	Quarterly	Jan/Apr/Jul/Oct
24	Clean all glass panels on doors at wall area, lobby, computer, exercise and community rooms. Wipe mailboxes with disinfectant or approved cleaner	2 x week	Mon/Wed	All
25	Pressure wash front and back entrance ways	1 x month	Monday	1 st Monday each month
	Emergency Cleaning Service : (per item 5.4. page 8) Not to Exceed (NTE) \$1,000.00 Total per Year	Each Occurrence	\$ <u>20.00</u> Cost Per Hour	<u>NTE / \$1,000.00</u> / Per Year

Total Cost: \$ 1,978.00 Per Month

\$ 23,736.00 Per Year

\$ 47,472.00 Two Years

The undersigned certifies that he/she has the ability to sign and bind the firm or company to the services to be performed within the fees proposed.

Signature	<i>Aisha Stokes</i>
Title	<i>Chief Executive Officer</i>
Date Signed	<i>12/26/15</i>
Printed Name	<i>Aisha Stokes</i>
Firm or Company	<i>Ceiling To Floor Cleaning, Inc.</i>

**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFP 15-214
REQUEST FOR PROPOSAL
JANITORIAL SERVICES AT GRIFFIN GARDENS, HIGHLAND GARDENS AND HEADWAY OFFICES**

FEE INFORMATION – EXHIBIT E – HEADWAY CORPORATE OFFICES

A. Instructions: Please indicate the total bid price for the scope of work detailed below:

Item No.	Specifications	Frequency	Weekday or Date	Month or Date
1	Empty all waste receptacles, clean and re-line (if needed)	5 x week	M/T/W/T/F	All
2	Note: Only those items that are in the wastebaskets or are marked as trash are to be disposed of	5 x week	M/T/W/T/F	All
3	Remove rubber bands, paper clips, staples and any other debris from hallway floors, stairways, elevator floors, lobby floors, kitchen/lunchrooms floors, meeting rooms and copy rooms	5 x week	M/T/W/T/F	All
4	Vacuum all carpeted spaces thoroughly (common areas) Private offices can be vacuumed once a week)	5 x week	M/T/W/T/F	All
5	Vacuum all floor mats	5 x week	M/T/W/T/F	All
6	Sweep, mop, and clean the following areas:	5 x week	M/T/W/T/F	All
	Kitchens (3) in building	5 x week	M/T/W/T/F	All
	Hallways – both floors	5 x week	M/T/W/T/F	All
	Lobby	5 x week	M/T/W/T/F	All
	Elevator	5 x week	M/T/W/T/F	All
	Copy Rooms (3)	5 x week	M/T/W/T/F	All
	Mailroom	5 x week	M/T/W/T/F	All
	Stairwells (North and South)	1 x week	M/T/W/T/F	All
	Restrooms (4) – (apply germicidal disinfectant where appropriate) – thoroughly clean, wash, and sanitize toilets, urinals, sinks, faucets, partitions, and mirrors, fill toilet paper and paper towel receptacles and soap dispensers	5 x week	M/T/W/T/F	All
	Elevators – (apply germicidal disinfectant where appropriate)	5 x week	M/T/W/T/F	All

Item No.	Specifications	Frequency	Weekday or Date	Month or Date
7	Strip seal and wax all linoleum floors with non-slip wax and buff	4 x year	Friday	Last Friday of Jan/Apr/Jul/Oct
8	Strip seal and wax all tile floors with non-slip wax and buff	4 x year	Friday	Last Friday of Jan/Apr/Jul/Oct
9	Clean drinking fountains (2) with an approved cleaner	5 x week	M/W/F	All
10	Clean with approved cleaner, kitchen (3) countertops, cabinets, table tops, chairs, coffee pots, microwaves inside and out, refrigerators outside only.	2 x week	Tue/Thurs	All
11	Clean lobby chairs with approved cleaner	1 x week	Friday	All
12	Clean door trims, light switches and kick-plates throughout building	1 x month	Friday	All
13	Wipe down, clean and shine elevator walls and stainless steel door panels with approved cleaner	1 x week	Friday	All
14	Clean all hallway doors, stairwell doors and office doors	1 x month	Monday	All
15	Clean inside and outside lobby glass doors, receptionist glass window and lobby interior door windows	5 x week	M/T/W/T/F	All
16	Dust top of cabinets, conference tables, work tables, picture frames, light fixtures and window sills	1 x month	Tuesday	1 st Tuesday of each month
17	Dust and clean ceiling vents, wall vents and a/c vents	1 x month	Tuesday	1 st Tuesday of each month
18	Dust vertical venetian blinds	1 x year	Monday	1 st Monday in April
19	Wash vertical venetian blinds	1 x year	Monday	1 st Monday in April
20	Fill toilet paper and paper towel receptacles and soap dispensers	5 x week	M/T/W/T/F	All
21	Wash and disinfect hand rails in stairwells	1 x week	M/T/W/T/F	All
22	Remove all noticeable finger marks or spots on doors and walls	As needed	M/F	All
23	Remove cobwebs throughout the building	As needed	Monday	1 st Monday of each month
24	Empty and re-line garbage (daily) and re-cycling containers in all kitchens	2 x week or more frequently as needed	M/T/W/T/F	All
25	Empty and clean ashtrays in exterior trash receptacles	5 x week	M/T/W/T/F	All
26	Empty and re-line all exterior trash receptacles	5 x week	M/T/W/T/F	All
27	Haul garbage and recycling to designated dumpsters	5 x week	M/T/W/T/F	All

Item No.	Specifications	Frequency	Weekday or Date	Month or Date
28	Open florescent ceiling lights to remove dead bugs; dust and clean	As needed	Friday	1 st Friday of each month
29	Turn off lights throughout building when done cleaning each area	5 x week	M/T/W/T/F	All
30	Descal water fountains, toilet bowls and urinals	As needed	Friday	1 st Friday of each month
31	Arm security system	5 x week	M/T/W/T/F	All
	Emergency Cleaning Service : (per item 5.4. page 8) Not to Exceed (NTE) \$1,000.00 Total per Year	Each Occurrence	\$ <u>20.00</u> Cost Per Hour	NTE / \$1,000.00 / Per Year

Total Cost: \$ 1,544.00 Per Month

\$ 18,528.00 Per Year

\$ 37,056.00 Two Years

The undersigned certifies that he/she has the ability to sign and bind the firm or company to the services to be performed within the fees proposed.

Signature	<i>Aisha Styles</i>
Title	<i>Chief Executive Officer</i>
Date Signed	<i>6/26/15</i>
Printed Name	<i>Aisha Styles</i>
Firm or Company	<i>Ceiling to Floor Cleaning, Inc.</i>