



**THE CITY OF DAYTONA BEACH
OFFICE OF THE PURCHASING AGENT**

Post Office Box 2451
Daytona Beach, Florida 32115-2451

Phone (386) 671-8080
Fax (386) 671-8085

**REQUEST FOR PROPOSALS
INVITATION**

NOTICE IS HEREBY GIVEN that sealed proposals will be received in the office of the Purchasing Agent, Daytona Beach CITY Hall, Room 146, 301 South Ridgewood Avenue, Daytona Beach, Florida 32114, until **February 28, 2018** at 2:00 PM, at which time they will be publicly opened for the following:

CUSTODIAL SERVICES

AWARD OF CONTRACT subject to the Purchasing Code of the City of Daytona Beach.

THE RFP MAY BE OBTAINED on-line at <http://purchasing.codb.us> by clicking on the link to "Public Solicitations" or as a hard copy at the office of the Purchasing Agent City Hall, 301 South Ridgewood Avenue, Room 146, Daytona Beach, FL 32114.

SCOPE OF WORK: complete janitorial services for Daytona Beach City Hall, Fire Department Administration, Police Department, Golf Course Pro Shop, Public Works, and Utilities Department facilities on a daily, weekly, monthly, quarterly, and annual basis.

A MANDATORY PRE-PROPOSAL CONFERENCE will be held at the Daytona Beach Public Works Conference Room, 950 Bellevue Avenue, Daytona Beach, Florida 32114, on February 21, 2018 at 9:00 AM. Meeting will be followed by mandatory site visits. Interested Proposers are *required* to attend.

THE CITY RESERVES THE RIGHT to reject any or all proposals or parts thereof, or to accept the proposal(s) or parts thereof, when considered by it to be in the best interest of the CITY. Any proposal received after the time and date specified will not be considered. No proposer may withdraw their proposal for a period of sixty (60) days after the date of the opening of proposals. This time period is reserved for the purpose of reviewing proposals and investigating the qualifications of the proposers.

PROPOSALS SHALL BE ADDRESSED to the CITY of Daytona Beach, Purchasing Agent, 301 South Ridgewood Avenue, Room 146, Daytona Beach, Florida, 32114, and all proposals shall have the following plainly marked on the outside of the envelope:

PROPOSAL FOR: **CUSTODIAL SERVICES**
PROPOSAL NO: **0118-0590**

**THE CITY OF DAYTONA BEACH
BY: KIRK ZIMMERMAN, BUYER
ISSUED: February 12, 2018**

RFP NON-PRO SERVICES

**THE CITY OF DAYTONA BEACH
REQUEST FOR PROPOSALS
CUSTODIAL SERVICES
No. 0118-0590**

GENERAL CONDITIONS

THIS IS NOT A BID. This is a Request for Proposals for non-professional services issued in accordance with the CITY of Daytona Beach Code Chapter 30, Article II, Division 3, "Source Selection and Contract Formation". The Request for Proposal specifies the services needed, and lists the criteria upon which the Proposal responses will be evaluated. When received, Proposals will be reviewed and ranked in order, beginning with the one deemed most advantageous to the CITY. Contract negotiations will commence with the selected Proposer(s). Upon completion of satisfactory negotiations, the contract negotiated that best meets the needs of the CITY will be recommended for award to the CITY Commission. A copy of Chapter 30 may be obtained upon request.

GENERAL CONDITIONS

1. **INSTRUCTIONS TO PROPOSERS:** To insure consideration of your Proposal, please follow these instructions. One original and six (6) copies of all Proposal sheets must be executed and returned, unless otherwise directed. **Provide one pdf copy of the Proposal in its entirety on cd, dvd, or other electronic media.** All Proposals not in compliance with the conditions specified herein are subject to rejection.

2. **PROPOSAL ENVELOPE:** All Proposals must be returned in a sealed box or envelope addressed to the CITY of Daytona Beach and should contain on the outside the following information:
 - a. Name and address of Proposer
 - b. Proposal Number 0118-0590
 - c. Date and time of Proposal opening

PLEASE NOTE: The address of the Purchasing Division is:

Daytona Beach CITY Hall
301 South Ridgewood Avenue
Room 146
Daytona Beach, FL 32114

3. **REQUESTS FOR INTERPRETATIONS.** If the Proposer is in doubt as to the meaning of any of the RFP Documents or other Contract Documents included in this solicitation, the Proposer may submit a written request to the CITY for an interpretation, care of the Purchasing Agent at the address set forth in the Invitation

for delivery of the completed Proposal. Such requests must be received 10 days prior to Proposal opening in order to be considered. The CITY is not obligated to respond to such requests. Any clarification or interpretation issued by the CITY in the form of a written addendum will be deemed to be a part of the Proposal Documents.

No oral clarification or interpretation will be binding.

4. **EXECUTION OF PROPOSAL:** The Proposal must contain a manual signature of an individual or of an authorized representative of the firm making the Proposal, in the space provided on the Proposal Form, if provided as a part of the Proposal package, or on Proposer's own form, if a specific Proposal form is not provided. The Proposer's name shall be inserted on all sheets requiring the Proposer's name. In order to insure uniformity, Proposals must be submitted on the Proposal Form, if provided, and on the attached pages.
5. **PROPOSAL OPENING - LATE PROPOSALS:** Proposals will be opened publicly, the name of the Proposers read aloud and recorded, on the date and time indicated, at the location specified in this Request for Proposals. It is the Proposers' responsibility to make certain that his/her Proposal is in the hands of the Purchasing Agent prior to the opening time at the specified location. Any Proposal received thereafter will be rejected and returned to the Proposer.
6. **WITHDRAWAL OF PROPOSALS:** Proposals may be amended or withdrawn only by written notice prior to the Proposal opening. Proposal amendments must be submitted in a sealed envelope. Amendments or withdrawals received after the Proposal opening will not be effective, and the original Proposal submitted will be considered.
7. **CONSIDERATION OF PROPOSALS:** Telephonic, electronic, or faxed Proposals will not be considered. The Proposer agrees that his/her Proposal will not be withdrawn within sixty (60) calendar days following opening of the Proposals, and that during such time his Proposal will remain firm and irrevocable. The CITY reserves the right to reject any or all Proposals, and to waive any technical defects in Proposals.
8. **COOPERATIVE PURCHASING:** All proposers awarded contracts from this RFP are required to permit governmental entities in Volusia County to participate in the contract under the same prices, terms, and conditions except that allowances may be made for differences in delivery costs. At the option of the awarded proposer, the use of the contract resulting from this solicitation may be extended to other governmental agencies, cities, counties, and political subdivisions.
9. **GENERAL REVIEW PROCEDURES:** The Purchasing Code, Chapter 30, Code of the CITY of Daytona Beach, sets forth the general review procedures for competitive sealed proposals. Under the Purchasing Code, the CITY Manager is

required to evaluate and rank responsive Proposals in accordance with the criteria identified in the RFP. Before submitting a recommendation for final action on this RFP to the CITY Commission, the CITY Manager is authorized to “shortlist” and negotiate with one or more of the Proposers who submitted the highest ranked Proposals. As part of these negotiations, the CITY Manager may request revised Proposals from shortlisted Proposers.

The CITY Manager has adopted a policy delegating the task of initially ranking responsive Proposals to a Selection Committee. The Selection Committee may require personal interviews with Proposers before submitting its recommendations to the CITY Manager.

10. **LOCAL PREFERENCE:** Pursuant to the Purchasing Code, preferences may be given in the evaluation of responsive Proposals to Local Vendors. A “Local Vendor” is a vendor which has maintained a permanent place of business with full-time employees within the CITY limits of the CITY of Daytona Beach for a minimum of six months prior to the date Proposals were received for the contract at issue, which generally provides from such permanent place of business the kinds of services solicited, and which at the time of the solicitation fully complies with state and local laws, including CITY zoning and licensing ordinances.

In order to qualify as a Local Vendor, the Proposer must submit a properly completed Local Vendor affidavit as part of its Proposal. A Proposer who fails to properly complete and sign this affidavit or submit it with the Proposal will not be considered for local preference in this RFP. The CITY is the ultimate arbiter as to whether the Proposer qualifies as a Local Vendor; and the CITY may require the Proposer to submit additional documentation verifying that the Proposer qualifies as a Local Vendor.

A Proposer qualifying as a Local Vendor will be given the following Preferences:

- a. At the CITY’s discretion, the Proposer may be given bonus points of up to 10% of the total available points used to score Proposals for purposes of ranking them. The ranking process is described further in Paragraph 8, above. The exact percentage awarded may be adjusted based on the extent of work to be subcontracted to non-local vendors.
- b. After the Selection Committee has evaluated and ranked Proposals, if the highest-ranked Local Vendor’s Proposal would not otherwise be among the list of the highest-ranked Proposals submitted to the CITY Manager (See Paragraph 8 above), the list will be modified to include the highest-ranked Local Vendor’s Proposal. In addition, if the evaluation criteria referenced in Paragraph 8, above, includes price, all of the Proposers on the modified short list will be given the opportunity to submit best and final fee proposals; and final ranking provided by the Selection Committee will be based on the best and final proposals. For purposes herein, the reference to “best and

final” will not serve to alter the CITY Manager’s authority, as referenced in Paragraph 8, above, from requiring a short listed Proposer to submit a revised Proposal.

11. **AWARD**: The award will be made by the CITY to the firm most qualified and offering the best value to the CITY, which will be determined by evaluation of Proposals using the evaluation criteria contained in the RFP, and in accordance with applicable rules and regulations governing the purchase and contract adopted and established by the CITY, and the State of Florida.

Any contract resulting from this solicitation may, in the alternative, be awarded by the CITY of Daytona Beach Community Redevelopment Agency (CRA). Therefore, any bids/proposals submitted in response to this solicitation shall be deemed to be offers to the CRA as well as the CITY. Any final written contract may be with the CRA instead of the CITY.

12. **NON-COLLUSION**: By submitting a Proposal in response to the request and signing the Anti-Collusion Statement form enclosed, the Proposer represents that, should the Proposal be accepted, the resulting contract(s) would not violate any provisions of federal law or regulations, or any ordinances or regulations established by the CITY. The Proposer warrants as an integral and essential part of his/her Proposal: (a) that he/she has not participated in nor is he/she obligated or bound by any agreement, arrangement or other understanding with any person, firm or corporation with respect to the allocation of the business afforded by or resulting from the acceptance of his/her Proposal; (b) that his/her Proposal is or is intended to be competitive and free from any collusion with any person, firm or corporation; and (c) that he/she is not a party to nor has participated in nor is he/she obligated or otherwise bound by any agreement, arrangement or other understanding with any person, firm or corporation relating to the exchange of information concerning Proposals, prices, terms or conditions upon which the contract(s) resulting from this acceptance is to be performed.

13. **PERMITS, ETC.**: All Proposals submitted shall include in the price the cost of any business or professional licenses, permits or fees required by the CITY and any agency having jurisdiction over the services solicited through this Request for Proposals.

14. **PATENT INFRINGEMENT, ETC.**: By submission of a Proposal the Proposer certifies that the services to be furnished will not infringe any valid patent, copyright, or trademark and the successful Proposer shall, at his/her own expense, defend any and all actions or suits charging such infringement and hold the CITY harmless in case of any such infringements.

15. **TAXES**: All Proposals shall be exclusive of federal taxes. However, if the Proposer believes that certain other taxes are properly payable by the CITY, he/she may list

such taxes separately in each case directly below the respective item price. Tax exemption certificates will be furnished upon request.

16. **PERFORMANCE**: During the performance of the contract, the Proposer agrees as follows:
 - a. The Proposer will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin.
 - b. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirement of this section.

17. **FLORIDA PUBLIC RECORDS LAW**: Sealed proposals received by the CITY pursuant to the Request for Proposals will be temporarily exempt from disclosure in accordance with Florida's Public Records Laws. Thereafter, all Proposals will be open for a personal inspection by any person pursuant to Public Records Law.

If the Proposer believes that the Proposal or any portion thereof is permanently exempt from disclosure under the public records laws, the Proposer must state the grounds for this position in CAPITAL LETTERS on the cover sheet accompanying the sealed Proposal. The Proposer will be contacted prior to the opening of the Proposal and a determination will be made as to whether or not it is exempt prior to opening. If a determination is made that it is not exempt from disclosure, the Proposer may in writing request the return of the sealed Proposal.

18. **EVALUATION CRITERIA**: The weighted evaluation criteria in the Scope of Work will be used to evaluate Proposals and develop a recommendation to the CITY Manager as described in Section 8, above. Each criterion will be scored between 1 and 5; 1=poor, 2=below average, 3=average, 4=above average, 5=excellent. Scores will be multiplied by the criterion weight for a weighted score; weighted scores will be totaled for the weighted total score.

19. **REJECTION OF PROPOSALS**: The CITY reserves the right to reject any or all Proposals in whole or in part and to award by items, parts of items, or by any aggregate group of items specified. The CITY also reserves the right to waive technical defect when in its judgment the best interests of the CITY thereby will be served.

20. **QUALIFYING PROPOSERS**: Prior to awarding of Proposal, the CITY may require submission by Proposer of complete financial statement and questionnaire describing Proposer's financial ability and experience in performance of similar work.

21. **RULES AND REGULATIONS**: All work performed under this agreement shall be in strict compliance with local, State and Federal laws, rules and regulations.

Proposer shall assume all liability for fines and penalties assessed by the authorities for any infractions.

22. **MINORITY AND WOMEN WORK FORCE PARTICIPATION:** The CITY has an established policy of: 1) promoting Minority and Women-Owned Business Enterprise participation in business contracts and 2) requiring Proposers doing business with the CITY to use good faith efforts to promote cultural diversity and minority participation in the work force, including managerial positions. Proposers must provide information as part of the Proposal acknowledging its understanding and willingness to comply with the Purchasing Code of The CITY of Daytona Beach.
23. **NO COSTS:** The CITY of Daytona Beach bears no responsibility for any costs incurred in the preparation of the Proposal.
24. **DRUG FREE WORKPLACE:** The selected firm must provide the Drug Free Workplace Form in accordance with Florida Statute 287.087, prior to Contract award.
25. **PROHIBITION OF LOBBYING.** Except for negotiations authorized by the CITY Purchasing Code, the Consultants Competitive Negotiations Act, or other state or federal law, lobbying by the Proposer, or the Proposer's principals, officers, employees, attorneys, or other agents, is strictly prohibited during the Blackout Period. Lobbying in violation of this section may cause the proposal to be rejected.

"Lobbying" means influencing or attempting to influence action or non-action in connection with this RFP or the proposal, through direct or indirect oral or written communication with the Mayor, any member of the CITY Commission, the CITY Manager, or any other CITY employee. The following activities are not within the definition of "lobbying," and are permitted: requests for clarification submitted to the Purchasing Agent in accordance with this RFP, discussions with the Selection Committee as part of the selection process, the submission of additional information in response to a request by the CITY, and addressing the CITY Commission during the CITY Commission meeting at which the contract is awarded or all Proposals are rejected.

The Blackout Period begins on the date that this RFP is issued and ends when the contract is awarded or all Proposals are rejected.

26. **SELECTION PROCESS:**

For the purpose of selecting the most qualified firm, the CITY will use a competitive selection process as set forth in pertinent CITY and State procurement requirements. The procedure will involve the following steps:

- a. The CITY will advertise and mail notice of formal Requests For Proposals to interested Proposers.
- b. The CITY's Selection Committee will review, rank, and shortlist all Proposals received by the established deadline for submission. Oral presentations by the short-listed Proposers to clarify their Proposals may be required. These presentations will serve to explain implementation techniques integral to their written Proposal. Subsequent to the receipt of Proposals, the CITY may schedule a time for each requested oral presentation at a place convenient to the CITY.
- c. The CITY's Selection Committee will then rank each Proposal and prepare a recommendation for approval by the CITY Manager. Upon receipt of the CITY Manager's authorization, the CITY's Project Manager shall negotiate a contract with the highest ranked Proposer(s) approved by the CITY Manager. Should the Project Manager be unable to negotiate a satisfactory contract with any of the shortlisted Proposers, the CITY Manager, or designee, shall terminate such negotiations with any or all of the shortlisted Proposers and begin negotiations with remaining Proposers based on ranking, until negotiations are successful or this RFP is cancelled.
- d. **The CITY Commission has the sole authority to bind the CITY to the terms and conditions of a contract that has been approved in a public meeting of the CITY Commission, executed by the Mayor and CITY Clerk, and approved by the CITY Attorney. The CITY Commission reserves the right to modify or reject any contract for the acquisition of goods and/or services submitted to it for consideration.**

ANTI-COLLUSION STATEMENT

By signing this form, the Proposer agrees that this Proposal is made without any other understanding, agreement, or connection with any person, corporation, or firm submitting a Proposal for the same purpose and that the Proposal is in all respects fair and without collusion or fraud.

Sign in ink in the space provided below. Unsigned Proposals will be considered incomplete, and will be disqualified and rejected.

IT IS AGREED BY THE UNDERSIGNED PROPSEER THAT THE SIGNING AND DELIVERY OF THE PROPSAL REPRESENTS THE PROPOSER'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE FORGOING TERMS AND CONDITIONS AND SCOPE OF SERVICES, AND IF AWARDED, THIS CONTRACT WILL REPRESENT THE AGREEMENT BETWEEN THE PARTIES.

NAME OF FIRM: _____

SIGNATURE: _____
(MUST BE SIGNED BY A COMPANY OFFICER OR AUTHORIZED AGENT)

NAME TYPED: _____ TITLE: _____

ADDRESS: _____

CITY AND STATE: _____

TELEPHONE: _____ EMAIL: _____

DRUG FREE WORKPLACE FORM

The undersigned, in accordance with the Florida Statute 287.087 hereby certifies that
_____ does:

(Proposer)

1. Publish a statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, any Available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under Proposal a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug free workplace through implementation of Paragraph 1, through Paragraph 5.

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

Date: _____

Signature & Title

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

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

1. This sworn statement is submitted to _____
(print name of the public entity)
by _____
(print individual's name and title)
for _____
(print 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, insert the Social Security Number of the individual signing this sworn statement above:

2. I understand that a “public entity crime” as defined in Paragraph 287.133(l)(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 of the United States, including, but not limited to, any Proposal 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.
3. I understand that "convicted" or "conviction" as defined In Paragraph 287.133(l)(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.
4. I understand that an “affiliate” as defined in Paragraph 287.133(l)(a), Florida Statutes means:
- (a) A predecessor or successor of a person convicted of a public entity crime, or

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES, cont.**

- (b) 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 ownership 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, will 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 will be considered an affiliate.
5. I understand that a “person” as defined in Paragraph 287.133(l)(e), Florida Statutes, means any natural person or 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 Proposal on CONTRACTs for the provision of goods or services let by 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.

Based on Information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (*Indicate which statement applies.*)

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has 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 its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted VENDOR list (*attach a copy of the final order.*)

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES, cont.**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

[Signature]

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

Personally known _____

OR Produced Identification _____ (Type of identification)

Notary Public - State of _____

By: _____

My commission expires _____

(Printed typed or stamped
commissioned name of Notary Public)

LOCAL VENDOR AFFIDAVIT

Complete and submit this form ONLY if you qualify for local preference as provided in the CITY of Daytona Beach Purchasing Code.

A copy of the Proposer's Daytona Beach Business Tax Receipt must be submitted with this Affidavit.

NAME OF PROPOSER: _____

LOCAL BUSINESS ADDRESS *(street address being used to claim Local Preference, including zip code):*

The undersigned certifies under penalty of perjury each of the following:

The Local Business Address has continuously been used as a Permanent Place of Business with at least one full-time employee since _____.

(Insert date)

The Local Business Address has consistently offered or provided the goods or services being solicited by the CITY of Daytona Beach during the time referenced above.

The Local Business Address has not been established with the sole purpose of obtaining the advantages that may be granted pursuant to the Local Preference provisions of the CITY of Daytona Beach Purchasing Code.

Signature *(Must be same person as person signing the Proposal)*

Print Name/Title

Subscribed and sworn to before me

This _____ day of _____ 20_____

(Signature of Notary Public)

My commission expires: _____

The CITY of Daytona Beach reserves authority to require a copy of the corporate charter, corporate income tax filing return, and any other documents(s) to evaluate the Proposer's Local Preference claim.

MANDATORY SITE VISIT SCHEDULE

1. Proposers **MUST** attend the mandatory site visits in order to be eligible to bid. Proposers who fail to attend the Mandatory Pre-Proposal Conference or **ANY** of the mandatory site visits will be ineligible for award of the Contract.

2. Each proposer must sign in at the pre-proposal conference and at each location to assure that all locations are reviewed. The site visits may take more than one day.

3. The list below is the order of the site visit.

1	Public Works Complex 950 Bellevue Avenue
2	Pro Shop (Alternate) 600 Wilder Avenue
3	Bethune Point Water Plant 1 Shady Pl.
4	Utilities Engineering and Administration 125 Basin St.
5	Fire Administration 301 S. Beach St.
6	CITY Hall 301 South Ridgewood Avenue
7	Police Precinct 310 Harvey Street
8	Marion Street Complex 201, 215, 220 Marion St. and 525 Magnolia Ave
9	Police Headquarters 129 Valor Blvd
10	Ralph Brennan (LPGA) Complex 3651 LPGA Blvd.

4. Driving Directions will be provided at the preproposal meeting.

SUBMITTAL REQUIREMENTS / EVALUATION CRITERIA

I. SUBMITTAL REQUIREMENTS

Proposals should be organized in the manner specified below.

A. Title Page: Indicate the name of Proposer's business, address, telephone number, e-mail address, name of contact person, RFP number and title.

B. Table of Contents:

Include a clear identification of the material by section and page number.

C. Letter of Transmittal:

A letter of transmittal, not to exceed two (2) pages in length including the Proposer's understanding of the scope of the service to be performed and a positive commitment to perform the services as described in the proposal.

D. General Information:

1. Provide a detailed description of how the proposer plans to accomplish the duties at each location.
2. Provide breakdown of number of employees and hours to be worked at each facility daily, weekly, monthly, etc.
3. Describe the qualifications of the "key individuals" who will be responsible for locking and securing buildings.
4. Describe the approach to use of environmentally safe, "green" products in delivery of these services. Proposers are encouraged but not required to use "green" cleaning products.

E. Summary of Proposer's Qualifications:

1. Provide a listing of client references with comparable contract scope (tasks and size/number of facilities) for whom the Proposer is currently performing services or for whom services were provided in the past 5 years from the date of this RFP. Provide client name, address, telephone number, email, and contact person). Use Exhibit II for this purpose.
2. Provide a detailed description on the firm's recruitment and training methods.

- F. Fee Proposal (Exhibit I):
Provide firm, fixed prices for all requirements at all facilities as set forth in the Scope of Work. All firm fixed prices must be shown on the Fee Proposal Form (Exhibit I) which must be completed, signed and returned with the Proposal. All line items must be filled in or proposal will be found non-responsive.

Proposer may include a second page listing items which the CITY did not identify but that the Proposer feels should be included, and indicate whether it is a chargeable item or not. However, material deviations from the Proposal Form format will not be acceptable. Must use Exhibit I.

- G. ~~References (Exhibit II):
Provide at least 3 and no more than 5 references, you may list more than 1 person per client; however, all must have direct knowledge of your work. Do not include CEO's, Presidents, or anyone who doesn't have direct knowledge of your work. Must use our form. You may copy as many forms as needed. Proposers must use Exhibit II for this purpose.~~

Add 2

- H. Experience of Staff (Exhibit III):
List all employees who will be directly and indirectly involved in maintaining the facilities. Must use form provided.

II. EVALUATION OF PROPOSALS:

The Contract will be awarded to the Proposer providing the highest quality services at the most reasonable cost to the CITY of Daytona Beach. In determining responsibility and responsiveness, the following criteria will be utilized.

- A. Approach to scope, recruitment, and training methods
Weight = 30
- B. Additional Services listed by the Proposer
Weight = 5
- C. Prior success with projects of a similar size and scale
Weight = 10
- D. Experience of the business and individual members of the business
Weight = 15
- E. Proposed Annual Cost of Services
Weight = 40

EXHIBIT I
CUSTODIAL SERVICES FEE PROPOSAL FORM
RFP 0118-0590

Ref #	Location	Unit of Measure	Quantity	Unit Price / month	Annually (Quantity X Unit Price)
1	CITY Hall	Month	12	\$	\$
2	Public Works Complex	Month	12	\$	\$
3	All Police Facilities	Month	12	\$	\$
4	Fire Administration	Month	12	\$	\$
5	All Utilities Facilities	Month	12	\$	\$
	TOTAL (1-5)			\$	\$
ADDITIVE ALTERNATE:					
A1	Pro Shop	Month	12	\$	\$
A2	Any location added or subtracted during the course of this Contract will be done so at the square foot rate of:	1 sq. ft. per Month (5 days/wk)	12	\$	\$
A3	Any location added or subtracted during the course of this Contract will be done so at the square foot rate of:	1 sq. ft. per Month (7 days/wk)	12	\$	\$

Proposer: _____

Signature of Person Submitting Proposal: _____

Printed Name: _____

Title: _____

Company Name: _____

Email: _____

Date signed: _____

EXHIBIT II
REFERENCES

Proposer will duplicate this form as needed to list additional references. Indicate if contract is currently active to demonstrate capacity to perform the CITY of Daytona Beach Contract.

PRIOR OR CURRENT SERVICES PERFORMED FOR:

CLIENT: _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

CONTACT PERSON _____

TITLE _____ TELEPHONE NO. _____

E-MAIL: _____

CONTRACT PERIOD: FROM _____ TO _____

DESCRIPTION OF PRIOR OR CURRENT SERVICE PERFORMED:
(include approximate total square footage of the facilities serviced):

You may make as many copies of this form as you need.

EXHIBIT III
EXPERIENCE OF STAFF

List staff who are proposed to perform services. Include Manager(s), Supervisor(s), and Line Workers/Laborers. Use additional sheets if necessary.

1. NAME: _____
TITLE: _____
NUMBER OF YEARS EXPERIENCE: _____
SPECIALIZED SKILLS: _____

2. NAME: _____
TITLE: _____
NUMBER OF YEARS EXPERIENCE: _____
SPECIALIZED SKILLS: _____

3. NAME: _____
TITLE: _____
NUMBER OF YEARS EXPERIENCE: _____
SPECIALIZED SKILLS: _____

4. NAME: _____
TITLE: _____
NUMBER OF YEARS EXPERIENCE: _____
SPECIALIZED SKILLS: _____

5. NAME: _____
TITLE: _____
NUMBER OF YEARS EXPERIENCE: _____
SPECIALIZED SKILLS: _____

6. NAME: _____
TITLE: _____
NUMBER OF YEARS EXPERIENCE: _____
SPECIALIZED SKILLS: _____

7. NAME: _____
TITLE: _____
NUMBER OF YEARS EXPERIENCE: _____
SPECIALIZED SKILLS: _____

8. NAME: _____
TITLE: _____
NUMBER OF YEARS EXPERIENCE: _____
SPECIALIZED SKILLS: _____

9. NAME: _____
TITLE: _____
NUMBER OF YEARS EXPERIENCE: _____
SPECIALIZED SKILLS: _____

10. NAME: _____
TITLE: _____
NUMBER OF YEARS EXPERIENCE: _____
SPECIALIZED SKILLS: _____

**CITY OF DAYTONA BEACH
CUSTODIAL SERVICES ANNUAL CONTRACT
SCOPE OF WORK**

I. General Requirements

A. Work: The CONTRACTOR will provide complete custodial services for all CITY facilities noted in Section IB. The CONTRACTOR may be required to perform certain duties which may not be specifically outlined in the contract. The Scope of Work highlights the routine cleaning assignments on daily, weekly, monthly, twice a month, quarterly and annually; however, the CONTRACTOR will utilize his professional judgment on a day-to-day basis in which certain trade-offs of cleaning may be necessary to handle unusual, unexpected or specially requested cleaning which may not be outlined in the Scope of Work. The CITY will not be charged for these services except for an exceptional type of assignment that would be substantially different from day to day cleaning outside the scope of the Contract.

B. Service Locations: Custodial Services will be provided at the following locations. Additional information about some of the facilities is attached as Exhibit A.

CITY Hall – 301 S. Ridgewood Ave. (excluding Information Technologies)

Fire Department Administration – 301 S. Beach St.

Public Works Complex – 950 Bellevue Ave. (excluding Fleet Maint.,
Archives, and Human Resources Archives)

Police Headquarters – 129 Valor Blvd

Police Holding Cells – 129 Valor Blvd

Utilities Wastewater Administration – 3651 LPGA Blvd

Utilities Environmental Laboratory – 3651 LPGA Blvd.

Utilities Central Maintenance Building – 3561 LPGA Blvd

Utilities Water Plant – Administration Building Only – 3651 LPGA Blvd.

Utilities W/WW Inspectors Building – 3651 LPGA Blvd

Utilities Marion Street Complex – 201, 215, 220, and 219 Marion St. and
525 Magnolia Ave

Utilities Bethune Point Complex – 1 Shady Pl.

Utilities Engineering and Administration – 125 Basin St.

C. Contract Term: The term of the contract will be for a period of three (3) years with an option to extend the contract for two additional 12-month periods.

D. The CONTRACTOR will not engage or use the services of subcontractors in performing the contract unless the CONTRACTOR obtains prior written approval from the CITY.

- E. The CONTRACTOR will be responsible for all supervision required to satisfactorily perform the requirements of the contract.
- F. The CONTRACTOR will be responsible for keeping all CITY buildings secured while employees are on the premises and will exclude all unauthorized persons. The CONTRACTOR will be responsible for locking all doors and turning lights off when the CONTRACTOR's employees leave the premises.

The security door lock code utilized to access the Fire Department Administration main office must remain confidential and will not be distributed to unauthorized personnel. The Fire Department reserves the right to designate which personnel are authorized to receive the confidential door lock code. Any breach of this confidentiality may result in termination of this contract.

No keys will be issued or duplicated without prior written consent of the CITY. The CONTRACTOR will be responsible for informing the firm's employees of all security measures to which they must adhere. All keys must be returned at the end of the contract period.

- G. The CONTRACTOR must furnish and maintain, in good repair, all equipment, including, but not limited to vacuum cleaners, carts, buckets, mops, brooms, buffers, etc., and any other equipment necessary to perform his duties.

The CONTRACTOR may either own or rent, at the CONTRACTOR's expense, equipment for performing the requirements of the contract.

- H. The CONTRACTOR will not use any products, supplies or equipment, which may be injurious or damaging to the surfaces upon which they are to be applied.
- I. The CONTRACTOR will be responsible for any breakage, damage, and/or loss of the CITY's equipment or supplies through negligence of the CONTRACTOR or his employees while working on the CITY's premises.
- J. The CITY will provide consumables such as toilet paper, paper towels, liquid soap, air fresheners, seat covers, trash can liners and paper cups. The CONTRACTOR will provide an inventory of these supplies and monthly usage to the Operations Project Manager on a monthly basis. All cleaning supplies such as carpet cleaning compounds, disinfectants, floor cleaners, glass cleaners, bleach, dust treatments, utility cleaners, abrasives and non-skid wax for tile floor areas will be provided by the CONTRACTOR.

- K. The CONTRACTOR will comply with all OSHA “Right to Know” postings in all locations pursuant to Federal and State Law.
- L. The CONTRACTOR will perform any and all other related and additional miscellaneous janitorial cleaning duties, which may arise from time to time as a result of accidental spilling of any office materials, supplies, or food and beverages at no additional cost.
- M. The CONTRACTOR or a designated representative will be available for periodic meetings with personnel from the CITY. The CONTRACTOR will supply telephone number(s) of the designated representatives and substitute representatives.
- N. The CONTRACTOR will provide a schedule of monthly, quarterly and annual dates in which service requirements for CITY Hall, Police, Public Works, Utilities, and Fire Administration will be provided on the first day of said period, to the Operations Project Manager detailing the service and what date the work will be performed.
- O. The CONTRACTOR will submit a written report to the Operations Project Manager indicating the dates said service was performed, within five (5) calendar days after completion of monthly, quarterly and annual service requirements.
- P. The Project Manager for this Contract and any questions during the course of the contract for any facility should be directed to:
- Joe Paul, Operations Project Manager (386-671-8743)
- Q. CONTRACTOR staff personnel must wear identification, visible at all times while in any CITY facility. The CONTRACTOR will notify the designated contact person of changes in personnel and new personnel will be introduced in person to the designated contact.
- R. Insurance requirements – The CONTRACTOR will purchase and maintain, at his own expense, types and amounts of insurance as required by the Contract, in form and from companies satisfactory to the CITY.
- S. The CONTRACTOR will submit an invoice not more frequently than once per month, for the prior month’s service. The CITY may reduce the invoice for liquidated damages for failure to perform. Failure to perform any task required by the Contract or required by written amendments will result in assessment of liquidated damages of \$20.00 per task, per day. If the occurrence of one condition leads to a second or third occurrence, the CONTRACTOR will be assessed cumulative damages. The CITY may waive liquidated damages if the CONTRACTOR remedies the situation

within a given period of time prescribed by the CITY. When the CITY elects to correct a problem or situation, it may deduct expenses to make such correction from the CONTRACTOR's current or following invoice

T. All personnel employed by the CONTRACTOR will be required to pass a criminal background check and drug screening provided by the Police Department. The CONTRACTOR will be responsible for payment of these screenings, which cost \$50 for each criminal background checks and \$45 for each drug screening. All personnel added to cleaning crews or new crews will be subject to these screenings. Payment will be made prior to the submittal of the CONTRACTOR's first invoice. Failure to pay for the screenings prior to the first invoice will result in the cost for the screenings to be deducted from the first payment. Screenings required during the term of the contract will be paid prior to submittal of the next monthly invoice. Failure to make payment before that monthly invoice will result in the cost of screenings to be deducted from that month's payment.

II. SCHEDULE

Daily Tasks will be performed at the service locations in accordance with the following schedule:

- Monday through Friday:
 - CITY Hall
 - Fire Department Administration
 - Public Works Complex
 - Utilities Facilities at LPGA Blvd.
 - Utilities Marion Street Complex
 - Utilities Bethune Point Complex
 - Utilities Engineering and Administration.

- 7 days per week:
 - Police Headquarters
 - Police (Precinct)
 - Golf Course Pro Shop

III. CUSTODIAL SERVICES TASKS

A. DAILY: The CONTRACTOR will perform the following minimum tasks, according to the Schedule provided in Section II, between the hours of 5:00 P.M. and 1:00 A.M. Additional work (other than daily duties) that may be required may be performed on Saturday or Sunday with prior written approval of the Department Contact and the Operations Project Manager.

1. Thoroughly sweep all hard floors, including stairwells.

2. Wet-mop all hard floor areas.
3. Wet-mop all restroom floors, including baseboards, using a neutral cleaner with a disinfectant.
4. Thoroughly clean all restrooms and restroom fixtures, including mirrors, shelves, wash basins, stools, urinals, counters, kick boards, shower stalls, partitions and doors. All restroom equipment to be properly disinfected. Use a cleanser appropriate to the surface being cleaned to prevent damage to that surface while providing the required disinfection.

Replenish all restroom supplies (toilet tissue, soap, towels, etc.) provided by the CITY.

Wash Basins will be cleaned with an abrasive cleaner, rinsed with clean water and damp wiped to remove excess water. Shine wash basins with a dry cloth.

Mirrors will be sprayed with a cleaning chemical and wiped clean with dry cloth. A second cloth will be utilized to remove streaks and smears.

Toilet bowls will be cleaned with disinfectant and brush specifically designed for such task and all portions of the toilet will be cleaned to include the interior, flush rim, seat, exterior and exposed plumbing. Urinals will be cleaned with a disinfectant and brush specifically designed for such tasks and all portions of the urinal will be cleaned to include the interior, exterior and exposed plumbing.

Any graffiti on any walls or partitions will be removed immediately.

5. Clean all entrance door glass, inside and outside, removing all fingerprints and dirt. All entries will be kept clean removing spider webs from glass from ten feet prior to the door. All trash receptacles will be emptied (including under any pavilions) and walkway and entry will be swept or blown clean of all debris. Any graffiti will be removed immediately.
6. Clean and disinfect all drinking fountains and clean outside ashtrays.
7. Empty all wastepaper baskets, trash and disposal containers and remove this refuse from the building and building premises.
8. Empty all recycling bins and remove this refuse from the building to the designated recycling dumpster.
9. Vacuum all carpet.
10. Spot clean all hallway and office carpet as required for spillage or stained areas.

11. Remove all trash from all areas around building, including parking areas and in front of buildings. Sweep or blow all exterior walkways leading to entrances.
12. Clean break areas, including tables and chairs, bars, sinks, appliances, and coffee areas. Clean inside and outside of microwaves. Clean counters and exterior of any cabinetry with a damp cloth. Replenish towels and soap.
13. Clean both sides of all windows as needed (if both sides of the window are inside the building). Clean only inside of window as need if outside of window is on the exterior of the building.
14. Lower and fold CITY Hall flag at 5:30 P.M.
15. Promptly lock and secure buildings by 5:00 P.M. Unlock CITY Hall for various Board and Commission meetings and secure building when meeting is over.
16. Using treated cloth; wipe all desk tops, tables, conference tables, countertops, windowsills, door knobs, and other flat surfaces for removal of dust, dirt, fingerprints, eraser shavings, etc. in all offices, conference rooms, and commission chambers. Clean all glass topped desks with window cleaner.

Note: At Police Headquarters, clean only those offices with open doors.

17. Wash outside only of red and white trash container in CITY Nurse's office in Public Works Administration Building. Clean inside of white trash container in this office.
18. Clean any other area not mentioned above which, left un-cleaned, would detract from the beauty of the building (inside and outside).

B. WEEKLY: The CONTRACTOR will perform the following minimum tasks once each week between the hours of 5:00 P.M. and 1:00 A.M. at the following locations:

- CITY Hall
- Fire Department Administration
- Public Works Complex
- Utilities Facilities at LPGA Blvd.
- Utilities Marion Street Complex
- Bethune Point Complex
- Utilities Engineering and Administration.
- Police Headquarters
- Police (Precinct)
- Golf Course Pro Shop

Additional work required may be performed on Saturday or Sunday with prior approval from the Operations Project Manager.

1. Using a damp treated cloth, wipe all flat surfaces, including, but not limited to, file cabinets, lockers, chairs, telephones, window sills, door frames, vertical surfaces of office furniture and equipment, etc.
2. On a rotating basis, clean all walls and partition surfaces and thoroughly wash to give a clean satisfactory appearance. Partitions will be wiped clean to include hinges, tops and wall surfaces. A schedule should be established so that all walls will have been cleaned at least twice during any contract year.
3. Clean elevators by sweeping the floor and wiping down walls and signal buttons with a damp treated cloth to remove fingerprints and dirt.

TWICE A MONTH: The CONTRACTOR will provide the following services, which must be completed within the first week of the month, and will provide the second service within the third week of the month at the following locations:

Golf Course Pro Shop

1. Washing of windows on the inside and outside of the building.

MONTHLY: The CONTRACTOR will provide the following services, which must be completed within the first ten (10) calendar days of the month, at the following locations:

CITY Hall
Fire Department Administration
Public Works Complex
Utilities Facilities at LPGA Blvd.
Utilities Marion Street Complex
Bethune Point Complex
Utilities Engineering and Administration.
Police Headquarters
Police (Precinct)
Golf Pro Shop

1. Thoroughly scrub restroom floors, including baseboards.
2. Sweep, dust and mop custodian storage areas.
3. Clean all heating and cooling vents, exhaust vents, horizontal blinds and exposed pipes, and ceiling tiles for removal of dust and cobwebs.

4. Clean all doors, doorframes, thresholds, and floor mats. Floor mats will be shaken then swept or vacuumed.
5. Spray buff all hard floor surfaces with a high speed buffer.
6. Dust shelving, sweep floors (Public Works Archive area only)
7. Wash inside and outside of all windows at the Golf Pro Shop (Addendum 1)

QUARTERLY: The CONTRACTOR will provide the following services, which must be completed within the first ten (10) days of the following months: October, January, April, and July at the following locations:

CITY Hall
 Fire Department Administration
 Public Works Complex
 Utilities Facilities at LPGA Blvd.
 Utilities Marion Street Complex
 Bethune Point Complex
 Utilities Engineering and Administration.
 Police Headquarters
 Police (Precinct)
 Golf Pro Shop

1. Strip and wax all vinyl tile, ceramic tile, and terrazzo floors. Move and return all furniture, desks, chairs, tables, file cabinets and any other equipment on floor surfaces necessary to accomplish the job.
2. Perform all daily, weekly, and monthly tasks at each of the 7 Fire Stations in addition to the quarterly tasks.

SEMI-ANNUALLY: The CONTRACTOR will provide the following services twice each year. Service must be completed within thirty (30) days of the beginning of the contract year and approximately six months thereafter at the following locations:

CITY Hall
 Fire Department Administration
 Public Works Complex
 Utilities Facilities at LPGA Blvd.
 Utilities Marion Street Complex
 Bethune Point Complex
 Utilities Engineering and Administration.
 Police Headquarters
 Police (Precinct)
 Golf Course Pro Shop

1. Thoroughly clean all office carpets using a steam cleaning extraction process.

Move and return all movable furniture, chairs, tables, and any other equipment on the floor surfaces necessary to accomplish the job. **CONTRACTOR will notify the contact person which areas will be cleaned no less than (14) fourteen calendar days prior to start of carpet cleaning.**

IV. RFP TENTATIVE SCHEDULE:

- | | |
|---|----------------------------|
| 1. Publish RFP in Paper & Post to CITY's Website | February 12, 2018 |
| 2. Mandatory Pre-Proposal Meeting/Site Visits | February 21, 2018 |
| 3. Proposals Due | February 28, 2018 3/6 |
| 4. Selection Committee Meeting | March 7, 2018 3/14 |
| 5. Recommendation to CITY Manager | March 14, 2018 3/21 |
| 6. Contract Award placed on City Commission Agenda for Approval | April 4, 2018 4/18 (Add 1) |

EXHIBIT IV

Square Footages and Quantities by Location:

Location	Address	Square Footage							Quantities						
		Carpet	Hard Floor	Quarry Tile	Vinyl/Tile	Total	Restrooms	Elevators	Stairwells	Offices	Desks	Tables	Chairs	Benches	
City Hall	301 S Ridgewood	33792		4240	5765	43797	8	1	4	111	238	212	669	8	
FIRE															
Fire Department Administration	301 S Beach St	1971	0	0	20	1991	1			9	9	1	30	2	
POLICE															
Police Department	129 Valor Blvd	37717	58197	0	0	95914	10	2	4	0	0	0	0	0	
Police Precinct	310 Harvey St	1008		300	1434	2742	4	0	2	9	7	5	33	0	
PRO SHOP (ALTERNATE)															
Pro Shop	600 Wilder	2760		482		3242	2	0	0	3	5	1	28	0	
PUBLIC WORKS COMPLEX	950 Bellevue Ave														
Administration Office		608	608			1216	2			3	3				
Nurses Office					499	499									
Radio Room					132	132									
Solid Waste		952	204	0	120	1276									
Traffic Engineering		1085				1085									
Engineering Offices		2400	368		633	3401									
Restrooms (across from Engineering)				160		160									
Copier Room					84	84									
Snack Room					152	152									
Conference Room		1100				1100									
Main Hallway					1100	1100									
Streets Office				144		144									
Streets Supervisor Office					132	132									
Streets Breakroom/Kitchen				216		216									
Streets Hallway				700		700									
Street Sweeper Office					135	135									
Street Department Office					800	800									
Grounds Maintenance		900			244	1144									
Fleet Operations Offices					763	763	1								
Records Office		42			280	322									
Facilities Operations (see Park)															
Property Maintenance Office (Eric)			400	650		1050	2	0	0	1	2	2	10	1-couch	
Grounds Maintenance (new building)			600												
Archives Center			3520	42	520	4082									
UTILITIES															
UT: Bethune Point Admin Bldg	1 Shady Lane				1440	1440	2		1	4	4	3	21		
UT: Halifax Plaza, Suite 100	125 Basin						1		2	17	20	8	80		
UT: Halifax Plaza, Suite 130/131	125 Basin				1850	1850	1					2	10		
UT: Halifax Plaza, Suite 204	125 Basin						4			3	11	3	37		
UT: Marion Street Complex	201, 215, 220, Marion & 525 Magnolia	890	42	0	0	932	1			1	2	1	4		
UT: Ralph Brennan: Central Maintenance	3651 LPGA Blvd	42	890	0	0	932									
UT: Ralph Brennan: Environmental Lab	3651 LPGA Blvd	1832	2388	0	0	4220									
UT: Ralph Brennan: WW/Inspectors Bldg	3651 LPGA Blvd	3248	0	0	126	3374	2			10	8	2	22		
UT: Ralph Brennan: WP Administration	3651 LPGA Blvd	1634	0	0	64	1698	1			5	4	1	13		
UT: Ralph Brennan: WW Administration	3651 LPGA Blvd	1916	0	0	132	2048	2			6	6	4	15		

**GENERAL SERVICES CONTRACT
CONTRACT NO. 0118-0590**

THE PARTIES TO THIS CONTRACT are the CITY of Daytona Beach, a Florida municipal corporation (the "CITY"), and **[insert full legal name of CONTRACTOR, include state where formed if CONTRACTOR is anything other than an individual person]** ("CONTRACTOR").

In consideration of the mutual covenants herein contained, the Parties agree as follows:

Section 1. Scope of Services. CONTRACTOR will provide custodial services to the CITY as further described in Exhibit A, attached hereto and incorporated herein by reference.

Section 2. Reserved.

Section 3. Fees and Payments; Limitations.

(a) Unless the Exhibits specifically provides for reimbursement of expenses, the Fee described herein will be CONTRACTOR's sole compensation for the services to be provided.

(b) The CITY will pay CONTRACTOR up to \$>_____, based on the Fee Proposal attached hereto as Exhibit B.

>(c) Payment for expenses such as reimbursables will only be made if expressly provided for in Exhibit B, and will be capped at \$>_____. In addition:

>(1) If Exhibit B specifically provides for reimbursement of travel-related expenses per diem, mileage will be paid in accordance with then-current IRS business related mileage rate and in such cases, only for travel in excess of 50 miles round trip.

>(2) If Exhibit B specifically provide for reimbursement of CONTRACTOR's cost of using one or more subcontractors, such costs will be paid at the rates set forth in the Exhibits, and will be paid without mark-up.

(d) Except for any expenses specifically provided for in Exhibit B, CONTRACTOR will be solely responsible for all of costs CONTRACTOR incurs in meeting its obligations herein.

Section 4. Billing; Manner of Payment. In addition to requirements for payment established by applicable federal, state, or local law including the CITY Code, payment terms are as follows:

(a) No payment will be due for services performed until CONTRACTOR submits a proper invoice. CONTRACTOR must separately invoice the CITY for each purchase order. CONTRACTOR may invoice the CITY no more frequently than monthly, and no sooner than 30 days after the date of the purchase order.

(b) At to the not-to-exceed Fee, the CITY will pay based on the hours billed and the hourly rate schedule (see Exhibit B), provided, that CONTRACTOR is completing the work at a reasonable rate consistent with Exhibits; and provided, that the not-to-exceed maximum set forth in Section 3 above will not be exceeded unless approved by the CITY.

(c) In order to be considered proper, the invoice must include all information and documentation that the CITY may need to verify the accuracy of the invoice and the amount of payment due based on the specific requirements of this Contract. Where payment is for the cost incurred for certain reimbursables (such as for subcontractors or air travel), the invoice must include proof that CONTRACTOR has paid such costs.

(d) The CITY will within 30 days after receipt of an invoice notify the CONTRACTOR that the invoice is improper, or pay CONTRACTOR the amount due.

Section 5. Standard of Performance. CONTRACTOR's services will at a minimum meet the level care and skill ordinarily used by members of CONTRACTOR's profession performing the type of services provided herein within the State of Florida.

Section 6. Relationship between Parties. This Contract does not create an employee-employer relationship between the CITY and CONTRACTOR. CONTRACTOR is an independent CONTRACTOR of the CITY and will be in control of the means and the method in which the requested work is performed. As an independent CONTRACTOR, CONTRACTOR will be solely responsible for payment of all federal, state and local income tax, and self-employment taxes, arising from this Contract; and CONTRACTOR agrees to indemnify and hold harmless the CITY from any obligations relating to such taxes. The CITY will not make deductions from payments due, for such taxes, or for social security, unemployment insurance, worker's compensation, or other employment or payroll taxes. CONTRACTOR will also responsible for the performance of CONTRACTOR's subcontractors.

Section 7. Documents. All reports, estimates, logs, original drawings, and other materials furnished, prepared or executed by CONTRACTOR during the term of and in accordance with the provisions of this Contract will be the property of the CITY and delivered to the CITY upon demand or, if no demand has previously been made, upon completion of the particular task for which such materials were prepared, executed, or otherwise required.

Section 8. Public Records.

(a) To the extent applicable, CONTRACTOR will comply with the requirements of Florida Statutes Section 119.0701, which include the following:

(1) Keeping and maintaining public records that the CITY requires for performance of the service provided herein.

(2) Upon the request of the CITY Clerk of the CITY, (i) providing the CITY Clerk with a copy of requested public records or (ii) allowing inspection or copying of the records, within a reasonable time after receipt of the CITY Clerk's request, at a cost that does not exceed the cost provided in Ch. 119, Florida Statutes, or as otherwise provided by law.

(3) Ensuring that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law until completion of this Contract, and following such completion if CONTRACTOR fails to transfer such records to the CITY.

(4) Upon completion of this Contract, keep and maintain public records required by the CITY to perform the service. CONTRACTOR will meet all applicable requirements for retaining public records. All records stored electronically must be provide to the CITY upon request from the CITY Clerk, in a format that is compatible with the CITY's information technology systems.

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, CONTRACTOR MUST CONTACT THE CITY CLERK, WHOSE CONTACT INFORMATION IS AS FOLLOWS:

(Phone) 386 671-8023
(Email) clerk@codb.us
(Address) 301 S. Ridgewood Avenue
Daytona Beach, FL 32114

(b) Nothing herein will be deemed to waive CONTRACTOR's obligation to comply with Section 119.0701(3)(a), Florida Statutes, as amended by Chapter 2016-20, Laws of Florida (2016).

Section 9. Effective Date and Term.

The Effective Date of this Contract is April 17, 2018 or the date on which the last Party signs it, whichever is later. The Term of this Contract is 3 years, commencing on the Effective Date. The CITY will have the option to renew this Contract for up to 2 Terms of 1 year each, by providing CONTRACTOR written notice at least 60 days before the end of the current Term.

If this Contract specifically provides that some or all of CONTRACTOR's services will be required only after issuance of a CITY work authorization, any work authorizations previously issued by the CITY will remain in effect after the expiration of this Contract unless the CITY terminates this Contract due to CONTRACTOR's material breach after notifying CONTRACTOR to suspend such services as provided below.

Section 10. Termination of Contract.

(a) The CITY may by written notice to CONTRACTOR terminate this Contract, in whole or in part, at any time, either for the CITY's convenience or because of the failure of the CONTRACTOR to fulfill its contractual obligations.

(1) Before terminating for convenience, CITY must provide CONTRACTOR at least 30 day's advance notice of termination. This Contract will terminate automatically and without need for further notice upon the expiration of the notice period.

(2) Before terminating due to CONTRACTOR's material breach of its contractual obligations, CITY must provide CONTRACTOR prior written notice, specifying the breach and demanding CONTRACTOR remedy the breach within 10 days of the notice, or within such longer period as may be reasonably required if the nature of the breach is that it cannot be remedied within 10 days of notice. This Contract will terminate automatically and without need for further notice if CONTRACTOR fails to remedy the material breach within the period described in the CITY's notice of breach.

In either instance described above, upon termination CONTRACTOR will immediately discontinue all services affected, unless the notice directs otherwise, and deliver to the CITY all data, drawings, specifications, reports, estimates, summaries, and any and all such other information and services of whatever type or nature as may have been accumulated by CONTRACTOR in performing this Contract, whether completed or in process.

(b) If the termination is for convenience, CONTRACTOR will be paid compensation for authorized services performed to the date of termination. If termination is due to CONTRACTOR's material breach, the CITY reserves all rights and remedies it may have under law due to such breach. Among other things, the CITY may take over the work and prosecute the same to completion by other agreements or otherwise; and in such case, the CONTRACTOR will be liable to the CITY for all reasonable additional costs occasioned to the CITY thereby.

(c) If after notice of termination for the CONTRACTOR's failure to fulfill contractual obligations it is judicially determined by a court of law that the CONTRACTOR had not so failed, the termination will be conclusively deemed to have been effected for the CITY's convenience. In such event, adjustment in

payment to CONTRACTOR will be made as provided in subsection (b) of this Section for a termination for convenience.

(d) The rights and remedies of CITY provided for in this Section are in addition and supplemental to any and all other rights and remedies provided by law or under this Contract.

Section 11. Suspension of Services. If the notice of material breach issued by the CITY pursuant to the preceding Section so directs, CONTRACTOR will suspend services immediately upon receipt thereof, other than the work required to remedy the material breach.

Section 12. Indemnification. CONTRACTOR will indemnify and hold harmless the CITY, including the CITY's officers, employees, and agents, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of CONTRACTOR, or CONTRACTOR's officers, employees, or agents, including subcontractors and other persons employed or use by CONTRACTOR in the performance of this Contract. This indemnification agreement is separate and apart from, and in no way limited by, any insurance provided pursuant to this agreement or otherwise.

Section 13. Insurance. CONTRACTOR will provide and maintain at CONTRACTOR's own expense, insurance of the kinds of coverage and in the amounts set forth in this Section. All such insurance will be primary and non-contributory with the CITY's own insurance. In the event any request for the performance of services presents exposures to the CITY not covered by the requirements set forth below, the CITY reserves the right to add insurance requirements that will cover such an exposure.

(a) Coverage and Amounts.

(1) Workers Compensation Insurance as required by Florida Statutes, Chapter 440, Workers' Compensation Insurance, for all employees of CONTRACTOR, employed at the site of the service or in any way connected with the work, which is the subject of this service. The insurance required by this provision will comply fully with the Florida Workers' Compensation Law and include Employers' Liability Insurance with limits of not less than \$500,000 per occurrence. Any associated or subsidiary company involved in the service must be named in the Workers' Compensation coverage. If CONTRACTOR wishes to claim an exemption from worker's compensation insurance requirements, CONTRACTOR will notify the Risk Manager in writing on CONTRACTOR's official letterhead.

(2) Liability Insurance, including (i) **Commercial General Liability coverage** for operations, independent CONTRACTORS, products-completed operations, broad form property damage, and personal injury on an "occurrence" basis insuring CONTRACTOR and any other interests, including but not limited to any associated or subsidiary companies involved in the work; and (ii) **Automobile Liability Insurance**, which will insure claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle used by the CONTRACTOR in the performance of this Contract.

THE COMMERCIAL GENERAL LIABILITY INSURANCE POLICY WILL NAME THE CITY AS AN ADDITIONAL INSURED. CONTRACTOR's Commercial General Liability insurance policy shall provide coverage to CONTRACTOR, and CITY when required to be named as an additional insured either by endorsement or pursuant to a blanket additional insured endorsement, for those sources of liability which would be covered by the latest edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01) without the attachment of any endorsements excluding or limiting coverage for Products/Completed Operations, Independent CONTRACTORS, Property of CITY in CONTRACTOR's Care, Custody or Control or Property of CITY on which contracted operations are being performed, Explosion, Collapse or Underground hazards (XCU Coverage, Contractual Liability or Separation of Insureds. When CITY is added as additional insured by endorsement, ISO Endorsements CG 20 10 and CG 20 37 or their equivalent shall be used to provide such Additional Insured status.

The limit of liability for each policy will be a combined single limit for bodily injury and property damage of

no less than \$1,000,000 per occurrence. If insurance is provided with a general aggregate, then the aggregate will be in an amount of no less than \$1,000,000. The Risk Manager for the CITY may authorize lower liability limits for the automobile policy only, at the Risk Manager's sole discretion.

(b) Proof of Insurance. CONTRACTOR will furnish proof of insurance acceptable to the CITY prior to or at the time of execution of this Contract. CONTRACTOR will not commence work until all proof of such insurance has been filed with and approved by the CITY. CONTRACTOR will furnish evidence of all required insurance in the form of certificates of insurance which will clearly outline all hazards covered as itemized above, the amounts of insurance applicable to each hazard, the expiration dates. The certificates will also contain the following language as to cancellation:

"In the event of cancellation of this policy by the insurer or any insured, this Company will give not less than 30 days advance written notice to:

Risk Manager
The CITY of Daytona Beach
P.O. Box 2451
Daytona Beach, Florida 32115-2451"

If requested by the CITY, CONTRACTOR will furnish copies of the insurance contracts to support the certificates of insurance and the copies of said insurance must be acceptable to the CITY.

(c) Cancellation; Replacement Required. CONTRACTOR will file replacement certificates 30 days prior to expiration or termination of the required insurance occurring prior to the acceptance of the work by the CITY. If a required policy is canceled without CONTRACTOR's prior knowledge CONTRACTOR will immediately notify the CITY immediately upon becoming aware that a required insurance coverage has been canceled for any reason, and promptly replace the canceled policy. The CITY expressly reserves the right to replace the canceled policy at CONTRACTOR's expense if CONTRACTOR fails to do so.

(d) Termination of Insurance. CONTRACTOR may not cancel the insurance required by this Contract until the work is completed, accepted by the CITY and CONTRACTOR has received written notification from the Risk Management Division of the CITY that CONTRACTOR may cancel the insurance required by this Contract and the date upon which the insurance may be canceled. The Risk Management Division of the CITY will provide such written notification at the request of CONTRACTOR if the request is made no earlier than two weeks before the work is to be completed.

(e) Liabilities Unaffected. CONTRACTOR's liabilities under this Contract will survive and not be terminated, reduced or otherwise limited by any expiration or termination of insurance coverages. Similarly, CONTRACTOR's liabilities under this Contract will not be limited to the extent of by the existence of any exclusions or limitations in insurance coverages, or by CONTRACTOR's failure to obtain insurance coverage.

CONTRACTOR will not be relieved from responsibility to provide required insurance by any failure of the CITY to demand such coverage, or by CITY's approval of a policy submitted by CONTRACTOR that does not meet the requirements of this Contract.

Section 14. Notice. Unless otherwise expressly agreed herein, all notices, requests, and demands to or upon the Parties will be delivered by hand, delivered by a courier service, provided to a nationally recognized delivery service for overnight delivery, transmitted to a receiving email followed by hard copy within two days, or by U.S. mail, postage prepaid by registered or certified mail, return receipt requested, to the addresses set forth herein:

To the CITY:
Attn: Joe Paul, Operations Project Manager
CITY of Daytona Beach
950 Bellevue Avenue
Daytona Beach, FL 32114
Email: pauljoe@codb.us

To CONTRACTOR:
>

provided, however, that either Party may change the person or address designated for receipt of the Party's notices, by providing written notice to the other Party.

Section 15. Personnel. >~~[Delete the following sentence if non-applicable]~~ In order to induce the CITY into entering this Contract, CONTRACTOR represents that [insert name and title] will generally perform or directly supervise the tasks assigned to CONTRACTOR herein, and that CONTRACTOR will not replace [insert name] without the CITY's prior written approval. CONTRACTOR represents that CONTRACTOR has or will secure at CONTRACTOR's own expense, all personnel required in performing the services under this Contract. Such personnel will not be employees of or have any contractual relationship with the CITY.

All personnel engaged in the work will be fully qualified and will be authorized under state and local law to perform such services.

Section 16. CITY's Responsibilities. The CITY agrees to make available for review and use by the CONTRACTOR, reports, studies, and data relating to the services required. The CITY will establish a project manager to meet periodically with the CONTRACTOR to facilitate coordination and ensure expeditious review of work product.

Section 17. Limitation on Waivers. Neither the CITY's review, approval, or acceptance of, or payment for, any of the services provided by CONTRACTOR, will be construed to operate as a waiver of the CITY's rights under this Contract. CONTRACTOR will be and always remain liable to the CITY in accordance with applicable law for any and all damages to the CITY caused by the CONTRACTOR's negligent or wrongful provision of any of the services furnished under this Contract.

Failure of the CITY to exercise any right or option arising out of a breach of this Contract will not be deemed a waiver of any right or option with respect to any subsequent or different breach, or the continuance of any existing breach. Furthermore, the failure of the CITY at any time to insist upon strict performance of any condition, promise, agreement or understanding set forth herein will not be construed as a waiver or relinquishment of the CITY's right to insist upon strict performance of the same condition, promise, agreement or understanding at a future time.

Section 18. Dispute Resolution. If a dispute exists concerning this Contract, the Parties agree to use the following procedure prior to pursuing any judicial remedies.

(a) Negotiations. A Party will request in writing that a meeting be held between representatives of each Party within 14 calendar days of the request or such later date that the Parties may agree to. Each Party will attend and will include, at a minimum, a senior level decision maker (an owner, officer, or employee of each organization) empowered to negotiate on behalf of their organization. The purpose of this meeting is to negotiate in the matters constituting the dispute in good faith. The Parties may mutually agree in writing to waive this step and proceed directly to mediation as described below.

(b) Non-Binding Mediation. Mediation is a forum in which an impartial person, the mediator, facilitates communication between parties to promote reconciliation, settlement, or understanding among them. Within 30 days after the procedure described in Subsection (a) proves unsuccessful or the Parties mutually waive the subsection (a) procedure, the Parties will submit to a non-binding mediation. The mediation, at a minimum, will provide for (i) conducting an on-site investigation, if appropriate, by the

mediator for fact gathering purposes, (ii) a meeting of all Parties for the exchange of points of view and (iii) separate meetings between the mediator and each Party to the dispute for the formulation of resolution alternatives. The Parties will select a mediator trained in mediation skills and certified to mediate by the Florida Bar, to assist with resolution of the dispute. The Parties will act in good faith in the selection of the mediator and give consideration to qualified individuals nominated to act as mediator. Nothing in this Contract prevents the Parties from relying on the skills of a person who also is trained in the subject matter of the dispute or a contract interpretation expert. Each Party will attend will include, at a minimum, a senior level decision maker (an owner, officer, or employee of each organization) empowered to negotiate on behalf of their organization.

If the Parties fail to reach a resolution of the dispute through mediation, then the Parties are released to pursue any judicial remedies available to them.

Section 19. General Terms and Conditions.

(a) Amendments. Except as otherwise provided herein, no change or modification of this Contract will be valid unless the same is in writing and signed by both Parties.

(b) Assignments and Subcontracting. No assignment or subcontracting will be permitted without the CITY's written approval.

(c) Compliance with Laws and Regulations. In providing all services pursuant to this Contract, CONTRACTOR will abide by all statutes, ordinances, rules, and regulations pertaining to, or regulating the provisions of, such services including those now in effect and hereafter adopted. Any violation of said statutes, ordinances, rules, or regulations will constitute a material breach of this Contract and will entitle the CITY to terminate this Contract immediately upon delivery of written notice of termination to the CONTRACTOR.

(d) Truth in Negotiations Certificate. CONTRACTOR hereby certifies that the wages and other factual unit costs supporting the compensation herein are accurate, complete, and current at the time of this Contract.

(e) No Third Party Beneficiaries. There are no third party beneficiaries of CONTRACTOR's services under this Contract.

(f) Contingency Fee. 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 Contract 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 any other consideration, contingent upon or resulting from the award or making of this Contract.

(g) Nondiscrimination. CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, sex, or national origin. CONTRACTOR will take affirmative action to ensure that applicants are employed and the employees are treated during employment without regard to their sex, race, creed, color, or national origin. Further, CONTRACTOR agrees to comply with all local, state, and federal laws and ordinances regarding discrimination in employment against any individual on the basis of race, color, religion, sex, national origin, physical or mental impairment, or age. In particular, CONTRACTOR agrees to comply with the provisions of Title 7 of the Civil Rights Act of 1964, as amended, and applicable executive orders including, but not limited to, Executive Order No. 11246.

(h) Principles in Construing Contract. This Contract will be governed by and construed in accordance with the laws of the State of Florida. Captions and paragraph headings used herein are for convenience only, are not a part of this Contract and will not be deemed to limit or alter any provisions hereof or to be relevant in construing this Contract. The use of any gender herein will be deemed to be or include the other genders, and the use of the singular herein will be deemed to be or include the plural (and vice versa), wherever appropriate. If any word, phrase, clause, sentence or provision of the Contract, or the

application of same to any person or set of circumstances is for any reason held to be unconstitutional, invalid or unenforceable, that finding will only effect such word, phrase, clause, sentence or provision, and such finding will not affect the remaining portions of this Contract; this being the intent of the Parties in entering into the Contract; and all provisions of the Contract are declared to be severable for this purpose.

(i) Venue. The exclusive venue for any litigation arising out of this Contract will be Volusia County, Florida if in state court, or the U.S. District Court, Middle District of Florida if in federal court.

(j) Litigation Costs. Except where specifically provided herein, in case of litigation between the Parties concerning this Contract, each party will bear all of its litigation costs, including attorney's fees.

(k) Force Majeure. A force majeure event is an act of God or of the public enemy, riots, civil commotion, war, acts of government or government immobility (whether federal, state, or local) fire, flood, epidemic, quarantine restriction, strike, freight embargo, or unusually severe weather; provided, however, that no event or occurrence will be deemed to be a force majeure event unless the failure to perform is beyond the control and without any fault or negligence of the Party charged with performing or that Party's officers, employees, or agents. Whenever this Contract imposes a deadline for performing upon a Party, the deadline will be extended by one day for each day that a Force Majeure event prevents the Party from performing; provided, however, that the Party charged with performing and claiming delay due to a Force Majeure event will promptly notify the other Party of the Event and will use its best efforts to minimize any resulting delay.

(l) Jury Trial Waived. THE PARTIES HEREBY WAIVE THEIR RESPECTIVE RIGHTS TO A JURY TRIAL OF ANY CLAIM OR CAUSE OF ACTION BASED UPON OR ARISING OUT OF THIS CONTRACT, OR ANY DEALINGS BETWEEN THE PARTIES. THE SCOPE OF THIS WAIVER IS INTENDED TO BE ALL ENCOMPASSING OF ANY DISPUTES BETWEEN THE PARTIES THAT MAY BE FILED IN ANY COURT AND THAT RELATE TO THE SUBJECT MATTER, INCLUDING WITHOUT LIMITATION, CONTRACT CLAIMS, TORT CLAIMS, BREACH OF DUTY CLAIMS AND ALL OTHER COMMON LAW AND STATUTORY CLAIMS.

(m) Authority to Bind CONTRACTOR. The undersigned representative of CONTRACTOR represents and warrants that he or she is fully authorized to bind CONTRACTOR to the terms and conditions of this Contract.

(n) Incorporation of RFP and Proposal. The CITY's Request for Proposals 0118-0590, and the CONTRACTOR's responsive proposal are incorporated herein by reference as Composite Exhibit C. Composite Exhibit C is not attached but will remain on file in the Office of the CITY Clerk. In case of conflicts between the RFP and Proposal, the RFP will govern. In case of conflicts between Composite Exhibit C and other provisions of this Contract, including Exhibits A and B, this Contract will govern.

(o) Integration. This Contract represents the entire agreement of the parties with respect to the subject matter hereof. No representations, warranties, inducements or oral agreements have been made by either Party except as expressly set forth herein, or in other contemporaneous written agreements.

IN WITNESS WHEREOF, the Parties through their undersigned representatives have caused this Contract to be executed in duplicate original.

THE CITY

>CONTRACTOR

By: _____

Derrick L. Henry, Mayor

Date: _____

Attest: _____

Letitia LaMagna, CITY Clerk

Approved as to legal form:

By: _____

Robert Jagger, CITY Attorney

By: _____

Printed Name: _____

Title: _____

Date: _____

EXHIBIT A: Scope of Services *[to be provided and labeled—discard this sheet]*

DRAFT

Exhibit B: **[Fee/Price]** Schedule
[ATTACH AND DISCARD THIS SHEET]

DRAFT

Composite Exhibit C is not attached. It will be kept on file in the Office of the CITY Clerk.

[Delete this page if this contract is not result of ITB/RFP.]

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