



**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**

**DATE OF ISSUE: FRIDAY, AUGUST 14, 2020**

**PRE-BID MEETING: MONDAY, AUGUST 31, 2020, 10:30 AM (EST)**

**QUESTIONS DUE: TUESDAY, SEPTEMBER 8, 2020, 2:00 PM (EST)**

**PROPOSALS DUE: THURSDAY, SEPTEMBER 17, 2020, 2:00 PM (EST)**

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## 1. Introduction

Broward County Housing Authority is a Public Housing Agency established in June 1969 under the U.S. Housing Act of 1937 and Chapter 421 of the Florida Statutes and is an Independent Special District of the State of Florida.

The mission of Broward County Housing Authority, and identity of interest affiliates and instrumentalities is to create, provide and increase high quality housing opportunities for Broward County residents through effective and responsive management and responsible stewardship of public and private funds.

In addition to the provision of housing and housing assistance to low income families, BCHA acting through instrumentalities and single asset entities opted to expand, redevelop and sustain former public housing assets via HUD's Rental Assistance Demonstration program (RAD) and public/private partnerships. The instrumentalities are established not-for-profit enterprises and the single asset entities are considered affiliates. Both the BCHA, the not-for-profit enterprises, and affiliates have been used for acquisition and development of affordable housing units.

As of the issuance of this solicitation, BCHA manages 373 multi-family units; administers over 6,200 vouchers under the Housing Choice Voucher and similar programs; and operates 121 unsubsidized rental units. Through two not-for-profit enterprises (Building Better Communities and MCCAN Communities) in conjunction with private development companies, the BCHA jointly developed 801 low income housing tax credit units, which are privately managed by an independent third-party management company. Current plans anticipate multifamily workforce housing and senior housing on two distinct sites in Broward County under the control of the BCHA and a third, small, single family development. All anticipated developments necessitate experience with the entitlement process associated with new development.

The BCHA is governed by a 5-member Board of Commissioners appointed to staggered 4-year terms by the Governor of Florida. It is subject to the requirements of Title 2 of the Code of Federal Regulations (herein after, "CFR") and BCHA's procurement policy. Board members are responsible for setting policy, representing the community interest, and hiring the Chief Executive Officer who is responsible for agency operations. The affiliates and instrumentalities are governed by a 5-member Board of Directors.

The United States Department of Housing and Urban Development ("HUD"), a federal agency, partially funds and monitors operations of the BCHA. **Nothing contained in this RFP or in the contract resulting from the selection process shall be construed to create any contractual relationship between the successful proposer and HUD.**

BCHA maintains a website at <http://www.bchafl.org> with information for clients, landlords, prospective business partners, and the public at large.

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## 2. Solicitation Background and Anticipated Schedule

BCHA is seeking to obtain proposals from firms qualified to perform services as described within the Scope of Work below at the locations listed below.

BCHA intends to award a contract for a term of two years with three one-year renewal option periods.

This solicitation is subject to the BCHA Procurement Policy, as revised April 21, 2020, and is available on BCHA's website link at <https://bchaf1.org/wp-content/uploads/2018/08/BCHA-Procurement-Policy-2020-04-21-1.pdf>. A copy of BCHA's Procurement Policy will also be provided upon request.

Every effort will be made to maintain the solicitation schedule below. However, all dates are subject to change if deemed to be in the best interest of BCHA.

Anticipated Solicitation Schedule Event	Date (and Time)
RFP Published to BCHA Website and Demandstar	August 14, 2020
Site Visits	August 25 – 26, 2020
Pre-Bid Meeting	August 31, 2020 10:30 AM EST
Deadline for Receipt of Questions and/or Comments via E-Mail	September 8, 2020 2:00 PM EST
Date of Addendum for Response to Questions	September 10, 2020
Deadline for Proposal Submissions	September 17, 2020 2:00 PM EST
Evaluation Committee Review of Proposals	September 23 – 30, 2020
Interviews	October 6-7, 2020
Approval by Board of Commissioners – Anticipated Date	October 20, 2020

## 3. Reservation of Rights

3.1. BCHA reserves the right to reject any or all proposals, to waive any informality in the solicitation process, or to terminate the solicitation process at any time, if deemed by BCHA to be in its best interest.

3.2. BCHA reserves the right not to award a contract pursuant to this solicitation.

3.3. BCHA reserves the right to award separate agreements based on criteria that BCHA determines to be appropriate. As the best interest of the BCHA may require, the right is reserved to make award(s) by individual items, all or none or any combination thereof. BCHA reserves the right to name a secondary or backup vendor to be utilized based on criteria that BCHA determines to be appropriate.

3.4. BCHA reserves the right to terminate a contract awarded pursuant to this solicitation, at any time, for its convenience or for vendor default upon ten days written notice to the successful proposer(s).

3.5. BCHA reserves the right to increase or delete any scheduled items, to increase and reduce the quantity of any scheduled item as deemed necessary, and to make other changes and modifications consistent with BCHA's policies and the laws and regulations governing HUD programs.

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- 3.6. BCHA reserves the right to determine the days, work hours, and locations and adjust the work hours that the successful vendor(s) shall provide the services called for in this solicitation.
  - 3.7. BCHA reserves the right to retain all responses submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of BCHA's contracting officer.
  - 3.8. BCHA reserves the right to negotiate the fees submitted.
  - 3.9. BCHA reserves the right to reject and not consider any response that does not meet the requirements of this solicitation, including but not necessarily limited to,
    - incomplete responses or responses offering alternate or non-requested services,
    - failure to use BCHA and HUD provided forms, or
    - failure of the proposer to check for addenda or corrections and adhere to any revised requirements.
  - 3.10. BCHA shall have no obligation to compensate any proposer for any costs incurred in preparing the response to this solicitation.
  - 3.11. In the event of legal action, BCHA reserves its right to a trial by jury.
  - 3.12. BCHA at its sole discretion will select a venue for any legal proceedings arising from this contract.
  - 3.13. This request for proposal and any subsequent contract supersedes any other agreement with the contractor or vendor.

#### **4. Purpose**

BCHA is soliciting proposals from qualified, licensed and insured vendors to provide janitorial services five days a week for 4 hours a day at one office building and two of its apartment complexes for 7.5 hours a day in Broward County, Florida. The three locations are the following:

- Headway Corporate Offices, 4780 N. State Road 7, Lauderdale Lakes, FL 33319;
- Griffin Gardens Apartments, LLC, 4881 Griffin Road, Davie, FL 33314; and
- Highland Gardens Apartments, LLC, 331 NE 48 Street, Deerfield Beach, FL 33064.

The vendor shall provide all materials, labor and equipment needed to perform work as specified within this solicitation. Prices quoted shall include all labor, materials, and any other costs associated with the project.

All measurements and quantities specified in this solicitation are approximations and must be verified by the vendor prior to any proposal submission. Vendors should visit the

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sites prior to submitting proposals to become familiar with the scope of work and verify all existing field conditions.

All prices, terms and conditions shall remain fixed for the initial period of the contract. In addition, all prices, terms and conditions shall remain fixed for the renewal period(s) of the contract. No price escalations for fuel costs throughout any contract period(s) will be permitted unless otherwise specified in this document.

## 5. Scope of Work

The successful vendor will establish a comprehensive cleaning and maintenance program during site business hours that provides a high quality and professional level of services to staff and residents of properties under BCHA's management. A professional level of service requires that the successful vendor sign in and out with the site staff on all service days. Signing in and out provides BCHA an audit trail for provided services and permits BCHA to periodically review the vendor's professionalism, quality of service, and responsiveness to each location's janitorial service needs. Additionally, all service invoices must be reviewed and signed by site staff on the day of service or within 24 hours after the day of service. Failure to comply with said requirements may delay payment of the vendor's invoices.

5.1. **Service Schedule:** The cleaning frequencies are detailed in Exhibit E of this solicitation. The successful vendor is expected to comply with Exhibit E for the applicable daily, weekly, monthly, quarterly or periodic service schedules for all locations. However, the vendor may perform services upon BCHA's approval at no additional charge to BCHA more frequently if necessary to maintain the required level of services.

5.2. **Janitorial Products:** Cleaning products and materials must be non-toxic and antibacterial, be sufficiently strong for the task, and have a zero-health hazard rating on the product's material safety data sheet. The vendor must obtain BCHA's approval in advance of the list of planned cleaning chemicals and supplies the vendor will use in providing the required services.

5.3. **Green Cleaning Practices:** The vendor must follow all green cleaning practices in providing janitorial services to BCHA. Such green cleaning practices include the use of low-emitting materials where possible and the use of environmentally friendly maintenance practices. The vendor shall develop and implement procedures to eliminate, reduce or prevent exposure to building occupants of potentially hazardous chemicals that adversely impact air quality.

5.4. **Specifications:** In performing janitorial services, the vendor shall meet the requirements of this scope of work and ensure that the services result in a clean and well-kept facility. Vendors shall refer to Exhibit E of this solicitation for job details, schedules and frequencies. Cleaning services shall include, but are not limited to, the following:

- I. **Floors:** All floors shall be swept, dust mopped, damp mopped, wet mopped, dry buffed, and spray buffed, as needed, to ensure they have a uniform, glossy appearance and are free from dirt, debris, dust, scuff

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marks, heel marks, other stains and discoloration, and other foreign matter. All tile and concrete floors shall be mopped with a germicidal disinfectant. Baseboards, corners, and wall and floor edges shall be cleaned. Vendor shall not allow dust or dirt to accumulate in corners. All solutions and any residue used for floor maintenance shall be removed from baseboards, furniture, trash receptacles, or other items and fixtures. Floors must be left dry after cleaning. Chairs, trash receptacles, and other such non-fixed items shall be moved to maintain floors underneath these items. All items moved for cleaning shall be returned to their original and proper position.

- II. **Trash:** All trash containers shall be emptied and returned to their initial locations. Boxes, cans, and paper placed near a trash receptacle or items noted as trash shall be removed. Any obviously soiled or torn plastic trash receptacle liner shall be replaced. The trash shall be deposited in the nearest outside trash collection container or dumpster. Trash receptacles shall be left clean, free of foreign matter, and free of odors.
- III. **Public Ashtrays and Urns:** All public ashtray urns throughout the property shall be emptied. Ashtrays shall be clean and free of ashes, odors, and stains. Vendor shall clean all public urns and replace sand as needed.
- IV. **Glass and Mirrors:** All glass, including, but not limited to, lobby glass doors, glass in doors, partitions, walls, display cases, and directory boards, shall be cleaned. Glass and mirrors shall be free of film, dirt, smudges, water, or other foreign matter.
- V. **Drinking Fountains:** Vendor shall clean and disinfect all porcelain and polished metal surfaces, including the orifices and drain, as well as all exterior surfaces of the drinking fountains. Drinking fountains shall be free of streaks, stains, spots, smudges, scale deposits and any other noticeable soil.
- VI. **Stairways:** All stairway floor surfaces shall be cleaned in accordance with the specifications of 5.4. I (Floors) and 5.4. VII (Floor Mats). Grease and grime shall be removed from stair guards, handrails and baseboards. Vendor shall remove all marks, dirt, smudges, scuffs and other foreign matter from adjoining stairwell walls. Stairways shall be clean and well-maintained in appearance.
- VII. **Floor Mats:** Vendor shall vacuum and clean interior and exterior floor mats. Floor mats shall be free of all visible lint, litter, soil or other foreign matter. Soil and moisture underneath mats shall be removed, and all mats shall be returned to their normal locations.
- VIII. **General Spot Cleaning:** Vendor shall perform spot cleaning on a continual basis. Spot cleaning includes, but is not limited to, removing or cleaning smudges, fingerprints, marks, streaks, or spills from washable

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surfaces of all walls, partitions, vents, grillwork, doors, door guards, door handles, push-bars, kick-plates, light switches, temperature controls, kitchen appliances and fixtures. Surfaces shall have a clean, uniform appearance, free of streaks, spots, or other evidence of soil.

- IX. **General Dusting:** All horizontal surfaces, regardless of texture, must be dusted or cleaned to eliminate dust collection; this specification includes high ledges, window sills, countertops, picture frames, ceiling fans and light fixtures.
- X. **Sanitation:** Vendor will use an approved disinfectant solution to sanitize all common areas, including, but not limited to, touch surfaces, knobs, buttons, door knobs and handles (offices, bathrooms, and entryways), elevator buttons and intercom buttons.
- XI. **Restrooms:** Vendor shall thoroughly clean and disinfect all surfaces of sinks, countertops, toilet bowls, urinals, lavatories, dispensers, plumbing fixtures, partitions, doors, walls, and other such surfaces using a germicidal detergent. Receptacles shall be free of water deposits, dirt, streaks, and odors. All surfaces of partitions, stalls, stall doors, entry doors (including, but not limited to, handles, kick-plates, ventilation grates, and metal guards), and wall areas adjacent to wall mounted lavatories, urinals, and toilets shall be disinfected.
- XII. **Descaling of Toilet Bowls and Urinals:** Descaling shall be performed as often as needed to keep fixtures and areas free of scale, soap films, and other deposits. Surfaces shall be free from streaks, stains, scale, scum, urine deposits, and rust stains.
- XIII. **Restroom Floors:** Vendor shall thoroughly sweep and mop restroom floors daily. The entire floor surface, including grout, shall be free from litter, dirt, dust and debris. Grout on wall and floor tiles shall be free of dirt, scum, mildew, and residue. Floors shall have a uniform appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film or standing water. Unsecured items shall be tilted or moved to permit sweeping and damp mopping underneath. Floors shall be stripped, scrubbed, and waxed as necessary to maintain sanitary conditions and a clean, uniform appearance.
- XIV. **Restroom Supplies:** Vendor shall ensure restrooms are stocked sufficiently so that all supplies, including soap for the soap dispensers, do not run out. Supplies shall be stored in designated areas. Vendor shall replenish stock in all dispensers, including, but not limited to, replenishing paper towels, toilet paper, hand soap, urinal blocks, air fresheners, and seat covers.
- XV. **Lobby Furniture:** Vendor shall clean and dust lobby furniture with products approved or appropriate for the furniture material.



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## 5.5. Periodic Cleaning Services

- I. **Floors:** Vendor shall strip, scrub, seal, and wax floors as necessary to maintain a uniform glossy appearance. The use of a non-skid wax is required. All floors shall be cleaned to a uniform glossy appearance that is free of scuff marks, heel marks, wax build-ups, and other stains and discoloration.
- I. **Interior Windows:** Vendor shall clean all interior window glass surfaces. All traces of film, dirt, smudges, water, streaks, and other foreign matter shall be removed from window frames, casings, sills, and glass.
- II. **Exterior Windows of Common Areas:** Vendor shall clean all glass surfaces, exterior frames, casings and sills on exterior windows in common areas. Window screens (if present) shall be removed and cleaned. All exterior window frames, casings, sills and glass shall be free of all traces of film, dirt, smudges, water, streaks and any other foreign matter.

## 5.6. Emergency Cleaning Services

Upon written or oral notification, vendor shall perform emergency cleaning required in any room or area covered under this contract. Vendor shall begin emergency cleaning services, as determined by the property manager, within one hour of said notification.

## 5.7. Standard Service Hours

**Headway Corporate Offices:** Vendor shall perform services five times weekly, Monday through Friday, after BCHA's close of business at 5:00 pm. Additionally, vendor shall perform work after 5:00 pm on the second Saturday of each month following the conclusion of the first-time homebuyer workshops.

**Griffin Gardens Apartments, LLC:** Vendor shall perform services five times weekly, Monday through Friday, during BCHA's business hours from 8:30 a.m. until 5:00 p.m.

**Highland Gardens Apartments, LLC:** Vendor shall perform services five times weekly, Monday through Friday, during BCHA's business hours from 8:30 a.m. until 5:00 p.m.

**NOTE:** Non-standard service hours may be required at some sites. The successful vendor shall reasonably accommodate the property managers for non-standard service hours as necessary. Non-standard service hours and services performed on Saturdays, Sundays or holidays will require advance approval by BCHA.

### 5.8. Site Visits

Site visits are strongly recommended. BCHA staff will only be available to show the property at the times listed on the schedule below. The wearing of face masks and social distancing must be observed while at the site visit.

BCHA will hold the successful vendor to its submitted fees and will not permit a vendor to adjust fees due to the vendor's misunderstanding of any requirements, sizes or services required at any of BCHA's sites.

The vendor will perform tasks specified within the Scope of Work section above at the locations below:

#	Location	Site Visit Dates & Time	Site Contact	Building Description
1	Highland Gardens Apartments, LLC. 331 NE 48th St Deerfield Beach, FL 33064	Tuesday, August 25, 2020 @ 9:00 AM	Edith Galloza Tel: 954-847-9567 E-mail: egalloza@bchafl.org	3 Story Mid-Rise
2	Griffin Gardens Apartments, LLC. 4881 Griffin Rd Davie, FL 33314	Tuesday, August 25, 2020 @ 11:00 AM	Rosa Real Tel: 954-497-4577 E-mail: rreal@bchafl.org	4 Story Hi-Rise
3	Headway Corporate Offices 4780 N. State Rd. 7 Lauderdale Lakes, FL 33319	Wednesday, August 26, 2020 @ 5:15 PM	Bill Sipala Tel: 954-739-1114 ext.1310 E-mail: bsipala@bchafl.org	2 Story Office Building

### 5.9. Pre-Bid Meeting

The scheduled pre-bid meeting is pursuant to HUD regulations and is not mandatory. Many prospective proposers have previously responded to an RFP with a multi-tabbed submittal and feel comfortable in doing so without attending the pre-bid meeting. Typically, such meetings last one hour or less, though the length of the pre-bid meeting is not guaranteed. The purpose of the pre-bid meeting is to assist prospective proposers in fully understanding the RFP documents so that the vendor is confident in submitting an appropriate and responsive proposal; therefore, at the pre-bid meeting, BCHA will conduct a brief overview of the RFP documents, including a discussion of the RFP attachments. Prospective proposers may ask questions, though BCHA may require that such questions be delivered in writing prior to a response being delivered. Whereas the purpose of this meeting is to review the RFP documents, attendees should bring their own copy of the complete RFP to the pre-bid meeting.

**The pre-bid meeting will be held virtually on Monday, August 31, 2020, at 10:30 a.m. via the ZOOM meeting platform. Vendors are required to register for the meeting prior to attending. See Exhibit L for information regarding access to the meeting.**

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## **6. Cost and Price Information**

BCHA requests that vendors provide pricing for the service requirements outlined in this RFP's Scope of Work. Vendors shall also refer to Exhibit E and section 12.3. of this RFP for additional details regarding price.

- 6.1. Prices proposed shall include all labor, materials, and any other costs associated with performing the required services.
- 6.2. The initial contract period shall start on the date of the executed contract and shall terminate two years from that date. The vendor will complete delivery of the required services and BCHA will receive delivery on any such services performed by the vendor prior to the contract expiration date.

## **7. Awarded Vendor's Responsibilities**

The selected vendor shall be responsible for the professional quality, accuracy, timely completion, and coordination of all requested services, as provided for herein, furnished by the vendor, its principals and employees. In performing the requested services, the vendor shall follow practices consistent with generally accepted professional standards.

- 7.1. Vendor shall furnish all equipment necessary to perform the required work; supplies shall include, but are not limited to, cleaning rags, towels, vacuum cleaners and bags, urinal deodorant blocks, liquid hand soap for the dispensers, trash can liners and all cleaning products (for example, glass cleaners, disinfectants, furniture cleaners, and spot removers).
- 7.2. Vendor shall have in its employ or under its control sufficient, qualified, experienced and competent personnel to perform the required work promptly and in accordance with a schedule or work program as approved by BCHA. Vendor shall employ only such workers who are skilled in the tasks to which they are assigned. Vendor's employees shall perform all work in a skilled, professional and safe manner. Vendor shall be responsible for overseeing its workers and all the required work performed under this RFP.
- 7.3. All employees of the vendor shall be considered at all times the sole employees of the vendor, performing the required services under the vendor's sole direction, and in no instance shall employees of the vendor be considered an employee or agent of BCHA. BCHA in its sole discretion may require the vendor to remove an employee if BCHA deems such employee to be careless, incompetent, insubordinate or otherwise objectionable; and BCHA in its sole discretion may require the vendor to remove an employee whose work performance on BCHA property is determined to be not in the best interest of BCHA.
- 7.4. Each crewmember performing services on BCHA property shall wear an identification card with a photograph or uniform that clearly identifies him or her as a member of the vendor's workforce. Vendor shall be responsible for enforcing this requirement and ensuring that its employees display clear and appropriate identification at all times while performing work at any BCHA site.

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- 7.5. Vendor's personnel performing the required services shall maintain, insofar as possible, a neat appearance and conduct all work in a professional manner with minimal disturbance to the employees of BCHA and the general public.
  - 7.6. At least one employee of the vendor assigned to any BCHA site must be able to fluently speak, read and communicate in English or the vendor must provide a translator for communication at the vendor's expense.
  - 7.7. BCHA reserves the right to demand and receive a change in personnel assigned to the work location if BCHA believes that such change is in its best interest for the completion of the assigned work.
  - 7.8. Changes in personnel assigned to perform services during any contract period will require BCHA's approval and registration of such personnel. Only authorized personnel shall be granted access to BCHA's facilities.
  - 7.9. All services rendered and materials furnished shall be of good quality and free from any defects and shall at all times be subject to BCHA's inspection and approval. Neither BCHA's inspection nor failure to inspect shall relieve the vendor of any obligations hereunder. In BCHA's or any inspecting entity's reasonable opinion, any performed services which fail to conform to BCHA's or other regulatory specifications or is otherwise defective or unsatisfactory shall be promptly remedied at the vendor's expense.
  - 7.10. Vendor shall immediately correct all deficiencies for any performed services. All corrections shall be made within twenty-four hours after such deficiencies are reported to the vendor by BCHA personnel.
  - 7.11. If vendor fails to complete the required work within the timeframes set forth and in compliance with the specifications and requirements contained within this solicitation, BCHA reserves the right to pursue alternate remedies, including, but not limited to, the termination of the contract for default.
  - 7.12. Vendor shall be solely and completely responsible for initiating and supervising all safety precautions and safety programs in connection with the required work. Furthermore, vendor is responsible for training its employees on all safety issues as required by OSHA regulations for the work performed. The vendor shall take all necessary precautions for the safety of and shall provide the necessary protection to prevent injury to all employees on the work site, tenants, and other persons, including, but not limited to, the general public and those who may be affected thereby. All work shall be conducted in accordance with required federal, state and local regulations.
  - 7.13. Vendor shall provide BCHA with material safety data sheets (MSDS) for approval prior to using any chemical cleaning compound on BCHA's property.
  - 7.14. Vendor shall be responsible for placing "CAUTION, WET FLOOR" signs in both English and Spanish in all areas where floors are wet or damp.

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- 7.15. Vendor shall turn off all lighting when exiting each area of the building that is not occupied.
- 7.16. All buildings, appurtenances and furnishings shall be protected by the vendor from any damage caused by the vendor's work performed under this RFP. Such damages to the foregoing shall be repaired or replaced by approved methods so as to restore the damaged areas to their original condition. BCHA shall bear no cost or expense for any repair or replacement due to damage caused by the vendor, its employees or representatives. Vendor shall report immediately any damage to buildings, appurtenances, and furnishings directly to the property manager.
- 7.17. Vendor shall inform its employees or representatives that under no circumstances are they permitted to accept food or drink from any tenant.
- 7.18. Smoking is prohibited in any BCHA residential unit or facility.
- 7.19. Vendor shall obtain keys from authorized BCHA representatives only. Vendor or vendor's employees shall admit no one except other vendor employees to work in areas controlled or secured by a key. Vendor or vendor's employees must return all keys to authorized BCHA representatives only. If vendor or vendor's employees are unable to return keys to authorized BCHA representatives, vendor shall reimburse BCHA for the actual cost of the keys, cores and labor.
- 7.20. Vendor shall store no equipment at any BCHA site except in BCHA designated areas.
- 7.21. BCHA will, if applicable, provide documents needed for vendor to obtain any necessary work permits.
- BCHA will supply paper towels, toilet paper and seat covers as needed.
  - BCHA will provide vendor with a designated storage area; however, such storage space is limited and suitable only for small items, for example, a broom, mop and bucket. The designated storage area is only for the duration of the contract, and all vendor items placed in the designated storage area are stored at the vendor's own risk.
  - BCHA will bear no responsibility for damage to vendor's equipment regardless of circumstances.

## **8. Licensing and Insurance Information**

Before a contract pursuant to this RFP is executed, the successful vendor must hold all necessary, applicable, and required Florida and other regulatory professional licenses necessary to complete the requested services. The vendor shall obtain, at the vendor's expense, any permits, certificates and licenses as may be required in the performance of the work specified herein. All required licenses shall remain active and valid during the

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contractual period. BCHA may require any vendor to submit evidence of proper licensure.

- 8.1. Proof of insurance shall be provided to BCHA prior to the execution of a contract. Unless otherwise stated by BCHA, the successful vendor will be required to obtain and maintain the insurance coverage identified below during the contract period.
- 8.2. Proposer shall submit an original certificate evidencing the proposer's current worker's compensation carrier and coverage amount. Elective exemptions or coverage through an employee leasing arrangement will not satisfy this requirement.
- 8.3. An original certificate evidencing general liability coverage evidencing a minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000 with a deductible of no greater than \$1,000.
- 8.4. Comprehensive Automobile Liability coverage, including – as applicable - owned, non-owned and hired autos, in an amount of not less than \$1,000,000 per occurrence, combined single limit, written on an occurrence basis. If vendor owns no vehicle, this requirement may be satisfied by non-owned auto endorsement to the general liability policy described above. If the vendor or vendor's employee will use their personal automobiles in any way in performing services, vendor shall provide evidence of personal automobile liability coverage for each person upon request.
- 8.5. Vendor agrees, and hereby authorizes its insurer, to notify BCHA of any substantial change in such insurance coverage described herein. Substantial change includes, but is not limited to, events such as cancellation, non-renewal, reduction in coverage, or receipt of a claim against such coverage with a potential recovery in excess of twenty percent of available coverage. BCHA shall be notified at least 30 days in advance of cancellation, non-renewal or adverse change.
- 8.6. The premium cost of all insurance purchased by the vendor for protection against risks assumed by virtue of the awarded contract shall be borne by the vendor exclusively and is not reimbursable from BCHA.
- 8.7. BCHA reserves the right, but not the obligation, to review and revise any insurance requirements, including limits, coverages and endorsements, based upon insurance market conditions affecting the availability and affordability of coverage. Additionally, BCHA reserves the right, but not the obligation, to review and reject any insurance policies, certificates of insurance, or insurer failing to meet the criteria stated herein.

## **9. Response Submission**

BCHA will receive submittals of proposals electronically through DemandStar at [www.demandstar.com](http://www.demandstar.com) or by US Mail to Broward County Housing Authority at 4780 North State Road 7, Lauderdale Lakes, FL 33319.

In order to submit proposal electronically through DemandStar, the vendor must be registered with DemandStar. All vendor participation on DemandStar is free to parties interested in viewing and downloading documents as well as submitting proposals. Bid documents may be obtained electronically on demand star at <https://network.demandstar.com/agencies/florida/broward-county/housingauthority/procurement-opportunities/41951b11-ecf0-4d19-8fc2-778b0dbc5714/> and on Vendor Registry through the following link: <https://vrapp.vendorregistry.com/Bids/View/BidsList?buyerId=fa7c46a4-0264-4ed8-a964-aa745868d2ca>.

All responses submitted pursuant to this solicitation shall be formatted in accordance with the following table. Proposers are requested to organized each category in the manner specified below with the proper section dividers and tabs. Vendors must include in the proposal all information requested herein.

Tab	Contents
1	Form of Proposal: <b>Exhibit A</b> of this solicitation document.
2	Profile of Firm Form: <b>Exhibit B</b> of this solicitation document with IRS Form W-9, Licenses, and Insurance Certificates.
3-6	Responses to Evaluation Factors A through D: Submit Responses as <b>Exhibits C, D, E and F</b> (See Section 12).
7	Form HUD-5369-C: Certifications and Representations of Offerors, Non-Construction Contract found at <a href="https://www.hud.gov/sites/documents/DOC_12132.PDF">https://www.hud.gov/sites/documents/DOC_12132.PDF</a> , as <b>Exhibit I</b>
8-9	<b>Exhibit J</b> - Sworn Statement Under section 287-133 (3) (A), <b>Exhibit K</b> - Certification Pursuant to FS 287.135.

9.1. For mailed in proposals, BCHA prefers that a vendor’s response be bound in such a manner that BCHA can, if needed, remove the binding to make copies of the response and then return the response to its original condition. BCHA recommends that either comb type binding or three ring binding be used.

9.2. For mailed in proposals, vendors must comply with the following:

- Submit **one original signed copy (marked “ORIGINAL”)**;
- Submit **five exact copies** of the response;
- Do not fold or add marks, notations, or requirements on the mailed in proposals; and
- Ensure that the original response and all exact copies shall have the same cover, binding method, and extended tabs.

9.3. For electronic proposals, vendors must comply with the following:

- Submit a complete electronic copy of proposal in a single Adobe PDF file;
- Limit the size of the digital proposal to no larger than 100 MB for each submission;
- Format and enable file submissions for printing in page letter size only;
- See Exhibit M regarding instructions on “Responding to an Electronic Bid” on DemandStar.

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- Contact DemandStar support at [support@demandstar.com](mailto:support@demandstar.com) or call technical assistance at (206) 940-0305 in the event of technical difficulties when submitting documents.

**Note: BCHA shall not be responsible for delays in a vendor's submission caused by any occurrence or technical issue.**

- 9.4. Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation.
- 9.5. All vendor provided information must be incorporated into a response to a specific requirement and the requirement must be clearly referenced. Information provided by a vendor that fails to respond to the requirements in this RFP will be deemed extraneous and will in no way contribute to the evaluation process.
- 9.6. All vendor information submitted pursuant to this RFP must be included in the vendor's response. BCHA will not consider vendor information that is linked to a website which requires reviewers to access such website for content. BCHA will consider only that information contained within the vendor's written response to the RFP. BCHA may award a contract for the requested services without discussions based solely on the responses received pursuant to this RFP; therefore, vendor responses to this RFP should thoroughly address each RFP requirement and include the best terms from a price and technical standpoint.
- 9.7. All responses shall be submitted to the BCHA contact person and address herein identified in this RFP and by the date specified on the first page of this solicitation.
- 9.8. The vendor shall ensure that the response is received by the time and date indicated on the first page of this solicitation. The response package shall clearly indicate the solicitation number and title. Submissions received after the noted deadline will not be accepted. BCHA shall use the official US time at <https://www.time.gov> to determine whether a vendor's response was received within the solicitation deadline.
- 9.9. Vendors may not change any requirements within this solicitation or alter any forms contained herein, either by making or entering onto these forms or the documents to be submitted any revisions or additions; such revisions or additional marks, notations, or requirements entered on any of the response documents submitted may invalidate that vendor's response.
- 9.10. By virtue of completing, signing, and submitting the response documents to this solicitation, the vendor agrees to comply with all of the conditions and requirements set forth within this solicitation.

## **10. Administrative Terms and Conditions**

In order to maintain a fair and impartial competitive process, BCHA shall avoid private communication concerning this procurement with prospective vendors during the entire



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procurement process. From the issue date of this RFP until the final award is announced, vendors shall not communicate about this RFP for any reason with any BCHA staff except through the named RFP point of contact, and vendors shall not communicate about this RFP for any reason with any BCHA staff during the pre-bid conference (if any is held) except as otherwise defined in this RFP or as provided by an existing work agreement. Prohibited communication includes all BCHA staff contact or interaction, including, but not limited to, telephonic communications, emails, faxes, letters, or personal meetings, such as meeting for lunch, entertainment, or other purposes. BCHA reserves the right to reject any vendor's proposal for a violation this provision.

- 10.1. Vendors shall address all communication and correspondence relating to this solicitation to the named contact person identified in this document. Vendors shall not inquire or communicate with any other BCHA staff member or official, including the Audit Committee and the Board of Commissioners, pertaining to this solicitation. Failure to comply with this requirement may be cause for disqualification of a vendor's submitted response to this solicitation.
- 10.2. All questions shall be submitted by e-mail to the BCHA named contact person identified in this document. Questions regarding this solicitation will not be accepted by telephone. BCHA responses to questions shall be made through addenda which will be posted on the BCHA website, <https://bchafl.org>, and on Demandstar, <https://www.demandstar.com>.
- 10.3. Unless an answer to or additional information is provided by BCHA in writing as part of an addendum to this solicitation, such answer or information shall have no effect and may not be relied upon by the vendor.
- 10.4. All questions, requests for information or technical clarifications pertaining to this solicitation must be e-mailed to the BCHA named contact person identified in this solicitation.

## **11. Notices**

All notices, demands, requests, and claims pertaining to the award of this contract must be addressed in writing to

**Teisha Palmer  
Procurement Department  
Broward County Housing Authority  
4780 North State Road 7  
Lauderdale Lakes, FL 33319-5860**

- 11.1. Any actual or prospective vendor may protest the solicitation or award of a contract for serious violations of the principles of the BCHA Procurement Policy. Any protest against a solicitation must be received before the due date for the receipt of bid proposals, and any protest against the award of a contract must be received within ten calendar days after the contract award is posted on BCHA's website. Any protest that fails to meet the above time submission requirements will not be considered. All bid protests shall be in writing, submitted to the

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contracting officer (CO) or said officer's designee, who shall issue a written decision on the matter no later than ten working days following receipt of the bid protest or award. At the CO's sole discretion, the CO may suspend the procurement pending resolution of the protest if the facts presented so warrant. Following the issuance of the CO's written decision, the vendor may appeal such decision to BCHA's chief executive officer (CEO). BCHA's CEO shall then issue a decision on the appeal no later than ten working days following receipt of the request of the appeal. The decision of BCHA's CEO shall be final, and no further appeal shall be considered within BCHA.

**11.2. Cost of Proposal**

All costs incurred, directly or indirectly, in response to this solicitation, including the costs of preparation, submittal, or presentation of the proposal, shall be the sole responsibility of and borne exclusively by the vendor. Additionally, the cost for developing the proposal and participating in the procurement process, including costs incurred in the protest process, is the sole responsibility of the vendor. BCHA will not provide reimbursement for any such costs.

**11.3. Amendments to Solicitation**

If this solicitation is amended, all terms, conditions, and requirements in the solicitation which are not specifically modified remain unchanged. The vendor is responsible for monitoring BCHA's website or Demandstar for any addenda issued. Each vendor must acknowledge receipt of all addenda issued on BCHA's website, and each vendor must consider all addenda in its response to this solicitation. **All vendors are strongly encouraged to check frequently BCHA's website for additional information regarding this solicitation.**

**11.4. Direct or Indirect Conflicts of Interest**

Vendor shall certify that, except as otherwise disclosed, neither it nor any of its subcontractors include persons who have an interest, direct or indirect, in this proposed contract and who during his or her tenure or for one year thereafter

- I. Is a present or former member of BCHA's Board of Commissioners or is immediate family of a present or former member of the Board of Commissioners;
- II. Is a BCHA employee who formulates policy or who influences decisions with respect to any BCHA project connected to this proposed contract, or is immediate family of a BCHA employee, or is a partner with a BCHA employee;
- III. Is a public official, member of the local governing body, or a state or local legislator (including members of the Broward County Board of Commissioners or the Florida legislature), or is immediate family of said public official, member of the local governing body, or a state or local legislator; and

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- IV. Is a member of or delegate to the Congress of the United States of America (defined as an individual appointed to oversee a territory or possession of the United States of America, such as Guam) or is a resident commissioner.

**NOTE:** Immediate family means the spouse, mother, father, brother, sister, or child of the above list of members, employees, officials, legislators, or delegates whether related as a full blood relative or as a "half" or "step" relative (for example, a half-brother or a stepchild).

**11.5. Prohibition Against Gifts/Favors/Anything of Monetary Value**

No BCHA employee may accept or solicit for themselves or for others anything of value from a vendor or any person, corporation, or other entity doing business with or attempting to do business with BCHA.

**11.6. Compliance with Law**

While conducting business with BCHA, a vendor shall comply with all applicable federal, state and local laws, regulations, ordinances, administrative rules, and requirements applicable to the work described herein, including, but not limited to, those applicable laws, regulations, rules and requirements governing equal employment opportunity strategies, subcontracting with small and minority firms, women's business enterprise, and labor surplus area firms, equal opportunity for businesses and unemployed and underemployed persons as referenced in Section 3 of The Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u ("Section 3"), the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Davis-Bacon Act, and shall provide for such compliance in the contract documents as required. Under BCHA's policy, all vendors that conduct business with BCHA must be authorized and licensed to do business in Florida. Vendors are responsible for contacting their local city and county authorities and the State of Florida to ensure that they have complied with all laws and are authorized and licensed to do business in Florida. All applicable fees associated with being authorized and licensed to do business in Florida are the responsibility of the vendor.

- 11.7. Proposers are subject to Instructions to Offerors – Non-Construction, HUD Form 5369-B, at [https://www.hud.gov/sites/documents/DOC\\_12131.PDF](https://www.hud.gov/sites/documents/DOC_12131.PDF).

- 11.8. Proposers are subject to General Contract Conditions – Non-Construction, HUD Form 5370-C, at [https://www.hud.gov/sites/documents/DOC\\_12134.PDF](https://www.hud.gov/sites/documents/DOC_12134.PDF).

- 11.9. Proposers are subject to 24 CFR 135, Economic Opportunities for Low- and Very Low-Income Persons commonly referred to as Section 3, at [https://www.hud.gov/sites/documents/DOC\\_12047.PDF](https://www.hud.gov/sites/documents/DOC_12047.PDF). As detailed therein, "[E]conomic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, . . . be directed to low- and very-low income persons, particularly those who are recipients of government assistance for housing. . . ." If the proposer must hire anyone to help with the work, he/she must submit a work

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plan showing how he/she will give first preference to such jobs to Section 3 persons.

11.10. Proposers are subject to *Maintenance Wage Rate Determination for Routine Maintenance*, HUD Form 52158, included as an attachment to this solicitation document, for work classifications of (1) janitor and (2) maintenance assistant, as appropriate to the work being performed. Proposer acknowledges that he/she will not pay his/her employees at rates less than detailed on the applicable Wage Rate Determination (Davis-Bacon). The proposer will be required to submit certified payrolls; the proposer must make its payroll records available to BCHA or HUD on request, and failure on the part of the proposer to comply with this requirement will be the sole responsibility of the proposer, including any ensuing penalties, court costs, or wages due its employees. See Exhibit H for the wage rate determination currently in effect. Future wage rate determinations will apply and will be provided to the proposer as available.

11.11. **Public Access to Procurement Records**

Florida statutes and applicable administrative codes, including the Florida Open Records Act, require procurement records and other records to be made public unless otherwise provided by law. The awarded vendor shall comply in all respects with Florida's Public Records Law. Specifically, the awarded vendor shall

- Keep and maintain public records that ordinarily and necessarily would be required by BCHA in order to perform the service;
- Provide the public with access to such public records on the same terms and conditions that BCHA would provide the records and at a cost that complies with Chapter 119, Florida Statutes, or as otherwise provided by law or administrative code;
- Ensure that lawfully exempt information, records and documents and confidential information, records and documents exempt from public record requirements are not disclosed except as authorized by law;
- Meet all requirements for retaining public records; transfer to BCHA, at no cost, all such public records in the vendor's possession upon termination of the contract; and destroy any duplicate public records that are exempt or confidential and exempt; and
- Provide all records stored electronically to BCHA in a format that is compatible with the information technology systems of BCHA.

**PUBLIC RECORDS: IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS**

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**CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS:**

PUBLIC RECORDS  
Attn: Noah Szugajew  
4780 North State Road 7  
Lauderdale Lakes, FL 33319  
(954) 739-1114 ext. 2350  
[PUBLICRECORDS@bchafl.org](mailto:PUBLICRECORDS@bchafl.org)

**11.12. Ownership of Documents**

All documents and information generated, prepared, assembled or encountered by or provided to BCHA pursuant to this RFP are the property of BCHA. Vendors shall not copyright, or cause to be copyrighted, any portion of any said document submitted to BCHA as a result of this RFP.

**11.13. Advertising**

In submitting a proposal, each vendor agrees not to use the results from this solicitation or any information contained in any proposal submitted in response to this solicitation as a part of any commercial advertising. BCHA specifically prohibits a vendor from advertising or promoting the fact of a vendor relationship with BCHA in the course of a vendor's marketing efforts, unless BCHA specifically agrees otherwise in writing.

**11.14. Government Restrictions**

In the event of an imposed governmental regulation, rule, requirement or restriction which would necessitate alteration of the material, quality, workmanship or performance of the goods or services the vendor is offering BCHA, the contracted vendor shall immediately notify BCHA in writing specifying such regulation, rule, requirement or restriction which would necessitate an alteration to the contract. BCHA reserves the right to accept any such alteration to the contract, including any reasonable price adjustments occasioned thereby, or to terminate the contract at no expense to BCHA.

**12. Evaluation Criteria**

The proposed evaluation is an initial process designed to elicit a short list of vendors. BCHA will not necessarily award the contract to the vendor of least cost; rather, BCHA will award the contract to the vendor with the best combination of attributes (that is, qualifications and experience, technical approach, cost, and flexibility) based upon the evaluation factors specifically established for this RFP. *The establishment, application and interpretation of the above evaluation criteria shall be solely within the discretion of BCHA.*

Vendors must provide all requested information outlined in the evaluation factors to be considered responsive. Proposals will be evaluated based on the responsiveness of the vendor's information to the evaluation factors which will demonstrate the vendor's understanding of the evaluation factors and capacity to perform the required services

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under this RFP. The maximum points that shall be awarded for each of the evaluation factors are detailed and described below. An award of points will be based on the information contained within the vendor's submission.

A committee will evaluate the proposals received under this solicitation in accordance with the service requirements under this RFP and the Proposal Preparation and Submission Outline below. The evaluation process will be based on a weighted point system with the evaluation factor or sub-factor's relative weight listed immediately following each factor or sub-factor. BCHA urges all interested respondents to carefully review the service requirements of this RFP.

The evaluation committee will be comprised of BCHA staff and/or BCHA consultants. Proposals containing the requested information will serve as the initial basis for the selection of short-listed finalists. Each proposal will be evaluated based on a possible score of one hundred points as set forth below.

Interviews may be conducted with the short-listed finalists at the discretion of BCHA. The evaluation committee may use the same point system as described below to identify the top-rated respondent. The short-listed finalists may be required to present their qualifications to the BCHA Board of Commissioners.

All proposals will be ranked in accordance with the point system below and contract negotiations will be initiated with the highest ranked respondent. If negotiations between BCHA and the highest ranked respondent fail to produce a mutual agreement, BCHA will terminate those negotiations and proceed with contract negotiations with the second highest ranked respondent. At BCHA's own discretion, BCHA may continue that process until a mutual agreement is reached between BCHA and a respondent.

BCHA reserves the right to reject any or all proposals.

BCHA further reserves the right to negotiate with the respondent selected and to accept the proposal which is in the best interest of the BCHA.

Proposal preparation and submission outline: Firms shall submit proposals that respond to factors listed below with a maximum score of 100 points. Responses which fail to address an evaluation factor below will be awarded zero points.

**Responses to each evaluation factor should be submitted as Exhibits C, D E and F.**

Factor	Points	Description
A	20	<b>Organizational Overview / Qualifications (Exhibit C)</b> Experience, Strength, and Statement of Qualifications of Firm as it relates to this solicitation
B	40	<b>Technical Approach /Strategy Capacity / Success Record (Exhibit D)</b> Firm's Technical Response to RFP's Scope of Services and Capacity; Customer Service Approach and Problem Resolution Methods; Proposed Timeline, Equipment and Products
C	30	<b>Proposed Cost (Exhibit E)</b> Fee Proposal
D	10	<b>Flexibility (Exhibit F)</b> Availability as needed; short notice requests; emergency accommodations.
<b>Total</b>	<b>100</b>	

Each evaluation factor will be rated and assigned points using the scoring guide below.

**Scoring Guide:**

0% - No Response

50% - Marginal

70% - Acceptable

85% - Exceeds Acceptable

100% - Outstanding in all Respects

**12.1. Evaluation Factor A – Organizational Overview/Qualifications (Exhibit C)**

For each numbered item in this section, please provide a statement regarding the firm's ability to meet the criteria.

- a. Provide a brief history of the firm, length of time in business and its past experience as it relates to the requirements of this solicitation.
- b. Describe your organizational structure. Provide the number of full-time employees and describe in detail the team that will be involved with the project on a routine basis. Describe each person's role.
- c. Provide statement of experience and qualification: Describe the qualifications and experience of personnel to be assigned to this project. Summary should highlight staff training provided if any.
- d. Provide three references from your current client list for which similar services are being performed. Include company name, address, phone number, e-mail addresses and contact person. **(20 points)**

**12.2. Evaluation Factor B – Capacity and Technical Approach (Exhibit D)**

- a. Describe the firm's technical approach and capacity to perform services as described in the Scope of Work section above.
- b. Propose a timeline and frequency schedule that ensures buildings are professionally maintained.
- c. Describe the firm's approach to customer service and problem resolution. Please provide your client retention rate.
- d. Describe how you measure client satisfaction. Include innovative and creative approaches that were successful in achieving a client's objectives.

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- e. Propose or list any equipment, supplies or any environmentally friendly products to be utilized to perform services as described in the Scope of Work section.
  - f. Provide the material safety data sheets (MSDS) for any hazardous material to be used as described in the Scope of Work section. **(40 points)**

12.3. **Evaluation Factor C – Proposed Cost/Fee (Exhibit E)**

- a. Provide the cost the vendor would be compensated for the requested services provided under this RFP. Please use Form Exhibit E to state the fees.
- b. State all other anticipated services and associated costs, if any, as outlined in the Scope of Work. **(30 points)**

12.4. **Evaluation Factor D – Flexibility (Exhibit F)**

- a. Describe the firm's process used to adjust service schedules.
- b. Describe the firm's process and response times for short notice requests.
- c. Describe the firm's process for completing scheduled services during emergency situations. **(10 points)**

12.5. **Evaluation Method and Award Process**

Each proposal will first be evaluated for responsiveness (that is, meets the minimum of the published requirements). BCHA reserves the right to reject any proposals deemed as not minimally responsive.

12.6. BCHA will form an Evaluation Review Committee to review proposals and make recommendation to the Board of Commissioners for selection based on but not limited to the evaluation factors set forth above. Factors not specified in the RFP will not be considered. BCHA reserves the right to waive any minor irregularities or technicalities in the proposals received. Proposals shall be evaluated on an individual basis against the requirements stated in the RFP.

12.7. After evaluations, the committee will determine the top proposals that have a reasonable chance of being selected for award considering both the technical aspects and fee proposal. These short-listed vendors will be chosen for an onsite interview. The final award will be approved by the BCHA Board of Commissioners. At BCHA's option, contract negotiations may be conducted prior to or after the Board of Commissioners' award.

12.8. BCHA, in its sole discretion, will determine whether the vendor is capable of performing the scope of work delineated within this RFP in a satisfactory manner. BCHA will award a contract only to a responsible vendor that has the ability to successfully perform the services required under the terms of this RFP. BCHA's determination includes an assessment of the vendor's available resources and the vendor's ability to perform the scope of work in accordance with the RFP requirements. The determination also includes consideration of the vendor's integrity, compliance with public policy, past performance with BCHA, if any, and eligibility to perform scopes of work that are funded by the federal, state or local government (for example, debarment or suspension by any federal, state or local government).



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- 12.9. A vendor shall not contact any evaluation committee member should the individual members of the evaluation committee be made known to the vendor in any manner prior to the proposal submission or during BCHA's review of the vendor's submitted proposal. At the sole discretion of BCHA, a vendor who contacts a member of the evaluation committee may result in BCHA's rejection of that vendor's proposal.
  - 12.10. All persons having familial (including in-law) relationships with principals or employees of a vendor will be excluded from participation in the evaluation committee. Similarly, any persons having an ownership interest in or contract with a proposer will be excluded from participation in the evaluation committee.
  - 12.11. In the event of scoring ties, determination of the top-ranked vendor will be made in accordance with BCHA procurement policies and HUD guidelines.
  - 12.12. Notification of the results of the evaluation including the name of the successful vendor will be posted on BCHA's website and on Demandstar.

### **13. Contract Award**

Contract award under this RFP will be based on the vendor's responses to the evaluation factors, which responses will demonstrate the vendor's understanding of said factors and the vendor's capacity to perform the required services under this RFP.

By completing, executing and submitting the Form of Proposal (see Exhibit A) and including an agreement to execute the attached sample contract form (see Exhibit G), the proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by BCHA, either in hard copy, through the BCHA website, or through Demandstar. The contract clauses attached as Exhibits B, C, D, E, F, G and form HUD 5369-C also apply to the vendor's above agreement. Accordingly, BCHA has no responsibility after the submittal deadline to conduct any negotiations pertaining to the contract clauses already published; and, in any case, BCHA has no power or authority to negotiate any clauses contained within any attached HUD document.

#### **13.1. BCHA Authorized Procurement Authority**

All contracts where the base contract amount or any option exceeds \$100,000 are required to be approved by the BCHA Board of Commissioners. In addition, all contract modifications in excess of \$100,000 require approval by the BCHA Board of Commissioners.

#### **13.2. Contracting Officer and Contracting Officer's Designee**

Acceptance of the services required under this RFP will be the responsibility of the CO, who also serves as BCHA's CEO, or the CO's designee. The CO is responsible for final approval and acceptance of all services rendered under this RFP.

While the CEO is responsible for ensuring that BCHA's procurements comply with BCHA's Procurement Policy, the CEO may delegate all procurement

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authority as is necessary and appropriate to achieve BCHA's business and procurement goals.

**13.3. Contract Document**

BCHA and the successful vendor will execute BCHA's standard contract. See Exhibit G for a sample of this document. Under no circumstances will BCHA execute a contract on the successful proposer's forms. Contracts will only be executed on BCHA's contractual form. By submitting a proposal, the successful proposer agrees to abide by the above contract form restrictions and further acknowledges BCHA's right to amend this contract form as BCHA deems necessary or appropriate. During the solicitation process but prior to the submittal deadline, however, BCHA will consider any contract clauses that the proposer wishes to include in the submission provided the proposer submits said contract clauses in writing to BCHA. BCHA reserves the right to accept or reject the proposer's contract clauses, but the failure of BCHA to include such clauses in an agreement does not give the successful proposer the right to refuse to execute BCHA's contract form.

- 13.4. Each prospective proposer must notify BCHA in writing and prior to submitting a proposal of any contract clause that the proposer is not willing to include or abide by in the final and executed contract. BCHA will consider and respond to any such written notification. BCHA reserves the right to accept or reject the exclusion of any contract clause identified in said written notification. If the prospective proposer is unwilling to accept BCHA's decision to retain any such contract clause identified in the written notification, however, then that prospective proposer shall be deemed ineligible to submit a proposal.

All provisions within this solicitation are included in the terms of the contract by reference.

**13.5. Contract Terms and Conditions**

The contract that BCHA expects to award as a result of this RFP will be based upon the RFP, the contract terms and conditions, the proposal submitted by the successful vendor and any subsequent revisions to the vendor's proposal regarding the contract terms and conditions which result from negotiations, written clarifications or changes made in accordance with the provisions of this RFP, and any other terms deemed to be in the best interest of BCHA or be a necessary component of an agreement between the successful bidder and BCHA, except that no objection or amendment by a vendor to the RFP requirements or the contract terms and conditions shall be incorporated by reference into the contract unless BCHA has explicitly accepted the vendor's objection or amendment in writing.

**13.6. Unauthorized Sub-Contracting**

The successful proposer shall not assign any right nor delegate any duty for the work required pursuant to this solicitation (including, but not limited to, selling or transferring the contract or any right or duty under the terms of the contract) without the prior written consent of BCHA. Any purported assignment of any right or delegation of duty without the prior written consent of BCHA shall be

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void and, at the discretion of BCHA, may result in the cancellation of the contract between the successful proposer and BCHA and may result in the full or partial forfeiture of funds paid to the successful proposer arising from the contract.

**13.7. Insurance Requirements**

Prior to an award, but not as a part of the proposal submission, the successful vendor will be required to provide an original certificate evidencing insurance coverage as described in Section 8 above, naming, when permitted by law, BCHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of BCHA as an additional insured under said policy. BCHA shall be named as the certificate holder using the following name and address:

**Broward County Housing Authority  
4780 N. State Road 7  
Lauderdale Lakes, FL 33319**

The contracted vendor shall deliver to BCHA notification of a cancellation or modification of any stipulated insurance coverage within thirty days of such cancellation or modification. Licensing and insurance requirements will be examined and approved by BCHA prior to any contract award.

**13.8. Right to Negotiate Fees**

BCHA shall retain the right to negotiate any fee paid to the successful vendor for the required services. Any fee proposed by the top-rated vendor may, at BCHA's option, be considered a basis for negotiations. Such negotiations shall begin as soon as practicable after BCHA has chosen the top-rated vendor. In BCHA's sole opinion, if such negotiations become stalemated or have not successfully concluded within twenty business days following the commencement of negotiations, BCHA retains the right to end negotiations with the vendor and begin negotiations with the next highest rated vendor.

**13.9. Contract Period**

The initial contract period shall start with the expiration date of the previous contract or date of award, whichever is the latest, and shall terminate two years from that date. The CO may renew this contract on an annual basis not to exceed three years subject to vendor acceptance, satisfactory performance and determination that renewal will be in the best interest of the BCHA. Renewal is at the discretion of BCHA and its affiliates.

- I. Notification of Intent to Renew will be mailed no earlier than ninety calendar days in advance of expiration date of this contract. All prices, terms and conditions shall remain firm for the initial period unless subject to price adjustment specified as a "special condition" hereto.
- II. In the event services are scheduled to end because of the expiration of this contract, the vendor shall continue the service upon the request of the purchasing director. The extension period shall not extend for more than ninety days beyond the expiration date of the existing contract. The vendor

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shall be compensated for the service at the rate in effect when this extension clause is invoked by BCHA.

**13.10. Contract Service Standards**

All work performed pursuant to this solicitation must conform and comply with all applicable federal, state, and local laws, statutes, and regulations.

**13.11. Contract Payment**

In accordance with BCHA's payment schedules, vendors will submit invoices to Accounts Payable Department, Broward County Housing Authority, 4780 N. State Road 7, Lauderdale Lakes, Florida, 33319.

**13.12. Advanced Payments**

BCHA will disburse no advance payments for the goods or services required pursuant to this RFP unless otherwise provided for in the contract. Vendors may submit only one invoice for payment for provided services on no more than a monthly basis.

**13.13. Invoicing Requirements**

- I. Vendor invoices shall reflect the prices established for the contracted items for all orders placed by BCHA even though a contract number or a correct price may not be referenced on a BCHA purchase or work order. Only properly submitted invoices will be processed for payment. Invoices submitted for goods or services which lack information necessary to fully audit the invoiced charges or invoices submitted for unauthorized goods or services will be returned unpaid to the vendor. The vendor is solely responsible for providing BCHA any missing or incomplete information on an invoice and, when requested, for providing proof of BCHA's authorization for invoiced goods or services. The vendor will be paid when such information or proof is provided.
- II. Invoices should be sent electronically to BCHA, must be itemized, and must show (1) the vendor's name, (2) the vendor's remit address, (3) the purchase order number(s), (4) the date the services were provided, (5) the service location(s) or site name(s), and (6) the contracted invoiced prices. Charges reflected in the invoice must be itemized at the lowest level to facilitate contract auditing.
- III. BCHA must be able to reconcile the vendor's invoice for (1) the services provided, (2) the date(s) when service was performed, and (3) the location(s) where the service was performed to the work order(s) signed by a BCHA property manager or BCHA designated person indicating satisfactory completion of such services.
- IV. BCHA will pay the properly completed and authorized invoices within thirty days of receipt.

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- V. Vendors will provide BCHA the vendor's direct deposit information for ACH payments.
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**LAST PAGE OF DOCUMENT**

**PLEASE SEE EXHIBITS A, B, E, G, H, J, K, L and M.**

**THE REST OF THIS PAGE IS INTENTIONALLY LEFT BLANK.**

**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**

**PROPOSAL SUBMISSION FORM – EXHIBIT A**

Instructions: The items listed below must be completed and included in the Proposal submission. Complete this form by marking an “X” where provided to verify that the referenced completed form or information has been included within the hard copy proposal submission.

X=Included	Tab	Contents
	1	Proposal Submission Form: Exhibit A of this solicitation
	2	Profile of Firm Form: Exhibit B of this solicitation document with IRS Form W-9, Licenses, and Insurance Certificates.
	3	Exhibit C (name and attach your response to Evaluation Factor A as Exhibit C)
	4	Exhibit D (name and attach your response to Evaluation Factor B as Exhibit D)
	5	Exhibit E (sign and submit Exhibit E as your response to Evaluation Factor C) <b>Note that this document has 11 pages.</b>
	6	Exhibit F (name and attach your response to Evaluation Factor D as Exhibit F)
	7	Exhibit I- Form HUD-5369-C: Certifications and Representations of Offerors, Non-Construction Contract found at <a href="https://www.hud.gov/sites/documents/DOC_12132.PDF">https://www.hud.gov/sites/documents/DOC_12132.PDF</a>
	8	Exhibit J – Sworn Statement Under Section 287.133 (3) (A) Florida Statutes on Public Entity Crimes
	9	Exhibit K – Certification Pursuant to Florida Statute 287.135

**FOR US MAIL IN PROPOSALS**

**CHECK (✓) BELOW IF YOU HAVE SUBMITTED THE REQUIRED:**

\_\_\_\_\_ **ONE (1) ORIGINAL AND** \_\_\_\_\_ **FIVE (5) COPIES OF YOUR PROPOSAL.**

By completing and submitting this form and all other documents within this proposal submission, the undersigned proposer hereby certifies and understands that:

1. He/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if BCHA discovers that any information entered herein to be false, such shall entitle BCHA to not consider or make award of to cancel any award with the undersigned part.
2. As described within the reservation of rights section of the RFP, BCHA reserves the right to reject and not consider any response that does not meet the requirements of this solicitation, including, but

- 
3. not necessarily limited to, incomplete responses or responses offering alternate or non-requested services, failure to use BCHA and HUD provided forms, or failure of the proposer to check for addenda or corrections and adhere to any revised requirements.
  4. He/she is agreeing to abide by all terms and conditions pertaining to this solicitation document as issued by BCHA including an agreement to execute a contract form.
  5. 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**

<b>PROFILE OF FIRM FORM – EXHIBIT B</b>
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1. Proposer Information

Name of Firm	
Address	
City, State, Zip	
Telephone	
Fax	
E-Mail Address	
Year Established	
Year Established in Florida	
Former Names (if applicable)	
Parent Company and Date Acquired (if applicable)	

2. Complete and attach IRS Form W-9, found at <http://www.irs.gov/pub/irs-pdf/fw9.pdf> . This completed form should be submitted with the proposal, or must be submitted within three (3) working days of the BCHA's request.

3. Debarred Statement: Has the firm, or any principal(s) ever been debarred from providing any services to the federal government, any state government, or any local government agency?

Yes     No

If yes, please attach a full detailed explanation, including dates, circumstances and current status.

4. Disclosure Statement: Does this firm or any principal(s) have any current, past personal or professional relationship with any Commissioner or Officer of BCHA?

Yes     No

If yes, please attach a full detailed explanation, including dates, circumstances and current status.

5. Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal fee of affiant or of any other proposer, to fix overhead, profit, or cost element of said proposal fee, or that of any other proposer or to secure any



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advantage against BCHA or any person interested in the proposed contract; and that all statements in said proposal are true.

6. Licensing and Insurance Information:

Business License Jurisdiction, Number, and Expiration Date	
Worker's Comp Carrier, Policy Number, and Expiration Date	
General Liability Carrier, Policy Number, and Expiration Date	
Professional Liability Carrier, Policy Number, and Expiration Date	<b>NOT APPLICABLE ( N/A)</b>
Vehicle Insurance Carrier, Policy Number, and Expiration Date	

7. Copies of license and insurance certificates should be submitted with the proposal, or must be submitted within three (3) working days of the BCHA's request.

8. Verification Statement: The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if BCHA discovers that any information entered herein to be false, such shall entitle BCHA to not consider or make award of to cancel any award with the undersigned party.

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**

**FEE INFORMATION – EXHIBIT E - GRIFFIN GARDENS APARTMENTS**

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	<b>Sweep and mop the following areas:</b>			
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)	2 x month	Wednesday	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesday each month
1K	The 1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup> and 4 <sup>th</sup> floor hallways	Quarter 1	Quarterly	January
1L	The 1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup> and 4 <sup>th</sup> floor hallways	Quarter 2	Quarterly	April
1M	The 1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup> and 4 <sup>th</sup> floor hallways	Quarter 3	Quarterly	July
1N	The 1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup> and 4 <sup>th</sup> floor hallways	Quarter 4	Quarterly	October
2	Clean the tile grout in the following areas: lobby, community room, laundry room and bathrooms	Quarterly		
3	<b>Sweep and mop with germicidal disinfectant all tile and concrete floors</b>			
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 <sup>st</sup> Tuesday and 3 <sup>rd</sup> 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 <sup>st</sup> 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	1 x month	N/A	1 <sup>st</sup> Tuesday each month
13	Dust all ceiling vents and returns	2 x month	N/A	1 <sup>st</sup> and 3 <sup>rd</sup> week 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 <sup>st</sup> Monday of each

27	Sanitize all common area knobs, buttons, etc.	5 x week	M/T/W/T/F	All
28	<b>Emergency Cleaning Service:</b> (per item 5.4. page 8) Not to Exceed (NTE) \$1,000.00 Total per Year	Each Occurrence	\$ _____ <b>Cost Per Hour</b>	<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**

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

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	<b>Sweep and mop the following areas:</b>			
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
1J	All Stairwells	2 x month	Wednesday	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesday each month
1K	The 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> floor hallways	Quarter	Quarterly	January
1L	The 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> floor hallways	Quarter	Quarterly	May
1M	The 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> floor hallways	Quarter	Quarterly	September
2	Clean the tile grout in the following areas: lobby, community room, laundry room and bathrooms	Quarterly		September
3	<b>Sweep and mop with germicidal disinfectant all tile and concrete floors</b>			
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 <sup>st</sup> Tuesday and 3 <sup>rd</sup> 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

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



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

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

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	<b>Sweep, mop, and clean the following areas:</b>	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)	1 x week	Friday	All
7H	Restrooms (4) – (apply germicidal disinfectant where appropriate) – thoroughly clean, wash, and sanitize toilets, urinals, sinks, faucets, partitions, and mirrors, fill toilet	5 x week	M/T/W/T/F	All

	paper and paper towel receptacles, soap dispensers and seat covers			
71	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	Tue/Thurs	All
12	Clean lobby chairs with approved cleaner	2 x week	Tue/Thurs	All
13	Clean door trims, light switches and kick-plates throughout building	1 x week	Friday	All
14	Wipe down, clean and shine elevator walls and stainless-steel door panels with approved cleaner	1 x week	Friday	All
15	Clean all hallway doors, stairwell doors and office doors	1 x month	Monday	All
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 <sup>st</sup> Tuesday of each month
18	Dust and clean ceiling vents, wall vents and a/c vents	1 x month	Tuesday	1 <sup>st</sup> 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 <sup>st</sup> 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	All
23	Remove cobwebs throughout the building	1 x month	Monday	1 <sup>st</sup> 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

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28	Open florescent ceiling lights to remove dead bugs; dust and clean	2 x year	Friday	1 <sup>st</sup> 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	Descale water fountains, toilet bowls and urinals	1 x month	Friday	1 <sup>st</sup> 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	<b>Emergency Cleaning Service:</b> (per item 5.4. page 8) Not to Exceed (NTE) \$1,000.00 Total per Year	Each Occurrence	\$ _____ <b>Cost Per Hour</b>	<u>NTE / \$1,000.00 / Per Year</u>

**Total Cost:**    \$ \_\_\_\_\_ / Per Year                                    \$ \_\_\_\_\_ / 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.

**EXHIBIT G**

**FORM OF CONTRACT**

**THIS AGREEMENT** made this \_\_ day of \_\_ in the year \_\_ by and between \_\_ for a term of one year, expiring on \_\_. Hereinafter called the "Contractor", and the BROWARD COUNTY HOUSING AUTHORITY, a public body corporate and politic created pursuant to Chapter 421, Florida Statutes and hereinafter called the "PHA".

WITNESSETH, that the Contractor and the PHA for the consideration stated herein mutually agree as follows:

**Article I - Statement of Work:** The Contractor shall furnish all labor, material, equipment and services; perform and complete all work in accordance with the standard practice of the trade and in a timely manner for RFP 20-288: JANITORIAL SERVICES AT GRIFFIN GARDENS APARTMENTS, HIGHLAND GARDENS APARTMENTS and HEADWAY CORPORATE OFFICES

In strict accordance with the specifications dated \_\_\_\_\_ as prepared by the Broward County Housing Authority which said specifications and addenda are incorporated herein by reference and made a part hereof.

**Article II - Contract Price:** The PHA shall pay the Contractor for the performance of the contract, in current funds, subject to additions and deductions as provided for in the specifications, the sum of work completed on an as needed basis.

**Article III - Contract Documents:** The Contract shall consist of the following component parts:

- a) This instrument
- b) Specifications, Terms and Conditions
- c) Insurances (Naming Broward County Housing Authority as Additionally Insured)
- d) Licenses
- e) Board Resolution Number \_\_

This instrument together with the other documents enumerated in this Article III, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, form the Contract. In the event that any provisions in any component part of this Contract conflicts with any provision of any other component part, the provision of the component part first enumerated in this Article III shall govern, except as otherwise specifically stated. The various provisions in Addenda shall be construed in the order of preference of the component part of the Contract which each modifies.

**Article IV - Conditions inconsistent with Contract Drawings of Original Project:** The PHA does not represent that the contract documents accurately represent the conditions which exist on the project site. The Contractor agrees, however, that in the event conditions are inconsistent with these contract documents that (it) (he) will make no claim for extra compensation or for an extension of time in light of said inconsistencies.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in two original counterparts as of the day and year first above written.

**CONTRACTOR:**

\_\_\_\_\_  
 ATTEST

\_\_\_\_\_  
 FEIN

\_\_\_\_\_  
 SS#

\_\_\_\_\_  
 By: \_\_\_\_\_

\_\_\_\_\_  
 Name/Title

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
ATTEST

**BROWARD COUNTY HOUSING AUTHORITY**

By: \_\_\_\_\_  
Ann Deibert, Chief Executive Officer

## EXHIBIT H

<b>Maintenance Wage Rate Determination</b>	<b>U.S. Department of Housing and Urban Development Office of Labor Relations</b>	<b>HUD FORM 52158 (04/2005)</b>
Agency Name: <b>BROWARD COUNTY HOUSING AUTHORITY</b>	LR 2000 Agency ID No: <b>FL010A</b>	Wage Decision Type: <input checked="" type="checkbox"/> <b>Routine Maintenance</b> <input type="checkbox"/> <b>Nonroutine Maintenance</b>
	Effective Date: <b>10/01/2019</b>	Expiration Date: <b>09/30/2021</b>
<p>The following wage rate determination is made pursuant to Section 12(a) of the U.S. Housing Act of 1937, as amended, (public housing agencies), or pursuant to Section 104(b) of the Native American Housing Assistance and Self-determination Act of 1996, as amended, (Indian housing agencies). The agency and its contractors may pay to maintenance laborers and mechanics no less than the wage rate(s) indicated for the type of work they actually perform.</p> <p><b>Steven A. Bales</b> /s/ <i>Steven A. Bales</i>  <b>Labor Relations Specialist</b>                  HUD Labor Relations                  (Name, Title, Signature)</p> <p style="text-align: right;"><b>08/01/2019</b> Date</p>		
<b>WORK CLASSIFICATION(S)</b>	<b>HOURLY WAGE RATES</b>	
	<b>BASIC WAGE</b>	<b>FRINGE BENEFIT(S) (if any)</b>
<b>Maintenance Repair Person</b>	<b>\$14.81</b>	
<b>Maintenance Assistant</b>	<b>\$13.28</b>	
<b>Janitor</b>	<b>\$9.37</b>	
<b>Grounds Worker – unskilled</b>	<b>\$8.56</b>	
<b>Elevator Installer/Repairer</b>		
<b>Electrician</b>	<b>\$19.24</b>	
<b>Grounds Worker – Unskilled</b>	<b>\$8.68</b>	
<b>HVAC Mechanic</b>	<b>\$17.83</b>	
<b>Landscaper/Groundskeeper</b>	<b>\$10.95</b>	
<b>Painter</b>	<b>\$14.57</b>	
<b>Plumber</b>	<b>\$18.76</b>	
<b>Tree Trimmer/Pruner</b>	<b>\$10.95</b>	
		<input type="checkbox"/> The agency employee benefit program has been determined by HUD to be acceptable for meeting the prevailing fringe benefit requirements. (HUD Labor Relations: If applicable, check box and initial below.)  _____ LR Staff Initial
		<b>FOR HUD USE ONLY LR2000:</b>  <b>Log in:</b>  <b>Log out:</b>

EXHIBIT J



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

(To be signed in the presence of notary public or other officer authorized to administer oaths.)

Before me, the undersigned authority, personally appeared \_\_\_\_\_ who, being by me first duly sworn, made the following statement:

1. The business address of  
(name of Offeror or business) is.
2. My relationship to \_\_\_\_\_  
(name of Offeror or business) is \_\_\_\_\_ (Relationship such as sole proprietor,  
partner, president, vice president).
3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency political subdivision of any state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
4. I understand that “convicted” or “conviction” is defined by the Florida Statutes to mean a finding of guilt or 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 jury verdict, non-jury trial, or entry of a plea of guilt or no contest.
5. I understand that “affiliate” is defined by the Florida Statutes to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime or (2) an entity under the control of any natural person who is active in management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
6. Neither the Offeror or contractor, nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Offeror or contractor, nor any affiliate of the Offeror or contractor has been convicted of a public entity crime subsequent to July 1, 1989. (Draw a line through paragraph 6 if paragraph 7 below applies.)

7. There has been a conviction of a public entity crime by the Offeror or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Offeror or contractor who is active in the management of the Offeror or contractor or an affiliate of the Offeror or contractor. A determination has been made pursuant to Section 287.133 (3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted or affiliate is \_\_\_\_\_ a copy of the order of the Division of Administrative Hearings is attached to this statement. (Draw a line through paragraph 7 if paragraph 6 above applies.)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print name)

State of Florida  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_, by \_\_\_\_\_ who is personally known to me or who  
has produced \_\_\_\_\_ as identification and who did take an oath.

WITNESS my hand  
and official seal.

NOTARY PUBLIC

SEAL OF OFFICE:

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF FLORIDA

\_\_\_\_\_  
(Name of Notary Public: Print,  
Stamp, or Type as Commissioned)



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## Exhibit K



# CERTIFICATION PURSUANT TO FLORIDA STATUTE § 287.135

I, \_\_\_\_\_, on behalf of \_\_\_\_\_,  
Print Name and Title Company Name

certify that \_\_\_\_\_ does not:  
Company Name

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

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

Section 287.135, Florida Statutes, prohibits the BCHA from:

1) Contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the

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Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel; and

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

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

---

COMPANY NAME

---

SIGNATURE

---

PRINT NAME

---

TITLE

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

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# Exhibit L

## Pre-Bid Meeting Information

### RFP 20-288

## **Janitorial Services for Griffin Gardens Apartments, Highland Gardens Apartments and Headway Corporate Office**

The pre-bid meeting will be held on Monday, August 31, 2020, at 10:30 a.m., virtually through the ZOOM meeting platform. You must register for the meeting prior to attending.

After registering, you will receive a confirmation email containing information about joining the meeting.

**Register in advance for this meeting by selecting the link below:**

<https://us02web.zoom.us/join/tZUvf-irqDgsHNyA6GhV7kklF2zieoU7UIU>

If you are having trouble accessing the link, please email [tpalmer@bchaf1.org](mailto:tpalmer@bchaf1.org).

To access the meeting by telephone after registration, call (312) 626-9799 or (646) 876-9923.

## EXHIBIT - M



### Responding to an Electronic Bid: 5-Step Instructions

Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to an eBid.

STEP 1: Click on the solicitation

A screenshot of the Demandstar web application interface. At the top, there is a navigation bar with tabs for "Dashboard", "Bids", "Quotes", "Coming Soon! Activities", "Coming Soon! Messages", and "Responses". The "Bids" tab is selected and highlighted in orange. Below the navigation bar is a large orange arrow pointing right with the word "Bids" inside it. To the right of this arrow is a "Sort By" dropdown menu set to "Due Date". Below these elements is a list of three active solicitations. Each row includes a bid ID, a description, broadcast and due dates, the number of planholders, and a "Watch" button. A red arrow points from the text "STEP 2: \n Once you" to the first bid ID, "TSEBIDVINO24JAN01".

ID	Description	Broadcast	Due	Planholders	Watch
TSEBIDVINO24JAN01	City of Fort Pierce - Purchasing Department, Fort Pierce, AZ	1/24/2020	3/1/2020	3	Watch
AA-BB-CC-DD-EE	agency2.0, Texas, FL	2/4/2020	2/29/2020	0	Watch
TESTBID	agency2.0, Texas, FL				Watch

STEP 2: \n Once you

for all solicitations.

Bid Details | Planholders | Similar Bids

**TESTBID** Active

Order Bid Package | **Submit E-Bid Proposal** | Watch

### Bid Details

Agency Name	[REDACTED]
Bid Writer	[REDACTED]
Bid ID	ITB-20B-
Bid Type	ITB - Invitation to Bid
Broadcast Date	07/08/2020 4:00 AM Eastern
Fiscal Year	2020
Due	08/11/2020 3:00 PM Eastern
Bid Status Text	None

### Scope of Work

The Development Districts is requesting bids for

### Documents

[Download all documents](#)

Filename	Type	Date Modified	Status
Addendum 1	Addendum	07/08/2020	Complete
ITB 20B-019	Bid Document / Specifications	07/07/2020	Complete
Word Bid Docs	Bid Document / Specifications	07/07/2020	Complete

### Distribution Info

Bid Bond	NO
Plan (blueprint)	None

STEP 3: Enter information requested page-by-page and you can see what will come next via the menu bar on the left under “E-Bid Progress”.

If there is not a total bid amount in your submission, please put “0”. [Example: a request for qualifications opportunity may not require a bid amount so vendors will input “0” under “Bid Amount”.]

DEMANDSTAR Dashboard Bids Quotes Coming Soon! Activities Coming Soon! Messages Responses Robyn Galiardi

Home > Bids > TESTBID > My Ebid Response Save & Finish Later Cancel

### Bid Details

Agency Name: agency2.0

Bid Number: EBID-123456-0-2020/AD

Bid Due Date: 02/29/2020 (PST)

Bid Opening: 23 days, 04 hours, 23 minutes, 54 seconds Remaining

Bid Name: TESTBID

---

### E-Bid Progress

- + Contact Information
- Documents Upload
- Review Bid

## E-Bid Response

### Contact Information

Company Name: Calgon Carbon Corporation

Address 1: P. O. Box 717

Address 2: Address 2 (optional)

City: Pittsburgh

Country: United States of Ame... State/Province: Pennsylvania

County: Select... Postal Code: 15230-0717

Phone Number: 4127876810 Extension: Extension (optional)

Bid Amount: 127,000 (invalid) Alternate Bid Amount: Alternate Bid Amount (optional)

Notes: For the full 6 month contract (optional)

[Next](#)

STEP 4: After you click NEXT on the Contact Information page, you will be directed to enter the documents required. In this example, they only ask for one document, however, in others, they may ask for multiple documents that each need to be uploaded separately. [TIP: There is a place for you to add “supplemental”, i.e. non-required, documents.]

DEMANDSTAR Dashboard Bids Quotes Coming Soon! Activities Coming Soon! Messages Responses Robyn Gallardi

Home > Bids > TESTBID > My E-Bid Response Save & Finish Later Cancel

### Bid Details

Agency Name: agency2.0  
 Bid Number: EBID-123456-0-2020/AD  
 Bid Due Date: 02/29/2020 (PST)  
 Bid Opening: 23 days, 04 hours, 17 minutes, 21 seconds Remaining  
 Bid Name: TESTBID

### E-Bid Progress

- Contact Information
- Documents Upload
- Review Bid

### E-Bid Response

#### Required Documents

The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online), and which ones you will submit directly to the agency (offline).

#### Agency Accepted File Formats

- Adobe Acrobat (\*.PDF)
- AutoCAD Drawing (\*.DWG)
- AutoCAD Drawing Web Format (\*.DWF)
- GIF Image (\*.GIF)
- JPEG Image (\*.JPG)
- Microsoft Excel (\*.XLS)
- Microsoft Excel (\*.XLSX)
- Microsoft PowerPoint (\*.PPT)
- Microsoft Word (\*.DOC)
- Microsoft Word (\*.DOCK)
- Plain Text (\*.TXT)
- Plot file (\*.PLT)
- Rich Text Format (\*.RTF)
- TIFF Image (\*.TIF)
- WordPerfect (\*.WPD)
- ZIP Compressed Archive (\*.ZIP)

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	None	Choose a file

#### Supplemental Documents

You can upload additional documents here.

Document Title:

STEP 5: Review Your E-Bid Response, and if everything is correct, then press “Submit Response”. You are done! And the government to which you’ve submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.

NOTE: before the due date, you have the ability to upload new or revised documents.

Home > Bids > TESTBID > My E-Bid Response

Submit Response Save & Finish Later Cancel

### Bid Details

Agency Name agency2.0  
Bid Number EBID-113456-0-0200AD  
Bid Due Date 01/29/2020 (PST)  
Bid Opening 23 days, 04 hours, 10 minutes, 47 seconds Remaining  
Bid Name TESTBID

### E-Bid Progress

- Contact Information
- Documents Uploaded
- Review Bid

### Review Your E-Bid Response

#### Contact info

Company Name Calgon Carbon Corporation  
Address 1 P O. Box 717  
Address 2  
City Pittsburgh  
State Pennsylvania  
Country United States of America  
Postal Code 15230-0717  
Phone Number 4127671810  
Fax  
Bid Amount \$127,000.00  
Alternate Bid Amount  
Notes For the full 6 month contract

#### Agency Required Documents

- Service Doc agency2.0(Electronic/Online)

#### Supplemental Documents

- References(Electronic/Online)

After clicking "Submit Response" the following process will begin:  
1. We will verify that your response is complete as entered.  
2. You will see a confirmation page with your confirmation number and date/time stamp of your upload.  
3. You will receive a confirmation e-mail indicating a successful response submittal.  
4. You may track your response submission under the Responses page.

If you do not receive any of the above, please call Supplier Services at (206) 940-0305.

Previous Submit Response

For more help in responding to an eBid, please call (206) 940-0305 or send email to support@demandstar.com.