



INVITATION TO BID

ISSUE DATE: Dec. 10, 2020

**City of Fort Walton Beach, Florida
Purchasing Division
105 Miracle Strip Pkwy SW
Fort Walton Beach, Florida 32548
Telephone: (850) 833-9523
Fax: (850) 833-9643
Website: <http://www.fwb.org>**

BID NO: ITB 21-005

OPENING DATE: Jan. 12, 2021

OPENING TIME: 2:30 PM CST

BID REQUESTED:

The City of Fort Walton Beach invites bids for Invitation to Bid (ITB) #21-005: **Janitorial Services – Annual Services.**

Bids will be opened and publicly read aloud at City Hall Annex Bldg – Purchasing Division Office, City of Fort Walton Beach, 105 Miracle Strip Parkway SW, Fort Walton Beach, Florida at 2:30 PM CST on January 12, 2021. Bids must be SUBMITTED ON THE FORMS FURNISHED BY THE CITY and in accordance with specifications and the list of quantities desired.

Respondents are advised that from the date of release of this solicitation until award of the contract, **no contact with City personnel related to this solicitation is permitted. All communications are to be directed to the Purchasing Representative and sole contact listed below. (See page 19)**

It is the intent and purpose of the City of Fort Walton Beach that this Invitation to Bid promotes competitive bidding. It shall be the bidder's responsibility to advise the Purchasing Division at the address noted in the Special Conditions, if any language, requirements, etc. or any combination thereof, inadvertently restricts or limits the requirements stated in this Invitation to Bid to a single source. Such notification must be submitted in writing and must be received by the Purchasing Division no later than ten (10) days prior to the Bid opening date.

Sincerely,

Giuliana Scott
Purchasing Manager
City of Fort Walton Beach, FL

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BID REQUESTED1

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1.0 FORMS - INSTRUCTIONS FOR SUBMITTING BID RESPONSE FOR ITB 21-005:

- 1.0.1 Bidders are expected to examine this bid form and all instructions. Failure to do so will be at the bidder's risk.
- 1.0.2 All prices and notations must be in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrections typed adjacent and must be initialed and dated in ink by person signing bid. All bids must be signed with the firm name and by a responsible officer or employee.
- 1.0.3 Each bidder shall furnish all the information required on the bid form and each accompanying sheet on which he/she makes an entry.
- 1.0.4 Unit price for each unit bid shall be shown. A total shall be entered in the amount column for each item bid. In case of discrepancy between a unit price and extended price, the unit prices will be presumed to be correct.
- 1.0.5 Although the City generally awards bids based on a "lump sum" basis to the bidder submitting the lowest responsive and responsible total bid as shown on the Invitation To Bid cover sheet, the City may choose to award on a "per group" or "per item" basis. Therefore, bidders must submit with their bids, all pricing pages on the forms provided, clearly indicating which items are bid and which are not. Failure to submit these pages will render such bid non-responsive.
- 1.0.6 The City of Fort Walton Beach adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to this meeting by a physically handicapped person upon notice 48 hours prior to the meeting. Please call the City Clerk, Kim M. Barnes, at 850-833-9509 or e-mail at clerk@fwb.org to make a request. For Hearing Impaired dial 1-800-955-8771 (TDD) or 1-800-955-8770 (VOICE) or e-mail clerk@fwb.org.

BID CHECKLIST: *Bidders are cautioned to assemble the bid packet using this check list:*

- _____ Invitation to Bid Cover Sheet with Total Amount Bid stated on it
- _____ Signed Bidder's Certification Page
- _____ Addendum Page
- _____ References Completed
- _____ Drug Free Workplace Form
- _____ Invitation to Bid Price Schedule, Unit Price and Total Price Columns Completed
- _____ Bid Envelope Prepared as Specified – (See Sec 2.16)

SPECIAL ITEMS (APPLICABLE TO THIS BID ONLY):

- N/A Performance Bond Requirements (See Special Conditions-Section 3.9)
- XX Insurance (See Special Conditions-Section 3.10)
- XX Exceptions to Specifications on company letterhead (See General Conditions Section 2.10)

NOTE: PLEASE ENSURE THAT ALL DOCUMENTS ARE COMPLETED & SUBMITTED WITH YOUR BID IN ACCORDANCE WITH THIS INSTRUCTION SHEET. FAILURE TO DO SO MAY RESULT IN YOUR BID NOT BEING CONSIDERED FOR AWARD.

SECTION 1.1

COVER SHEET

(This completed form must appear as the top sheet for all bids submitted.)

TITLE: ITB 21-005: Janitorial Services

ISSUE DATE: December 10, 2020

BID NO: 21-005

Total Amount of bid or Base bid \$ _____

BID BOND – N/A

Amount of Bid Bond (5% of base bid)	\$ <u> N/A </u>
Amount of Cashier's Check (5% of base bid)	\$ <u> N/A </u>
Amount of Certified Check (5% of base bid)	\$ <u> N/A </u>

Please specify -- All Items bid? Yes ___ No ___

Submitted by:

NAME OF BUSINESS

BY: _____
SIGNATURE

MAILING ADDRESS

NAME & TITLE (type or print)

CITY, STATE, ZIP CODE

EMAIL ADDRESS

(____) _____
TELEPHONE NUMBER

(____) _____
FAX NUMBER

SECTION 1.2 BIDDER’S CERTIFICATION – ITB 21-005

I have carefully examined the Invitation to Bid, Instructions to bidders, General and Special Conditions, Vendor’s Notes, Specifications, proposed agreement and any other documents accompanying or made a part of this Invitation.

I hereby propose to furnish the goods or services specified in the Invitation at the prices or rates quoted in my bid. I agree that my bid will remain firm for a period of up to ninety (90) days in order to allow the City adequate time to evaluate the bids.

I certify that all information contained in this bid is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this bid on behalf of the vendor/contractor as its act and deed and that the vendor/contractor is ready, willing and able to perform if awarded the bid.

I further certify that this bid is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a bid for the same product or service; no officer, employee or agent of the City of Fort Walton Beach or of any other bidder interested in said bid; and that the undersigned executed this Bidder’s Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

NAME OF BUSINESS

BY: _____
Signature

NAME & TITLE (type or print)

MAILING ADDRESS

CITY, STATE, ZIP CODE

() _____
TELEPHONE NUMBER

() _____
FAX NUMBER

EMAIL ADDRESS

DATE

SECTION 1.3

ADDENDUM PAGE ITB 21-005

The undersigned acknowledges receipt of the following addenda to the Documents (Give number and date of each):

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

FAILURE TO SUBMIT ACKNOWLEDGMENT OF ANY ADDENDUM THAT AFFECTS THE BID PRICES IS CONSIDERED A MAJOR IRREGULARITY AND WILL BE CAUSE FOR REJECTION OF THE BID.

NAME OF BUSINESS

BY: _____
Signature

NAME & TITLE (type or print)

MAILING ADDRESS

CITY, STATE, ZIP CODE

() _____
TELEPHONE NUMBER

() _____
FAX NUMBER

DATE

SECTION 1.4 REFERENCES – ITB 21-005

Bidder shall submit as a part of the bid package, four (4) business references with name of the business, address, contact person, and telephone number. **All references shall be for similar services that have been delivered within the last five (5) years.**

REGARDING PROPOSER / BIDDER: _____

Name:	Name:
Contact:	Contact:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
Name:	Name:
Contact:	Contact:
Address:	Address:
Telephone:	Telephone:
Email:	Email:

SECTION 1.5 DRUG-FREE WORKPLACE FORM ITB 21-005

The undersigned vendor, on _____, 2021, in accordance with Section 287.087, Florida Statutes, certifies that [company] _____ does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.

Check one:

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

_____ As the person authorized to sign this statement, this firm does not comply fully with the above requirements.

NAME OF BUSINESS: _____

BY: _____
SIGNATURE

NAME & TITLE, TYPED OR PRINTED

SECTION 1.6 PUBLIC ENTITY CRIME FORM – ITB 21-005 (3 PAGES)

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

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

This sworn statement is submitted with Bid, Proposal or Contract # _____

This sworn statement is submitted by _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement).

My name is _____ and my relationship to the entity named above is _____.

I understand that a "public entity crime" as defined in Paragraph 287.133(a)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

- A predecessor or successor of a person convicted of a public entity crime (or)
- An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to

enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

_____Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

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

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

(Signature)

(Date)

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me on the _____ day of _____, 2021 by means of ___ physical presence or ___ online

notarization by _____ and _____ in
(Name of Person Acknowledging) (Name of Person Acknowledging)

their representative capacity as _____ and _____ of
(TITLE) (TITLE)

the Operator, who _____ is personally known to me, or _____ has produced

_____ as ID.
(TYPE OF IDENTIFICATION)

My Commission expires

Public Notary

SECTION 1.7

FEDERAL E-VERIFY COMPLIANCE CERTIFICATION

In accordance with Executive Order Number 11-116 from the Office of the Governor of the State of Florida, Bidder hereby certifies that the U.S. Department of Homeland Security’s E-Verify system will be used to verify the employment eligibility of all new employees hired by the respondent during the contract term, and shall expressly require any subcontractors performing work or providing services pursuant to the contract to likewise utilize the U.S. Department of Homeland Securities E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term; and shall provide documentation such verification to the CITY upon request.

As the person authorized to sign this statement, I certify that this company complies/will comply fully with the above requirements.

DATE: _____

SIGNATURE: _____

COMPANY: _____

NAME: _____

ADDRESS: _____

TITLE: _____

E-MAIL: _____

PHONE NO.: _____

FAX NO.: _____

SECTION 1.8 LOBBYING CERTIFICATION FORM

LOBBYING - 31 U.S.C. 1352, 49 CFR Part 19, 49 CFR Part 20

APPENDIX A, 49 CFR PART 20--CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements
(To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Bidder] certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1) -(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Bidder, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Bidder understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

_____ Signature of Bidder’s Authorized Official

_____ Name and Title of Bidder’s Authorized Official

_____ Date

SECTION 1.9 ANTI-COLLUSION STATEMENT

ANTI-COLLUSION STATEMENT: The below signed bidder has not divulged to, discussed or compared his or her bid with other bidders and has not colluded with any other bidder or parties to bid whatever. (Note: No premiums, rebates, or gratuities permitted either with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from bid list(s).

Bidder's Company Name

Authorized Signature – Manual

Authorized Signature – Printed/Typed

Address

Title

Phone #

Fax #

Federal ID # or SS #

SECTION 1.10

SCRUTINIZED COMPANIES PURSUANT TO FS SECTIONS 287.135 & 215.473:

By signing and submitting this bid, the undersigned bidder hereby certifies that the company is not on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or that it does not have business operations in Cuba or Syria (for bid amounts of \$1,000,000 or more).

Any contract with the City of Fort Walton Beach for goods and/or services of any amount, entered into on or after July 1, 2019, may be terminated at the sole option of the City, at no cost to the City, if the company is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, or if the company is found to have submitted a false certification as provided under subsection (5) of F.S.287-135.

As the person authorized to sign this statement, I certify that this company complies/will comply fully with the above requirements.

DATE: _____

SIGNATURE: _____

NAME: _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

E-MAIL: _____

SECTION 1.11 - CONTRACTOR QUESTIONNAIRE –

INCLUDE THIS FORM WITH YOUR BID (2 PGS).

FAILURE TO COMPLETE & RETURN THIS FORM WILL RESULT IN REJECTION OF BID

BIDDER COMPANY NAME: _____

1. Has your business been certified as a MOB/WOB/SDVOB by the State of Florida Office of Supplier Diversity? (If yes, provide copy of documentation)

YES _____ NO _____

2. Is your business located within the City limits of Fort Walton Beach, FL?

YES _____ NO _____

Business Address: _____

3. How many years has your company performed Janitorial services? _____ Years

4. Do you have experience servicing commercial facilities? Please describe your experience (size of facilities, types of spaces, i.e. office, warehouse, secure locations, recreational).

5. How many Full-time janitorial employees do you have? _____

Part-time? _____

6. How many business vehicles do you have? _____

BIDDER NAME: _____ **(Page 2 of 2)**

7. Do you have the capability to provide the necessary transportation for employees and equipment to our City sites? (Yes/No):

8. Is your company licensed to do business in the State of Florida? YES _____ NO _____
(Please provide a copy of all licenses, local and state.)

9. Can you meet the insurance requirements for this contract and provide proof of insurance at the time of contract signing if awarded the contract? YES _____ NO _____

10. No subcontracting will be allowed.

11. What is the estimated total # of people you will assign to the City account to complete the work as described in this bid and work matrices (Exhibit A)? _____

12. What is the total # of man-hours PER WEEK needed to complete the work as described in this bid & work matrices (Exhibit A)? _____

13. Describe any requirements needed by the vendor, to be provided by the City, to meet the performance required by this bid (i.e. supplies storage space, etc.)

14. Is there any other information you would like to provide that would help the City in selecting the best contractor for Janitorial services?

Completed By:

Name and Title

End of Form

SECTION 2 - GENERAL CONDITIONS

2.1 **EXECUTION OF BID:** Bid must contain a manual signature of an authorized representative in the space provided. Florida law requires that when a municipality enters into a contractual agreement with a corporation licensed to do business in the State of Florida, such agreement shall be signed by two (2) Corporate Officials (i.e., President, Vice President, Secretary, Treasurer) with the corporate seal affixed. It is also required that such execution be acknowledged before a Notary Public with Notary Seal affixed. If neither the aforementioned corporate officers nor the corporate seal are readily available, a letter of authorization can be submitted in lieu of these requirements. Such letter of authorization must be on the corporate stationery, must clearly state that the person who signed the referenced agreement is duly authorized to enter into such agreement on behalf of the corporation and must be signed by the corporate officials designated above. Failure to submit letter of authorization within two (2) weeks after notification of award may result in award to the next apparent low bidder.

2.1.1 In the case of a partnership, the agreement must be signed by a general or managing partner and notarized as outlined above.

2.1.2 In the case of a sole proprietorship, the owner must sign the agreement and have such execution notarized.

2.1.3 If you have any questions regarding the execution of the signature page, please feel free to contact the Purchasing Division at (850) 833-9523 for further clarification.

2.2 **SUBMITTAL OF BIDS:** Bids shall be submitted utilizing the bid form(s) provided by the City. All bids shall be properly executed with all blank spaces filled in. The signatures of all persons signing shall be in longhand. Erasures, interlineations, or other corrections shall be authenticated by affixing in the margin immediately opposite the correction the initials of a person signing the bid. If the unit price and the total amount named by a bidder for any item are not in agreement the unit price alone shall be considered as representing the bidder's intention, and the totals shall be corrected.

2.3 **AMENDMENT OF THE INVITATION TO BID:** It is the Bidder's responsibility to contact the Purchasing Division prior to submitting a bid to ascertain if any addenda have been issued, to obtain all such addenda, and return executed addenda with the bid (or complete and sign addenda acknowledgement form.) The failure of a bidder to submit acknowledgment of any addenda that affects the bid price(s), is considered a major irregularity and will be cause for rejection of the bid.

2.4 **ADDENDA:** If it is necessary to revise or amend any part of this ITB, the Purchasing Manager will post an addendum (or more, as needed) on the Florida BidNet Direct website at www.BidNetDirect.com and/or on the City's website at www.fwb.org/rfps. **It is the Bidder's responsibility, prior to submitting a bid, to ascertain if any addenda have been issued, to obtain all such addenda, and to return any executed addenda with the bid (or complete and sign addenda acknowledgement form). The failure of a Bidder to submit acknowledgment of any addenda that materially affects the bid is considered a major irregularity and will be cause for rejection of the bid.**

2.5 **BIDDER'S CERTIFICATION FORM:** Each bidder shall complete the "Bidder's Certification" form included with this Invitation To Bid, and submit the form with the bid. The failure of a bidder to submit this document will be cause for rejection of the bid.

2.6 **DRUG FREE WORKPLACE PREFERENCE:** Pursuant to § 287.087, Florida Statutes, the City must give preference to businesses that have implemented a drug-free workplace programs whenever two or more bids, proposals, or replies are equal in price, quality, and service. If your business has implemented a drug free workplace program, you must provide a copy of all documents, rules, policies and procedures adopted by your business that satisfy the requirements of § 287.087.

2.7 **PUBLIC ENTITY CRIMES:** A person or affiliate, as defined in § 287.133, Florida Statutes, who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in § 287.01, Florida Statutes, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list. By submitting a bid, you are certifying your company is in compliance with § 287.133, Florida Statutes.

2.8 **SCRUTINIZED COMPANIES; BOYCOTTING FORM:** Contractor certifies that it and any of its affiliates are not scrutinized companies as identified in Florida Statutes Section 287.135.

2.8.1 Pursuant to Florida Statutes Section 287.135, the City may immediately terminate this Contract for cause if the Contractor, its affiliates, or its subcontractors are found to have submitted a false certification; or if the Contractor, its affiliates, or its subcontractors are placed on any applicable scrutinized companies list or engaged in prohibited contracting activity during the project.

2.8.2 As provided in Subsection 287 .135(8), F.S., if Federal law ceases to authorize these contracting prohibitions then they shall become inoperative.

2.9 **SPECIFICATIONS REQUIRED:** All items quoted must be in compliance with the specifications. If you are taking exception, indicate those exceptions on company letterhead and attach to this invitation to bid.

2.10 **ALTERNATIVES/SUBSTITUTIONS TO SPECIFICATIONS:** Any alternatives or substitutions to the attached specifications must be clearly delineated, set out and submitted with the bid (use separate sheets of paper and make them part of the bid).

2.11 **PRICES, TERMS, and PAYMENT:** All prices must be firm for the delivery schedule quoted in the specifications. Bids stipulating "Price in effect at time of shipment" or other similar conditions will be considered not responsive to the bid invitation and will not be accepted. All prices shall be quoted F.O.B. delivered to any City of Fort Walton Beach department unless otherwise stipulated in the bid invitation. Bidder is requested to offer cash discount for prompt invoice payment. It is the policy of the City of Fort Walton Beach to make payments of invoices in time to earn any offered cash discounts. Discount time will be computed from the date of satisfactory delivery at place of acceptance or from receipt of correct invoice at the Finance Department office, whichever is later.

2.12 **DISCOUNTS:** Bidders may offer a cash discount for prompt payment; however, such discounts shall not be considered in determining the lowest net cost for bid evaluation purposes. Discount will be computed from the date of satisfactory delivery at place of acceptance or from receipt

of correct invoice at the office specified, whichever is later.

2.13 **EFFECTIVE PERIOD:** Prices quoted in the bid must remain open for a period of ninety (90) days from the date of bid opening.

2.14 **QUESTIONS REGARDING SPECIFICATIONS OR BIDDING PROCESS:**

2.14.1 Respondents are advised that from the date of release of this solicitation until award of the contract, **no contact with City personnel related to this solicitation is permitted. All communications are to be directed to the Purchasing Representative and sole contact listed below in Section 2.14.4.**

2.14.2 Any questions related to interpretation of specifications or the bid process shall be addressed to the Purchasing Agent, in writing, in ample time before the period set for the receipt and opening of bids. No inquiries, if received within ten (10) days of the date set for the receipt of bids, will be given any consideration. Any interpretation made to prospective bidders will be expressed in the form of an addendum to the specifications which, if issued, will be conveyed to all prospective bidders no later than five (5) days before the date set for receipt of bids. Oral answers will not be authoritative.

2.14.3 It will be the responsibility of the bidder to contact the Purchasing Division prior to submitting a bid to ascertain if any addenda have been issued, to obtain all such addenda, and return executed addenda with the bid.

2.14.4 Direct inquiries to:

**Giuliana Scott, Purchasing Manager
Purchasing Division, City of Fort Walton Beach
105 Miracle Strip Parkway SW
Fort Walton Beach, Florida 32548**

Telephone: (850) 833-9523 Fax: (850) 833-9643

Email: gscott@fwb.org

Website: <http://www.fwb.org>

2.15 **SEALED BIDS:** All bids must be submitted in a sealed envelope. The face of the envelope shall contain the date and time of the bid opening and the bid number. Bids not submitted on the City's bid forms may be rejected. All bids are subject to the conditions specified and on any attached sheets, specifications, special conditions or vendor notes.

2.16 **RECEIPT OF BIDS, DUE DATE:**

2.16.1 **Sealed bids shall be submitted to the Office of the Purchasing Division no later than 2:30 PM (CST), on January 12, 2021.** Bids shall not be accepted after this time and date. Each bid shall be submitted in a sealed envelope marked with the bid number, title of the bid, and bid opening date.

2.16.2 Sealed bids are to be addressed as follows for either mail or hand delivery. Bids submitted by mail must be received at the Purchasing Division Office before the bid opening time.

**Purchasing Division
City of Fort Walton Beach
105 Miracle Strip Parkway SW
Fort Walton Beach, FL 32548**

2.16.3 Cut out and use the label printed here, and affix to your OUTER sealed bid envelope to identify it as a “Sealed Bid”.



<p>Deliver to: Purchasing Manager – City Hall Annex Building City of Fort Walton Beach 105 Miracle Strip Pkwy SW Fort Walton Beach, FL 32548</p> <p style="text-align: center;">SEALED BID DO NOT OPEN</p> <p>SEALED ITB#21-005</p> <p>ITB TITLE: Janitorial Services</p> <p>DUE DATE/TIME: 01/12/2021 2:30 PM – Central Time</p>
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2.17 **WITHDRAWAL OF BIDS:** Bidders may withdraw a bid after it has been deposited with the Purchasing Division Office any time before the scheduled time for opening the bids.

2.18 **MISTAKES:** Bidders are expected to examine the specifications, delivery schedules, bid prices, and all instructions pertaining to supplies and services. Failure to do so will be at the bidder's risk.

2.19 **COMPLETENESS.** All information required by this ITB must be supplied to constitute a legitimate bid.

2.20 **BID OPENING:** The bid opening shall be public, on the date and at the time specified on the bid form. It is the Bidder’s responsibility to assure that their bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be returned but will be retained in the "BID FILE" unopened. Offers by telephone for a sealed bid cannot be accepted.

2.21 **PROPERTY OF THE CITY:** All bids received from Bidders in response to this ITB will become the property of the City of Fort Walton Beach and will not be returned to the bidders. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the City.

2.22 **AWARD OR REJECTION OF BIDS:** The contract will be awarded to the lowest responsive and responsible bidder(s) complying with all the provisions of the Invitation to Bid, provided the bid

price is reasonable, the references are strong, and it is in the interest of the City to accept it.

- 2.22.1 The City of Fort Walton Beach reserves the right to reject any or all bids and to waive any informality in bids received whenever such rejection or waiver is in the best interest of the City. The City of Fort Walton Beach also reserves the right to reject the bid of a Bidder who has previously failed to perform properly or complete, on time, contracts of a similar nature, or a bid of a bidder who an investigation shows is not in a position to perform the contract.
- 2.22.2 Award will be made in approximately ninety (90) days. It is incumbent on bidders to contact the Purchasing Division at (850) 833-9523 to determine the successful Bidder(s). Bidders or respondents who do not agree with the City Council's award are afforded the opportunity to protest the recommendation by submitting a written vendor protest to the Purchasing Division within three (3) business days after City Council has awarded the purchase. Failure to file a written vendor protest within three (3) business days shall constitute a waiver of proceedings under this policy.
- 2.22.3 In the best interest of the City, the right is reserved to make award(s) by individual items, group of items, all or none, or a combination thereof, with one or more suppliers; to reject any and all bids, or to waive any informality or technicality in bids received.

2.23 SELECTION / REJECTION OF OPTIONS / ALTERNATIVES: If an Invitation to Bid permits options or alternatives, the City reserves the right to select or reject any or all options or alternatives that are bid and as deemed to be in the best interests of the City.

2.24 CONFLICT OF INTEREST: Any award of contract for this Invitation to Bid is subject to Chapter 112, Florida Statutes. All bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the City of Fort Walton Beach. Further, all bidders must disclose the name of any City of Fort Walton Beach officer, director, or employee who owns, directly or indirectly, an interest of ten percent (10%) or more of the bidder's firm or any of its branches or who has any contractual relationship or agreement of any kind with the bidder. The bidder warrants that no one was paid a fee, commission, gift, or other consideration contingent upon receipt of an award for the services and/or supplies specified herein.

2.25 VENDOR PROTESTS: Bidders who do not agree with the City Council's recommendation for award are afforded the opportunity to protest the recommendation by submitting written notice to the Purchasing Division within three (3) business days after City Council award. Refer to Section 2.22.2 above.

2.26 BID TABULATION & EVALUATION: Bidders may request copies of the bid tabulation documents via email, in person or by sending a stamped, self-addressed envelope with the bid. Bid Tabulations will not be provided by telephone.

2.27 POLITICAL SUBDIVISIONS CONTRACTS: Under Florida Law, prices contained in State Contracts shall be available to the City of Fort Walton Beach, who might wish to purchase under a State Purchase Contract. The City reserves the right to purchase from a State Purchase Contract if in the best interest of the City.

2.28 **PIGGYBACK PROVISIONS:** Under the Florida Inter-local Cooperation Act of 1969, public agencies may engage in cooperative purchasing agreements and intergovernmental agreements and contracts. Winning Bidder agrees to provide same terms and conditions to other qualified government agencies within the State of Florida.

2.28.1 The submission of any bid in response to this ITB constitutes an offer made under the same basis of pricing; terms and conditions, for the same contract price, to other governmental agencies within the State of Florida, **unless otherwise stipulated by the Bidder in their submitted bid.**

2.28.2 Each governmental agency desiring to accept these bids, and make an award thereof, shall do so independently of any other governmental agency. Each agency shall be responsible for its own purchases and each shall be liable only for materials ordered and received by it, and no agency assumes any liability by virtue of this bid.

2.29 **TAX EXEMPT:** The City does not pay federal excise and state sales taxes. The City's tax exemption number is 85-8012740106C-0 and is included on all purchase orders.

2.30 **INCURRED EXPENSES:** The City is not responsible for any expenses that Bidders may incur in preparing and submitting bids or presentations called for in this ITB.

2.31 **CONDITION and PACKAGING:** It is understood and agreed that any item offered or shipped as a result of this bid shall be new and the current production model at the time of this bid, unless otherwise specified. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.

2.32 **SAFETY STANDARDS:** Unless otherwise specified in the bid, all manufactured items and fabricated assemblies shall comply with applicable requirements and standards of the Occupational Safety and Health Act.

2.33 **MARKING:** Each individual container shall be marked with the brand name of the product, quantity and the name and address of the manufacturer. Each shipping container shall include the name of the vendor and must also clearly indicate the City of Fort Walton Beach Purchase Order Number.

2.34 **TRADE NAMES**

2.34.1 In cases where an item is identified by a manufacturer's name, trade name, catalog number, or reference, it is understood that the bidder proposes to furnish the item so identified and does not propose to furnish an "EQUAL" unless the proposed "EQUAL" is definitely indicated therein by the bidder.

2.34.2 The reference to a name brand is intended to be descriptive but not restrictive and only to indicate to the prospective bidder articles that will be satisfactory. Bids on other makes and catalogs will be considered provided each bidder clearly states in their bid or proposal exactly what they propose to furnish and forwards with the bid a cut illustration or other descriptive matter which will clearly indicate the character of the article covered by his bid.

2.34.3 The City hereby reserves the right to approve as an equal, or to reject as not being equal, any article the bidder proposes to furnish which contains major or minor variations from the specification requirements but may comply substantially therewith.

2.34.4 If no particular brand, model, or make is specified and if no data is required to be submitted with the bid, a bidder may be required to submit working drawings or sufficient detailed descriptive data to enable the City to determine if such specification requirements are met.

2.35 **INVOICING AND PAYMENT:** The supplier shall be paid upon submission of invoices to: Accounts Payable, City of Fort Walton Beach, 107 Miracle Strip Parkway SW, Fort Walton Beach, Florida 32548. Invoices are to be billed at the prices stipulated on the purchase order and as outlined in this bid. **All invoices must show the City of Fort Walton Beach Purchase Order Number.** See Section 2.36 below for further details.

2.36 **FLORIDA PROMPT PAYMENT ACT:** For purposes of billing submission and payment procedures, a "proper invoice" by a contractor, vendor, or other invoicing party shall consist of at least all of the following:

2.36.1 A description (including quantity) of the goods and/or services provided to the City (or a party on behalf of the City) reasonably sufficient to identify it (or them);

2.36.2 The amount due, applicable discount(s), and the terms thereof;

2.36.3 The full name of the vendor, contractor or other party who is supplying the goods and/or services including a mailing address in case of a dispute and a mailing address for payment purposes (if they are different) and a telephone number;

2.36.4 The Purchase Order or Contract Number as supplied by the City; and identification by office or department where and to whom the goods were delivered or services provided;

2.36.5 **DELIVERY OF INVOICE - All invoices shall be sent to the Accounts Payable Division, City of Fort Walton Beach, 107 Miracle Strip Parkway SW, Fort Walton Beach, Florida, 32548.**

2.36.6 **DELIVERY ACCEPTANCE REQUIRED** - The invoice must be based on a proper delivery, installation, or provision of the goods and/or services to and acceptance by the City; the vendor, contractor or other party who is supplying the goods and/or services has otherwise complied with all of the contract's terms and conditions and is not in default of any of them; and if the contract requires any subcontractors or other parties to be bound by similar other "flow-down" requirements are in compliance with those requirements.

2.37 **INSPECTION, ACCEPTANCE, AND TITLE:** Inspection and acceptance will be at the destination point unless otherwise stipulated by the City. Title and risk of loss or damage to all items shall be the responsibility of the shipper (vendor) until accepted by the using department of the City

of Fort Walton Beach, unless loss of damage results from negligence by the City of Fort Walton Beach or its Departments.

2.38 FISCAL YEAR FUNDING APPROPRIATION: Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interest of the City, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contract. Payment and performance obligations for succeeding fiscal periods shall be subject to appropriation of adequate funds by City Council.

2.39 CANCELLATION DUE TO UNAVAILABILITY OF FUNDS: When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be cancelled and the contractor shall be entitled to reimbursement for the reasonable value of any nonrecurring cost incurred but not advertised in the price of the supplies or services delivered under the contract or otherwise recoverable.

2.40 INVOICE DISPUTE PROCEDURE. If there is a dispute between the City and contractor regarding an invoice, the City or contractor may initiate this invoice dispute procedure.

2.40.1 Either party can initiate the dispute procedure, within 45 days after the receipt or denial of an invoice, by providing the other party in writing of a dispute and stating the specifics of the dispute. The parties shall exchange all materials and information to support their claims and provide a copy of all materials and information to the Financial Services Director.

2.40.2 The Financial Services Director shall review all materials and information and conduct a meeting with the contractor and the responsible City office, division, or department. The Financial Services Director shall then issue a written final decision no later than 60 days after the date of notice of the dispute. The final decision shall be immediately mailed or hand-delivered to the contractor.

2.41 LEGAL REQUIREMENTS: Federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the item(s) covered in the specifications of this Invitation to Bid shall apply. Lack of knowledge by the bidder will in no way be cause for relief from such responsibility.

2.42 LIABILITY: The vendor shall hold and save the City of Fort Walton Beach, its officers, agents and employees harmless from liability of any kind in the performance of or fulfilling the requirements of any purchase order which may result from this bid.

2.43 TIME IS OF THE ESSENCE. A condition that time is of the essence for the proper provision of services of the Contract and that the successful Bidder(s) will conduct all required work diligently and as specified by the City.

2.44 CONTRACTOR’S REQUEST FOR ADDITIONAL TIME

2.44.1 If the Contractor wishes to make Claim to increase the Contract Performance Time, a written notice shall be given within 5 calendar days from the probable cause of delay on progress of the Work.

- 2.44.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated and had an adverse effect on the scheduled construction. This Request for Time shall be made within 5 calendar days of the adverse weather.
- 2.44.3 If the Contractor is delayed at any time in the commencement or progress of the Work by an act or neglect of the City, or of a separate Contractor employed by the City, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Contractor's control, or by delay authorized by the City pending mediation and arbitration, or by other causes which the City Engineer determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the City Engineer may determine.

2.45 **TERMINATION FOR DEFAULT**

- 2.45.1 The performance of Work under this Contract may be terminated by the City, in whole or in part, in writing, whenever the City shall determine that the Contractor has failed to meet the performance requirements of this Contract.
- 2.45.2 The City has a right to terminate for default if the Contractor fails to make delivery of the supplies or perform the Work, or if the Contractor fails to perform the Work within the time specified in the Contract, or if the Contractor fails to perform any other provisions of the Contract.
- 2.45.3 Failure of a Contractor to deliver or perform the required Work within the time specified, or within a reasonable time as determined by the City or failure to make replacements of rejected articles or Work when so requested, immediately or as directed by the City, shall constitute authority for the City to purchase in the open market articles or Work of comparable grade to replace the articles or Work rejected, not delivered, nor completed. On all such purchases, the Contractor or its surety, shall reimburse the City, within a reasonable time specified by the City, for any expense incurred in excess of the Contract prices.
- 2.45.4 Such purchases shall be deducted from Contract quantities. Should public necessity demand it, the City reserves the right to utilize services or use and/or consume articles delivered which are substandard in quality, subject to an adjustment in price to be determined by the City.
- 2.45.5 The Contractor shall not be liable for any excess costs if acceptable evidence has been submitted to the City that failure to perform the Work was due to causes beyond the control and without the fault or negligence of the Contractor.

2.46 **TERMINATION FOR CONVENIENCE**

- 2.46.1 The City may terminate this Contract at its convenience with an advance written notice to the Contractor.

2.46.2 In the event of such a termination by the City, the City shall be liable for the payment of all Work properly performed prior to the effective date of termination and for all portions of materials, supplies, services, and facility orders which cannot be cancelled and were placed prior to the effective date of termination and other reasonable costs associated with the termination.

2.47 CLAIMS

2.47.1 If the Contractor plans to make a claim for an increase in the Contract price or an extension in the Contract Schedule/Term, he shall first give the City written notice thereof, such notice shall be given within ten (10) calendar days after the occurrence of the event giving rise to such a claim. This written notice shall be given by the Contractor to the City, and a written approval secured from the City, before proceeding to execute the Work, except in an emergency endangering life or property, in which case the Contractor shall immediately proceed.

2.47.2 No claim for extra work will be considered valid by the City unless first submitted in writing.

2.48 ADDITIONAL OR EXTRA WORK - CHANGE ORDERS

2.48.1 “Additional work” shall be defined as work that results from a change or alteration in plans concerning the scope of work, or added work necessary to meet the performance goals under this ITB.

2.48.2 “Extra work” shall be defined as work not required under the scope of work of this Contract, is something done or furnished beyond the Contract's requirements, and is entirely outside and independent of the Contract and not contemplated by it.

2.48.3 “Change order” shall be defined as a written instrument prepared by and signed by the City and Contractor, stating the specific agreement upon all of the following: the change in the scope of work, the amount of the adjustment, if any, to the Contract price, and the adjustment, if any, to the Contract completion time.

2.48.4 **No claim for additional or extra work will be considered or paid by the City unless a request for change order is first submitted in writing by the Contractor and authorized by the City as a change order.**

2.48.5 The City Manager, may request and approve change orders to the scope of this Contract consisting of additions, deletions, extra work, or other revisions so long as each change order does not exceed \$20,000 and all change orders, in the aggregate, do not exceed ten percent (10%) of the total Contract price.

2.48.6 The City Council must approve any single change order that exceeds \$20,000 or if the aggregate amount of change orders will exceed ten percent (10%) of the total Contract price.

2.48.7 All change orders shall be considered a written addendum to any Contract signed pursuant to this ITB.

2.49 **RIGHT TO AUDIT RECORDS:** The City shall be entitled to audit the books and records of the Contractor or any sub-contractor to the extent that such books and records relate to the performance of the Agreement or any sub-contract to the Agreement. Such books and records shall be maintained by the Contractor for a period of three (3) years from the date of final payment under the Agreement and by the sub-contractor for a period of three (3) years from the date of final payment under the sub-contract unless a shorter period is otherwise authorized in writing.

2.50 PUBLIC RECORDS

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

**CITY CLERK – CITY OF FORT WALTON BEACH
107 MIRACLE STRIP PARKWAY SW
FORT WALTON BEACH, FLORIDA 32548
850-833-9509
clerk@fwb.org**

- 2.50.1 Winning Bidder shall keep and maintain public records required by the City to perform the services contained in this Contract. Upon request from the City’s custodian of public records, Winning Bidder shall provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the costs provided for in Chapter 119, Florida Statutes or as otherwise provided by law.
- 2.50.2 Winning Bidder shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term, and following completion of the contract if the Winning Bidder does not transfer the records to the City.
- 2.50.3 Upon completion of the contract, Winning Bidder shall transfer, at no cost, to the City all public records in possession of the Winning Bidder or keep and maintain public records required by the City to perform the service. If Winning Bidder transfers all public records to the City upon completion of the contract, Winning Bidder shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Winning Bidder keeps and maintains public records upon completion of the contract, Winning Bidder shall meet all applicable requirements for retaining public records.
- 2.50.4 All public records stored electronically must be provided to the City, upon request from the City’s custodian of public records, in a format that is

compatible with the information technology systems of the City.

- 2.50.5 Failure of Winning Bidder to comply with the City’s request for records or any other provisions contained in this paragraph, shall be deemed a material breach of this contract and the parties agree that the City may seek immediate relief through a court of law as outlined in Section 119.11, Florida Statutes.
- 2.50.6 If Winning Bidder fails to provide the public records to the City within a reasonable time Winning Bidder may be subject to penalties under Section 119.10, Florida Statutes. If it is found that Winning Bidder has unlawfully refused to comply with a public records request within a reasonable time, and if the Notice requirements of Section 119.0701(4), Florida Statutes have been met, the City will be entitled to recover all reasonable costs and attorneys’ fees for such violation in accordance with Section 119.0701(4), Florida Statutes.

2.51 **LOCAL MERCHANT PREFERENCE:** The City may give preference to a local vendor whenever two or more bids, proposals, or replies are equal in price, quality and service. In the event of a tie by local vendors, the award may be split when it is in the best interests of the City.

2.52 **INDEPENDENT CONTRACTOR STATUS; INDEMNITY.** At all times the Contractor will be an independent contractor and shall, therefore, agree to indemnify and save harmless the City, its officers, agents, and employees, from and against any and all liability, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions and costs of action, including attorney's fees for trial and on appeal, of any kind and nature arising or growing out of or in any way connected with the performance of the Contract whether by act or omission of the Bidder, its agents, servants, employees or others, or because of or due to the mere existence of the Contract between the parties. SEE ALSO SPECIAL CONDITIONS – Section 3.17.27.

2.53 **ASSIGNMENT.** The successful Bidder(s) may not assign, transfer, or otherwise dispose any rights or obligations of the Contract without prior written consent of the City.

2.54 **EQUAL OPPORTUNITY EMPLOYER:** During the performance of this contract, the Contractor agrees as follows:

- 2.54.1 The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- 2.54.2 The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

2.55 COMPLIANCE WITH FEDERAL LAWS, REGULATIONS & EXECUTIVE ORDERS: This Contract is subject to State & Federal Laws, Regulations & Executive Orders.

2.55.1 The Contractor shall comply with all applicable federal, state and local laws, ordinances, rules and regulations pertaining to the performance of Work under this Contract.

2.55.2 This is an acknowledgement that state funding will be used to fund this Contract.

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SECTION 3 - SPECIAL CONDITIONS

If marked, the following Special Conditions apply to this invitation to bid:

N/A 3.1 **PRE-BID MEETING – NONE.**

3.1.1 **SITE VISITS** - A Facility Walk-Through is available upon request. Contact the Purchasing Office at 850-833-9523 for further details.

XX 3.2 **PERFORMANCE TIME:** The Contractor shall begin the required services within ten (10) calendar days after the contract has been signed and Purchase Order has been issued, whichever is most recent.

XX 3.3 **FAMILIARITY WITH SITE CONDITIONS:** **The responsibility for the determination of accurate measurements, the extent of work to be performed, and the conditions surrounding the performance thereof shall be the Bidder's. Submission of a bid shall constitute acknowledgement that the bidder is familiar with all such conditions. Failure or neglect of a bidder to be familiar with the site of the proposed work shall in no way relieve the bidder from any obligations with respect to this bid.**

NA 3.4 **VALUE ENGINEERING:** It is the intent of the City to award a contract to the lowest responsible bidder provided the bid has been submitted in accordance with the requirements of the bidding documents and does not exceed the funds available. The City shall have the right to engage the lowest responsible bidder in value engineering in order to comply with the fixed construction cost.

XX 3.5 **BIDDER QUALIFICATION:** Bids will be considered from firms who have adequate personnel and equipment and who are so situated as to perform prompt service, Monday through Friday, except for City holidays. Bids will be considered only from firms which are regularly engaged in the business as described in this bid package; with a record of performance for a reasonable period of time, which have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the service if awarded a Contract under the terms and conditions herein stated. The terms "equipment and organization" as used herein shall be construed to mean a fully equipped and well established company in line with the best business practice in the industry and as determined by the City.

XX 3.6 **INSPECTION:** The City reserves the right to conduct an inspection of the bidder's facility and equipment prior to the award of the contract.

XX 3.7 **EXECUTION OF CONTRACT:** The successful bidder shall, within fifteen (15) calendar days after Notice of Award is issued by the Purchasing Agent, enter into a contract with the City for the performance of work awarded and shall simultaneously provide any required bonds, indemnities and insurance certificates. Failure to comply with the established deadline for submittal of required documents may be grounds for cancellation of the award.

3.7.1 Janitorial Services Contract shall provide terms for under-performance and/or non-performance of matrix tasks, with reduction of fees accordingly.

XX 3.8 FAILURE TO EXECUTE CONTRACT: Failure of the successful bidder to enter into a contract in the proscribed time may be cause for cancellation of the award to that bidder. In the event that the award is cancelled, the award may then be made to the second lowest responsive and responsible bidder, or the City may reject all of the bids. Contractors who default are subject to suspension and/or removal from the Bidder's List.

N/A 3.9 BOND REQUIREMENTS

N/A 3.9.1 Performance Bond equal to one hundred percent (100%) of the Contract price will be required.

N/A 3.9.2 Labor & Material Payment Bond equal to one hundred percent (100%) of the Contract price will be required.

N/A 3.9.3 Performance and Labor & Materials Payment Bonds shall accompany the contract be signed, sealed and dated no earlier than the contract effective date and specifically refer to the contract by date.

N/A 3.9.4 Surety companies providing any bond must be listed in the latest Federal Register of the U.S. Department of Treasury, Circular 570, entitled “Surety Companies Acceptable on Federal Bonds”, or otherwise acceptable to the City.

XX 3.10 INSURANCE: Bidders must be eligible for and provide evidence of insurance coverage, which equals or exceeds the City’s minimum standards for the project. All insurance required must be provided by a company licensed to do business in the State of Florida and with an A.M. best rating of at least A-. Proof of Insurance must accompany the signed contract.

- XX 3.10.1 Workers Compensation
 - Coverage A In conformity with Florida Statutes
 - Coverage B \$500,000/\$500,000/\$500,000

- XX 3.10.2 Commercial General Liability
 - Each occurrence for Bodily Injury/Property Damage \$1,000,000
 - Products/Completed Operations \$1,000,000
 - Annual Aggregate for Bodily Injury/Property Damage \$2,000,000
 - Products/Completed Operations \$1,000,000

- XX All coverage above shall include the following provisions:
 - The City of Fort Walton Beach shall be an additional insured.
 - The policy shall not be cancelled unless the City is given at least 30 days notice.
 - Any coverages which are eliminated, restricted or reduced to less than what is commonly provided by standard I.S.O. forms must be indicated.

XX 3.10.3 Business Automobile Liability
Combined Single Limit - \$1,000,000

XX This coverage shall include the following provisions:

- The City of Fort Walton Beach shall be an additional insured
- The policy shall not be cancelled unless the City is given at least 30 days notice.
- Any coverages which are eliminated, restricted or reduced to less than what is commonly provided by standard I.S.O. forms must be indicated.
- Symbol "1,2" (Any Auto) or equivalent, shall be used to designate insured autos.

N/A 3.11 SUBCONTRACTOR(S): Unless otherwise stated in the contract documents or the bidding requirements, the contractor, as soon as practicable after award of the contract, shall furnish in writing to the City the names of persons or entities, including those who are to furnish materials or equipment fabricated to a special design, proposed for each principal portion of the Work. The City will promptly inform the bidder in writing whether it has reasonable objection to any such proposed person or entity. The City may consider the use of any particular subcontractor when evaluating whether a bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference. **(NO SUBCONTRACTORS PERMITTED)**

XX 3.12 CONSTRUCTION OF SPECIAL CONDITIONS: If any specification or general condition of this Invitation to Bid conflicts with any Special Condition, the Special Condition shall have precedence over the General Condition.

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XX 3.13 **FEDERAL REGULATIONS & TERMS:**

FEDERAL GRANT FUNDING CONDITIONS

PLEASE NOTE THAT THIS SOLICITATION MAY BE EITHER PARTIALLY OR FULLY GRANT-FUNDED AFTER A DECLARED DISASTER. BIDDERS AGREE TO COMPLY FULLY DURING THOSE TIMES, WITH THE ADDITIONAL CLAUSES AS ENUMERATED BELOW, AND SHALL CONTINUE TO COMPLY WITH ANY REGULATORY OR LEGISLATIVE CHANGES, UPDATES OR MODIFICATIONS THAT OCCUR IN THE FUTURE RELATING TO THESE CLAUSES.

- 3.13.1 **Drug Free Workplace Requirements:** Drug-free workplace requirements in accordance with Drug Free Workplace Act of 1988 (Pub L 100-690, Title V, Subtitle D) All contractors entering into Federal funded contracts over \$100,000 must comply with Federal Drug Free workplace requirements as Drug Free Workplace Act of 1988.
- 3.13.2 **Contractor Compliance:** The contractor shall comply with all uniform administrative requirements, cost principles, and audit requirements for federal awards.
- 3.13.3 **Conflict of Interest:** The contractor must disclose in writing any potential conflict of interest to the City of Fort Walton Beach or pass-through entity in accordance with applicable Federal policy.
- 3.13.4 **Mandatory Disclosures:** The contractor must disclose in writing all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.
- 3.13.5 **Utilization of Minority, Women’s / Labor Surplus Firms Participation:** The City of Fort Walton Beach, in accordance with the requirements as stated in C.F.R. 200.321 encourages the active participation of minority businesses, women-owned businesses and labor surplus area firms as a part of any subsequent agreement whenever possible. The contractor must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible, using the steps (1) through (5) here:
 - (1) Placing qualified small & minority businesses and women’s business enterprises on solicitation lists;
 - (2) Assuring that small & minority businesses, and women’s business enterprises are solicited whenever they are potential sources;
 - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises;
 - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as:

- Small Business Administration
- Minority Development Agency of the US Dept. of Commerce
- Florida Department of Management Services (Office of Supplier Diversity)
- Florida Department of Transportation
- Minority Business Development Center in most large cities and
- Local Government M/DBE programs in many large counties and cities

Prior to contract award, the contractor shall document efforts to utilize M/WBE firms including what firms were solicited as suppliers and/or subcontractors as applicable and submit this information with their bid submittal.

3.13.6 **Equal Employment Opportunity:**

3.13.6.1 As per Executive Order 11246, the Contractor may not discriminate against any employee or applicant for employment because of age, race, color, creed, sex, disability or national origin. The Contractor agrees to take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their age, race, color, creed, sex, disability or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeship.

3.13.6.2 During the performance of the Contract, the Contractor and its subcontractors shall not discriminate against any employee or applicant for employment because of race, color, sex including pregnancy, religion, age, national origin, marital status, political affiliation, familial status, sexual orientation, gender identity and expression, or disability if qualified. The Contractor will take affirmative action to ensure that employees and those of its subcontractors are treated during employment, without regard to their race, color, sex including pregnancy, religion, age, national origin, marital status, political affiliation, familial status, sexual orientation, gender identity or expression, or disability if qualified. Such actions must include, but not be limited to, the following: employment, promotion; demotion or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor and its subcontractors shall agree to post in conspicuous places, available to its employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause. The Contractor further agrees that he/she will ensure that all subcontractors, if any, will be made aware of and will comply with this nondiscrimination clause.

3.13.7 **Davis-Bacon Act:** If applicable to this contract, the contractor agrees to comply with all provisions of the Davis Bacon Act as amended (40 U.S.C. 3141-3148). Contractors are required to pay wages to laborers and mechanics at a rate not less

than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. If the grant award contains Davis Bacon provisions, the City of Fort Walton Beach will place a copy of the current prevailing wage determination issued by the Department of Labor in the solicitation document. The decision to award a contract shall be conditioned upon the acceptance of the wage determination.

3.13.8 **DAVIS-BACON ACT** (<https://www.dol.gov/whd/govcontracts/dbra.htm>) This work could be funded from time to time with federal monies thru HUD. As such, the Davis-Bacon Act (DBA) 40 USC 276a-276a-5 provisions apply.

3.13.8.1 The Davis-Bacon and Related Acts, apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. **Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area.** The Davis-Bacon Act directs the Department of Labor to determine such locally prevailing wage rates. The Davis-Bacon Act prevailing wage provisions apply to the “Related Acts,” under which federal agencies assist construction projects through grants, loans, loan guarantees, and insurance.

3.13.8.2 It is the responsibility of the contractor awarded this project to understand and comply with the requirements of these federal regulations.

3.13.8.3 The work & resulting contract, which involve the employment of laborers and/or mechanics shall contain provisions with respect to minimum wages, fringe benefits, payments without deductions or rebates, withholding funds from contractors to ensure compliance with the wage provisions, and termination of the contract, or debarment for failure to adhere to the required provisions herein.

3.13.8.4 Davis Bacon Act - HISTORY – Protecting Wage Equality Since 1931 - Since its enactment in 1931, the Davis-Bacon Act (DBA) has provided critical wage protections for construction workers and has guaranteed a level playing field for construction contractors bidding on federal projects.

- The federal government constructs buildings, builds dams, and funds housing projects. State highway departments pave roads with federal funds from the Federal Highway Administration. Local and state governments build water treatment plants, modernize schools, and renovate airports with the support of federal funds.
- The DBA ensures that construction workers on federal or federally

assisted construction projects will not see their wages and benefits undercut by government spending practices. The DBA exists to prevent the infusion of federal dollars into local communities from depressing local wages. **DBA provides a wage floor that protects construction workers' pay, and sets a level playing field for contractors who are bidding on federally funded projects.** As important, these standards enable local contractors and their employees to compete for local projects by protecting against under-bidding by contractors from other areas who might import workers or offer the same jobs for less pay.

3.13.8.5 DAVIS-BACON (CONTRACTOR'S GUIDE #LR01.DG) – Go to HUD.gov or click on: <https://www.hud.gov/sites/documents/4812-LRGUIDE.PDF> for document.

3.13.9 **Copeland Anti-Kick Back Act:** Contractors shall comply with all the requirements of the Copeland Anti-Kickback Act (18 U.S.C. 874 as supplemented by Department of Labor Regulations (29 CFR Part 3) which are incorporated by reference to this contract. Contractors are prohibited from inducing by any means any person employed in the construction, completion or repair of public work to give up any part of the compensation to which he or she is otherwise entitled.

3.13.10 **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708):** Where applicable, all contracts awarded in excess of \$100,000 that involve the employment of mechanics or laborers must be in compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

3.13.11 **Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387):** The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

3.13.12 **Debarment and Suspension (Executive Orders 12549 and 12689):** A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986

Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension. SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The contractor shall certify compliance.

- 3.13.12.1 Any resulting contract of this ITB will be a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the Bidder is required to verify that none of the Bidder(s), its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- 3.13.12.2 The Bidder must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- 3.13.12.3 This certification is a material representation of fact relied upon by the City of Fort Walton Beach. If it is later determined that the Bidder did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the City of Fort Walton Beach, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- 3.13.12.4 The Bidder agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The Bidder further agrees to include a provision requiring such compliance in its lower tier covered transactions.
- 3.13.13 **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**: Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. The contractor shall certify compliance.
- Filing Certification (2 CFR §200.326 Appendix II to Part 200 (J)): Contractor must file with the US GOVERNMENT the required certification. If not provided with the bid response, Contractor must complete and submit the Certification Regarding Lobbying Form.
- 3.13.14 **MISREPRESENTATION**: It is mutually understood and agreed that the willful falsification, distortion or misrepresentation with respect to any facts related to the

project(s) described in this Contract is a violation of the Federal Law. Accordingly, United States Code, Title 18, Section 1020, is hereby incorporated by reference and made a part of this Contract.

3.13.14.1 It is understood and agreed that if the Contractor at any time learns that the certification it provided the City in compliance with 2 CFR, Part 180, was erroneous when submitted or has become erroneous by reason of changed circumstances, the Contractor shall provide immediate written notice to the City. It is further agreed that the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" as set forth in 49 CFR, Section 29.510, shall be included by the Contractor in all lower tier covered transactions and in all aforementioned federal regulation.

3.13.14.2 The City hereby certifies that neither the Contractor nor the Contractor's representative has been required by the City, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this contract, to:

- employ or retain, or agree to employ or retain, any firm or person, or
- pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind;

3.13.14.3 The Contractor hereby certifies that it has not:

- employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for the above contractor) to solicit or secure this Contract;
- agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this Contract; or
- paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for the above contractor) any fee contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the Contract.

3.13.15 **Rights to Inventions Made Under a Contract or Agreement:** If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative

Agreements,” and any implementing regulations issued by the awarding agency.

- 3.13.16 **Procurement of Recovered Materials**: Contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- 3.13.17 **Access to Records and Reports**: Contractor will make available to the City of Fort Walton Beach’s granting agency, the granting agency’s Office of Inspector General, the Government Accountability Office, the Comptroller General of the United States, the City of Fort Walton Beach, Okaloosa County Clerk of Court’s Inspector General, or any of their duly authorized representatives any books, documents, papers or other records, including electronic records, of the contractor that are pertinent to the City of Fort Walton Beach’s grant award, in order to make audits, investigations, examinations, excerpts, transcripts, and copies of such documents. The right also includes timely and reasonable access to the contractor’s personnel during normal business hours for the purpose of interview and discussion related to such documents. This right of access shall continue as long as records are retained.
- 3.13.18 **Record Retention**: Contractor will retain all required records pertinent to this contract for a period of three years, beginning on a date as described in 2 C.F.R. §200.333 and retained in compliance with 2 C.F.R. §200.333.
- 3.13.19 **Federal Changes**: Contractor shall comply with all applicable Federal agency regulations, policies, procedures and directives, including without limitation those listed directly or by reference, as they may be amended or promulgated from time to time during the term of the contract.
- 3.13.20 **Termination for Default (Breach or Cause)**: Contracts in excess of \$10,000 – If Contractor does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the Contractor fails to perform in the manner called for in the contract, or if the Contractor fails to comply with any other provisions of the contract, the City of Fort Walton Beach may terminate the contract for default. Termination shall be effected by serving a notice of termination on the contractor setting forth the manner in which the Contractor is in default. The contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.
- 3.13.21 **Safeguarding Personal Identifiable Information**: Contractor will take reasonable measures to safeguard protected personally identifiable information and

other information designated as sensitive by the awarding agency or is considered sensitive consistent with applicable Federal, state and/or local laws regarding privacy and obligations of confidentiality.

- 3.13.22 **Prohibition on utilization of Cost Plus a Percentage of Cost Contracts:** The City of Fort Walton Beach will not award contracts containing Federal funding on a cost plus percentage of cost basis.
- 3.13.23 **Prohibition on utilization of Time and Material type contracts:** The City of Fort Walton Beach will not award contracts based on a time and material basis if the contract contains Federal funding.
- 3.13.24 **Disputes:** Any dispute arising under this Agreement which is not settled by Agreement of the parties may be settled by mediation or other appropriate legal proceedings. Pending any decision, appeal or judgment in such proceedings or the settlement of any dispute arising under this Agreement, shall proceed diligently with the performance of this Agreement in accordance with the decision of the City of Fort Walton Beach. This Agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Agreement shall be in the Circuit Court of Okaloosa County, Florida.
- 3.13.25 **Attorney Fees and Costs:** In any action, except mediation, brought regarding this agreement, the prevailing party shall be awarded its reasonable attorneys' fees and costs, including any applicable fees and costs on appeal.
- 3.13.26 **Federal Wage Determinations** - <https://www.wdol.gov/dba.aspx> .
US Department of Labor (DOL) issues DBA Wage Decisions (WDs) reflecting prevailing wages and benefits paid by the construction industry within specific localities. The DBA WDs are further classified by the nature of the construction projects performed, specifically listed as "schedules": residential, building, highway, and heavy construction. A brief outline of the definitions for each schedule is listed below. Further details and examples may be found in DOL's "All Agency Memorandum No. 130 and 131" issued in 1978 (reference the WDOL online Library Page).
- **Building Construction:** Includes construction of sheltered enclosures with walk-in access for the purpose of housing persons, machinery, equipment or supplies; all construction of such structures; the installation of utilities and of equipment, both above and below grade levels; as well as incidental grading, utilities and paving. Such structures need not be "habitable" to be building construction. Also, the installation of heavy machinery and/or equipment does not generally change the project's character as a building.
- 3.13.27 **Independent Contractor:** Any Agreement resulting from this solicitation does not create an employee/employer relationship between the Parties. It is the intent of the Parties that the Bidder is an independent contractor under this Agreement and not the City's employee for any purposes, including but not limited to, the application

of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Worker's Compensation Act, and the State Unemployment Insurance law. The Bidder shall retain sole and absolute discretion in the judgment of the manner and means of carrying out Bidder's activities and responsibilities hereunder provided, further that administrative procedures applicable to services rendered under any potential Agreement shall be those of Bidder, which policies of Bidder shall not conflict with City, State, or United States policies, rules or regulations relating to the use of Bidder's funds provided for herein. The Bidder agrees that it is a separate and independent enterprise from the City, that it had full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. Any potential Agreement shall not be construed as creating any joint employment relationship between the Bidder and the City and the City will not be liable for any obligation incurred by Bidder, including but not limited to unpaid minimum wages and/or overtime premiums. SEE also Section 2.48.

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

XX 3.14 CONSTRUCTION OF SPECIAL CONDITIONS: If any specification or general condition of this Invitation to Bid conflicts with any Special Condition, the Special Condition shall have precedence over the General Condition.

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SECTION 4 – OVERVIEW & SCOPE OF WORK

4.1 OVERVIEW – The City of Fort Walton Beach, Florida is seeking bids from qualified contractors who are licensed and can provide quality janitorial services at various City facilities on an ongoing basis. **Please refer to pricing sheet for more detail on square footage, and Exhibit A - Task Matrices for details on facility requirements.**

4.2 PERFORMANCE PERIOD – The term of this Agreement shall be for three (3) years from the date of award with two (2), one (1) year renewal options. Renewal options may be exercised at the discretion of the City based on performance of the company and adherence to the terms and conditions set forth in the ITB documents. The City retains the sole right to determine whether the renewal option shall be granted.

4.3 PROJECTED BID TIMETABLE - The following projected timetable should be used as a working guide for planning purposes only. The City reserves the right to adjust this timetable as required during the course of the ITB process.

Event	Date
Post Invitation to Bid	Dec. 10, 2020
Site Visits – as requested	No later than December 21, 2020
Last Date for Receipt of Written Questions	January 3, 2021 3:00 pm
Addendum Issued (If Applicable)	January 6, 2021
Bid Due/ Opening Date	January 12, 2021 2:30 pm
Staff Recommendation & City Council Award (tentative date)	February 9, 2021
Contract begins (tentative date)	March 1, 2021

4.4 SPECIFICATIONS – This ITB defines the minimum level of service and frequency deemed acceptable. It is intended that the Contractor will schedule his/her operations to meet or exceed these requirements. Cleaning standards and Frequency:

4.4.1 Frequency - Janitorial services shall be provided per the chart below, (Sunday through Thursday) excluding City-recognized holidays. The task and frequency schedule indicates the **minimum** acceptable cleaning frequencies. The Contractor shall in no way interfere with the normal work of City employees.

4.4.2 Holidays - The following days are City holidays on which Contractor may not need to provide service.

- | | |
|-------------------------------|------------------------|
| New Year's Day | Labor Day |
| Martin Luther King's Birthday | Veterans Day |
| Presidents Day | Thanksgiving Day |
| Spring Holiday Day | Day after Thanksgiving |
| Memorial Day | Christmas Eve |
| Independence Day | Christmas Day |

It is expected that the awarded contractor shall make he/she aware of current meeting schedules, holidays and other work routines within the facility and conduct his/her work in such a manner as to cause no interference with the execution of City business

4.4.3 Location - The Contractor shall be responsible for the cleaning of the following facilities at the frequencies listed in the table below:

CLEANING SCHEDULE (TENTATIVE):

	Location	Building	Frequency	Special Notes
1	105 Miracle Strip Parkway SW	City Hall Annex	5 per week	N/a
2	107 Miracle Strip Parkway SW	City Hall Complex	5 per week	N/a
3	107 Miracle Strip Parkway SW	City Hall Public Restrooms	5 per week	N/a
4	107 Miracle Strip Parkway SW	Council Chambers	1 per month	N/a
5	109 Miracle Strip Parkway SW	Auditorium	1 per week	Additional cleanings upon request
6	139 Miracle Strip Parkway SE	Indian Temple Mound Museum	1 per week	Must be in morning (07:00 AM)
7	139 Miracle Strip Parkway SE	Camp Walton School House Museum	1 per week	Must be in morning (07:00 AM)
8	139 Miracle Strip Parkway SE	Garnier Post Office Museum	1 per week	Must be in morning (07:00 AM)
9	139 Miracle Strip Parkway SE	Civil War Exhibits Building	1 per week	Must be in morning (07:00 AM)
10	7 Hollywood Boulevard NW	Field Office Complex	3 per week	N/a
11	15 Hollywood Boulevard NW	Fleet Building	1 per week	N/a
12	7 Hollywood Boulevard NE	Police Department	5 per week	Fingerprinting required

4.4.4 Scope of Work - The Contractor shall perform at a minimum the following:

4.4.4.1 *Restrooms*: Wash and disinfect all toilets; clean all basins, dispensers, light switches and stall partitions; scrub and disinfect restroom floors; clean mirrors; clean & refill soap dispensers. Clean gel/fluid drips off the floor under the soap dispensers.

4.4.4.2 *Flooring*: Sweep and damp mop all tiled areas, unless otherwise stated in the Facility Matrices.

- Sweeping must occur prior to mopping.
- Vacuum all rugs and carpeted areas. It is the responsibility of the contractor to empty vacuum bags so equipment works efficiently.
- Damp mop all chair floor mats. When mopping, remove entrance mats, throw rugs, office mats, and trash cans ensuring their new placement does not interfere with vacuuming in the rest of the facility.
- Sweeping, vacuuming, and mopping must also occur behind doors that are open against walls.

4.4.4.3 *Common Areas*: Clean common areas including lobbies and breakrooms. Ensure that all surfaces are clean and “smudge free.”

- 4.4.4.4 *Glass Surfaces*: Clean all glass surfaces per Exhibit A ensuring that they are “smudge free” and clear.
- 4.4.4.5 *Waste Disposal*: Empty all waste baskets and recycling receptacles, change liners as necessary. Ensure that recycling is placed in recycling receptacles for proper disposal.
- 4.4.4.6 *Working Surfaces & Equipment*: damp wipe and/or dust all exposed work surfaces (i.e. front service counter, desk tops, computers, screens, keyboards, telephones, small office tools, copiers, coffee makers & pots, countertops, low bookshelves, etc.) **If work areas are not exposed for cleaning (i.e. work papers, binders, books, etc. on work surface) do not clean. Do not remove any items not placed in the waste receptacles.**
- 4.4.4.7 Perform any other basic cleaning functions as necessary.
- 4.4.5 Additional Services (as needed) –
- 4.4.5.1 Case-by-case situations will be treated on an individual or emergency basis:
- Individual situations will require a quote submittal and approval by the City.
- 4.4.5.2 The expectation will be to provide a solution that will allow the City to proceed with business as usual. On-call services are considered outside of the Janitorial Cleaning requirements that the successful Contractor will provide for a fixed monthly charge.
- 4.4.5.3 The following are examples of individual and emergency situations:
- Deep clean vacant offices
 - Clean up of unanticipated events
 - Carpet Cleaning (in addition to annual requirement)
- 4.4.5.4 The successful Contractor will be reimbursed by the City on the basis of an approved quote.
- 4.4.6 Paper Products - Stock all paper products to include all paper towels and toilet paper receptacles with paper products as provided by the City Facilities Maintenance Division. Paper products are not to be replaced until empty.
- 4.4.7 Contractor’s Responsibilities –
- 4.4.7.1 Cleaning Equipment – Vendor equipment onsite is to be clearly marked.
- Winning bidder shall NOT use any existing department vacuums or cleaning products.
 - The following will be provided by the Contractor:
 - Dusters, brooms, brushes, buckets and mops
 - Vacuum cleaners, extension cords
 - Rubbish carts
 - Wastebasket liners

- Any other products required to provide the cleaning services specified herein
 - Limited onsite storage location will be available for supplies and equipment.
- 4.4.7.2 Cleaning Supplies - The Contractor will provide all necessary cleaning materials, disinfectants and chemicals. All MSDS sheets will be on site while cleaning is being performed and will be provided to the City upon request.
- Shipping janitorial supplies and cleaning products directly to the City is prohibited.
 - Contractor is responsible for their own cleaning inventories.
- 4.4.7.3 Supervision of Contractor staff: The Contractor shall provide a supervisor that will be the daily point of contact who will communicate with the City's Facilities Supervisor regularly.
- The Contractor's supervisor shall be thoroughly familiar with all phases of the contract work.
 - The Contractor's supervisor shall be responsible for inspecting and confirming that each location was cleaned according to the terms and schedule agreed on.
- 4.4.7.4 Backup Staff: The Contractor shall provide sufficient backup staff to cover absenteeism or extend existing work force hours to compensate for absent staff. The backup staff shall adhere to the same background and security screenings as regular staff.
- 4.4.7.5 Staff Identification: Contractor's staff must wear company identification at all times while on City property identifying the Contractor's business name and the employee's name. Photo identification cards must be worn at all times while working at any City properties.
- 4.4.7.6 Job Safety - The Contractor is solely responsible for job safety and performance procedures.
- 4.4.7.7 Damages - The Janitorial Services Contractor will be responsible for all damages to the facility or contents caused by the Janitorial Services Contractor or their staff during the performance of their duties.
- 4.4.7.8 Protection & Restoration - The Contractor shall protect all furnishings and improvements from damage by its operations. All damage shall be repaired or replaced, at the option of the City, at the Contractor's expense within a reasonable time after notification of such damage. Repairs and/or replacements shall be equal to original in all aspects.
- 4.4.7.9 Removal of items - The Contractor's employees shall not remove any items from the job sites except that which has been specifically authorized by the City of Fort Walton Beach in writing.

4.4.7.10 Security - Contractor's personnel shall not be allowed in City facilities outside of normal business hours unless they are performing work for the Contractor.

- All Contractor personnel are required to provide proof of identity when requested to do so by City personnel. Keys shall not be left in the door locks. The Contractor shall be responsible for securing/locking the interior and exterior portions of the building during hours to be specified by the City.
- All exit doors are to remain locked while the contractor is in the space. The contractor is not to block open occupant or exterior doors for any reason. The contractor is not to assist entry of anyone except contractor, employees or Police/Fire personnel.
- Contractor's personnel shall immediately report to their supervisor and City personnel, problems dealing with unauthorized or suspicious persons, conditions indicating theft, break-in or vandalism, and building system failures.
- The Contractor's employees shall report to emergency personnel situations such as: fire, smoke, unusual odors, broken pipes or floods, and take appropriate safety measures.

4.4.7.11 Door Codes/Keys – Door Codes/Keys required by the Contractor will be furnished by the City to designated Contractor employees and shall be returned to the City on demand. The Contractor shall be issued building codes/keys, where applicable, for the performance of services as specified herein. Should a lost or stolen code/key jeopardize the security of the particular City facility, the Contractor shall be solely responsible for all costs incurred by the City in re-keying the lock system. No keys shall be duplicated.

4.4.7.12 Unauthorized Personnel: **Employees of the Contractor shall not be assisted nor accompanied by any individual that is not an employee of the Contractor, while performing duties related to the contract.** This includes friends, children and/or other relatives. Employees of the Contractor that violate this stipulation shall be deemed objectionable to the City and shall not be allowed to work in City facilities.

4.4.7.13 City & Personal Property of City Personnel: The Contractor shall direct their employees against the unauthorized reading and disclosing of materials and documents available in the facilities of the City and against unauthorized use of City and personal property, such as: telephones, radios, copy machines, computers, terminals, fax machines, calculators, etc., which may be in any of the City facilities. The Contractor shall be responsible to see that Contractor's employees do not disturb papers on desks, tables, or cabinets, and do not open desk drawers or cabinets. Found item(s) shall be turned in at the end of each shift to the Contractor's supervisor. The supervisor shall return the item(s) to the City's designee within twenty-four (24) hours.

4.4.7.14 Background checks –

- The Contractor shall run a national criminal record background check for all employees assigned to working in City Facilities, and have deemed them appropriate for working at these locations.
- The cost of this background check will be the responsibility of the Contractor.
- A list of all employees assigned to the City, along with proof of passing the background check, shall be sent to the City (Human Resources), 105 Miracle Strip Pkwy SW, Fort Walton Beach, FL 32548 **PRIOR** to employees gaining access to the facilities.

4.4.7.15 Fingerprinting

- All contractor employees who will be working in the Police Department must be fingerprinted and approved prior to commencement of work. City of Fort Walton Beach Police Department can perform required fingerprinting.

4.4.7.16 Licenses - The Contractor is required to possess the correct occupational license, professional license, and any other authorizations necessary to carry out and perform the work required by the project pursuant to all applicable Federal, State and Local Law, Statute, Ordinances, and rules and regulations of any kind.

- Copies of the required licenses must be submitted with the ITB response indicating that the entity proposing, as well as the team assigned to the City account, is properly licensed to perform the activities or work included in the contract documents.
- A Contractor, doing business within the City is also required to have a business tax receipt.

4.4.7.17 Immigration Reform and Control Act - Bidder acknowledges, and without exception or stipulation, any Contractor receiving an award shall be fully responsible for complying with the provisions of the Immigration Reform and Control Act of 1986 as located at 8 U.S.C. 1324, et. seq. and regulations relating thereto, as either may be amended. Failure by the awarded firm(s) to comply with the laws referenced herein shall constitute a breach of the award agreement and the City shall have the discretion to unilaterally terminate said agreement immediately.

4.5 **SITE ACCESS** - The City will provide access to the site as agreed upon once the Contractor is selected.

4.6 **CITY’S RIGHT TO INSPECT** - The City shall have the right to inspect the facilities during and after each work assignment the Contractor is performing. Omission to inspect does not relieve the Contractor of its duties to meet the standards and obligations stated here.

4.7 COVID MEASURES – Bidder shall submit, on a separate piece of paper, their company’s written procedures pertaining to their employee & staff health/safety rules for reducing the spread of COVID-19.

4.8 CITY GUIDELINES – Contractor must adhere to current City guidelines for COVID-19 measures. The current guidelines are available on request.

4.9 COVID CLEANING SERVICES – N/A – COVID-19 disinfecting services are not part of this bid.

SECTION 5 – PRICING SHEET - INCLUDE THIS FORM WITH BID SUBMISSION.

5.1 PRICING – The City is seeking pricing according to the table provided below. **The monthly pricing shall be assumed to be divisible by frequency.** The prices are firm for the term of the agreement. The City reserves the right to add or remove facilities according to the pricing in the bid as the need changes.

You are invited to bid on the following:				BIDDER NAME: _____		
Item No.	Qty	Unit	Description	Building Square Footage	Dedicated Hours per visit	Price
1	1	EA	City Hall Annex	6,074		\$ Per Mo.
2	1	EA	City Hall Complex	9,377		\$ Per Mo.
3	1	EA	City Hall Public Restrooms	750		\$ Per Mo.
4	1	EA	City Council Chambers	1,037		\$ Per Mo.
5	1	EA	Auditorium	8,440		\$ Per Mo.
6	1	EA	Auditorium Special Cleanings	8,440		\$ As needed
7	1	EA	Indian Temple Mound Museum	4,741*		\$ Per Mo.
8	1	EA	Camp Walton Schoolhouse Museum	1,427*		\$ Per Mo.
9	1	EA	Garnier Post Office Museum	363*		\$ Per Mo.
10	1	EA	Civil War Exhibits Building	277*		\$ Per Mo.
11	1	EA	Field Office Complex	13,630		\$ Per Mo.
12	1	EA	Fleet Building	1,500		\$ Per Mo.
13	1	EA	Police Department	21,154		\$ Per Mo.
			* Staff will clean all exhibits which reduces actual square footage.			
TOTAL						

1. FOB Point: **Delivered**
2. Terms of Payment: (e.g. Net 45) _____
3. Contractor will begin services within _____ days from receipt of signed Purchase Order.

**Recheck your quotations prior to submission.
Bids may not be changed after being opened.**

SECTION 6 -

**ITB 21-005
JANITORIAL SERVICES - CITY FACILITIES
FORT WALTON BEACH, FLORIDA**

**Exhibit A
Work Matrix – tasks by Location (as Excel spreadsheet)**

See document posted as Exhibit A on www.fwb.org/rfps or at www.BidNetDirect.com.

SECTION 6

**ITB 21-005
JANITORIAL SERVICES - CITY FACILITIES
FORT WALTON BEACH, FLORIDA**

Exhibit B

Price sheet (As Excel spreadsheet – identical to pdf version)

See document posted as Exhibit B on www.fwb.org/rfps or at
www.BidNetDirect.com.

CITY OF FORT WALTON BEACH, FLORIDA

NOTICE TO BIDDERS

BID NUMBER: ITB No. 21-005

Date: December 10, 2020

The City of Fort Walton Beach will accept sealed bids at City Hall until January 12, 2021, at 2:30 PM, local time, at which time all bids received will be opened and read aloud at the City Hall Annex Bldg – Purchasing Division, 105 Miracle Strip Parkway SW, Fort Walton Beach, Florida, for the following:

ITB 21-005: Janitorial Services – Annual Services

Copies of Bid Provisions and Bid Forms may be found at the Florida Bid System website at www.BidNetDirect.com (registration required) or at the City of Fort Walton Beach website at www.FWB.org/rfps.

Additional technical information relative to this bid may be obtained from Giuliana Scott, Purchasing Manager, at (850) 833-9523 or gscott@fwb.org during normal business hours.

The City of Fort Walton Beach reserves the right to waive informalities in any bid; to make award(s) by individual item, group of items, all or none, or a combination thereof; to reject any and all bids or waive any minor irregularity or technicality in bids received, that in its judgment will be in the best interest of the City of Fort Walton Beach.

Mark outside of envelope:

ITB 21-005: Janitorial Services

Note: Any bidder failing to mark the outside of the envelope, as set forth herein may not be entitled to have his bid considered.

Address responses and deliver to:

**Purchasing Division
City of Fort Walton Beach
105 Miracle Strip Parkway, SW
Fort Walton Beach, FL 32548**

The City of Fort Walton Beach adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to this meeting by a physically handicapped person upon notice 48 hours prior to the meeting. Please call the City Clerk, Kim M. Barnes, at 850-833-9509 or e-mail at clerk@fwb.org to make a request. For Hearing Impaired dial 1-800-955-8771 (TDD) or 1-800-955-8770 (VOICE) or e-mail clerk@fwb.org.