

**AGREEMENT BETWEEN SANTA ROSA COUNTY, FLORIDA
AND EXECUTIVE CLEANING, INC.**

THIS AGREEMENT (hereinafter referred to as the “Agreement”) is made this 13th, day of January, 2022, by and between Santa Rosa County, a political subdivision of the state of Florida, (hereinafter referred to as the “County”), with a mailing address of 6495 Caroline Street, Milton, Florida 32570, and Executive Cleaning, Inc. a for profit organization authorized to do business in the State of Florida a whose mailing address is 680 Hammock Road, Milledgeville, GA 31061 (hereinafter referred to as “Contractor”) whose Federal I.D. # is 58-1897856.

RECITALS

WHEREAS, the County is in need of a contractor to provide Custodial Services (“Services”); and

WHEREAS, pursuant to the Santa Rosa County Purchasing Manual, the County issued an Invitation to Bid to competitively procure the Services and received responses to perform these Services. A copy of the procurement and Contractor’s responsive to the procurement is included as Attachment “A”; and

WHEREAS, Contractor is a certified and insured entity with the necessary experience to provide the desired Services; and

WHEREAS, the County wishes to enter into this Agreement with Contractor to provide the Services to the County for an annual amount Not to Exceed One hundred Seventy Thousand Dollars (\$170,000.00) as further detailed below.

NOW THEREFORE, in consideration of the promises and the mutual covenants herein, the parties agree as follows:

1. Recitals and Attachments. The Recitals set forth above are hereby incorporated into this Agreement and made part hereof for reference. The following documents are attached to this Agreement and are incorporated herein.

Attachment “A” – ITB 22-009 and Contractor’s Response;

Attachment “B” – Insurance Requirements;

Attachment “C” – Title VI list of pertinent nondiscrimination acts and authorities;

Attachment “D” – Scrutinized Companies Certification;

2. Services. Contractor agrees to perform the following services, custodial/janitorial services for various County facilities. The Services to be provided are further detailed in the Contractor’s proposal attached as Attachment “A” and incorporated herein by reference. The Services shall be performed by Contractor to the full satisfaction of the County. Contractor agrees to have a qualified representative to audit and inspect the Services provided on a regular basis to ensure all Services are being performed in accordance with the County’s needs and pursuant to the terms of this Agreement and shall report to the County accordingly. Contractor agrees to immediately

inform the County via telephone and in writing of any problems that could cause damage to the County. Contractor will require its employees to perform their work in a manner befitting the type and scope of work to be performed.

3. Term and Renewal. The term of this Agreement shall begin February 1, 2022 and shall continue for a period of One (1) Year from the date of full execution of this Agreement, subject to the County's ability to terminate in accordance with Section 7 of this Agreement. The terms of Section 20 entitled "Indemnification and Waiver of Liability" shall survive termination of this Agreement.

This agreement may be renewed upon mutual written agreement of the parties for a period of up to Two, One Year renewals.

4. Compensation. The Contractor agrees to provide the Services to the County, including materials and labor, in an annual total amount Not to Exceed of One Hundred Seventy Thousand Dollars (\$170,000.00).

a. Contractor shall submit an invoice to the County every Thirty (30) days. The invoice shall indicate that all services have been completed for that invoice period. In addition, Contractor agrees to provide the County with any additional documentation requested to process the invoices.

b. Disbursement. Check one

There are no reimbursable expenses associated with this Agreement.

c. Payment Schedule. Invoices received from the Contractor pursuant to this Agreement will be reviewed by the initiating County Department. Payment will be disbursed as set forth above. If services have been rendered in conformity with the Agreement, the invoice will be sent to the Finance Department for payment. Invoices must reference the contract number assigned by the County after execution of this Agreement. Invoices will be paid in accordance with the State of Florida Local Government Prompt Payment Act.

d. Availability of Funds. The County's performance and obligation to pay under this Agreement is contingent upon annual appropriation for its purpose by the County Commission.

Contractor shall make no other charges to the County for supplies, labor, taxes, licenses, permits, overhead or any other expenses or costs unless any such expenses or cost is incurred by Contractor with the prior written approval of the County. If the County disputes any charges on the invoices, it may make payment of the uncontested amounts and withhold payment on the contested amounts until they are resolved by agreement with the Contractor. Contractor shall not pledge the County's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The Contractor further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

5. Ownership of Documents and Equipment. All documents prepared by the Contractor pursuant to this Agreement and related Services to this Agreement are intended and represented for the ownership of the County only. Any other use by Contractor or other parties shall be approved in writing by the County. If requested, Contractor shall deliver the documents to the County within fifteen (15) calendar days.

6. Insurance. Contractor shall, at its sole cost and expense, during the period of any work being performed under this Agreement, procure and maintain the minimum insurance coverage required as set forth in Attachment "B" attached hereto and incorporated herein, to protect the County and Contractor against all loss, claims, damages and liabilities caused by Contractor, its agents, or employees.

7. Termination and Remedies for Breach.

- a. If, through any cause within its reasonable control, the Contractor shall fail to fulfill in a timely manner or otherwise violate any of the covenants, agreements or stipulations material to this Agreement, the County shall have the right to terminate the Services then remaining to be performed. Prior to the exercise of its option to terminate for cause, the County shall notify the Contractor of its violation of the particular terms of the Agreement and grant Contractor Thirty (30) days to cure such default. If the default remains uncured after Sixty (60) days the County may terminate this Agreement, and the County shall receive a refund from the Contractor in an amount equal to the actual cost of a third party to cure such failure. If Contractor fails, refuses or is unable to perform any term of this Agreement, County shall pay for services rendered as of the date of termination.
 - i. In the event of termination, all finished and unfinished documents, data and other work product prepared by Contractor (and sub-Contractor (s)) shall be delivered to the County and the County shall compensate the Contractor for all Services satisfactorily performed prior to the date of termination, as provided in Section 4 herein.
 - ii. Notwithstanding the foregoing, the Contractor shall not be relieved of liability to the County for damages sustained by it by virtue of a breach of the Agreement by Contractor and the County may reasonably withhold payment to Contractor for the purposes of set-off until such time as the exact amount of damages due the County from the Contractor is determined.
- b. Termination for Convenience of County. The County may, for its convenience and without cause immediately terminate the Services then remaining to be performed at any time by giving written notice. The terms of Section 7 Paragraphs a(i) and a(ii) above shall be applicable hereunder.
- c. Termination for Insolvency. The County also reserves the right to terminate the remaining Services to be performed in the event the Contractor is placed either in

voluntary or involuntary bankruptcy or makes any assignment for the benefit of creditors.

- d. Termination for failure to adhere to the Public Records Law. Failure of the Contractor to adhere to the requirements of Chapter 119 of the Florida Statutes and Section 9 below, may result in immediate termination of this Agreement.

8. Governing Law, Venue and Waiver of Jury Trial. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. All parties agree and accept that jurisdiction of any dispute or controversy arising out of this Agreement, and any action involving the enforcement or interpretation of any rights hereunder shall be brought exclusively in the First Judicial Circuit in and for Santa Rosa County, Florida, and venue for litigation arising out of this Agreement shall be exclusively in such state courts, forsaking any other jurisdiction which either party may claim by virtue of its residency or other jurisdictional device. In the event it becomes necessary for the County to file a lawsuit to enforce any term or provision under this Agreement, then the County shall be entitled to its costs and attorney's fees at the pretrial, trial and appellate levels. BY ENTERING INTO THIS AGREEMENT, CONTRACTOR AND COUNTY HEREBY EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS AGREEMENT. Nothing in this Agreement is intended to serve as a waiver of sovereign immunity, or of any other immunity, defense, or privilege enjoyed by the County pursuant to Section 768.28, Florida Statutes.

9. Public Records. Any record created by either party in accordance with this Contract shall be retained and maintained in accordance with the public records law, Florida Statutes, Chapter 119. Contractor must comply with the public records laws, Florida Statute chapter 119, specifically Contractor must:

- a. Keep and maintain public records required by the County to perform the service.
- b. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119 Florida Statutes or as otherwise provided by law.
- c. 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 contractor does not transfer the records to the County.
- d. Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the contractor or keep and maintain public records required by the County to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon

completion of the contract, the contractor shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the public agency, upon the request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, WANDA PITTS, (850) 963-1925, wandap@santarosa.fl.gov, 6945 Caroline Street, Milton, FL 32570.

10. Audit. The County and/or its designee shall have the right from time to time at its sole expense to audit the compliance by the Contractor with the terms, conditions, obligations, limitations, restrictions, and requirements of this Contract and such right shall extend for a period of three (3) years after termination of this Contract.

11. Notices. All notices and other communications required or permitted to be given under this Agreement by either party to the other shall be in writing and shall be sent (except as otherwise provided herein) (i) by certified mail, first class postage prepaid, return receipt requested, (ii) by guaranteed overnight delivery by a nationally recognized courier service, or (iii) by facsimile with confirmation receipt (with a copy simultaneously sent by certified mail, first class postage prepaid, return receipt requested or by overnight delivery by traditionally recognized courier service), addressed to such party as follows:

If to the County:		With a copy to: Facilities Department 4530 Spikes Way Milton, FL 32583
If to the Contractor:		Executive Cleaning, Inc 680 Hammock Road Milledgeville, GA 31061

12. Assignment. Contractor shall not assign this Agreement or any part thereof, without the prior consent in writing of the County. If Contractor does, with approval, assign this Agreement or any part thereof, it shall require that its assignee be bound to it and to assume toward Contractor all of the obligations and responsibilities that Contractor has assumed toward the County.

13. Subcontracting. Contractor shall not subcontract any services or work to be provided to County without the prior written approval of the County's Representative. The County reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform properly under this Agreement. The County's acceptance of a subcontractor shall not be unreasonably withheld. The Contractor is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities. Additionally, any subcontract entered into between the Contractor and subcontractor will need to be approved by the County prior to it being entered into and said agreement shall incorporate in all required terms in accordance with local, state and Federal regulations.

14. Civil Rights. The Contractor agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

15. Compliance with Nondiscrimination Requirements. During the performance of this Agreement, the Contractor, for itself, its assignees, and successors in interest, agrees as follows:

- a. **Compliance with Regulations:** The Contractor will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated and attached hereto as Attachment "C".
- b. **Nondiscrimination:** The Contractor, with regard to the work performed by it during the Agreement, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
- c. **Solicitations for Subcontracts, including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
- d. **Information and Reports:** The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County or other governmental entity to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails

or refuses to furnish the information, the Contractor will so certify to the County or the other governmental entity, as appropriate, and will set forth what efforts it has made to obtain the information.

e. Sanctions for Noncompliance: In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the County will impose such contract sanctions as it or another applicable state or federal governmental entity may determine to be appropriate, including, but not limited to:

a. Withholding payments to the Contractor under the Agreement until the Contractor complies; and/or

b. Cancelling, terminating, or suspending the Agreement, in whole or in part.

f. Incorporation of Provisions: The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the County may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the County to enter into any litigation to protect the interests of the County. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

16. Compliance with Laws. Contractor shall secure any and all permits, licenses and approvals that may be required in order to perform the Services, shall exercise full and complete authority over Contractor's personnel, shall comply with all workers' compensation, employer's liability and all other federal, state, county, and municipal laws, ordinances, rules and regulations required of an employer performing services such as the Services, and shall make all reports and remit all withholdings or other deductions from the compensation paid to Contractor's personnel as may be required by any federal, state, county, or municipal law, ordinance, rule, or regulation.

17. Conflict of Interest. The Contractor covenants that it presently has no interest and shall not acquire any interest, directly or indirectly which could conflict in any manner or degree with the performance of the Services. The Contractor further covenants that in the performance of this Agreement, no person having any such interest shall knowingly be employed by the Contractor. The Contractor guarantees that he/she has not offered or given to any member of, delegate to the Congress of the United States, any or part of this contract or to any benefit arising therefrom.

18. Independent Contractor. Contractor enters into this Agreement as, and shall continue to be, an independent contractor. All services shall be performed only by Contractor and Contractor's employees. Under no circumstances shall Contractor or any of Contractor's employees look to the County as his/her employer, or as partner, agent or principal. Neither Contractor, nor any of Contractor's employees, shall be entitled to any benefits accorded to the County's employees, including without limitation worker's compensation, disability insurance, vacation or sick pay.

Contractor shall be responsible for providing, at Contractor's expense, and in Contractor's name, unemployment, disability, worker's compensation and other insurance as well as licenses and permits usual and necessary for conducting the services to be provided under this Agreement.

19. Third Party Beneficiaries. It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement.

20. Indemnification and Waiver of Liability. The Contractor agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless the County, its agents, representatives, officers, directors, officials and employees from and against claims, damages, losses and expenses (including but not limited to attorney's fees, court costs and costs of appellate proceedings) relating to, arising out of or resulting from the Contractor's negligent acts, errors, mistakes or omissions relating to professional Services performed under this Agreement. The Contractor's duty to defend, hold harmless and indemnify the County its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury; sickness; disease; death; or injury to impairment, or destruction of tangible property including loss of use resulting therefrom, caused by any negligent acts, errors, mistakes or omissions related to Services in the performance of this Agreement including any person for whose acts, errors, mistakes or omissions the Contractor may be legally liable. The parties agree that TEN DOLLARS (\$10.00) represents specific consideration to the Contractor for the indemnification set forth herein.

The waiver by a party of any breach or default in performance shall not be deemed to constitute a waiver of any other or succeeding breach or default. The failure of the County to enforce any of the provisions hereof shall not be construed to be a waiver of the right of the County thereafter to enforce such provisions.

21. Taxes and Assessments. Contractor agrees to pay all sales, use, or other taxes, assessments and other similar charges when due now or in the future, required by any local, state or federal law, including but not limited to such taxes and assessments as may from time to time be imposed by the County in accordance with this Agreement. Contractor further agrees that it shall protect, reimburse and indemnify County from and assume all liability for its tax and assessment obligations under the terms of the Agreement.

The County is exempt from payment of Florida state sales and use taxes. The Contractor shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the County, nor is the Contractor authorized to use the County's tax exemption number in securing such materials.

The Contractor shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this Agreement.

22. Prohibition Against Contracting with Scrutinized Companies. Pursuant to Florida Statutes Section 215.4725, contracting with any entity that is listed on the Scrutinized Companies that Boycott Israel List or that is engaged in the boycott of Israel is prohibited. Contractors must certify that the company is not participating in a boycott of Israel. Any contract for goods or services of One Million Dollars (\$1,000,000) or more shall be terminated at the County's option if it is discovered that the entity submitted false documents of certification, is listed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria after July 1, 2018.

Any contract entered into or renewed after July 1, 2018 shall be terminated at the County's option if the company is listed on the Scrutinized Companies that Boycott Israel List or engaged in the boycott of Israel. Contractors must submit the certification that is attached to this agreement as Attachment "D". Submitting a false certification shall be deemed a material breach of contract. The County shall provide notice, in writing, to the Contractor of the County's determination concerning the false certification. The Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination was in error. If the Contractor does not demonstrate that the County's determination of false certification was made in error, then the County shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute Section 215.4725.

23. Inconsistencies and Entire Agreement. If there is a conflict or inconsistency between any term, statement, requirement, or provision of any attachment attached hereto, any document or events referred to herein, or any document incorporated into this Agreement, the term, statement, requirement, or provision contained in this Agreement shall prevail and be given superior effect and priority over any conflicting or inconsistent term, statement, requirement or provision contained in any other document or attachment, including but not limited to Attachments listed in Section 1.

24. Severability. If any term or condition of this Contract shall be deemed, by a court having appropriate jurisdiction, invalid or unenforceable, the remainder of the terms and conditions of this Contract shall remain in full force and effect. This Contract shall not be more strictly construed against either party hereto by reason of the fact that one party may have drafted or prepared any or all the terms and provisions hereof.

25. Entire Agreement. This Agreement contains the entire agreement of the parties, and may be amended, waived, changed, modified, extended or rescinded only by in writing signed by the party against whom any such amendment, waiver, change, modification, extension and/or rescission is sought.

26. Representation of Authority to Contractor/Signatory. The individual signing this Agreement on behalf of Contractor represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. The signatory represents and warrants to the County that the execution and delivery of this Agreement and the performance of the Services and obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on the Contractor and enforceable in accordance with its terms.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate on the day and year first written above.

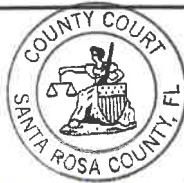
WITNESS:

Pete IBBotson
Signature

Pete IBBotson
Print Name

BY: William Peeler
William Peeler, President/CEO

ATTEST:



SANTA ROSA COUNTY, FLORIDA

Donald C. Spencer
Donald C. Spencer, Clerk of Court

BY: Robert A. Cole
Robert A. "Bob" Cole, Chairman

Attachment “A”

Exhibit A

SANTA ROSA COUNTY, FLORIDA



ITB 22-009 Custodial Services

November 2021

**OWNER: BOARD OF COUNTY COMMISSIONERS
SANTA ROSA COUNTY, FLORIDA**

**SAM PARKER
ROBERT A. "BOB" COLE
JAMES CALKINS
DAVE PIECH
COLTEN WRIGHT**

**-DISTRICT I
-DISTRICT II
-DISTRICT III
-DISTRICT IV
-DISTRICT V**

SECTION I.
Invitation to Bid

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SANTA ROSA COUNTY PROCUREMENT DEPARTMENT

6495 Caroline Street, Suite L | Milton, Florida 32570 850-983-1870 procurement@santarosa.fl.gov

MEMORANDUM

SRC Procurement Form Memo 015_00_082719

TO: Company Addressed DATE: November 19, 2021

FROM: Santa Rosa County Procurement Office

SUBJECT: **ITB 22-009 Custodial Services**

Notice is hereby given that the Santa Rosa County Board of County Commissioners calling for and requesting bids from qualified licensed companies for custodial services for Santa Rosa County facilities.

All bids must be in writing and delivered by hand, overnight courier service, or U.S. Mail to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite M, Milton, Florida 32570, and must be received by **10:00 a.m. on December 13, 2021**, at which time will be publicly opened. Only bids received by the afore stated time and date will be considered. E-mailed proposal responses will be rejected. All bids shall be sealed and clearly labeled, "**ITB 22-009 Custodial Services**". Please provide the original proposal, labeled "ORIGINAL", and two (2) copies labeled "COPY" along with one (1) electronic file in OCR (readable) PDF format.

A pre-bid meeting will be held on **December 2, 2021, at 9:00 a.m.** at the Santa Rosa County Auditorium, 4530 Spikes Way, Milton, Florida 32583. All interested parties are strongly encouraged to attend.

Specifications may be secured by download from the Santa Rosa County Website: www.santarosa.fl.gov/391/Procurement-Office "Bid Opportunities". Questions concerning this request should be directed to the Santa Rosa County Procurement Office in writing at bidinfo@santarosa.fl.gov prior to **12:00 p.m. on December 6, 2021**.

Santa Rosa County Board of County Commissioners encourages all segments of the business community to participate in its procurement opportunities, including small businesses, minority/women owned businesses, and disadvantaged business enterprises. The Board does not discriminate on the basis of race, color, religion, national origin, disability, sex, or age in the administration of contracts.

The Board of County Commissioners reserves the right to waive irregularities in bids, to reject any or all bids with or without cause, and to award the bid that it determines to be in the best interest of Santa Rosa County.

By order of the Board of County Commissioners of Santa Rosa, Florida

SECTION II.
STD ITB – BID INSTRUCTIONS, SUBMITTAL
REQUIREMENTS AND GENERAL BID
REQUIREMENTS

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BID INSTRUCTIONS, SUBMITTAL REQUIREMENTS AND GENERAL BID CONDITIONS

PRE-BID ACTIVITY

Except as provided in this section, respondents are prohibited from contacting or lobbying the County, County Administrator, Commissioners, County staff, and Review Committee members, or any other person authorized on behalf of the County related or involved with the solicitation. All inquiries on the scope of work, specifications, additional requirements, attachments, terms and general conditions or instructions, or any issue must be directed in writing, by US mail or email to: Santa Rosa County Procurement Office, 6495 Caroline Street, Suite L Milton Fl. 32570. Email; Bidinfo@santarosa.fl.gov.

All questions or inquiries must be received no later than the last day for questions stated in the ITB & Legal Notice. Any addenda or other modification to the bid documents will be issued by the County five (5) days prior to the date and time of bid closing, as written addenda, and will be posted to the Santa Rosa County website at <https://www.santarosa.fl.gov> keyword; Bids.

Such written addenda or modification shall be part of the bid documents and shall be binding upon each respondent. Each respondent is required to acknowledge receipt of any and all addenda in writing and submit with their bid. No respondent may rely upon any verbal modification or interpretation.

PROPOSED SCHEDULE

Invitation to Bid Published	November 20, 2021
Pre-Bid Conference	December 2, 2021 @ 9:00 a.m.
Deadline for Questions	December 6, 2021 @ 12:00 p.m.
Bids Due	December 13, 2021 @ 10:00 a.m.

PREPARATION OF BID

A Bid form is included in these specifications. The Owner may consider as informal any bid on which there is an alteration of or departure from the Bid Form hereto attached. The respondent shall submit bids in accordance with the public notice.

All blanks in the bid documents shall be completed by printing in ink or by typewriter in both words and numbers with the amounts extended, totaled and the bid signed. A bid price shall be indicated for each section, bid item, alternative, adjustment unit price item, and unit price item listed therein, or the words “No Bid”, “No Change”, or “Not Applicable” entered. No changes shall be made to the phraseology of the form or in the items mentioned therein. In case of any discrepancy between the written amount and the numerical figures, the written amount shall govern. Any bid which contains any omissions, erasures, alterations, additions, irregularities of any kind, or items not called for which shall in any manner fail to conform to the conditions of public notice inviting bids may be rejected.

A bid submitted by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature). The official address of the partnership shall be shown below the signature.

BID INSTRUCTIONS, SUBMITTAL REQUIREMENTS AND GENERAL BID CONDITIONS

A bid submitted by a limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm must be shown below the signature.

A bid submitted by an individual shall show the respondent's name and official address.

A bid submitted by a joint venture shall be executed by each joint venture in the manner indicated on the bid form. The official address of the joint venture must be shown below the signature.

It is preferred that all signatures be in blue ink with the names type or printed below the signature. Santa Rosa County does not accept electronic signatures in bid submissions.

The bid shall contain an acknowledgement of receipt of all Addenda, the numbers of which shall be filled in on the form. The address and telephone # for communications regarding the bid shall be shown.

If the respondent is an out-of-state corporation, the bid shall contain evidence of respondent's authority and qualification to do business as an out-of-state corporation in the State of Florida. A state contractor license # for the State of Florida shall also be included on the bid form. Respondent shall be licensed in accordance with the requirements of Chapter 489, Florida Statutes.

The Bid shall be based upon the completion of the Work according to the drawings and specifications, together with all addenda thereto.

Bids must include lump sum pricing. Use Bid Form provided in this document. All proposed fees and costs must be broken down and disclosed in the bid.

SUBMITTAL OF BID

A bid shall be submitted no later than the date and time prescribed and at the place indicated in the advertisement or invitation to bid and shall be sealed and clearly labeled with the words **"ITB 22-009 Custodial Services"**, name of bidder and date and time of opening so as to guard against premature opening of any bid and shall be accompanied by the bid security and other required documents. It is the respondent's responsibility to assure that its bid is delivered at the proper time and place. Offers by email, facsimile, or telephone will NOT be accepted.

Each contractor's submittal shall include all the items listed on the Bidders Submission Checklist, in order, with the Checklist on the top of the submission.

INTEGRITY OF BID DOCUMENTS

Respondents shall use the original Bid documents provided by the Santa Rosa County Procurement Office and enter information only in the spaces where a response is requested. Respondents may use an attachment to the Bid documents if sufficient space is not available. Any modifications or alterations to the original bid documents by the respondent, whether intentional or otherwise, will constitute grounds for rejection of a bid. Any such modification or alteration that a respondent wishes to propose must be clearly stated in the respondent's

BID INSTRUCTIONS, SUBMITTAL REQUIREMENTS AND GENERAL BID CONDITIONS

response in the form of an addendum to the original bid documents.

WITHDRAWAL OF SUBMITTALS

Any Respondent may withdraw its Submittal, either personally or by written request, at any time prior to the scheduled time for opening Submittals.

INTERPRETATION

No oral interpretation will be made to any Bidder as to the meaning of the drawings or specifications. Every interpretation made to a Bidder will be in the form of an Addendum to the specifications. Addenda will be furnished to each Bidder, but it shall be the Bidder's responsibility to make inquiry as to Addenda issued. All such addenda shall become part of the contract and all Bidders shall be bound by such Addenda whether or not received by the Bidders.

BIDS TO REMAIN SUBJECT TO ACCEPTANCE

All bids will remain subject to acceptance or rejection by Santa Rosa County for sixty (60) calendar days after the day of the bid opening. The County may, in its sole discretion, release any bid and return the bid security prior to the end of this period.

CONDITIONAL & INCOMPLETE BIDS

Santa Rosa County specifically reserves the right to reject any conditional bid.

ADDITION/DELETION OF ITEM

The County reserves the right to add or delete any item from this bid or resulting contract when deemed to be in the County's best interest.

SPECIFICATION EXCEPTIONS

Specifications are based on the most current literature available. Respondent shall clearly list any change in the manufacturer's specifications which conflict with the bid specifications. Respondent must also explain any deviation from the bid specification in writing, as a foot note on the applicable bid page and enclose a copy of the manufacturer's specifications data detailing the changed item(s) with their bid. Failure of the respondent to comply with these provisions will result in respondents being held responsible for all costs required to bring the equipment in compliance with bid specifications.

FAMILIARITY WITH LAWS

All applicable Federal and State laws, County and municipal ordinances, orders, rules and regulations of all authorities having jurisdiction over the project shall apply to the bid throughout, and they will be deemed to be included in the contract the same as though they were written in full therein.

BID INSTRUCTIONS, SUBMITTAL REQUIREMENTS AND GENERAL BID CONDITIONS

EXAMINATION OF DOCUMENTS AND SITE

Before submitting their proposal, the Bidder shall familiarize themselves with the nature and extent of the work and any local conditions that may in any manner affect the work to be done and the equipment, materials, and labor required. Bidder shall also examine all drawings, specifications, addenda and other Contract Documents to be thoroughly informed regarding any and all conditions and requirements that may in any manner affect the work to be performed under the contract.

RIGHT TO REJECT PROPOSAL

The Owner reserves the right to waive informalities in bids to reject any or all bids with or without cause and accept the bid that in its judgment is in the best interest of the County.

DISQUALIFICATION OF RESPONDENTS

Any of the following reasons may be considered as sufficient for the disqualification of a respondent and the rejection of its bid:

Submission of more than one proposal for the same work from an individual, firm or corporation under the same or different name. Evidence that the respondent has a financial interest in the firm of another respondent for the same work.

Evidence of collusion among respondents. Participants in such collusion will receive no recognition as respondents for any future work of the County until such participant has been reinstated as a qualified respondent.

Uncompleted work which in the judgment of the County might hinder or prevent the prompt completion of additional work if awarded.

Failure to pay or satisfactorily settle all bills due for labor and material on former contracts in force at the time of advertisement of proposals. Default under previous contract.

Listing of the respondent by any Local, State or Federal Government on its barred/suspended vendor list.

DISCRIMINATION

An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide 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 award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

REVIEW OF PROCUREMENT DOCUMENTS

Per Florida Statute 119.071 (1) 2, sealed bids, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from public disclosure until such time as

BID INSTRUCTIONS, SUBMITTAL REQUIREMENTS AND GENERAL BID CONDITIONS

the County provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

COMPLIANCE WITH FLORIDA STATUTE 119.0701

The Respondent shall comply with all the provisions of section 119.0701, Florida Statutes relating to the public records which requires, among other things, that the Respondent: (a) Keep and maintain public records; (b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the respondent upon termination of the contract.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850) 983-1925, wandap@santarosa.fl.gov; 6495 CAROLINE STREET, SUITE C, MILTON, FLORIDA 32570.

SUSPENSION OR TERMINATION FOR CONVENIENCE

The County may, at any time, without cause, order Respondent in writing to suspend, delay or interrupt the work in whole or in part for such period of time as the County may determine, or to terminate all or a portion of the Contract for the County's convenience. Upon such termination, the Contract Price earned to the date of termination shall be paid to Respondent, but Respondent waives any claim for damages, including loss of profits arising out of or related to the early termination. Those Contract provisions which by their nature survive final acceptance shall remain in full force and effect. If the County orders a suspension, the Contract price and Contract time may be adjusted for increases in the cost and time caused by suspension, delay or interruption. No adjustment shall be made to the extent that performance is, was or would have been so suspended, delayed or interrupted by reason for which Respondent is responsible; or that an equitable adjustment is made or denied under another provision of this Contract.

FAILURE OF PERFORMANCE/DELIVERY

In case of default by the respondent, the County after due notice (oral or written) may procure the necessary supplies or services from other sources and hold the respondent responsible for difference in cost incurred. Continuous instances of default shall result in cancellation of the award and removal of the respondent from the bid list for duration of one (1) year, at the option of the County.

BID INSTRUCTIONS, SUBMITTAL REQUIREMENTS AND GENERAL BID CONDITIONS

AUDIT

If requested, respondent shall permit the County or an authorized, independent audit agency to inspect all data and records of respondent relating to its performance and its subcontracts under this bid from the date of the award through three (3) years after the expiration of contract.

NON-COLLUSION

Respondent certifies that it has entered into no agreement to commit a fraudulent, deceitful, unlawful or wrongful act, or any act which may result in an unfair advantage over other respondents. See Florida Statute 838.22.

PUBLIC ENTITY CRIME INFORMATION

Pursuant to Florida Statute 287.133, a respondent 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 s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

Note: For respondent's convenience, this certification form is enclosed and is made a part of the bid package.

INVESTIGATION OF RESPONDENT

The County may make such investigations, as it deems necessary to determine the stability of the respondent to perform the work and that there is no conflict of interest as it relates to the project. The respondent shall furnish to the Owner any additional information and financial data for this purpose as the County may request.

CONE OF SILENCE CLAUSE

The Santa Rosa County Board of County Commissioners has established a solicitation silence policy (Cone of Silence Clause) that prohibits oral and written communication regarding all formal solicitations for goods and services (formal bids, Request for Proposals, Requests for Qualifications) issued by the Board through the Procurement Office. The period commences from the date of advertisement until award of contract. All communications shall be directed to the Procurement Office.

Note: For respondent's convenience, this certification form is enclosed and is made a part of the bid package.

EVALUATION OF BIDS AND AWARD OF CONTRACT

Santa Rosa County Staff will review all bids and will provide the recommendation to award to the Procurement Office, the County Administrator and the Board of County Commissioners. The County will award the bid to the responsive and responsible vendor(s) with the lowest responsive bid(s). The County reserves the right to award the bid to the

BID INSTRUCTIONS, SUBMITTAL REQUIREMENTS AND GENERAL BID CONDITIONS

respondent submitting a responsive bid with a resulting negotiated agreement which is most advantageous and in the best interest of the County, and to reject any and all bids or to waive any irregularity or technicality in bids received. Santa Rosa County shall be the sole judge of the bid and the resulting negotiated agreement that is in its best interest and its decision shall be final.

Santa Rosa County reserves its right to reject any or all Bids, including without limitation nonconforming, nonresponsive, unbalanced or conditional Bids. The County further reserves the right to reject the Bid of any Bidder whom it finds after reasonable inquiry and evaluation to not be responsible. In evaluating Bidders, the County may consider the qualifications of Bidders and may consider the qualifications and experience of Subcontractors, Suppliers, and other individuals or entities proposed for those portions of the Work for which the identity of Subcontractors, Suppliers, and other individuals or entities must be submitted with the Bid Form.

Santa Rosa County reserves the right to waive any informalities or reject any and all bids, in whole or part, to utilize any applicable state contracts in lieu of or in addition to this bid and to accept the bid that in its judgment will best serve the interest of the County.

Santa Rosa County reserves the right to reject any conditional bids and will normally reject those which made it impossible to determine the true amount of the bid. Each item must be bid separately, and no attempt is to be made to tie any item or items to any other item or items.

FORM OF AGREEMENT

The Contract form shall be provided by the Procurement Office. The successful contractor shall, within 10 days after receipt of the Notice of Award and the contract forms or documents, sign and deliver to the Procurement Office all required contract documents. The awarded contractor shall also deliver the policies of insurance or insurance certificate as required. All insurance documents shall be approved by Santa Rosa County Procurement Office before the successful contractor may proceed with the work.

Contractor is responsible for submitted along with their response any exceptions it has to the standard terms of contract, within the attached sample contract. Failure to submit exceptions at time of submittal of the response will be considered a waiver by bidder to contest or request exception to the contract provisions. Any exceptions to the standard terms of contract will be taken into consideration as part of the County's review of the response. The County reserves the right to reject bids depending on the substance of the exceptions.

SECTION III.
SANTA ROSA COUNTY DOCUMENTS AND FORMS

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Santa Rosa County
Insurance Requirements
March 2021

Workers' Compensation – meet statutory limits in compliance with the Workers Compensation Laws of Florida. This policy must include Employer Liability with a limit of \$100,000 for each accident, \$500,000 disease policy limit and \$100,000 disease each employee limit.

Commercial General Liability – coverage shall provide minimum limits of liability of \$1,000,000 per occurrence, \$2,000,000 Aggregate, for bodily injury and property damage. This shall include coverage for:

- a. Premises/operations
- b. Products/complete operations
- c. Contractual liability
- d. Independent contractors

Business Auto Liability – coverage shall provide minimum limits \$500,000. Combined Single Limit for bodily injury and property damage. If Split limit coverage is provided Limits of 500,000 per person/500,000 per accident and 500,000 for property damage are required.

This shall include coverage for:

- a. Owned autos
- b. Hired autos
- c. Non-owned autos

Special Requirements:

1) Prior to execution of a contract or agreement, certificates of insurance will be produced that shall provide for the following:

- a. Santa Rosa County shall be named as an additional insured on all coverages except workers' compensation.

b. Santa Rosa County will be given thirty (30) days' notice prior to cancellation or modification of any stipulated insurance.

2) It is the responsibility of the contractor to ensure that all subcontractors comply with all insurance requirements.

3) It should be noted that these are minimum requirements which are subject to modification in response to specialized or high hazard operations.

In the event of unusual circumstances, the County Administrator, or his designee, may adjust these insurance requirements.

Insurance Checklist

Proposal/Project Reference _____

Required Coverage (Marked by "X")

Minimum Limits

- | | |
|---|---|
| 1. ____ Workers Compensation
Proprietor/Executive Officers Exclusion not allowed | \$100,000. Employers Liab.
\$100,000. Accident –Disease
\$500,000. Disease policy Limit |
| 2. ____ Commercial General Liability
Including Premises operations-Products completed ops
Contractual Liability and Personal and advertising
Liability | \$1,000,000. CSL
\$2,000,000. Annual Aggregate |
| 3. ____ Automobile Liability – including Hired and Non-Owned | \$1,000,000. CSL |
| 4. ____ Professional Liability coverage | \$1,000,000. Per Occurrence |
| 5. ____ Asbestos Removal Liability | \$2,000,000. Per Occurrence |
| 6. ____ Medical Malpractice | \$1,000,000 Per Occurrence |
| 7. ____ Garage Liability | \$1,000,000. BI/PD- Occurrence |
| 8. ____ Garage Keepers Liability | \$500,000. Comprehensive
\$500,000. Collision |
| 9. ____ Inland Marine- Bailee's Insurance | \$ _____ |
| 10. ____ Moving and Rigging Floater | Endorsement to CGL |
| 11. ____ Crime/Dishonesty Bond | \$ _____ |
| 12. ____ Builders Risk/Installation Floater – Provide coverage in Full amount of Contract. | |
| 13. ____ Owner's Protective Liability | \$ _____ |
| 14. ____ Excess/Umbrella Liability | \$ _____ |

General Requirements

- A. Carrier rating shall be A.M. Best rating of B++V or Better.
- B. Notice of Cancellation or Non-renewal or material change in coverage shall be provided to Santa Rosa County at least 30 days prior to action.
- C. Santa Rosa County shall be named as Additional Insured on all policies except Workers' Compensation.

Approved by the BOCC March 23, 2021

SECTION IV.
PROJECT MANUAL, SPECIFICATIONS, PLANS AND
SUPPORTING DOCUMENTATION

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MINIMUM SPECIFICATIONS CUSTODIAL SERVICES

The Santa Rosa County Board of Commissioners is requesting custodial/janitorial services for the following facilities:

- *Administrative Annex, (Regional Conflict Suite), 6491 Caroline Street Milton, FL 32570
- Animal Services Building, 4451 Pine Forest Road, Milton, FL 32583
- Co-Operative Extension Office, 6263 Dogwood Dr., Milton, FL 32570
- Emergency Management, 4499 Pine Forest Rd., Milton, FL 32583
- Engineering Department, 6051 Old Bagdad Hwy., Suite 300, Milton, FL 32583
- Gulf Breeze Library, 1060 Shoreline Dr., Gulf Breeze, FL 32561
- *Library Administration, 6275 Dogwood Dr., Milton, FL 32570
- Milton Library, 5541 Alabama St., Milton, FL 32570
- Navarre Library, 8484 James M Harvell Rd, Navarre 32566
- Navarre Visitor Center, 8543 Navarre Pkwy, Navarre 32566
- Pace Library, 5750 Pace Patriot Blvd., Pace, FL 32571
- *Probation, 6816 Caroline St. Milton, FL 32570
- Public Defender's Office, 5210 Willing Street Milton, FL 32570
- Public Services Complex, 6051 Old Bagdad Hwy., Milton, FL 32583
(Building Permits, Environmental, Planning and Zoning Offices, Housing/Veterans Services)
- Public Works Building, 6075 Old Bagdad Hwy., Milton, FL 32583
- *Santa Rosa Archives, 6444 Open Rose Drive, Milton, FL 32570
- Veterans Memorial Office, 5191 C Willing Street, Milton, FL 32570

*Denotes cleaning during working hours

- **Bagdad Community Center & Exterior Restrooms, 4591 School Street, Bagdad, FL 32583
- **Benny Russell Event room and 2 Restrooms, 4160 N. Spencer Field Rd, Milton FL 32571
- Chumuckla Community Center, 2355 Highway 182, Jay FL 32565
- Fidelis Community Center, 13785 Highway 87 N, Jay, FL 32565
- **Pace Community Center, 5980 Chumuckla Hwy, Pace, FL 32571
- **Peter Prince Field Restrooms, I; DD; AAA; CCC: 5600 North Airport, Milton, 32583
- **Tiger Point Community Center, 1370 Tiger Point Lane, Gulf Breeze, FL 32561

**Denotes onetime per week cleaning, Fidelis & Chumuckla Community Centers will be cleaned when requested.

I. QUALIFICATIONS OF CONTRACTORS:

- A. All prospective firms must have a minimum of five (5) years experience in the janitorial and custodial servicing of buildings and grounds. They must submit, with their proposals, evidence of their reliability, ability and experience. ***Copies of licenses are to be attached to the bid form.***
- B. Contractor must have physical office within fifty (50) miles of Santa Rosa County Building Maintenance, 4530 Spikes Way, Milton, FL 32583.
- C. Provide a list of five (5) locations where custodial programs of similar scope and size are presently managed, (two of the locations within one hundred (100) miles of Santa Rosa County). Give name and address, length of service, customers served and name and telephone number of a contact person for each contract.
- D. A list of facilities and other similar accounts where services have been discontinued or terminated for any reason within the past two years and the reason why. Include contact person and telephone number.

II. INSPECTION OF PREMISES:

- A. Contractors must inspect the buildings and grounds of the proposed buildings to be fully aware of the scope of services required and **attend a mandatory pre-bid meeting**. Interested parties must contact the Santa Rosa County Building Maintenance Director, or his designee, at the Santa Rosa County Building Maintenance Office, 4530 Spikes Way, Milton, FL 32583 prior to inspecting the facilities, telephone (850) 623-1569.

III. Submittal Review and Assessment

- A. Proposals will be judged on multiple criteria, and not solely on price. The firm or firms found to be most qualified and in the County's best interest, shall be selected. Criteria used in evaluating the presentations will include but may not be limited to the following:
- B. 1. **Pricing & Warranty = 40 pts.** The proposal should include a detailed cost breakdown of all pricing and warranties of products.
- C. **2. Availability = 30pts.** The proposal should include the estimated response time after being contacted for a non-scheduled service.
- D. **3. References/ Company Credentials = 30pts.** The firm shall submit a minimum of three (3) references representing similar projects and a company resume. References must contain current contact information. (i.e. name, title, phone and address)
- E. A Selection Committee will evaluate each submittal according to the criteria set forth above. The Selection Committee will select a proposal based on the submittals received; no formal interviews are anticipated; however, the Selection Committee reserves the right to ask for interviews as needed. The County reserves the right to award contracts to one or more qualified Providers. The County may perform a due diligence process on the Firm receiving the highest evaluation.

IV. SCOPE OF WORK:

- A. Contract period will be for two (2) years, with possibility of annual renewals.

- B. An evaluation is required every 3 months for the first year and a “poor” evaluation can cause termination of contract immediately.
- C. All custodial/janitorial work to be performed under this proposal shall consist of furnishing all equipment, tools, labor, supervision, and insurance necessary to perform this contract. **The use of county equipment and cleaning supplies is strictly prohibited.** Santa Rosa County will provide the paper products, trash liners, hand soap and the metered scent dispensers needed to supply the offices and restrooms. The cleaning equipment and chemicals should be to industry standards. The county reserves the right to require contractor to replace any equipment, supplies, or chemicals deemed unacceptable. All work under this proposal shall be done after normal business hours, unless so specified in writing and agreed to by both parties.
- D. The following areas of work, frequency of work, and specified work should be included in your proposal as follows:
- (1) Restrooms:
 - (a) To be cleaned and sanitized three (3) days per week.
 - (2) Hallways and Common Areas:
 - (a) To be vacuumed and/or mopped three (3) days per week.
 - (b) Tile floor areas to be cleaned, waxed and buffed bi-annually. The county Facilities supervisor will make arrangements to schedule the floor waxing with the contractor. Waxing will take place after hours and on weekends.
 - (c) Public counter tops should be dusted three (3) days per week.
 - (d) Glass entrance windows and doors cleaned three (3) days per week.
 - (e) All tables and chairs should be cleaned three (3) days per week.
 - (3) Office Areas:
 - (a) To be cleaned (dusted, vacuumed, mopped) three (3) days per week.
 - (4) Office Windows:
 - (a) To be cleaned once per month.
 - (5) All Trash Containers:
 - (a) To be emptied three (3) days per week.
 - (6) Exterior Trash Containers near Entrances and Common Areas:
 - (a) To be emptied three (3) days per week, this includes smoking urns, covered walkways, and sidewalks.
 - (b) Daily check list sheet may be required for each building and should be initialed after each cleaning.
- E. These duties are to be performed on Mondays, Wednesdays, and Fridays, except on holidays when county offices are closed. Scheduling arrangements for holidays must be arranged by county supervisor. Cleanings three (3) times per week are still required. The monthly window cleaning are to be scheduled on the same weekend or after hours by the county supervisor and the contractor.
- F. All items not covered in this bid request may be negotiated between both parties. Items covered in this bid request may be amended and negotiated by both parties.

Requirements for Bagdad Community Center, Pace Community Center, and Tiger Point Community Center: Cleanings are to be done once a week at these locations,

- 1) Sweep and mop
- 2) Empty trash
- 3) Windows to be cleaned once per month
- 4) Cobwebs and dust including from light fixtures to be removed
- 5) Dust blinds
- 6) Wipe down window casements and window sills
- 7) Wipe down baseboards, molding, door jams, and doors
- 8) Wipe down and sanitize light switches & thermostats
- 9) Wipe down door handles
- 10) Wipe down and sanitize water fountain
- 11) Clean roll-around trash cans once per month
- 12) Clean kitchen: To be done once a week.
 - a. Wipe down cabinets and splatters above kitchen sink
 - b. Wipe top of refrigerator, clean grate on bottom of fridge, and wipe inside of refrigerator.
 - c. Clean and sanitize counter tops.
 - d. Wipe down inside and outside of microwave.
 - e. Clean stove including wipe food splatters from back splash, wipe hood, lift grates and clean, clean burners, and stove controls. Open oven door and wipe. Open stove drawer and wipe.
- 13) Restrooms: at all Community centers and Peter Prince Airport- To be done on Fridays
 - a. Clean and sanitize Commodes and Sinks
 - b. Clean mirrors
 - c. Restock Toilet Paper and Paper towels in dispensers
 - d. Sweep & Mop
 - e. Empty trash
 - f. Wipe down walls
 - g. Cobwebs and dust including from light fixtures to be removed
 - h. Wipe down baseboards, molding, door jams, and doors
 - i. Wipe down and sanitize light switches
 - j. Wipe down door handles
- 14) Strip Wax and Buff Floors as requested at the following locations
 - a) Bagdad Community Center
 - b) Chumuckla Community Center
 - c) Pace Community Center
 - d) Tiger Point Community Center

BID FORM CUSTODIAL SERVICES

Santa Rosa County Procurement Department
6495 Caroline Street, Suite G
Milton, Florida 32570

Date _____

Dear Sir:

The undersigned agrees to furnish the service as requested by you for Santa Rosa County in your invitation to bid and certifies that the service bid meets or exceeds the specifications called for, except as set out in "Exceptions to Bid Conditions" and attached to this form.

Name & Address of Bidder _____

Site name	Location Address	Square Footage	Cost Per Month
*Denotes cleaning during working hours			
**Denotes once a week cleaning			
*Administrative Annex	6491 Caroline St Suite 4 Milton FL 32570	5,600	
Animal Services Building	4451 Pine Forest Road, Milton, FL 32583	20,000	
Co-Operative Extension Office	6263 Dogwood Dr., Milton, FL 32570	16,150	
Emergency Management	4499 Pine Forest Rd., Milton, FL 32583	17,100	
Engineering Department	6051 Old Bagdad Hwy., Suite 300, Milton, FL 32583	5,110	
Gulf Breeze Library	1060 Shoreline Dr., Gulf Breeze, FL 32561	14,175	
*Library Administration	6275 Dogwood Dr., Milton, FL 32570	8,452	
Milton Library	5541 Alabama St., Milton, FL 32570	9,796	
Navarre Library	8484 James M Harvell Rd, Navarre, FL 32566	10,009	
Navarre Visitor Center	8543 Navarre Pkwy Navarre, FL 32566	5750	
Pace Library	5750 Pace Patriot Blvd., Pace, FL 32571	7,222	
*Probation Services	6816 Caroline St. Milton, FL 32570	3,811	
Public Defender's Office	5210 Willing Street Milton, FL 32570	13,030	
Public Services Complex	6051 Old Bagdad Hwy., Milton, FL 32583	18,267	
Public Works Building	6075 Old Bagdad Hwy., Milton, FL 32583	16,499	
Santa Rosa Archives	6444 Open Rose Drive, Milton, FL 32570	5000	

Veterans Memorial Office	5191 C Willing Street, Milton, FL 32570	900	
**Bagdad Community Center & Exterior Restroom	4591 School Street, Bagdad, FL 32583	3500 400	
**Benny Russell Park Event Room/Restroom building & the 2 nd Exterior Restroom	4160 N. Spencer Field Rd, Milton FL 32571	3472 1000	
**Pace Community Center	5976 Chumuckla Hwy, Pace, FL 32571	7872	
**Peter Prince Field Restrooms I; DD; AAA; CCC	5600 North Airport, Milton, FL 32583	276 each 4 units	
**Tiger Point Community Center	1370 Tiger Point Lane, Gulf Breeze, FL 32561	4169	
As Requested			
Chumuckla Community Center	2355 Highway 182 Jay, FL	4237	
Fidelis Community Center	13774 Highway 87 N Fidelis, FL	3500	

*Provide square footage rate for any other buildings that may be added.

TOTAL _____ per month

Company Representative Signature

Telephone

NOTE: Please return this bid form to the above address. NO OTHER BID FORM WILL BE
ACCEPTED.

COMMENTS:



SANTA ROSA COUNTY PROCUREMENT DEPARTMENT

6495 Caroline Street, Suite L | Milton, Florida 32570 850-983-1870 procurement@santarosa.fl.gov

BID SUBMISSION CHECKLIST

ITB 22-009 Custodial Services

Company: Executive Cleaning, Inc.

- ☒ Sealed Bid Package with Bid Name and Number, Firm name and Address with Contact information clearly marked on the outside of envelope/box.
- ☒ 1 Original Bid Package and 2 Copies with 1 Electronic Copy in .pdf on a CD or USB Drive
- ☒ Bid Submittal Checklist attached to top of Original Bid Package
- ☒ Bid Form
- ☒ Cone of Silence
- ☒ Sworn Statement Public Entity Crimes
- ☒ Debarment Form
- ☒ References Form
- ☒ Conflict of Interest Form
- ☒ Copy of current Required Insurance declaration page with Santa Rosa County named interest, or, Letter of Insurability from Carrier stating that the levels of coverage will be obtained.
- ☒ Addendum (s) if any
- ☒ Proof of Registration with State of Florida Division of Corporations (Sunbiz.org)

All required documentation submitted must be updated with most current and complete information from date of bid opening) including notarizations where required. Failure to submit all required forms may result in your submittal being deemed non-responsive. **ATTACH THIS PAGE TO THE TOP OF YOUR BID SUBMISSION**

Firm: Executive Cleaning, Inc.

By: William Peeler

Signature: (Print) [Signature]

Title: President/CEO

Date: 12/16/2021

ECO-FRIENDLY * AFFORDABLE * DEPENDABLE * FLEXIBLE



Executive Cleaning, Inc.

ENVIRONMENTAL FACILITY SOLUTIONS

**** LOCAL OFFICE: 3996 AVALON BLVD MILTON, FL 32583**

PRESENTED TO:

SANTA ROSA COUNTY GOVERNMENT

WWW.EXECUTIVECLEANINGINC.COM

800.895.8358

EXECUTIVE CLEANING INC. is pleased to offer this overview of our capabilities in providing Environmental Facility Services to Santa Rosa County. At **EXECUTIVE CLEANING INC.**, our corporate commitment is to always provide a level of service that exceeds our customers' expectations. We continue to make that same commitment to Santa Rosa County.

Our Organization

EXECUTIVE CLEANING INC. is a corporation headquartered in Milledgeville, Georgia. We presently provide environmental services to over three hundred valued customers covering all parts of Georgia, Alabama, and the pan-handle of Florida. We use five regional offices throughout these states to manage this territory. One of which is in Milton, Florida. Our employment base approaches three hundred qualified personnel and we currently subcontract less than one percent of our work portfolio.

EXECUTIVE CLEANING INC. has provided customized service packages for building owners and managers for over thirty-five years. In addition to janitorial services, we are also able to provide building maintenance, pest control, and landscaping.

Our Commitment

At **EXECUTIVE CLEANING INC.**, we never take our customers for granted. We know that you have many options. The only way we can be successful is to provide you with the best overall value for your money – with **real** commitment to total customer satisfaction. “Quality” is not just a slogan at **EXECUTIVE CLEANING INC.**; it is built into everything we do, and every service we provide.

It's not just *what* we do for our customers; it's *how* we do it that sets us apart. **EXECUTIVE CLEANING INC.** is a forward-thinking organization using the latest technology to improve the cleanliness and overall appearance of your building and decrease your operating costs.

Many national facility service providers target national accounts and corporate giants focusing on an entire book of business leaving independent customers with service inconsistencies while aggressive corporate pre-determined square footage rates and corporate pressure to meet budgets and increase revenue, lead to local collapses that jeopardize contracts.

Local facility service providers sometimes lack the resources, experience, and management to consistently provide a quality service. These tactics and inconsistencies resulted in the conception of Executive Cleaning Inc.

The Executive Cleaning Inc. mission statement, “corporate expertise and resources with local presence and knowledge” is the foundation of our company as we are looking for partners for life and not the length of a contract.



Here are some examples of how **EXECUTIVE CLEANING INC.** is able to meet our commitments to you:

☐ **Standardized processes**

Our standardized methods, equipment, and chemicals allow us to provide consistent results for you with every action, every time. **EXECUTIVE CLEANING INC.** uses the most up-to-date, efficient equipment and a line of environmentally safe chemicals developed to achieve optimal results, at the lowest cost. In addition, our safety and risk management programs help make your facility a safer place because we thoroughly train our people on the correct use of equipment and chemicals.

❑ **Customer-focused technology**

EXECUTIVE CLEANING INC. commits to Santa Rosa County to utilize all of our comprehensive environmental service technology to work for you. For example, our Quality Control Inspection (QCI) programs can be customized in your facilities, providing a site specific way to inspect scheduled work assignments, note deficiencies and follow up on requested work orders. The information gathered from these inspections facilitates reporting capabilities and trend analyses that allow us to better understand the unique service needs of your facilities and identify a potential issue before it becomes an apparent problem.

❑ **ECI Cleaning Chemical Program / Products**

Executive Cleaning Inc. & Diversey Chemical Group; Standardized cleaning procedures ensure that our equipment and chemicals perform to their maximum effectiveness. By aligning environmental issues with key business goals, our Cleaning Chemical Program proves not only good for the environment; it's good for your business. We consider environmental impact, worker safety and product performance when selecting cleaning products. The chemicals we use are premixed by Diversey Chemical which eliminates the possibility of improper dilution of cleaning solutions. Also, having fewer types of chemicals on-site reduces the risk of property damage, and Diversey's line of color-coded chemicals helps our supervisors and customers easily identify improper chemical usage. Our program decreases training time for new and replacement service workers so there's never a lapse in service. If you prefer, **EXECUTIVE CLEANING INC.** will utilize Diversey's complete line of Green Seal certified products along with specialized equipment and procedures designed for green cleaning.



Our People

Our reputation and your satisfaction depend entirely on what our people do for you with every action, every day. We know that *it's really our people* who define who we are and what we do. That's why we hire and retain **competent service employees**, provide **effective on-site management**, and establish a management structure that facilitates **frequent and meaningful communication** between **EXECUTIVE CLEANING INC.** and our customers



Competent service employees

At **EXECUTIVE CLEANING INC.**, every employee is critical to the success of our organization. We recruit high-quality service employees from various sources.

Hiring is performed according to a defined set of selection and screening procedures. Recruiting and hiring are only part of the process however. In order to make sure we deliver a consistent, high-quality level of service, a major goal at **EXECUTIVE CLEANING INC.** is to retain quality employees. Our strategy for employee retention includes:

☐ **Promotion policy**

EXECUTIVE CLEANING INC. follows an aggressive policy of promotion from within. Many of our middle and senior managers began their careers with our company as service workers or front-line supervisors.

☐ **Recognition**

Employees are eligible for various recognition and incentive programs based on job performance and suggestions for improvements in our processes and procedures.

☐ **Thorough training**

In addition, we provide individualized, on-the-job training and written instructions, in both English and Spanish, for all of our service workers

Commitment to Training

- ◆ Provide all employees with the necessary skills and knowledge to perform their jobs successfully
- ◆ Develop new skills as jobs change
- ◆ Improve productivity
- ◆ Encourage self-improvement and lifelong learning
- ◆ Prepare selected employees for advancement

☐ **Effective management team**

A key element of a strong facility services program is effective and active supervision. In addition, **EXECUTIVE CLEANING INC.** provides management resources for training, quality assurance and safety issues.

Our project management plan enables us to provide you with superior customer service through:

- ☐ Documented inspections
- ☐ Continuous training
- ☐ Frequent customer contact and feedback
- ☐ Close monitoring of employee productivity and performance

❑ Frequent, meaningful communication

Our management organizational structure is designed to promote good communication between our organization and our customers. The Project Manager maintains open lines of communication with your designated representatives to provide complete integration of services and status reporting, and to explore opportunities for service improvements and cost reductions. The Project Manager reports to one of the Owners who is responsible for ensuring the services we provide meet or exceed **EXECUTIVE CLEANING INC.** quality standards and your requirements.

Our Promise

We know that consistent and dependable cleaning services are crucial to your business. Providing those services to you at a level that exceeds your expectations is crucial to ours. That's why we promise to use our unique standardized processes, proven project management experience, customer-focused accountability and commitment to quality to provide Santa Rosa County with the best possible Environmental Service. What's more, we promise to deliver those services to you at a competitive price that maximizes the value of the facility services dollars you spend. And, maybe the best promise of all, we promise to keep our promises. We look forward to the opportunity to become your environmental service provider.



Capabilities

Perhaps best known for superior cleaning services, **EXECUTIVE CLEANING INC.** can provide a single solution for *all* your facility needs. With standardized processes performed responsively and professionally, our total service package includes:

- General Office Cleaning
- Viral Fumigation/Disinfecting
- Window Cleaning
- Stripping and Finishing All Types of Floors
- Carpet Cleaning
- Overhead Ceiling and Structural Cleaning
- Water/Fire/Smoke Damage
- Deodorization
- Pressure washing
- Facility Maintenance and Repair
- Lawn Maintenance
- Pest Control
 - All performed eco-friendly as possible

**BID FORM
CUSTODIAL SERVICES**

Santa Rosa County Procurement Department
6495 Caroline Street, Suite G
Milton, Florida 32570

Date December 21, 2021

Dear Sir:

The undersigned agrees to furnish the service as requested by you for Santa Rosa County in your invitation to bid and certifies that the service bid meets or exceeds the specifications called for, except as set out in "Exceptions to Bid Conditions" and attached to this form.

Name & Address of Bidder Executive Cleaning, Inc. - 680 Hammock Road Milledgeville, GA 31061

Site name	Location Address	Square Footage	Cost Per Month
To be done Monday, Wednesday, & Friday after 4:30 PM			
Animal Services Building	4451 Pine Forest Road, Milton, FL 32583	20,000	\$300.00
Co-Operative Extension Office	6263 Dogwood Dr., Milton, FL 32570	16,150	\$676.00
Emergency Management	4499 Pine Forest Rd., Milton, FL 32583	17,100	\$625.00
Engineering Department	6051 Old Bagdad Hwy., Suite 300, Milton, FL 32583	5,110	\$432.00
Gulf Breeze Library	1060 Shoreline Dr., Gulf Breeze, FL 32561	14,175	\$800.00
Milton Library	5541 Alabama St., Milton, FL 32570	9,796	\$690.00
Navarre Library	8484 James M Harvell Rd, Navarre, FL 32566	10,009	\$850.00
Navarre Visitor Center	8543 Navarre Pkwy Navarre, FL 32566	5750	\$545.00
Pace Library	5750 Pace Patriot Blvd., Pace, FL 32571	7,222	\$540.00
Public Defender's Office	5210 Willing Street Milton, FL 32570	13,030	\$340.00
Public Services Complex –(Permits, Code Enforcement, Environmental, Planning and Zoning Offices, Public Restroom, Housing/Veterans services)	6051 Old Bagdad Hwy., Milton, FL 32583	18,267	\$1,300.00
Public Works Building	6075 Old Bagdad Hwy., Milton, FL 32583	16,499	\$850.00
To be done on Mondays, Wednesdays and Fridays between 8:00 AM – 3:30 PM			
Administrative Annex	6491 Caroline St Suite 4 Milton FL 32570	5,600	\$245.00
Library Administration	6275 Dogwood Dr., Milton, FL 32570	8,452	\$608.00

Santa Rosa Archives	6444 Open Rose Drive, Milton, FL 32570	5000	\$212.00
*Probation Services	6816 Caroline St. Milton, FL 32570	3,811	\$430.00
To be done Once a week Monday-Saturday 7:00 am – 5:00 PM			
Central Scale Building	6337 Dalisa Rd Milton, FL 32583	176	\$75.00
Recycle Office	6337 Dalisa Rd Milton, FL 32583	1290	\$90.00
New Recycling Building	6337 Dalisa Rd Milton, FL 32583	3500	\$120.00
Administrative Building	6337 Dalisa Rd Milton, FL 32583	1216	\$90.00
Household Waste Building	6337 Dalisa Rd Milton, FL 32583	1000	\$90.00
To be done on Mondays & Fridays before 8:00 AM			
Bagdad Community Center & Exterior Restroom	4591 School Street, Bagdad, FL 32583	3500 400	\$650.00
Bagdad Mill Site Park Restrooms	6953 Main St Bagdad FL 32583	340	\$200.00
Benny Russell Park Event Room/Restroom building & the 2 nd Exterior Restroom	4160 N. Spencer Field Rd, Milton FL 32571	3472 1000	\$450.00
Floridatown Park Public Restroom	3900 Floridatown Rd Pace FL 32571	385	\$200.00
Mayo Park Public Restroom	6281 Highway 90 Milton, FL 32571	450	\$200.00
Pace Community Center	5976 Chumuckla Hwy, Pace, FL 32571	7872	\$547.00
Tiger Point Community Center	1370 Tiger Point Lane, Gulf Breeze, FL 32561	4169	\$450.00
To be done on Fridays anytime			
Peter Prince Field Restrooms I; DD; AAA; CCC	5600 North Airport, Milton, FL 32583	276 each 4 units	\$180.00
To be done as requested			
Chumuckla Community Center	2355 Highway 182 Jay, FL	4237	\$140.00
Fidelis Community Center	13774 Highway 87 N Fidelis, FL	3500	\$125.00
Veterans Memorial Office	5191 C Willing Street, Milton, FL 32570	900	\$60.00

*Provide square footage rate for any other buildings that may be added.


 Company Representative Signature

TOTAL \$12,785.00 per month

478-452-0747
 Telephone

NOTE: Please return this bid form to the above address. NO OTHER BID FORM WILL BE
ACCEPTED.

COMMENTS:



SANTA ROSA COUNTY PROCUREMENT DEPARTMENT

6495 Caroline Street, Suite L | Milton, Florida 32570 850-983-1870 procurement@santarosa.fl.gov

CONE OF SILENCE FORM

SRC Procurement Form COS 013_01_091619

The Board of County Commissioners have established a solicitation silence policy (Cone of Silence) that prohibits oral and written communication regarding all formal solicitations for goods and services (ITB, RFP, ITQ, ITN, and RFQ) or other competitive solicitation between the bidder (or its agents or representatives) or other entity with the potential for a financial interest in the award (or their respective agents or representatives) regarding such competitive solicitation, and any County Commissioner or County employee, selection committee member or other persons authorized to act on behalf of the Board including the County's Architect, Engineer or their sub-consultants, or anyone designated to provide a recommendation to award a particular contract, other than the Procurement Department Staff.

The period commences from the time of advertisement until contract award.

Any information thought to affect the committee or staff recommendation submitted after bids are due, should be directed to the Procurement Officer or an appointed representative. It shall be the Procurement Officers decision whether to consider this information in the decision process.

Any violation of this policy shall be grounds to disqualify the respondent from consideration during the selection process.

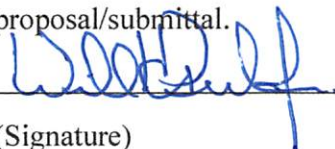
All respondents must agree to comply with this policy by signing the following statement and including it with their submittal.

I, William Peeler representing Executive Cleaning, Inc.

(Print)

(Company)

On this 16th day of December ²⁰²¹~~2020~~ hereby agree to abide by the County's "Cone of Silence" clause and understand violation of this policy shall result in disqualification of my proposal/submittal.



(Signature)



SANTA ROSA COUNTY PROCUREMENT DEPARTMENT

6495 Caroline Street, Suite L | Milton, Florida 32570 850-983-1870 procurement@santarosa.fl.gov

SWORN STATEMENT UNDER SETION 287.133 (3) (A) FLORIDA STATUTE ON PUBLIC ENTITY CRIMES

SRC Procurement Form SSPEC 016 01 091619

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

1. This sworn statement is submitted with Bid, Proposal or Contract for: _____
Santa Rosa County - ITB 22-009 Custodial Services
2. This sworn statement is submitted by, Executive Cleaning, Inc., whose business address is, 680 Hammock Road Milledgeville, GA 31061, and (if applicable) Federal Employer Identification Number (FEIN) is 58-1897856 (if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement).
3. My name is William Peeler and my relationship to the entity named above is President/CEO (title).
4. I understand that a "public entity crime" as defined in paragraph 287.133 (1) (g) Florida Statute, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States including, but not limited to , any bid or contract for goods or services to be provided to any public entity or any agency or public subdivision of any other state or of the United States and involved antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
5. I understand that "convicted" or "convicted" as defined in paragraph 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of 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.
6. I understand that an "affiliate" as defined in Paragraph 287 .133 (1) (a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one 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 an length agreement, shall be a prima facie case that one person controls another person. A person who knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.
7. 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 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.



SANTA ROSA COUNTY PROCUREMENT DEPARTMENT

6495 Caroline Street, Suite L | Milton, Florida 32570 850-983-1870 procurement@santarosa.fl.gov

8. 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, executive, partners, shareholders, employees, member, 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 And (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)

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

William Peeler

Name



Signature

12/16/2021

Date

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this day of December, 20 21, and is personally known to me, or has provided drivers license as identification.

Georgia

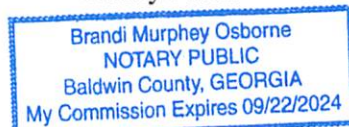
STATE OF ~~FLORIDA~~

COUNTY OF: Baldwin

My Commission expires: 9/22/2024

Brandi Murphey Osborne

Notary Public





SANTA ROSA COUNTY PROCUREMENT DEPARTMENT

6495 Caroline Street, Suite L | Milton, Florida 32570 850-983-1870 procurement@santarosa.fl.gov

DEBARMENT FORM

SRC Procurement Form Debar 022_00_082719

Certification Regarding Debarment, Suspension, And Other Responsibility Matters

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or Local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name: William Peeler Title: President/CEO

Signature: 

Firm: Executive Cleaning, Inc.

Street Address: 680 Hammock Road

City: Milledgeville

State: Georgia Zip Code: 31061

Solicitation Name Custodial Services ITB # XX-XXX 22-009



SANTA ROSA COUNTY PROCUREMENT DEPARTMENT

6495 Caroline Street, Suite L | Milton, Florida 32570 850-983-1870 procurement@santarosa.fl.gov

REFERENCES FORM

SRC Procurement Form Memo 024_00_082719

List work which best illustrates current qualifications relevant to this solicitation accomplished by personnel that will be assigned to the County's project. List at least three but no more than five (5) projects. (This form may be reproduced.)

YOUR FIRMS NAME Executive Cleaning, Inc.
PROPOSAL POINT OF CONTACT William Peeler PHONE 478-452-0747
EMAIL hal@executivecleaninginc.com

REFERENCE I.

PROJECT NAME: Santa Rosa County - Countywide Custodial Services
AGENCY: Santa Rosa County - Florida
ADDRESS: Santa Rosa County - Multiple locations
CITY, STATE, ZIP CODE: _____
CONTACT PERSON: Mike Brown
TITLE: Facilities Manager
EMAIL: mikeb@santarosaf.fl.gov
TELEPHONE: 850-393-8893
PROJECT COST: _____
COMPLETION DATE: Current
SCOPE of Project (list tasks, attach samples of deliverables, outlines or descriptions of items:
(You may attach information to this form)
Custodial services,

List key personnel assigned to this project that will work on the County project (include assignments. You may attach information to this form):

Deb Streeter - Area Manager (Resident of Santa Rosa County, FL)



SANTA ROSA COUNTY PROCUREMENT DEPARTMENT

6495 Caroline Street, Suite L | Milton, Florida 32570 850-983-1870 procurement@santarosa.fl.gov

REFERENCE II.

PROJECT NAME: SAIC - Custodial Services
AGENCY: SAIC
ADDRESS: 2 locations in Panama City, 1 location in Shalimar
CITY, STATE, ZIP CODE: Florida
CONTACT PERSON: Max Bugg
TITLE: _____
EMAIL: thomas.bugg@saic.com
TELEPHONE: 850-890-4180
PROJECT COST: \$3,287.03 per month
COMPLETION DATE: Current
SCOPE of Project (list tasks, attach samples of deliverables, outlines or descriptions of items:
(You may attach information to this form)
Custodial services,

List key personnel assigned to this project that will work on the County project (include assignments. You may attach information to this form):

Deb Streeter - Area Manager

REFERENCE III.

PROJECT NAME: Macon-Bibb County Government - Custodial Services
AGENCY: Macon-Bibb County Government - Georgia
ADDRESS: 12 city/county buildings ~135,000 sq ft
CITY, STATE, ZIP CODE: Bibb County, Georgia
CONTACT PERSON: Rob Ryals
TITLE: Facilities Manager
EMAIL: rryals@maconbibb.us
TELEPHONE: 478-808-9225
PROJECT COST: \$14,663.00 per month
COMPLETION DATE: Current
SCOPE of Project (list tasks, attach samples of deliverables, outlines or descriptions of items:
(You may attach information to this form)
Custodial services

List key personnel assigned to this project that will work on the County project (include assignments. You may attach information to this form):



SANTA ROSA COUNTY PROCUREMENT DEPARTMENT

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REFERENCE IV.

PROJECT NAME: Georgia Military College - Custodial Services

AGENCY: Georgia Military College

ADDRESS: 6 campus' throughout Georgia

CITY, STATE, ZIP CODE: Dublin, Milledgeville, Madison, Eastman, Sandersville

CONTACT PERSON: Jeff Gray

TITLE: Engineering Manager

EMAIL: jgray@gmc.edu

TELEPHONE: 478-456-3924

PROJECT COST: \$8,523.58 per month

COMPLETION DATE: Current

SCOPE of Project (list tasks, attach samples of deliverables, outlines or descriptions of items:
(You may attach information to this form)

Custodial services, floor care, carpet cleaning, window cleaning

List key personnel assigned to this project that will work on the County project (include assignments. You may attach information to this form):

REFERENCE V.

PROJECT NAME: Camden County - Georgia - Custodial Services

AGENCY: Camden County - Georgia

ADDRESS: 21 County Buildings

CITY, STATE, ZIP CODE: St. Mary's and Woodbine, Georgia

CONTACT PERSON: Matt Zink

TITLE: Facilities Director

EMAIL: mrzink@co.camden.ga.us

TELEPHONE: 912-510-5865

PROJECT COST: \$22,478.86 per month

COMPLETION DATE: Current

SCOPE of Project (list tasks, attach samples of deliverables, outlines or descriptions of items:
(You may attach information to this form)

Custodial services, floor care, carpet cleaning, window cleaning

List key personnel assigned to this project that will work on the County project (include assignments. You may attach information to this form):



SANTA ROSA COUNTY PROCUREMENT DEPARTMENT

6495 Caroline Street, Suite L | Milton, Florida 32570 850-983-1870 procurement@santarosa.fl.gov

CONFLICT OF INTEREST DISCLOSURE FORM

SRC Procurement Form COS 027_00_091319

For purposes of determining any possible conflict of interest, all respondents, must disclose if any Santa Rosa Board of County Commissioner, employee(s), elected officials(s), or if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either "yes" (a county employee, elected official, or agency is also associated with your business), or "no". If yes, give person(s) name(s) and position(s) with your business.

Yes: _____ No: X

Name(s)

Position(s)

All respondents must agree to comply with this policy by signing the following statement and including it with their submittal.

FIRM NAME: Executive Cleaning, Inc.

BY (PRINTED): William Peeler

BY (SIGNATURE): 

TITLE: President/CEO

ADDRESS: 680 Hammock Road Milledgeville State GA Zip Code 31061

PHONE NO: 478-452-0747

E-MAIL: hal@executivecleaninginc.com

Date: 12/14/2021

Insurance Checklist

Proposal/Project Reference Santa Rosa County - Custodial Services

Required Coverage (Marked by "X")	Minimum Limits
1. <u> X </u> Workers Compensation Proprietor/Executive Officers Exclusion not allowed	\$100,000. Employers Liab. \$100,000. Accident –Disease \$500,000. Disease policy Limit
2. <u> X </u> Commercial General Liability Including Premises operations-Products completed ops Contractual Liability and Personal and advertising Liability	\$1,000,000. CSL \$2,000,000. Annual Aggregate
3. <u> X </u> Automobile Liability – including Hired and Non-Owned	\$1,000,000. CSL
4. <u> </u> Professional Liability coverage	\$1,000,000. Per Occurrence
5. <u> </u> Asbestos Removal Liability	\$2,000,000. Per Occurrence
6. <u> </u> Medical Malpractice	\$1,000,000 Per Occurrence
7. <u> </u> Garage Liability	\$1,000,000. BI/PD- Occurrence
8. <u> </u> Garage Keepers Liability	\$500,000. Comprehensive \$500,000. Collision
9. <u> X </u> Inland Marine- Bailee's Insurance	\$_____
10. <u> </u> Moving and Rigging Floater	Endorsement to CGL
11. <u> X </u> Crime/Dishonesty Bond	\$_____
12. <u> </u> Builders Risk/Installation Floater – Provide coverage in Full amount of Contract.	
13. <u> </u> Owner's Protective Liability	\$_____
14. <u> X </u> Excess/Umbrella Liability	\$_____

General Requirements

- A. Carrier rating shall be A.M. Best rating of B++V or Better.
- B. Notice of Cancellation or Non-renewal or material change in coverage shall be provided to Santa Rosa County at least 30 days prior to action.
- C. Santa Rosa County shall be named as Additional Insured on all policies except Workers' Compensation.

Approved by the BOCC March 23, 2021



EXECU-1

OP ID: JD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/08/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Tidwell & Hilburn Insurance 5082 Forsyth Rd Macon, GA 31210 Adam English	CONTACT NAME: Adam English	
	PHONE (A/C, No, Ext): 478-743-9318 FAX (A/C, No): 478-742-5688	
	E-MAIL ADDRESS: adame@th-ins.com	
INSURED Executive Cleaning, Inc. Metro Janitorial Services Inc PO Box 1375 Milledgeville, GA 31061	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Republic Franklin Ins Co	12475
	INSURER B: Utica Mutual/Utica Assurance	25976
	INSURER C: Graphic Arts Mutual Ins Co	25984
	INSURER D: Security National Ins Co	19879
	INSURER E: Technology Insurance Co	42376
	INSURER F: Hartford Fire Insurance Co	19682

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			CPP4991721 - GA CPP4991785 - AL/FL	09/01/2021 09/01/2021	09/01/2022 09/01/2022	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
B							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
B	AUTOMOBILE LIABILITY			4974226/GA-AL- 5111595/FL	09/01/2021	09/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB			CULP4991908	09/01/2021	09/01/2022	EACH OCCURRENCE \$ 4,000,000
	<input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 4,000,000
	DED		RETENTION \$				\$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			SWC1354036 - GA/AL TWC4009738 - FL	09/01/2021 09/01/2021	09/01/2022 09/01/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
E	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
F	Dishonesty Bond			20BDDHM9185	09/01/2021	09/01/2022	Dish/Bond 500,000
A	Rented/Leased Eq			CPP4991721	09/01/2021	09/01/2022	Deduct 1k 50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SAMPLE1

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Adam English



SANTA ROSA COUNTY PROCUREMENT DEPARTMENT

6495 Caroline Street, Suite L | Milton, Florida 32570 850-983-1870 procurement@santarosa.fl.gov

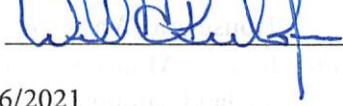
ADDENDUM FORM

To: Planholders
From: Procurement Office
Date: December 8, 2021
Ref: Addendum #1 for **ITB 22-009 Custodial Services**

The following clarifications, amendments, additions, deletions, revisions and modifications form a part of the contract documents and change the original documents in the manner and to the extent stated.

1. Bid Deadline for this project has been extended until December 21, 2021 at 10:00 a.m.
2. Question deadline has been extended until December 13th at 12:00 p.m.
3. Please see revised scope of work and revised bid form (attached).

This Addendum is furnished to all known prospective Proposers. **Please sign and include one copy of this Addendum, with original signature, with your proposal as an acknowledgement of your having received same.**

NAME/TITLE: William Peeler SIGNATURE: 
COMPANY: Executive Cleaning, Inc. DATE: 12/16/2021

See Attached.

MINIMUM SPECIFICATIONS CUSTODIAL SERVICES

The Santa Rosa County Board of Commissioners is requesting custodial/janitorial services for the following facilities:

To be done on Monday, Wednesday, and Friday after 4:30 PM

Animal Services Building, 4451 Pine Forest Road, Milton, FL 32583
Co-Operative Extension Office, 6263 Dogwood Dr., Milton, FL 32570
Emergency Management, 4499 Pine Forest Rd., Milton, FL 32583
Engineering Department, 6051 Old Bagdad Hwy., Suite 300, Milton, FL 32583
Gulf Breeze Library, 1060 Shoreline Dr., Gulf Breeze, FL 32561
Milton Library, 5541 Alabama St., Milton, FL 32570
Navarre Library, 8484 James M Harvell Rd, Navarre 32566
Navarre Visitor Center, 8543 Navarre Pkwy, Navarre 32566
Pace Library, 5750 Pace Patriot Blvd., Pace, FL 32571
Public Defender's Office, 5210 Willing Street Milton, FL 32570
Public Services Complex, 6051 Old Bagdad Hwy., Milton, FL 32583
(Building Permits, Code Enforcement, Environmental, Planning and Zoning Offices,
Public Restroom, Housing/Veterans Services)
Public Works Building, 6075 Old Bagdad Hwy., Milton, FL 32583

To be done during Work Hours Monday-Friday -8:00 AM – 3:30 PM

Santa Rosa Archives, 6444 Open Rose Drive, Milton, FL 32570
Administrative Annex, (Regional Conflict Suite), 6491 Caroline Street Milton, FL 32570
Library Administration, 6275 Dogwood Dr., Milton, FL 32570
Probation, 6816 Caroline St. Milton, FL 32570

To be done Once a week Monday-Saturday 7:00 am – 5:00 PM

Central Scale Building, 6337 Dalisa Rd Milton, FL 32583
Recycle Office, 6337 Dalisa Rd Milton, FL 32583
New Recycling Building, 6337 Dalisa Rd Milton, FL 32583
Administrative Building, 6337 Dalisa Rd Milton, FL 32583
Household Waste Building, 6337 Dalisa Rd Milton, FL 32583

To be done on Mondays & Fridays before 8:00 AM

Bagdad Community Center & Ext. Restrooms, 4591 School Street, Bagdad, FL 32583
Bagdad Mill Site 6953 Main St Bagdad FL 32583
Benny Russell Event room and 2 Restrooms, 4160 N. Spencer Field Rd, Milton FL 32571
Floridatown 3900 Floridatown Rd Pace FL 32571
Mayo 6281 Highway 90 Milton FL 32571
Pace Community Center, 5980 Chumuckla Hwy, Pace, FL 32571
Tiger Point Community Center, 1370 Tiger Point Lane, Gulf Breeze, FL 32561

To be done on Fridays only anytime

Peter Prince Field Restrooms, I; DD; AAA; CCC: 5600 North Airport, Milton, 32583

To be done only as requested basis.

Chumuckla Community Center, 2355 Highway 182, Jay FL 32565

Fidelis Community Center, 13785 Highway 87 N, Jay, FL 32565

Veterans Memorial Office, 5191 C Willing Street, Milton, FL 32570

I. QUALIFICATIONS OF CONTRACTORS:

- A. All prospective firms must have a minimum of five (5) years experience in the janitorial and custodial servicing of buildings and grounds. They must submit, with their proposals, evidence of their reliability, ability and experience. *Copies of licenses are to be attached to the bid form.*
- B. Contractor must have physical office within fifty (50) miles of Santa Rosa County Building Maintenance, 4530 Spikes Way, Milton, FL 32583.
- C. Provide a list of five (5) locations where custodial programs of similar scope and size are presently managed, (two of the locations within one hundred (100) miles of Santa Rosa County). Give name and address, length of service, customers served and name and telephone number of a contact person for each contract.
- D. A list of facilities and other similar accounts where services have been discontinued or terminated for any reason within the past two years and the reason why. Include contact person and telephone number.

II. INSPECTION OF PREMISES:

- A. Contractors must inspect the buildings and grounds of the proposed buildings to be fully aware of the scope of services required and **attend a mandatory pre-bid meeting**. Interested parties must contact the Santa Rosa County Building Maintenance Director, or his designee, at the Santa Rosa County Building Maintenance Office, 4530 Spikes Way, Milton, FL 32583 prior to inspecting the facilities, telephone (850) 623-1569.

III. Submittal Review and Assessment

- A. Proposals will be judged on multiple criteria, and not solely on price. The firm or firms found to be most qualified and in the County's best interest, shall be selected. Criteria used in evaluating the presentations will include but may not be limited to the following:
 - B. 1. **Pricing & Warranty = 40 pts.** The proposal should include a detailed cost breakdown of all pricing and warranties of products.
 - C. 2. **Availability = 30pts.** The proposal should include the estimated response time after being contacted for a non-scheduled service.
 - D. 3. **References/ Company Credentials = 30pts.** The firm shall submit a minimum of three (3) references representing similar projects and a company resume. References must contain current contact information. (i.e. name, title, phone and address)
- E. A Selection Committee will evaluate each submittal according to the criteria set forth above. The Selection Committee will select a proposal based on the submittals received; no formal interviews are anticipated; however, the Selection Committee reserves the right to ask for interviews as needed. The County reserves the right to award contracts to one or more qualified Providers. The County may perform a due diligence process on the Firm receiving the highest evaluation.

IV. SCOPE OF WORK:

- A. Contract period will be for two (2) years, with possibility of annual renewals.

- B. An evaluation is required every 3 months for the first year and a “poor” evaluation can cause termination of contract immediately.
- C. All custodial/janitorial work to be performed under this proposal shall consist of furnishing all equipment, tools, labor, supervision, and insurance necessary to perform this contract. **The use of county equipment and cleaning supplies is strictly prohibited.** Santa Rosa County will provide the paper products, trash liners, hand soap and the metered scent dispensers needed to supply the offices and restrooms. The cleaning equipment and chemicals should be to industry standards. The county reserves the right to require contractor to replace any equipment, supplies, or chemicals deemed unacceptable. All work under this proposal shall be done after normal business hours, unless so specified in writing and agreed to by both parties.
- D. The following areas of work, frequency of work, and specified work should be included in your proposal as follows: Depending on the site

To be done Monday, Wednesday, & Friday after 4:30 PM
To be done on Mondays, Wednesdays & Fridays between
8:00 AM – 3:30 PM

- (1) Restrooms:
 - (a) To be cleaned and sanitized three (3) days per week.
 - (2) Hallways and Common Areas:
 - (a) To be vacuumed and/or mopped three (3) days per week.
 - (b) Tile floor areas to be cleaned, waxed and buffed bi-annually. The county Facilities supervisor will make arrangements to schedule the floor waxing with the contractor. Waxing will take place after hours and on weekends.
 - (c) Public counter tops should be dusted three (3) days per week.
 - (d) Glass entrance windows and doors cleaned three (3) days per week.
 - (e) All tables and chairs should be cleaned three (3) days per week.
 - (3) Office Areas:
 - (a) To be cleaned (dusted, vacuumed, mopped) three (3) days per week.
 - (4) Office Windows:
 - (a) To be cleaned once per month.
 - (5) All Trash Containers:
 - (a) To be emptied three (3) days per week.
 - (6) Exterior Trash Containers near Entrances and Common Areas:
 - (a) To be emptied three (3) days per week, this includes smoking urns, covered walkways, and sidewalks.
 - (b) Daily check list sheet may be required for each building and should be initialed after each cleaning.
- E. These duties are to be performed on Mondays, Wednesdays, and Fridays, except on holidays when county offices are closed. Scheduling arrangements for holidays must be arranged by county supervisor. Cleanings three (3) times per week are still required. The monthly window cleaning are to be scheduled on the same weekend or after hours by the county supervisor and the contractor.

- F. All items not covered in this bid request may be negotiated between both parties.
Items covered in this bid request may be amended and negotiated by both parties.**

Requirements for Bagdad Community Center, Pace Community Center, and Tiger Point Community Center: **To be done on Mondays & Fridays before 8:00 AM**

- 1) Sweep and mop
- 2) Empty trash
- 3) Windows to be cleaned once per month
- 4) Cobwebs and dust including from light fixtures to be removed
- 5) Dust blinds
- 6) Wipe down window casements and window sills
- 7) Wipe down baseboards, molding, door jams, and doors
- 8) Wipe down and sanitize light switches & thermostats
- 9) Wipe down door handles
- 10) Wipe down and sanitize water fountain
- 11) Clean roll-around trash cans once per month
- 12) Clean kitchen: To be done once a week.
 - a. Wipe down cabinets and splatters above kitchen sink
 - b. Wipe top of refrigerator, clean grate on bottom of fridge, and wipe inside of refrigerator.
 - c. Clean and sanitize counter tops.
 - d. Wipe down inside and outside of microwave.
 - e. Clean stove including wipe food splatters from back splash, wipe hood, lift grates and clean, clean burners, and stove controls. Open oven door and wipe. Open stove drawer and wipe.
- 13) Restrooms: at Community Centers & Parks **To be done on Mondays & Fridays before 8:00 AM** and Peter Prince Airport **To be done on Fridays anytime**
 - a. Clean and sanitize Commodes and Sinks
 - b. Clean mirrors
 - c. Restock Toilet Paper and Paper towels in dispensers
 - d. Sweep & Mop
 - e. Empty trash
 - f. Wipe down walls
 - g. Cobwebs and dust including from light fixtures to be removed
 - h. Wipe down baseboards, molding, door jams, and doors
 - i. Wipe down and sanitize light switches
 - j. Wipe down door handles
- 14) Strip Wax and Buff Floors as requested at the following locations
 - a) Bagdad Community Center
 - b) Chumuckla Community Center
 - c) Pace Community Center
 - d) Tiger Point Community Center

**BID FORM
CUSTODIAL SERVICES**

Santa Rosa County Procurement Department
6495 Caroline Street, Suite G
Milton, Florida 32570

Date _____

Dear Sir:

The undersigned agrees to furnish the service as requested by you for Santa Rosa County in your invitation to bid and certifies that the service bid meets or exceeds the specifications called for, except as set out in "Exceptions to Bid Conditions" and attached to this form.

Name & Address of Bidder _____

Site name	Location Address	Square Footage	Cost Per Month
To be done Monday, Wednesday, & Friday after 4:30 PM			
Animal Services Building	4451 Pine Forest Road, Milton, FL 32583	20,000	
Co-Operative Extension Office	6263 Dogwood Dr., Milton, FL 32570	16,150	
Emergency Management	4499 Pine Forest Rd., Milton, FL 32583	17,100	
Engineering Department	6051 Old Bagdad Hwy., Suite 300, Milton, FL 32583	5,110	
Gulf Breeze Library	1060 Shoreline Dr., Gulf Breeze, FL 32561	14,175	
Milton Library	5541 Alabama St., Milton, FL 32570	9,796	
Navarre Library	8484 James M Harvell Rd, Navarre, FL 32566	10,009	
Navarre Visitor Center	8543 Navarre Pkwy Navarre, FL 32566	5750	
Pace Library	5750 Pace Patriot Blvd., Pace, FL 32571	7,222	
Public Defender's Office	5210 Willing Street Milton, FL 32570	13,030	
Public Services Complex –(Permits, Code Enforcement, Environmental, Planning and Zoning Offices, Public Restroom, Housing/Veterans services)	6051 Old Bagdad Hwy., Milton, FL 32583	18,267	
Public Works Building	6075 Old Bagdad Hwy., Milton, FL 32583	16,499	
To be done on Mondays, Wednesdays and Fridays between 8:00 AM – 3:30 PM			
Administrative Annex	6491 Caroline St Suite 4 Milton FL 32570	5,600	
Library Administration	6275 Dogwood Dr., Milton, FL 32570	8,452	

Santa Rosa Archives	6444 Open Rose Drive, Milton, FL 32570	5000	
*Probation Services	6816 Caroline St. Milton, FL 32570	3,811	
To be done Once a week Monday-Saturday 7:00 am – 5:00 PM			
Central Scale Building	6337 Dalisa Rd Milton, FL 32583	176	
Recycle Office	6337 Dalisa Rd Milton, FL 32583	1290	
New Recycling Building	6337 Dalisa Rd Milton, FL 32583	3500	
Administrative Building	6337 Dalisa Rd Milton, FL 32583	1216	
Household Waste Building	6337 Dalisa Rd Milton, FL 32583	1000	
To be done on Mondays & Fridays before 8:00 AM			
Bagdad Community Center & Exterior Restroom	4591 School Street, Bagdad, FL 32583	3500 400	
Bagdad Mill Site Park Restrooms	6953 Main St Bagdad FL 32583	340	
Benny Russell Park Event Room/Restroom building & the 2 nd Exterior Restroom	4160 N. Spencer Field Rd, Milton FL 32571	3472 1000	
Floridatown Park Public Restroom	3900 Floridatown Rd Pace FL 32571	385	
Mayo Park Public Restroom	6281 Highway 90 Milton, FL 32571	450	
Pace Community Center	5976 Chumuckla Hwy, Pace, FL 32571	7872	
Tiger Point Community Center	1370 Tiger Point Lane, Gulf Breeze, FL 32561	4169	
To be done on Fridays anytime			
Peter Prince Field Restrooms I; DD; AAA; CCC	5600 North Airport, Milton, FL 32583	276 each 4 units	
To be done as requested			
Chumuckla Community Center	2355 Highway 182 Jay, FL	4237	
Fidelis Community Center	13774 Highway 87 N Fidelis, FL	3500	
Veterans Memorial Office	5191 C Willing Street, Milton, FL 32570	900	

*Provide square footage rate for any other buildings that may be added.

TOTAL _____ per month

Company Representative Signature

Telephone

**NOTE: Please return this bid form to the above address. NO OTHER BID FORM WILL BE
ACCEPTED.**

COMMENTS:



SANTA ROSA COUNTY PROCUREMENT DEPARTMENT

6495 Caroline Street, Suite L | Milton, Florida 32570 850-983-1870 procurement@santarosa.fl.gov

ADDENDUM FORM

To: Planholders
From: Procurement Office
Date: December 8, 2021
Ref: Addendum #2 for **ITB 22-009 Custodial Services**

The following clarifications, amendments, additions, deletions, revisions and modifications form a part of the contract documents and change the original documents in the manner and to the extent stated.

QUESTIONS AND ANSWERS:

1. I see the landfill on Dalisa has been added to the list and this was NOT on the original list and we did NOT get a chance to tour. Is there any way to find out how many restrooms are in each building? I see 4 buildings located at that address.

Answer:

Building Name	# of Bathrooms
Central Scale Building	1
Recycle Office	2
New Recycling Building	0
Administrative building	2
Household Waste Building	0

This Addendum is furnished to all known prospective Proposers. **Please sign and include one copy of this Addendum, with original signature, with your proposal as an acknowledgement of your having received same.**

NAME/TITLE: William Peeler - President/CEO

SIGNATURE: 

COMPANY: Executive Cleaning, Inc.

DATE: 12/16/2021

End of Addendum #2



SANTA ROSA COUNTY PROCUREMENT DEPARTMENT

6495 Caroline Street, Suite L | Milton, Florida 32570 850-983-1870 procurement@santarosa.fl.gov

ADDENDUM FORM

To: Planholders
From: Procurement Office
Date: December 17, 2021
Ref: Addendum #3 for **ITB 22-009 Custodial Services**

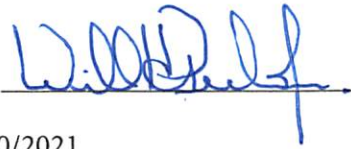
The following clarifications, amendments, additions, deletions, revisions and modifications form a part of the contract documents and change the original documents in the manner and to the extent stated.

QUESTIONS AND ANSWERS:

Bid Deadline for this project has been extended until December 28, 2021 @ 10:30 a.m.

1. Was the pre - bid meeting held on 12/2/2021 at 9:00 AM mandatory? In Addendum #1 in the revised scope of work and revised bid form Section II. Inspection Of Premises it states that contractors must attend a pre - bid meeting (bold print). In the original ITB documents under Section I the Memorandum states "strongly encouraged to attend".
Not mandatory
2. In Addendum I, on the revised Bid Form Custodial Services, should the sites under the "To be done as requested" be included in the Total per month number? **No**
3. In Addendum I, on the same form, Bid Form Custodial Services, the day cleaning sites (Admin, Library Admin, SR Archives & Probation) are stated to be cleaned on Monday, Wednesday & Friday between 8:00 AM - 3:30 PM. On the "Minimum Specifications Custodial Section" it states that these same sites are to be cleaned during working hours Monday - Friday 8:00 AM - 3:00 PM. Which is it? **To be cleaned Monday, Wednesday and Friday between 8:00 AM – 3:00 PM.**
4. What is the tentative start date for this contract? **February 1st.**

This Addendum is furnished to all known prospective Proposers. **Please sign and include one copy of this Addendum, with original signature, with your proposal as an acknowledgement of your having received same.**

NAME/TITLE: William Peeler - President/CEO SIGNATURE: 

COMPANY: Executive Cleaning, Inc. DATE: 12/20/2021

State of Florida

Department of State

I certify from the records of this office that EXECUTIVE CLEANING INC. is a Georgia corporation authorized to transact business in the State of Florida, qualified on June 11, 2012.

The document number of this corporation is F12000002448.

I further certify that said corporation has paid all fees due this office through December 31, 2021, that its most recent annual report/uniform business report was filed on January 7, 2021, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Seventh day of January, 2021*



Randy Rye
Secretary of State

Tracking Number: 0539512962CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



Baldwin County

1601 N. Columbia St Suite 200
Milledgeville, GA 31061

Other Services - Cleaning Services

Company Name: Executive Cleaning, Inc

Address: 680 Hammock Rd, Milledgeville, GA 31061

License Type: Other Services - Cleaning Services

License Number: 21BC-OC-0276

Expiration Date: Dec 31, 2021

NAICS:

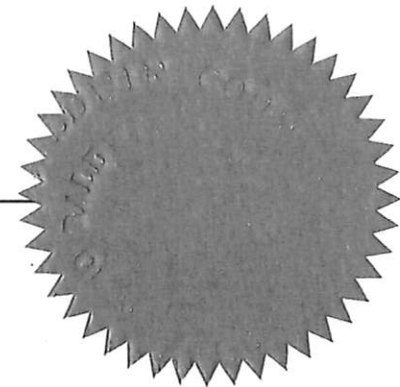
The license issued in accordance with regulation under the authority of Chapter 22 Article II of the Baldwin County Code of Ordinances.

The license holder is hereby entitled for said license to be operated in Baldwin County, GA until this license expires or is canceled.

TO BE POSTED IN A CONSPICUOUS PLACE

A handwritten signature in cursive script that reads "Branna Marsh".

Baldwin County, GA - 12/18/2020



**Baldwin County Business Services**

121 N. Wilkinson Street Suite 205, Milledgeville, GA 31061
(478) 445-4205

BUSINESS LICENSE CERTIFICATE

*License issued in accordance with regulation
under the authority of Chapter 22 Article II of
the Baldwin County Code of Ordinances.*

Business Name: Executive Cleaning, Inc.

Business Location: 680 Hammock RD
Milledgeville, GA 31061

Owner: William Peeler

License Number: 000235-2017

Issued Date: 1/22/2019

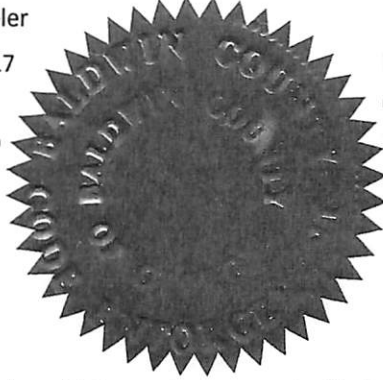
Expiration Date: 12/31/2019

Mailing Address: PO Box 1375
Milledgeville, GA 31061

License Type: Other Services

Classification: Cleaning Services

Fees Paid: \$ 350.00



Kelsey Venable
Authorized Signature, Baldwin County Business Services

License holder is hereby entitled for said license to be operated in Baldwin County, GA until this license expires or is cancelled .

TO BE POSTED IN A CONSPICUOUS PLACE

**Baldwin County Business Services**

121 N. Wilkinson Street Suite 205, Milledgeville, GA 31061
(478) 445-4205

BUSINESS LICENSE CERTIFICATE

*License issued in accordance with regulation
under the authority of Chapter 22 Article II of
the Baldwin County Code of Ordinances.*

Business Name: Executive Cleaning, Inc.

Business Location: 680 Hammock RD
Milledgeville, GA 31061

Owner: William Peeler

License Number: 000235-2017

Issued Date: 2/19/2020

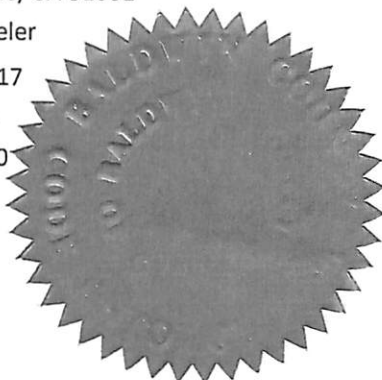
Expiration Date: 12/31/2020

Mailing Address: PO Box 1375
Milledgeville, GA 31061

License Type: Other Services

Classification: Cleaning Services

Fees Paid: \$ 350.00



Branna Marsh
Authorized Signature, Baldwin County Business Services

License holder is hereby entitled for said license to be operated in Baldwin County, GA until this license expires or is cancelled .

TO BE POSTED IN A CONSPICUOUS PLACE



Baldwin County Business Services

1601 N. Columbia St, Suite 200
Milledgeville, GA 31061
(478) 445-4205

BUSINESS LICENSE CERTIFICATE

*License issued in accordance with regulation
under the authority of Chapter 22 Article II of
the Baldwin County Code of Ordinances.*

Business Name: Executive Cleaning, Inc.

Business Location: 680 Hammock RD
Milledgeville, GA 31061

Owner: William Peeler

License Number: 000235-2017

Issued Date: 6/8/2018

Expiration Date: 12/31/2018

Mailing Address: PO Box 1375
Milledgeville, GA 31061

License Type: Other Services

Classification: Cleaning Services

Fees Paid: \$350.00

Authorized Signature, Baldwin County Business Services

License holder is hereby entitled for said license to be operated in Baldwin County, GA until this license expires or is cancelled.

TO BE POSTED IN A CONSPICUOUS PLACE

DISPLAY IN CONSPICUOUS PLACE

BALDWIN COUNTY, GEORGIA
OCCUPATIONAL TAX
2017

No 001192

FEE \$ 1000.00

PENALTY \$ 25.00

TOTAL \$ 1025.00

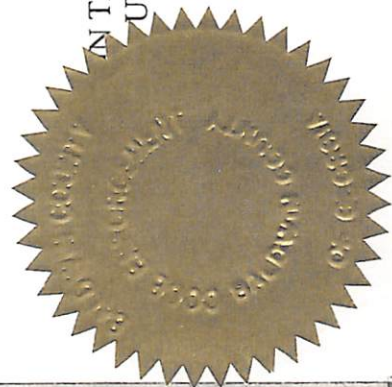
DATE ISSUED Jun 27, 2017

NAME OF BUSINESS	ISSUED TO
EXECUTIVE CLEANING INC	PETE IBBOTSON
MAILING ADDRESS	LOCATION
P O BOX 1375 MILLEDGEVILLE, GA 31059	680 HAMMOCK RD

IS ENTITLED TO CARRY ON THE BUSINESS OF

JANITORIAL SERVICE

IN THE COUNTY OF BALDWIN, SUBJECT TO THE ORDINANCES OF SAID COUNTY
UNTIL DECEMBER 31, UNLESS SOONER REVOKED BY PROPER AUTHORITY.



AUTHORIZED SIGNATURE Brunner Marsh

Attachment “B”
Insurance Requirements

Santa Rosa County
Insurance Requirements
March 2021

Workers' Compensation – meet statutory limits in compliance with the Workers Compensation Laws of Florida. This policy must include Employer Liability with a limit of \$100,000 for each accident, \$500,000 disease policy limit and \$100,000 disease each employee limit.

Commercial General Liability – coverage shall provide minimum limits of liability of \$1,000,000 per occurrence, \$2,000,000 Aggregate, for bodily injury and property damage. This shall include coverage for:

- a. Premises/operations
- b. Products/complete operations
- c. Contractual liability
- d. Independent contractors

Business Auto Liability – coverage shall provide minimum limits \$500,000. Combined Single Limit for bodily injury and property damage. If Split limit coverage is provided Limits of 500,000 per person/500,000 per accident and 500,000 for property damage are required.

This shall include coverage for:

- a. Owned autos
- b. Hired autos
- c. Non-owned autos

Special Requirements:

1) Prior to execution of a contract or agreement, certificates of insurance will be produced that shall provide for the following:

- a. Santa Rosa County shall be named as an additional insured on all coverages except workers' compensation.

b. Santa Rosa County will be given thirty (30) days' notice prior to cancellation or modification of any stipulated insurance.

2) It is the responsibility of the contractor to ensure that all subcontractors comply with all insurance requirements.

3) It should be noted that these are minimum requirements which are subject to modification in response to specialized or high hazard operations.

In the event of unusual circumstances, the County Administrator, or his designee, may adjust these insurance requirements.

**Attachment “C”
Civil Rights Clauses**

Attachment “C”

Title VI List of Pertinent Nondiscrimination Acts and Authorities

During the performance of this Agreement, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”), as applicable, agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC § 471, Section 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-209) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 USC §§ 12131 – 12189) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC 1681 *et seq.*).

Attachment “D”
Scrutinized Contractors Certificate

VENDORS ON SCRUTINIZED COMPANIES LISTS

By executing this Certificate, the bid proposer, certifies that it is not: (1) listed on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, (2) engaged in a boycott of Israel, (3) listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes, or (4) engaged in business operations in Cuba or Syria. Pursuant to section 287.135(5), Florida Statutes, the County may disqualify the bid proper immediately or immediately terminate any agreement entered into for cause if the bid proposer is found to have submitted a false certification as to the above or if the Contractor is placed on the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, during the term of the Agreement. If the County determines that the bid proposer has submitted a false certification, the County will provide written notice to the bid proposer. Unless the bid proposer demonstrates in writing, within 90 calendar days of receipt of the notice, that the County's determination of false certification was made in error, the County shall bring a civil action against the bid proposer. If the County's determination is upheld, a civil penalty shall apply, and the bid proposer will be ineligible to bid on any Agreement with a Florida agency or local governmental entity for three years after the date of County's determination of false certification by bid proposer.

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

DATE:

12/29/2021

COMPANY:

Executive Clearing Inc.

ADDRESS:

680 Hammock Rd.

Milledgeville, GA

31061

PHONE NO.:

478-452-0747

SIGNATURE:

William H. Peeler Jr.

NAME:

William H. Peeler Jr.

(Typed or Printed)

TITLE:

President/CEO

E-MAIL:

halo@executiveclearinginc.com