

**AGREEMENT RELATING TO CUSTODIAL SERVICES  
FOR VARIOUS COUNTY BUILDINGS (P.D. 17-18.014)**

**THIS AGREEMENT** is made by and between Escambia County, a political subdivision of the State of Florida (hereinafter referred to as "County"), whose mailing address is 221 Palafox Place, Pensacola, FL 32502, and American Facility Services, Inc. (hereinafter referred to as "Contractor"), a foreign for profit corporation authorized to conduct business in the State of Florida, FEI/EIN 58-1950842, whose principal address is 1325 Union Hill Industrial Court, Alpharetta, GA 30004.

**WITNESSETH:**

**WHEREAS**, on December 4, 2017, the County issued an Invitation to Bidders (P.D. 17-18.014) seeking a contractor to provide professional custodial services for various County buildings; and

**WHEREAS**, in response to the solicitation, Contractor submitted a bid demonstrating that the Contractor was the most responsive and responsible bidder proposing to provide such services; and

**WHEREAS**, the County desires to enter into an agreement with the Contractor for the provision of such services as set forth herein.

**NOW, THEREFORE**, in consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, the County and the Contractor agree as follows:

1. **Recitals.** The recitals contained in the preamble of this Agreement are declared to be true and correct and are hereby incorporated into this Agreement.
2. **Term.** This Agreement shall commence upon the date last executed and continue for a term of one (1) year.

If it is determined that interim performance is necessary to allow for the solicitation and award of a new contract, the County may unilaterally extend this Agreement for up to an additional six (6) months. The County shall provide written notice of the desire to extend the agreement no later than thirty (30) days prior to the expiration of the one (1) year term.

3. **Scope.** Contractor agrees to perform in accordance with the scope of services as outlined in Escambia County's *Invitation to Bidders, Resolicit Custodial Services for Various County Buildings, Specification No. P.D. 17-18.014*, attached hereto as **Exhibit A**. In the event of a conflict between the terms of the Exhibit referenced above and this Agreement, the terms of this Agreement shall prevail. Additional emergency services may be requested by the County on an as-needed basis during emergency events such as hurricanes and other natural disasters.

4. **Compensation.** County shall pay Contractor for custodial services in accordance with the Contractor's Bid Form, attached hereto as **Exhibit B**. Contractor shall be responsible for providing all custodial consumable supplies, equipment, and labor necessary to perform the scope of services. All services purchased by the County pursuant to this agreement are subject to post sale audit adjustment. In the event an audit indicates Contractor has not honored quoted price lists and discounts, Contractor will be liable for any and all overage charges.

5. Method of Payment/Billing. Contractor may request payment from County on a monthly basis by the submission of a properly executed original invoice. Invoices shall reflect the amount due and owing for the value of goods/services received and accepted with appropriate supporting documentation. Invoices shall be submitted in duplicate to:

Clerk of the Circuit Court  
Attention: Accounts Payable  
221 Palafox Place  
Pensacola, FL 32502

Payments under this agreement and interest on any late payments shall be governed by and construed in accordance with the Local Government Prompt Payment Act, §§218.70, et seq., Florida Statutes, as amended.

6. Termination. The County retains the right to terminate this Agreement immediately for cause at any time during the term of the Agreement. This Agreement may be terminated for convenience by the County upon providing thirty (30) days written notice to Contractor. This Agreement may be terminated for cause by the Contractor upon providing ninety (90) days written notice to the County. In the event of termination by either party as provided herein, the Contractor shall be paid for services provided through the date of termination, but Contractor shall not be entitled to any other recovery against County, including, but not limited to, damages or any anticipated profit on portions of work not performed.

7. Indemnification. The Contractor agrees to save harmless, indemnify, and defend County and its agents, officers and employees from any and all claims, suits, actions, damages, liabilities, expenditures or causes of action of any kind, losses, penalties, interest, demands, judgments, and cost of suit, including attorneys' fees and paralegals' fees, for any expense, damage or liability incurred by any of them, whether for personal injury, death, property damage, direct or consequential damages, or economic loss, including environmental impairment, arising directly or indirectly, on account of or in connection with the Contractor's negligent, reckless, or intentional wrongful misconduct in the performance of this Agreement or by any person, firm, or corporation to whom any portion of the performance of this Agreement is subcontracted to or used by the Contractor or by anyone for whom the Contractor is legally liable. The parties understand and agree that such indemnification by the Contractor relating to any matter, which is the subject of this Agreement, shall extend throughout the term of this Agreement and any statutes of limitation thereafter. The Contractor's obligation shall not be limited by, or in any way to, any insurance coverage or by any provision in or exclusion or omission from any policy of insurance. The Contractor agrees to pay on behalf of Escambia County, as well as provide a legal defense for the County, both of which will be done only if and when requested by the County, for all claims relating to this Agreement. Such payment on the behalf of the County shall be in addition to any and all other legal remedies available to the County and shall not be considered to be the County's exclusive remedy.

8. Insurance. The Contractor is required to carry the following insurance:

(a) Commercial General Liability, Form CG1, with \$1,000,000 per occurrence. Excess or umbrella insurance may be purchased to make up the difference, if any, between the policy limits of the underlying policies;

(b) Business Automobile Liability with \$1,000,000 per occurrence minimum combined single limits for all hired, owned, and non-owned vehicles;

- (c) Florida statutory workers' compensation and employers' liability with employer's liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease; and
- (d) Fidelity Bond with \$1,000,000 000 per occurrence coverage limit.

In the event Contractor consists of a joint venture, partnership, or other association of professional or business firms, each such firm shall be required to individually carry the above cited coverages.

Contractor agrees all liability coverage shall be through carriers admitted to do business in the State of Florida. Carriers shall be "A" or other Secure Best Rating with a minimum financial size of "VII", according to the A.M. Best Key Rating Guide Latest Edition. The insurance policies shall be endorsed to provide at least 30 days advance notice of cancellation, nonrenewal or adverse change. Such notices shall be mailed to Escambia County, Office of Purchasing, Post Office Box 1591, Pensacola, Florida 32597.

The Board of County Commissioners and Escambia County shall be endorsed as "additional insureds" on all liability policies (except Workers' Compensation and professional liability). Certificates of Insurance shall be provided to Office of Purchasing, Post Office Box 1591, Pensacola, Florida 32597 prior to commencement of work hereunder. Certificates shall reflect the additional insured status of Escambia County. The Board of County Commissioners and Escambia County shall also be the certificate holders.

9. Independent Contractor Status. In the performance of this Agreement hereunder, Contractor is an independent contractor. Contractor shall not hold itself out as an employee, agent or servant of the County; and Contractor shall not have the power or authority to bind the County in any promise, agreement or representation, other than as specifically provided in this Agreement or as may be expressly provided hereafter in writing by an authorized official of the County.

10. Notice. Any notice, payment or other communication under this Agreement required hereunder or desired by the party giving such notice shall be given in writing and delivered by hand or through the instrumentality of certified mail of the United States Postal Service or private courier service, such as Federal Express. Unless otherwise notified in writing of a new address, notice shall be made to each party as follows:

To: American Facility Services, Inc.  
Attention: President  
1325 Union Hill Industrial Court, Suite A  
Alpharetta, GA 30004

To: Escambia County  
Attention: County Administrator  
221 Palafox Place, Suite 420  
Pensacola, Florida 32502

Rejection, or other refusal by the addressee to accept, or the inability of the courier service or the United States Postal Service to deliver because of a changed address of which no notice was given, shall be deemed to be receipt of the notice sent. Any party shall have the right, from time to time, to change the address to which notices shall be sent by giving the other party at least ten (10) days prior notice of the address change.

11 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida, and the parties stipulate that venue shall be in the County of Escambia.

12. Public Records. The Contractor acknowledges that this Agreement and any related financial records, audits, reports, plans correspondence, and other documents may be subject to disclosure to members of the public pursuant to Chapter 119, Florida Statutes. Contractor shall maintain all such public records and, upon request, provide a copy of the requested records or allow the records to be inspected within a reasonable time. Contractor shall also ensure that any public records that are exempt or exempt and confidential from disclosure are not disclosed except as authorized by law. Upon the expiration or termination of the Agreement, Contractor agrees to maintain all public records for a minimum period of five (5) fiscal years in accordance with the applicable records retention schedules established by the Florida Department of State. In the event the Contractor fails to abide by the provisions of Chapter 119, Florida Statutes, the County may, without prejudice to any other right or remedy and after giving the Contractor and surety, if any, seven days written notice, during which period the Contractor still fails to allow access to such documents, terminate 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:**

**Escambia County  
Office of the County Administrator  
221 Palafox Place, Suite 420  
Pensacola, Florida 32502  
(850) 595-4947**

13. Entire Agreement. This Agreement contains the entire agreement between the parties and supersedes all prior oral or written agreements. Contractor acknowledges that it has not relied upon any statement, representation, prior or contemporaneous written or oral promises, agreements or warranties, except such as are expressed herein. The terms and conditions of this Agreement can only be amended in writing upon mutual agreement of the parties.

14. Compliance with Laws. Contractor agrees to comply with all federal, state and local laws, rules, policies, or guidelines related to the performance of this Agreement, including, but not limited to, all Occupational Safety and Health Administration (OSHA) requirements and the provisions of Chapter 442, Florida Statutes.

15. Assignment of Agreement. This Agreement, or any interest herein, shall not be assigned, transferred, or otherwise encumbered, under any circumstances, by Contractor without the prior written consent of the County. However, the Agreement shall run with the Escambia County Board of County Commissioners and its successors.

16. Miscellaneous. If any term or condition of this Agreement shall be invalid or unenforceable, the remainder of the terms and conditions of this Agreement shall remain in full force and effect. This Agreement 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 of the terms and provisions hereof.

17. Authority. Any individual executing this Agreement on behalf of a corporate or governmental party represents and warrants that he/she is duly authorized to execute and deliver this Agreement on behalf of said party, in accordance with any duly adopted action of the governing board of said party, as may be applicable and in accordance with applicable law, and that this Agreement is binding upon said party in accordance with its terms.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement on the respective dates under each signature:

**COUNTY:**  
**BOARD OF COUNTY COMMISSIONERS**  
**ESCAMBIA COUNTY, FLORIDA**

Witness: *[Signature]*

By: *[Signature]*  
Jack R. Brown, County Administrator

Witness: *[Signature]*

Date: 4/6/18

BCC Approved: 3/15/18

**CONTRACTOR: AMERICAN FACILITY**  
**SERVICES, INC.**

By: *[Signature]*  
Kevin McCann, President

*[Signature]*  
Corporate Secretary

Date: 3-26-18

[SEAL]



Approved as to form and legal sufficiency.

By/Title: *[Signature]*  
Date: 3/20/18

**ESCAMBIA COUNTY  
FLORIDA**

**INVITATION TO BIDDERS**

**Resolicit Custodial Services for Various County Buildings  
SPECIFICATION NUMBER PD 17-18.014**

**BIDS WILL BE RECEIVED UNTIL 2:00 PM CST, January 4, 2018**

Office of Purchasing, Room 11.101  
213 Palafox Place, Pensacola, FL 32502  
Matt Langley Bell, III Building  
Post Office Box 1591  
Pensacola, FL 32591-1591

A Pre-Solicitation Conference will be held in the Office of Purchasing Conference Room,  
11.407, at 1:30 PM CST, December 12, 2017

**Board of County Commissioners**

Jeff Bergosh, Chairman  
Lumon J. May, Vice Chairman  
Steven Barry  
Grover C. Robinson, IV  
Douglas B. Underhill

**From:  
Paul R. Nobles  
Purchasing Manager**

**Assistance:**

Emily D. Weddington, CPPB  
Purchasing Specialist  
Office of Purchasing  
2<sup>nd</sup> Floor, Matt Langley Bell, III Building  
213 Palafox Place  
Pensacola, FL 32502  
Telephone: 850-595-4987  
E-Mail: [edweddington@myescambia.com](mailto:edweddington@myescambia.com)

**SPECIAL ACCOMMODATIONS:**

**Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing (850) 595-4980 at least five (5) working days prior to the solicitation opening.**

**Notice**

**It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.**



## **ESCAMBIA COUNTY, FLORIDA GENERAL TERMS and CONDITIONS**

**The following General Terms and Conditions are incorporated by reference and have the same legal effect as if printed in its entirety.**

A full textual copy of these conditions may be obtained by visiting the Office of Purchasing web site (see Bid Information below), by telephoning the Office of Purchasing at 850-595-4980, or by fax at 850-595-4806.

**NOTE:** Any and all Special Terms and Conditions and specifications referenced within the solicitation which varies from these General Terms and Conditions shall have precedence. Submission of the Bidder Solicitation, Offer, and Bid Form(s) in accordance with these General Terms and Special Terms and Conditions constitutes an offer from the Offeror. The conditions incorporated herein become a part of the written Agreement between the parties.

**BID INFORMATION:** See Escambia County Office of Purchasing web site at <https://myescambia.com/our-services/purchasing> then click "Solicitations".

1. Sealed Solicitations
2. Execution of Solicitation
3. No Offer
4. Solicitation Opening
5. Prices, Terms, and Payment
  - 5.01 Taxes
  - 5.02 Discounts
  - 5.03 Mistakes
  - 5.04 Condition and Packaging
  - 5.05 Safety Standards
  - 5.06 Invoicing and Payment
  - 5.07 Annual Appropriations
6. Additional Terms and Conditions
7. Manufacturers' Name and Approved Equivalents
8. Interpretations/Disputes
9. Conflict of Interest
  - 9.01 County Procedure on Acceptance of Gifts
  - 9.02 Contractors Required to Disclose Any Gift Giving
  - 9.03 Gratuities
10. Awards
11. Non-Conformation to Contract Conditions
12. Inspection, Acceptance, and Title
13. Governmental Restrictions
14. Legal Requirements
15. Patents and Royalties
16. Price Adjustments
17. Cancellation
18. Abnormal Quantities
19. Advertising
20. Assignment
21. Liability

**The following General Terms and Conditions are incorporated by reference  
(Continued)**

22. Facilities
23. Distribution of Certification of Contract
24. The Successful Bidder(s) Must Provide
25. Addition/Deletion of Items
26. Ordering Instructions
27. Public Records
28. Delivery
29. Samples
30. Additional Quantities
31. Service and Warranty
32. Default
33. Equal Employment Opportunity
34. Florida Preference
35. Contractor Personnel
36. Award
37. Uniform Commercial Code
38. Contractual Agreement
39. Payment Terms/Discounts
40. Improper Invoice; Resolution of Disputes
41. Public Entity Crimes
42. Suspended and Debarred Vendors
43. Drug-Free Workplace Form
44. Information Sheet for Transactions and Conveyances
45. Copies
46. License and Certifications – For access to Certification/Registration Form for doing Business in Florida, go to the Department of State, Division of Corporations, URL:  
<http://dos.myflorida.com/sunbiz/search/>
47. Execution of Contract
48. Purchase Order
49. No Contingent Fees
50. Solicitation Expenses
51. On-Line Auction Services



## SPECIAL TERMS AND CONDITIONS

The Board of County Commissioners, Escambia County, Florida, invites your company to submit a sealed offer on the item(s) as listed in this solicitation request.

All terms and conditions below are a part of this request, and no offer will be accepted unless all these conditions have been complied with. The County reserves the right to waive informalities in any offer; to reject any or all offers, in whole or in part, and/or to accept the offer(s) that in its judgement is from the lowest, most responsible, and responsive Offeror(s).

### Instructions to Offerors

#### 1. General Information

All offers to be considered shall be in the possession of the Office of Purchasing prior to the time of the solicitation closing. Offers may be mailed or delivered to the Office of Purchasing, 2<sup>nd</sup> Floor, Room 11.101, Matt Langley Bell, III Bldg., 213 Palafox Place, Pensacola, FL 32502, in a sealed envelope clearly marked:

**Specification Number PD 17-18.014, "Resolicit Custodial Services for Various County Buildings", Name of Submitting Firm, Time and Date due.**

**Note: If you are using a courier service (FedEx, Airborne, UPS, etc.) you must mark the air-bill and envelope or box with the Specification number and project name.**

Regardless of the method of delivery, each Offeror shall be responsible for his offer(s) being delivered on time as the County assumes no responsibility for same. Offers offered or received after the time set for solicitation closing will be rejected and returned unopened to the Offeror(s).

The Following Policy will apply to all methods of source selection:

#### A. Conduct of Participants

After the issuance of any solicitation, all bidders/protestors or individuals acting on their behalf are hereby prohibited from **lobbying** as defined herein or otherwise attempting to persuade or influence any elected County officials, their agents or employees or any member of the relevant selection committee at any time during the **blackout period** as defined herein; provided, however, nothing herein shall prohibit bidders/protestors or individuals acting on their behalf from communicating with the purchasing staff concerning a pending solicitation unless otherwise provided for in the solicitation or unless otherwise directed by the Purchasing Manager.

#### B. Definitions

**Blackout Period** means the period between the time the bids are received at the Escambia County Office of Purchasing and the time the Board awards the contract and any resulting bid protest is resolved or the solicitation is otherwise cancelled.

**Lobbying** means the attempt to influence the thinking of elected County officials, their agents or employees or any member of the relevant Selection Committee for or against a specific cause related to a pending solicitation for goods or services, in

person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication.

**C. Sanctions**

The Board may impose any one or more of the following sanctions on a non-employee for violations of the policy set forth herein:

- 1) Rejection/Disqualification of Submittal,
- 2) Termination of Contract; or
- 3) Suspension or Debarment as Provided in Sec. 46-102 of the Escambia County Code of Ordinances.

This policy is not intended to alter the procedure for Protested Solicitations and Awards as set forth in the Sec. 46-101 of the Escambia County Code of Ordinances.

**2. Emergency Services**

The contractor resulting from this solicitation is for services that are required during **EMERGENCY** situations such as hurricanes, major fires, etc. Time is of the essence during these situations and the vendor awarded this contract should be able to be contacted at any time, day or night.

The Bid Form provides for the emergency information to be supplied. Please be sure to include all this information when returning your bid.

**3. Bid Surety**

Each offer shall be accompanied by a bid bond, cashier's check or certified check in the amount of **\$1,000.00**.

Checks or bonds are to be made payable to Escambia County, Florida. The amount of the bond or check is the amount of liquidated damages agreed upon should the offeror fail or refuse to enter into a contract with the County.

A County warrant in the amount of the bid check(s) of the successful offeror(s) will be returned immediately after the offeror and the County are mutually bound by contract as evidenced by signatures thereto by an authorized representative of both the offeror and the County. Any unsuccessful offeror(s) will have the amounts of his cashier's or certified check returned via County warrant promptly after award.

All offerors agree that any interest earned on any bid surety while in possession of the County, or its agents, shall be retained by the County.

**4. Bid Form**

This solicitation contains a Solicitation, Offer, and Bid Form which shall be submitted in a sealed envelope, with Original signatures in indelible ink signed in the proper spaces. Responses on vendor forms will not be accepted.

The Bidder's Checklist included in this solicitation provides instructions to the bidder on the documentation to be submitted during the procurement process.

**5. Procurement Questions**

Questions may be directed to Emily D. Weddington, CPPB, Purchasing Specialist, at [edweddington@myescambia.com](mailto:edweddington@myescambia.com). Last day for questions will be December 18, 2017 at 5:00 p.m. CST.

**6. Pre-Solicitation Conference**

A Non-Mandatory Pre-Solicitation Conference will be held at the Office of Purchasing in Conference Room #11.407 on December 12, 2017 at 1:30 p.m. CST.

It is strongly encouraged that all potential bidders attend this non-mandatory conference so they can ask questions and be automatically notified of any updates prior to the Bid Opening.

**Inspection of Facilities:** It is the offeror's responsibility to become fully informed as to where items are to be installed and/or the nature and extent of the work required and its relation to any other work in the area, including possible interference from other site activities. Arrangements for offeror's inspection of facilities and/or activity schedules may be secured from William Turner, Facilities Management, Division Manager, (850) 595-4634.

**7. Compliance with Occupational Safety and Health**

Offeror certifies that all material, equipment, etc., contained in their offer meets all Occupational Safety and Health Administration (OSHA) requirements.

Offeror further certifies that, if he is the awarded vendor, and the material, equipment, etc., delivered is subsequently found to be deficient in any OSHA requirement in effect on date of delivery, all costs necessary to bring the material, equipment, etc., into compliance with the aforementioned requirements shall be borne by the vendor.

Any item delivered under a contract resulting from this solicitation shall be accompanied by a Material Safety Data Sheet (MSDS). The MSDS shall include the following information.

- A. The chemical name and the common name of the toxic substance.
- B. The hazards or other risks in the use of the toxic substance, including:
  - 1. The potential for fire, explosion, corrosiveness and reactivity;
  - 2. The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by the exposure to the toxic substance; and
  - 3. The primary route of entry and symptoms of over exposure.
- C. The proper precautions, handling practices, necessary personal protective equipment and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of over exposure.
- D. The emergency procedure for spills, fire, disposal and first aid.
- E. A description in lay terms of the known specified potential health risks posed by the toxic substance intended to alert any person reading this information.

- F. The year and month, if available, that the information was compiled and the name, address and emergency telephone number of the manufacturer responsible for preparing the information.

**8. Safety Regulations**

Equipment shall meet all state and federal safety regulations for grounding of electrical equipment.

**9. Codes and Regulations**

The awarded vendor shall strictly comply with all federal, state and local building and safety codes.

**10. Payment**

Partial payments in the full amount for the value of items received and accepted may be requested by the submission of a properly executed **original** invoice, with supporting documents if required. Payment for accepted equipment/supplies/services will be accomplished by submission of an **original** invoice, in duplicate, to:

Clerk of the Circuit Court  
Attention: Accounts Payable  
221 Palafox Place  
Pensacola, FL 32502

**11. Protection of Property/Security**

The awarded vendor shall take all necessary precautions to protect buildings and personnel.

All work shall be completed in every respect and accomplished in a professional manner.

The awarded vendor shall at all times guard against damage or loss to property of Escambia County, of Escambia County employees, or of other vendors or contractors, and shall be held responsible for replacing or repairing any such loss or damage.

The County may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property through negligence of the awarded offeror or his agent.

The awarded vendor shall at all times guard against injury to Escambia County employees. The vendor shall properly post signs for slipping, tripping, and falling hazards at all times, including evenings and weekends.

The awarded vendor must, at all times, comply with State of Florida and Occupational Safety and Health Administration (OSHA) safety regulations.

**12. Compliance with Governing Laws and Regulations**

The offeror or contractor will be required to fully comply with all applicable federal, state, and local regulations. The offeror should carefully review these requirements which are detailed in this solicitation.

**Contract Information**  
**NOTICE**

**It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.**

**13. Contract Term/Renewal/Termination**

A. The contract resulting from this Solicitation shall commence effective upon execution by both parties and extend for a period of twelve (12) months. The contract may be renewed for additional twelve (12) month periods, up to a maximum thirty-six (36) months upon mutual agreement of both parties. If any such renewal results in changes in the terms or conditions, such changes shall be reduced to writing as an addendum to this contract and such addendum shall be executed by both parties and approved by the Board of County Commissioners.

Renewal of the contract shall be subject to appropriation of funds by the Board of County Commissioners.

- B. The initiation County department(s) shall issue release (purchase) orders against the term contract on an "as needed" basis.
- C. The contract may be canceled by the awarded vendor, for good cause, upon ninety (90) days prior written notice.
- D. The County retains the right to terminate the contract, with or without good cause, upon thirty (30) days prior written notice.
- E. In the event of termination by either party as provided herein, the awarded vendor shall be paid for services performed through the date of termination.

**14. Price Adjustment**

The contract resulting from this Solicitation may include provisions for twelve (12) month, price adjustments. Written request for price adjustment may be made every twelve (12) months, no less than 30 days prior to the requested effective date. Any increase price adjustment(s) shall be accompanied by written justification attesting that the request is a bonafide cost increase to the vendor. All price adjustments shall be reviewed by the County's designated representative. If an adjustment in price is approved, it shall be accomplished by written amendment to this contract and approved by the Board of County Commissioners.

**15. Changes - Service Contracts**

The County may at any time by issuance of an executed change order make changes within the general scope of the contract in any of the following areas:

- A. Description of services to be performed.
- B. Time of performance (i.e., hours of the day, days of the week, etc.).
- C. Place of performance of the services.

If additional work or other changes are required in the areas described above, an offer will be requested from the contractor. Upon negotiation of the offer, execution and receipt of the change order, the contractor shall commence performance of the work as specified.

The contractor shall not commence the performance of additional work or other changes not covered by this contract without an executed change order issued by the Office of Purchasing. If the contractor performs additional work beyond the specific requirements of this contract without an executed change order, it shall be at his own risk. The County assumes no responsibility for any additional costs for work not specifically authorized by an executed change order.

**16. Additional Quantities**

For the duration of this contract and any extensions, the right is reserved to purchase any amount of additional quantities of service at the prices offered in this Solicitation. If additional days are required they will be calculated on the monthly and annual cost provided on the bid form.

**17. Term of Offer**

An offer shall constitute an irrevocable offer for a period of ninety (90) days from the solicitation opening date or until the date of award, whichever is earlier, without forfeiting bid bond or check. In the event that an award is not made by the County within ninety (90) days from the solicitation opening date, the offeror may withdraw his offer or provide a written extension of his offer.

**18. Award**

Escambia County reserves the right to award on an "all-or-none" basis to one offeror or to award on an "item-by-item" basis, whenever it is in the best interest of and/or most advantageous to the County.

**19. Termination (Services)**

The Contract Administrator shall notify the Office of Purchasing of unsatisfactory performance and/or deficiencies in service that remain unresolved or recurring. The Office of Purchasing shall notify the contractor, in writing, of such unresolved or recurring deficiencies within five (5) working days of notification by the Contract Administrator.

Upon the third such written notification of unsatisfactory performance and/or deficiencies to the contractor by the Office of Purchasing within a four (4) month period; or the sixth such notification within any contract term, shall result in issuance of written notice of immediate contract termination to the contractor by the Office of Purchasing. Such termination may also result in suspension or debarment of the contractor.

**20. Termination (Public Records Request)**

If the contractor refuses to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the contractor in conjunction with this agreement then the County may, without prejudice to any right or remedy and after giving the contractor and his surety, if any, seven (7) days written notice, during which period contractor still fails to allow access, terminate the employment of the contractor and take possession of the site and of all materials, equipment, tools, construction equipment and machinery thereon, owned by the contractor, and may finish the project by whatever method it may deem expedient. In such case, the contractor shall not be entitled to receive any further payment until the project is finished. Reasonable terminal expenses incurred by the County may be deducted from any payments left owing the contractor (excluding monies owed the contractor for subcontract work.)

## Insurance Requirements

### **21. Standard Insurance Requirements and Certificates**

This offer contains an extensive insurance requirement. Offerors are encouraged to review these requirements with their insurance agents before submitting offers.

It is not necessary to have this level of insurance in effect at the time of submitting the offer.

A letter from the offeror's insurance carrier will be required as evidence that the offeror will be able to obtain the levels of insurance as required by the contract and indicated on the Sample Certificate of Insurance should your firm be awarded the contract.

#### **A. County Insurance Required**

The contractor shall procure and maintain the following described insurance, except for coverages specifically waived by the County. Such policies shall be from insurers with a minimum financial size of VII according to the latest edition of the AM Best Rating Guide. An A or better Best Rating is "preferred"; however, other ratings if "Secure Best Ratings" may be considered. Such policies shall provide coverages for any or all claims which may arise out of, or result from, the services, work and operations carried out pursuant to and under the requirements of the contract documents, whether such services, work and operations be by the contractor, its employees, or by subcontractor(s), or anyone employed by or under the supervision of any of them, or for whose acts any of them may be legally liable.

The contractor shall require, and shall be responsible for assuring throughout the time the agreement is in effect, that any and all of its subcontractors obtain and maintain until the completion of that subcontractor's work, such of the insurance coverages described herein as are required by law to be provided on behalf of their employees and others.

The required insurance shall be obtained and written for not less than the limits of liability specified hereinafter, or as required by law, whichever is greater.

These insurance requirements shall not limit the liability of the contractor.

The County does not represent these types or amounts of insurance to be sufficient or adequate to protect the contractor's interests or liabilities, but are merely minimums.

Except for worker's compensation and professional liability, the contractor's insurance policies shall be endorsed to name Escambia County as an additional insured to the extent of its interests arising from this agreement, contract or lease.

The contractor waives its right of recovery against the County, to the extent permitted by its insurance policies.

The contractor's deductibles/self-insured retentions shall be disclosed to the County and may be disapproved by the County. They shall be reduced or eliminated at the option of the County. The contractor is responsible for the amount of any deductible or self-insured retention.

Insurance required of the contractor or any other insurance of the contractor shall be considered primary, and insurance of the County, if any, shall be considered excess,

as may be applicable to claims obligations which arise out of this agreement, contract or lease.

**B. Workers Compensation Coverage**

The contractor shall purchase and maintain worker's compensation insurance for all worker's compensation obligations imposed by state law and with employer's liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease, or a valid certificate of exemption issued by the state of Florida, or an affidavit in accordance with the provisions of Florida Workers Compensation law.

Contractor shall also purchase any other coverages required by law for the benefit of employees.

**C. General, Automobile and Excess or Umbrella Liability Coverage**

The contractor shall purchase and maintain coverage on forms no more restrictive than the latest editions of the commercial general liability and business auto policies of the insurance services office.

Minimum limits of \$1,000,000.00 per occurrence for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employer's liability required in the worker's compensation coverage section) and the total amount of coverage required.

**D. General Liability Coverage - Occurrence Form Required**

Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering this agreement, contract or lease, broad form property damage coverages, and property damage resulting from explosion, collapse or underground (x,c,u) exposures.

Coverage B shall include personal injury.

Coverage C, medical payments, is not required.

The contractor is required to continue to purchase products and completed operations coverage, at least to satisfy this agreement, contract or lease, for a minimum of three years beyond the County's acceptance of renovation or construction projects.

**E. Business Auto Liability Coverage**

Business auto liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership use.

**The General Liability and Business Auto Liability policies shall be endorsed to include Escambia County as an additional insured and provide for 30-day notification of cancellation.**



**F. Excess or Umbrella Liability Coverage (If utilized to achieve required policy limits)**

Umbrella liability insurance is preferred, but an excess liability equivalent may be allowed. Whichever type of coverage is provided, it shall not be more restrictive than the underlying insurance policy coverages. Umbrella coverage shall drop down to provide coverage where the underlying limits are exhausted.

**G. Evidence/Certificates of Insurance**

Required insurance shall be documented in certificates of insurance. If and when required by the County, certificates of insurance shall be accompanied by documentation that is acceptable to the County establishing that the insurance agent and/or agency issuing the certificate of insurance has been duly authorized, in writing, to do so by and on behalf of each insurance company underwriting the insurance coverage(s) indicated on each certificate of insurance.

New certificates of insurance are to be provided to the County at least 30 days prior to coverage renewals. Failure of the contractor to provide the County with such renewal certificates may be considered justification for the County to terminate this agreement, contract or lease.

Certificates should contain the following additional information:

1. Indicate that Escambia County is an additional insured on the general liability and business auto liability policies.
2. Include a reference to the project and the Office of Purchasing number.
3. Disclose any self-insured retentions in excess of \$1,000.
4. Designate Escambia County as the certificate holder as follows:

Escambia County  
Attention: Emily D. Weddington, CPPB, Purchasing Specialist  
Office of Purchasing, Room 11.101  
P.O. Box 1591  
Pensacola, FL 32591-1591  
Fax (850) 595-4806

5. Indicate that the County shall be notified at least 30 days in advance of cancellation.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the County, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the contractor's obligation to fulfill the insurance requirements herein.

If requested by the County, the contractor shall furnish complete copies of the contractor's insurance policies, forms and endorsements, and/or such additional information with respect to its insurance as may be requested.

For commercial general liability coverage, the contractor shall, at the option of the County, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of liability coverage.

**H. Fidelity/Dishonesty Coverage - for Employer**

Fidelity/dishonesty insurance is to be purchased to cover dishonest acts of the contractor's employees, including but not limited to theft of vehicles, materials, supplies, equipment, tools, etc., especially property necessary to work performed.

**Fidelity/Dishonesty/Liability Coverage - for County**

Fidelity/dishonesty/liability insurance is to be purchased or extended to cover dishonest acts of the contractor's employees resulting in loss to the County.

**21. Indemnification**

Contractor agrees to save harmless, indemnify, and defend County and Architect/Engineer and their, agents, officers and employees from any and all claims, losses, penalties, interest, demands, judgments, and costs of suit, including attorneys' fees and paralegals' fees, for any expense, damage or liability incurred by any of them, whether for personal injury, death, property damage, direct or consequential damages, or economic loss, including environmental impairment, arising directly or indirectly on account of or in connection with the Work done by Contractor under this Agreement or by any person, firm or corporation to whom any portion of the Work is subcontracted by Contractor or resulting from the use by Contractor, or by any one for whom Contractor is legally liable, of any materials, tools, machinery or other property of County. County and Contractor agree the first \$100.00 of the Contract Amount paid by County to Contractor shall be given as separate consideration for this indemnification, and any other indemnification of County by Contractor provided for within the Contract Documents, the sufficiency of such separate consideration being acknowledged by Contractor by Contractor's acceptance and execution of the Agreement. The Contractor's obligation shall not be limited by, or in any way to, any insurance coverage or by any provision in or exclusion or omission from any policy of insurance. The Contractor agrees to pay on behalf of Escambia County, as well as provide a legal defense for the County, both of which will be done only if and when requested by the County, for all claims made. Such payment on the behalf of the County shall be in addition to any and all other legal remedies available to the County and shall not be considered to be the County's exclusive remedy.

## **Scope of Work**

Contractor shall provide all labor, supplies and equipment to perform required services. The scope is defined as cleaning and maintaining all interior areas and exterior entrances for the building under contract unless otherwise specified in writing by Facilities Management.

DEFINED TASK: The following tasks defined as general cleaning shall be deemed the "Scope of Work" for the purposes of this bid.

### Office/Conference Areas (Each Occurrence):

- Trash Receptacles - Empty trash in designated areas, replace liners in the receptacle.
- Sanitize telephone and telephone handsets.
- Remove trash from behind doors and entrance ways.
- Vacuum all carpeted areas.
- Spot clean carpet (as spots appear).
- Clean and dust all room furniture and fixtures.
- Wash interior windows (as needed).
- Dust all spaces (Do not move or rearrange papers on office desks or work surfaces).
- Wipe and clean air diffusers, returns, and grilles associated with the building's heating, ventilating, and air conditioning systems.
- Wipe and clean ceiling light fixture covers (as needed).
- Recycle Receptacles - Empty recyclables to designated areas.

### Resilient Floor Area (Each Occurrence):

- Sweep floors.
- Dust mop marble, hardwood, and ceramic floors with dust treatment.
- Damp mop vinyl tile or resilient floors with germicidal floor cleaner.
- Spray buff vinyl tile or resilient flooring, as needed to maintain a high luster with no scuff marks.
- Wall Baseboards - Clean and keep free of dust and wax build up.

### Gymnasium Floor Area (Each Occurrence):

- Use only a Micro fiber dust mop, one which is dedicated for the gym floor use only.
- Do use a dust treatment on the gym floor.
- Do not use a dust mop that has been used in other areas of the building.
- Damp mop the flooring using a Smart Mop or similar system.
- Wall Baseboards - Clean and keep free of dust and dirt build up.

### Carpet Floor Areas (Each Occurrence):

- Vacuum all carpeted areas.
- Spot clean carpet (as spots appear).
- Wall Baseboards - Clean and keep free of dust build up.

### Entrance and Common Areas (Each Occurrence):

- Vacuum carpets and carpet runners.
- Remove trash and replace trash receptacle liners.
- Clean and sanitize all water fountains.
- Wipe and clean air diffusers, returns, and grilles associated with the building's Heating, Ventilating, and Air Conditioning Systems.
- Empty and wipe clean trash and cigarette butt receptacles at exterior entrances.
- Wash exterior windows, store fronts, and doors at building entrances (inside and out).
- Clean, sweep, and wash down exterior entrances up to 25 feet from exterior doors.

Janitorial Storage Closets (Each Occurrence):

- Mops rinsed clean after use and hung properly to air dry.
- Room cleaned and equipment neatly stored.
- Trash and combustible materials removed.
- Wipe and clean air diffusers, returns, and grilles associated with the building's Heating, Ventilating, and Air Conditioning Systems.
- Properly store all cleaning solvents and agents.
- Ensure janitorial sink faucets and fill hoses are properly secured.

Break Room and Kitchen Areas (Each Occurrence):

- Empty trash receptacles and replace liners.
- Clean counter tops, sinks, tables and chairs with germicidal cleaner.
- Wipe down countertop appliances (coffee machines, microwave ovens, etc.) with the manufacturer's approved cleaning product.
- Wipe down refrigerator, stove, and dishwasher's exteriors with the manufacturer's approved cleaning product.
- Recycling Receptacles - Empty all recyclables and deliver to designated dumpster/receptacle location.
- Wipe and clean air diffusers, returns, and grilles associated with the building's Heating, Ventilating, and Air Conditioning Systems.
- Scrub and maintain a brilliant shine on all stainless steel surfaces and bright work.

Restrooms (Each Occurrence):

- Empty trash receptacle and replace liner.
- Clean and sanitize sinks/lavatories.
- Clean, disinfect and remove wax build-up from toilets/commodes.
- Clean and disinfect urinals. Waterless urinals are to be cleaned in accordance with the manufacturer's recommended procedures.
- Clean mirrors.
- Spot clean walls and toilet partitions.
- Dust tops of the partitions and other flat surfaces that collect dust.
- Sweep and mop floors with germicidal cleaner.
- Clean and sanitize infant changing stations.
- Wipe and clean air diffusers, returns, and grilles associated with the building's Heating, Ventilating, and Air Conditioning Systems.
- Refill and maintain adequate levels of soap, paper towels, toilet paper, and toilet seat dispenser covers.
- Clean and polish all chrome and bright work.
- Sanitize floor drains.

**Monthly:** Once a month top scrub the ceramic and porcelain tiles. Notify the Custodial Manager when the top scrubbing will be done.

Shower/Dressing Areas (Each Occurrence):

- Empty trash receptacle and replace liner.
- Clean and sanitize shower walls, floors and curtains.
- Dust tops of the partitions and other flat surface that collects dust.
- Sweep and damp mop dressing area floors with germicidal cleaner.
- Wipe and clean air diffusers, returns, and grilles associated with the building's Heating, Ventilating, and Air Conditioning Systems.
- Refill and maintain adequate levels of soap and paper towels.
- Clean and polish all chrome and bright work.
- Sanitize floor drains.
- Clean mirrors.

**Monthly:** Once a month top scrub the ceramic and porcelain tiles. Notify the Custodial Manager when the top scrubbing will be done.

**Parking Garage (As required):**

- Empty trash Receptacles at each elevator landing. Sanitize and replace liner in the receptacle.
- Remove trash from behind doors in stairwells.
- Sweep stairwells from ground to roof level.
- Spot mop stairwells (as spots appear).

**Elevators (Each Occurrence):**

- Empty the trash receptacles at each elevator landing. Sanitize and replace the liner in the receptacle.
- Sanitize the elevator controls at each landing and inside of cab.
- Remove any debris from the door tracks.
- Clean and polish the interior walls of the elevator cab.
- Sweep and mop the vinyl flooring inside of the elevator cab.

**Miscellaneous Duties (Each Occurrence):**

- Clean and sanitize water fountains. Scrub and maintain a brilliant shine on all stainless steel and chrome.
- Sweep stairwells from ground to roof level.

**Miscellaneous Duties (As Required):**

- Polish all wood furniture, i.e. chairs, tables, desks, cabinets, etc.
- Clean and sanitize wall light switch plates.
- Remove fingerprints and pen marks from walls, doors, partitions, etc.
- Dust all picture frames.
- Clean window sills; wipe down fire extinguishers and emergency lights.
- Check for and remove cob webs.
- Clean air diffusers, returns, and all grilles (wall/ceiling).
- Area carpet shampooing is at the Owners discretion, and ONLY when requested by Facilities Management. No building occupant has the authority to request these services.
- Stripping and waxing of floors is at the Owners discretion, and ONLY when requested by Facilities Management. No building occupant has the authority to request these services.
- A minimum of four coats of high quality wax is to be applied in order to maintain a high luster and shine.

## "SPECIAL CONDITIONS"

- The Contractor shall maintain a Material Data Safety Sheet (MSDS) file on all chemical and cleaning agents used in the performance of this contract. A copy of MSDS's shall be provided to the Facilities Management Branch prior to its use. Green products are highly encouraged to be used for the appropriate applications.
- The Contractor shall be responsible for LOST or STOLEN keys and security proximity cards issued to them. They may be financially responsible for reimbursement to the County for the replacement of any keys, cards, or locks due to the loss or theft. The Contractor shall maintain a Key Log of all of its locations and their employees that have been issued keys and cards to County buildings. Facilities Management may request a copy of the Key Log at their discretion. Key Boxes may be utilized in specific buildings to insure key control.
- All disinfectant agents and chemicals used by the contractor in the cleaning process shall be bactericidal, fungicidal, Virucidal and Tuberculocidal. Green seal certified products are highly encouraged to be used for the appropriate applications.
- All carpet shampooing and stripping and waxing of floors will be performed after hours, on weekends or holidays, unless other specific arrangements have been approved by Facilities Management. This additional work will be invoiced separately and written authorization by Facilities Management will accompany the invoice for payment. No additional work shall be performed without prior written authorization.
- It is the responsibility of the Contractor to ensure all dispenser type cleaning products (i.e. soap) are compatible and appropriate for the surfaces to be cleaned. The Contractor will be held responsible for the repair or replacement of any surfaces or items found to be damaged by the improper use of any product it provides.
- Buildings and area square footage can be added or deleted as deemed appropriate by Facilities Management.
- Frequencies of cleaning can be modified as deemed appropriate by Facilities Management.
- The Contractor shall be made available to clean the Board of County Commissioners chambers and surrounding areas after all scheduled meetings.
- The Contractor shall be willing to make accommodations to clean sensitive areas at specific days and times if requested by the building occupants. This may require being escorted and/or providing the services during the occupant's normal business hours.
- Quality Control inspections shall be performed routinely with documented results (Exhibit A). A minimum of 20 inspections shall be performed each month and submitted as a part of the monthly invoicing procedure. Facilities Management will not process a monthly invoice without the accompanying completed quality control inspections.
- All vacuum cleaners shall be required to have a HEPA filtration system.
- Escambia County focuses on providing safe, effective and environmentally friendly products in all of their buildings. Green seal certified products are highly encouraged when deemed appropriate and effective for the task.

## Special Conditions by Location

### Bldg # Building / Location

- 130 Community Probation  
\*\* Courtroom  
2251 N. Palafox  
Pensacola, FL 32501  
\* High Security Office (Restroom must be cleaned with employees present). Employee Background Check required.
- 258 Government Complex Parking Garage  
49 W. Intendencia  
Pensacola, FL 32501  
\* Includes 2 Stairwells, Elevator and Trash Receptacle on Each Level
- 5 Escambia County Visitation  
\*\* 1190 W. Leonard St.  
Pensacola, FL 32501  
\*Sheriff Training Area: Offices to be cleaned during business hours. Hallways after hours. Employee Background Check required.
- 80 Juvenile Justice Center (JJC)  
1800 St. Marys Ave.  
Pensacola, FL 32502  
Employee Background Check required.  
Juvenile Justice Center  
JJC: Clerk of the Courts & State Attorney areas must be cleaned before their employees leave for the day.  
Juvenile Justice Detention Center  
JJC Detention Center must be Cleaned after 9pm.  
Juvenile Justice Assessment Center  
JJC Assessment Center: Employees must be escorted by Corrections Staff  
\* High Security Office
- 113 Sheriff Administration  
1700 W. Leonard St.  
Pensacola, FL 32501  
Must be cleaned during normal business hours. Employee Background Check required.
- 113 Sheriff Maintenance Garage  
3101 H. Street  
Pensacola, FL 32501  
Must be cleaned during normal business hours. Employee Background Check required.
- 113 Sheriff Investigations  
1600 W. Leonard Street  
Pensacola, FL 32501  
Must be cleaned during normal business hours. Employee Background Check required.

# SIGN AND RETURN THIS FORM WITH YOUR BID\*

**SOLICITATION, OFFER AND BID FORM**

**ESCAMBIA COUNTY, FLORIDA**

Submit Offers to:

**Emily D. Weddington, CPPB  
Purchasing Specialist**

**Invitation to Bid**

Office of Purchasing, 2<sup>nd</sup> Floor, Room 11.101  
213 Palafox Place, Pensacola, FL 32502  
Post Office Box 1591, Pensacola, FL 32591-1591  
Phone: 850-595-4987

**Resolicit Custodial Services for Various  
County Buildings**

**Solicitation Number PD 17-18.014**

**Solicitation**

**MAILING DATE:** December 4, 2017

**PRE-SOLICITATION CONFERENCE:** A Pre-Solicitation Conference will be held in the Office of Purchasing Conference Room, 11.407, at 213 Palafox Pl. Pensacola, FL 32502, at 1:30 PM CST, December 12, 2017.

**OFFERS WILL BE RECEIVED UNTIL:** 2:00 PM CST January 4, 2018, and may not be withdrawn within 90 days after such date and time.

**POSTING OF SOLICITATION TABULATIONS**

Solicitation tabulations with recommended awards will be posted for review by interested parties at the Escambia County Office of Purchasing, and will remain posted for a period of two (2) business days. Failure to file a protest in writing within two (2) business days after posting of the solicitation tabulation shall constitute a waiver of any protest relating to this solicitation. All protests must be filed with the Escambia County Office of Purchasing. Protests will be handled according to the Escambia County Purchasing Ordinance.

**OFFER (SHALL BE COMPLETED BY OFFEROR)**

**Federal Employer Identification Number or S.S. Number:**  
58-1950842

**Terms of Payment**  
net 30 days

**Delivery Date will be** N/A **days after receipt of purchase order**

**Reason for No Offer**

**Vendor Name:** American Facility Services, Inc.  
**Address:** 1325 Union Hill Industrial Court, Suite A  
**City, ST. & Zip:** Alpharetta, GA 30004  
**Phone:** ( 770 ) 740-1613  
**Toll Free:** ( )  
**Fax:** ( 770 ) 475-7720

**Bid Bond Attached:**  
**\$1,000.00**

**Harold Angel, Vice President**  
(Name and Title of Person Authorized to Sign Offer)

I certify that this offer is made without prior understanding, agreement, or connection, with any Corporation, firm or person submitting an offer for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer for the Offeror and that the Offeror is in compliance with all requirements of the solicitation, including but not limited to certification requirements. In submitting an offer to Escambia County Florida, the Offeror agrees that if the offer is accepted, the Offeror will convey, sell, assign or transfer to Escambia County Florida all rights title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by Escambia County Florida. At the County's discretion, such assignment shall be made and become effective at the time the County tenders final payment to the Offeror.

*\* Harold Angel*  
Signature of Person Authorized to Sign Offer  
(Original Signature Required)

*\* Failure to execute this Form binding the bidder offer shall result in the bid being rejected as non-responsive.*

**Bid Form  
Specification PD 17-18.014  
Resolicit Custodial Services for Various County Buildings**

	Monthly Total	Yearly Total
General Buildings	\$ <u>54,836.00</u>	\$ <u>658,032.00</u>
Libraries	\$ <u>9,305.00</u>	\$ <u>111,660.00</u>
Solid Waste	\$ <u>1,963.00</u>	\$ <u>23,556.00</u>
Road Department	\$ <u>995.00</u>	\$ <u>11,940.00</u>
Tax Collector	\$ <u>1,580.00</u>	\$ <u>18,960.00</u>
ECAT	\$ <u>2,840.00</u>	\$ <u>34,080.00</u>





Bldg #	Building / Location	Gross Sq Ft	Frequency / Days of Cleaning	Monthly	Yearly
<b>Facilities Management (General Buildings)</b>					
320	4 H Center 3730 Stefani Road Pensacola, FL 32533	9,050	5 Mon-Fri	<u>545.00</u> per month, x 12 =	<u>6,540.00</u>
71	Agricultural Extension Services 3740 Stefani Rd. Pensacola, FL 32533	7,000	5 Mon-Fri	<u>640.00</u> per month, x 12 =	<u>7,680.00</u>
46	Animal Shelter 200 W. Fairfield Dr. Pensacola, FL 32501	9,127	5 Mon-Fri	<u>920.00</u> per month, x 12 =	<u>11,040.00</u>
179A	Archives Building Archives Warehouse 120 E. Blount St. Pensacola, FL 32501	10,370 5,000	5 Mon-Fri 1 Mon	<u>778.00</u> per month, x 12 = <u>25.00</u> per month, x 12 =	<u>9,336.00</u> <u>300.00</u>
223	Barrineau Park CC 6055 Barrineau Park School Rd. Molino, FL 32577	9,888	1 Wed	<u>412.00</u> per month, x 12 =	<u>4,944.00</u>
73	Beulah Community Center 7425 Woodside Rd. Pensacola, FL 32526	3,155	2 Tues & Fri	<u>144.00</u> per month, x 12 =	<u>1,728.00</u>
4 **	Big Lagoon Sheriff Station 12950 Gulf Beach Hwy Pensacola, FL 32507	1,100	1 Wed	<u>78.00</u> per month, x 12 =	<u>936.00</u>
123	Brownsville Community Center 3200 W. Desoto Street Pensacola, FL 32505	32,948	6 Mon-Sat	<u>2,680.00</u> per month, x 12 =	<u>32,160.00</u>
123	Bryneville Community Center 1701 Hwy 4A Century, FL 32535	3,540	1 Wed	<u>155.00</u> per month, x 12 =	<u>1,860.00</u>
295	Central Office Complex 3363 W. Park Place Pensacola, FL 32503	74,630	5 Mon-Fri	<u>4,947.00</u> per month, x 12 =	<u>59,364.00</u>
61	Century Courthouse 7500 N. Century Blvd Century, FL 32535	5,206	2 Tue & Thur	<u>248.00</u> per month, x 12 =	<u>2,976.00</u>
65	Century EMS 6029 Industrial Blvd. Century, FL 32535	4,115	1 Thur	<u>170.00</u> per month, x 12 =	<u>2,040.00</u>
130 **	Community Probation Courtroom 2251 N. Palafox Pensacola, FL 32501	13,100 1,100	5 Mon-Fri 1 Monthly	<u>775.00</u> per month, x 12 = <u>25.00</u> per month, x 12 =	<u>9,300.00</u> <u>300.00</u>
<b>* High Security Office (Restroom must be cleaned with employees present). Background Check</b>					
56	Court Administration 100 Maxwell Street Pensacola, FL 32501	865	5 Mon-Fri	<u>135.00</u> per month, x 12 =	<u>1,620.00</u>

Bldg #	Building / Location	Gross Sq Ft	Frequency / Days of Cleaning	Monthly	Yearly
<b>Facilities Management (General Buildings)</b>					
62	Davisville Community Center 10200 Hwy 97 Bratt, FL 32535	7,124	1 Thurs	<u>304.00</u> per month, x 12 =	<u>3,648.00</u>
63	Dorrie Miller Community Center 2819 N. Miller St Pensacola, FL 32503	1,965	2 Mon-Fri	<u>275.00</u> per month, x 12 =	<u>3,300.00</u>
241	Ebonwood Community Center 3511 W. Scott St. Pensacola, FL 32505	2,964	2 Tue & Fri	<u>310.00</u> per month, x 12 =	<u>3,720.00</u>
66	Employee Health Clinic Human Relations Commission 2257 N. Baylen Pensacola, FL 32501	6,158 791	6 Mon-Sat 5 Mon-Fri	<u>725.00</u> per month, x 12 = <u>98.00</u> per month, x 12 =	<u>8,700.00</u> <u>1,176.00</u>
256	EMS @ Lions Eye Clinic 1135 W Hayes St. Pensacola, FL 32501	615	2 Mon & Thur	<u>75.00</u> per month, x 12 =	<u>900.00</u>
6	EMS @ Pleasant Grove Fire Station 9350 Gulf Beach Hwy Pensacola, FL 32507	122	1 Sat or Sun	<u>75.00</u> per month, x 12 =	<u>900.00</u>
231	EMS @ Osceola Fire 2601 Massachusetts Pensacola, FL 32505	200	2 Wed & Sat	<u>125.00</u> per month, x 12 =	<u>1,500.00</u>
314	Englewood Neighborhood Center 2749 N H St Pensacola, FL 32501	1,180	1 Tues	<u>125.00</u> per month, x 12 =	<u>1,500.00</u>
68	Englewood Community Center 2751 N H St Pensacola, FL 32501	10,824	2 Tue & Fri	<u>410.00</u> per month, x 12 =	<u>4,920.00</u>
121 **	Ensley Sheriff Sub-Station 97 Hood Dr. Pensacola, FL 32534	3,606	2 Tue & Fri	<u>210.00</u> per month, x 12 =	<u>2,520.00</u>
189	Equestrian Center Admin 7750 Mobile Hwy. Pensacola, FL 32526	774	1 Fri	<u>70.00</u> per month, x 12 =	<u>840.00</u>
242	Ernie L. Magaha Bldg. 221 Palafox Pl. Pensacola, FL 32502	126,700	5 Mon-Fri	<u>8,375.00</u> per month, x 12 =	<u>100,500.00</u>
258	Government Complex Parking Garage 49 W. Intendencia Pensacola, FL 32501 * Includes 2 Stairwells, Elevator and Trash Receptacle on Each Level	833	1 Fri	<u>70.00</u> per month, x 12 =	<u>840.00</u>
45 **	Escambia County Visitation 1190 W. Leonard St. Pensacola, FL 32501 *Sheriff Training Area: Offices to be Cleaned during Business Hours. Hallways after Hours.	31,249	5 Mon-Fri	<u>1,442.00</u> per month, x 12 =	<u>17,304.00</u>

Bldg #	Building / Location	Gross Sq Ft	Frequency / Days of Cleaning	Monthly	Yearly
<b>Facilities Management (General Buildings)</b>					
179	Facilities Management Supervisor of Elections Warehouse 100 E. Blount St. Pensacola, FL 32501	17,058 5,630	5 Mon-Fri 2 Tues & Thur	<u>702.00</u> per month, x 12 = <u>410.00</u> per month, x 12 =	<u>8,424.00</u> <u>4,920.00</u>
72	Felix Miga Center 904 N. 57th Pensacola, FL 32506	13,670	5 Mon-Fri	<u>1,056.00</u> per month, x 12 =	<u>12,672.00</u>
203	Government Complex - Administration 1651 N. Nine Mile Rd. Pensacola, FL 32514	8,319	5 Mon-Fri	<u>662.00</u> per month, x 12 =	<u>8,184.00</u>
80 **	Juvenile Justice Center (JJC) 1800 St. Marys Ave. Pensacola, FL 32502 Juvenile Justice Center JJC: Clerk of the Courts & State Attorney areas must be cleaned before their employees leave for the day Juvenile Justice Detention Center JJC Detention Center must be Cleaned after 9pm Juvenile Justice Assessment Center JJC Assessment Center: Employees must be escorted by Corrections Staff * High Security Office Note: Special Conditions	51,083 30,355 12,036	5 Mon-Fri 5 Mon-Fri 5 Mon-Fri	<u>3,383.00</u> per month, x 12 = <u>1,999.00</u> per month, x 12 = <u>796.00</u> per month, x 12 =	<u>40,596.00</u> <u>23,988.00</u> <u>9,552.00</u>
255	Leonard Street Maintenance 1135 W Hayes St. Pensacola, FL 32501	1,200	1 1 Day a Week	<u>59.00</u> per month, x 12 =	<u>708.00</u>
267	Lexington Terrace Community Center 700 S. Old Corry Field Rd. Pensacola, FL 32523	2,964	2 Wed & Fri	<u>176.00</u> per month, x 12 =	<u>2,112.00</u>
181	Marie Ella Davis Community Center 16 Raymond St. Pensacola, FL 32507	1,965	1 Sat or Sun	<u>110.00</u> per month, x 12 =	<u>1,320.00</u>
301	Marie K. Young Community Center 6405 Wagner Road Pensacola, FL 32501	13,200	2 Tues & Fri	<u>386.00</u> per month, x 12 =	<u>4,632.00</u>
49	Matt Langley Bell 213 S. Palafox Pensacola, FL 32501	16,200	5 Mon-Fri	<u>520.00</u> per month, x 12 =	<u>6,240.00</u>
217	Mayfair Community Center 701 S. Madison Dr. Pensacola, FL 32505	1,965	2 Wed & Sat	<u>145.00</u> per month, x 12 =	<u>1,740.00</u>
124 **	Molino Sheriff Sub-Station 5844 N Hwy 29 Pensacola, FL 32577	2,000	2 Wed & Sat	<u>156.00</u> per month, x 12 =	<u>1,872.00</u>
302	Molino Tax Collector & Property Appraiser 6440 N Hwy 95A Pensacola, FL 32577	7,133	5 Mon-Fri	<u>494.00</u> per month, x 12 =	<u>5,928.00</u>

Bldg #	Building / Location	Gross Sq Ft	Frequency / Days of Cleaning	Monthly	Yearly
<b>Facilities Management (General Buildings)</b>					
292	Molino Community Center 6450 N Hwy 95A Pensacola, FL 32577	11,280	2 Wed & Sat	<u>575.00</u> per month, x 12 =	<u>6,900.00</u>
292	Molino Cafeteria Dining & Restrooms 6450 N Hwy 95A Pensacola, FL 32577	1,400	2 Mon & Thur	<u>75.00</u> per month, x 12 =	<u>900.00</u>
260	Mosquito Control Administration	2,978	1 Friday	<u>134.00</u> per month, x 12 =	<u>1,608.00</u>
261	Mosquito Garage Restroom 601 Hwy 297A Cantonment, FL 32533	80	1 Friday	<u>60.00</u> per month, x 12 =	<u>720.00</u>
153	Oak Grove Community Center 2550 Hwy 99 Oak Grove, FL 32568	1,636	1 Friday	<u>74.00</u> per month, x 12 =	<u>888.00</u>
59	Old Courthouse 223 S. Palafox St. Pensacola, FL 32501	40,680	5 Mon-Fri	<u>2,637.00</u> per month, x 12 =	<u>31,644.00</u>
178	Supervisor of Election/Purchasing Old Ordon/Orvis Bldg 201 S. Palafox St. Pensacola, FL 32502	22,900	5 Mon-Fri	<u>779.00</u> per month, x 12 =	<u>9,348.00</u>
139 **	Pensacola Beach Sheriff Substation 43 Fl. Pickens Rd. Pensacola, FL 32561	2,845	3 Mon, Wed & Fri	<u>214.00</u> per month, x 12 =	<u>2,568.00</u>
305	Perdido Key Community Center & Welcome Station 15500 Perdido Key Dr. Pensacola, FL 32507	5,155	1 Sat or Sun	<u>140.00</u> per month, x 12 =	<u>1,680.00</u>
224	Public Safety 6575 N. W St. Pensacola, FL 32505	60,310	5 Mon-Fri	<u>3,987.00</u> per month, x 12 =	<u>47,844.00</u>
185	Quintette Community Center 2490 Quintette Lane Cantonment, FL 32533	1,965	1 Fri	<u>110.00</u> per month, x 12 =	<u>1,320.00</u>
113 **	Sheriff Administration 1700 W. Leonard St. Pensacola, FL 32501 <b>Must be cleaned during normal business hours</b>	108,927	5 Mon-Fri	<u>7,188.00</u> per month, x 12 =	<u>86,256.00</u>
113 **	Sheriff Maintenance Garage 3101 H. Street Pensacola, FL 32501 <b>Must be cleaned during normal business hours</b>	15,680	5 Mon-Fri	<u>460.00</u> per month, x 12 =	<u>5,520.00</u>
113 **	Sheriff Investigations 1600 W. Leonard Street Pensacola, FL 32501 <b>Must be cleaned during normal business hours</b>	600	5 Mon-Fri	<u>100.00</u> per month, x 12 =	<u>1,200.00</u>

Bldg #	Building / Location	Gross Sq Ft	Frequency / Days of Cleaning	Monthly	Yearly
<b>Facilities Management (General Buildings)</b>					
157	Walnut Hill Community Center 7850 Hwy 97 Walnut Hill, FL 32568	4,823	1 Wed	<u>190.00</u> per month, x 12 =	<u>2,280.00</u>
182 **	Walnut Hill Sheriff Sub-Station 7850 Hwy 97 Walnut Hill, FL 32568	1,050	2 Tues & Thur	<u>93.00</u> per month, x 12 =	<u>1,116.00</u>
303 **	Warrington Sheriff Substation 30 N. Navy Blvd Pensacola, FL 32507	6,000	2 Tue / Thur	<u>340.00</u> per month, x 12 =	<u>4,080.00</u>
325	Warrington Tax Collector 4051 Barrancas Avenue Suite A Pensacola, FL 32507	9,515	5 Mon-Fri	<u>700.00</u> per month, x 12 =	<u>8,400.00</u>
173	Wind Mitigation Bldg. 3740 Stefani Rd. Pensacola, FL 32501	3,139	5 Mon-Fri	<u>540.00</u> per month, x 12 =	<u>6,480.00</u>
<b>Facilities Mgmt (General Buildings) Total</b>		<b>871,040</b>	<b>Total</b>	<b><u>54,836.00</u> per month, x 12 =</b>	<b><u>658,032.00</u></b>
** Require Background Check & Cleaned During Normal Business Hours					
<b>LIBRARIES</b>					
264	Century Library 7991 Century Blvd. Century, FL 32535	2,966	5 Tue - Sat	<u>394.00</u> per month, x 12 =	<u>4,728.00</u>
310	Genealogy Library 5740 N 9th Ave Pensacola, FL 32504	7,126	5 Tue - Sat	<u>725.00</u> per month, x 12 =	<u>8,700.00</u>
318	Legion Field Library 1301 W. Gregory St Pensacola, FL 32533	3,545	6 Mon - Sat	<u>440.00</u> per month, x 12 =	<u>5,280.00</u>
292	Molino Library 6450 N Hwy 95A Pensacola, FL 32577	4,320	6 Mon - Sat	<u>550.00</u> per month, x 12 =	<u>6,600.00</u>
232	SW Library 12248 Gulf Beach Hwy. Pensacola, FL 32507	7,295	6 Mon - Sat	<u>735.00</u> per month, x 12 =	<u>8,820.00</u>
308	Tryon Library 1200 Langley Ave. Pensacola, FL 32504	12,045	6 Mon - Sat	<u>1,410.00</u> per month, x 12 =	<u>16,920.00</u>
307	W Florida Regional Library 239 N. Spring St. Pensacola, FL 32502	50,957	7 Mon - Sun	<u>5,051.00</u> per month, x 12 =	<u>60,612.00</u>
<b>Library Total</b>		<b>88,254</b>	<b>Total</b>	<b><u>9,305.00</u> per month, x 12 =</b>	<b><u>111,660.00</u></b>

Bldg #	Building / Location	Gross Sq Ft	Frequency / Days of Cleaning		Monthly	Yearly
<b>Solid Waste</b>						
	Solid Waste 13009 Beulah Road Pensacola, FL 32526					
273	Solid Waste - Administration	8,046	5	Mon-Fri	<u>664.00</u> per month, x 12 =	<u>7,968.00</u>
27	Solid Waste - Operations Garage Clean Microwave each day Buff floors once a week	4,206	6	Mon-Sat	<u>379.00</u> per month, x 12 =	<u>4,548.00</u>
251	Solid Waste - Hazardous House Waste Clean Microwave each day Buff floors once a week	280	5	Mon-Fri	<u>625.00</u> per month, x 12 =	<u>7,500.00</u>
30281	Solid Waste - Guard Trailer	685	1	1 Day a Week	<u>65.00</u> per month, x 12 =	<u>780.00</u>
28	Solid Waste - Scale House Clean Microwave each day	357	6	Mon-Sat	<u>170.00</u> per month, x 12 =	<u>2,040.00</u>
316	Solid Waste - Scale House 2906 N. Palafox Street Pensacola, FL 32501	315	1	1 Day a Week	<u>60.00</u> per month, x 12 =	<u>720.00</u>
	<b>Solid Waste Total</b>	<b>13,889</b>		<b>Total</b>	<u>1,963.00</u> per month, x 12 =	<u>23,556.00</u>

### Road Department

	Road Department 801 Hwy 297A Pensacola, FL 32533					
37	Road Department - Administration	2,730	5	Mon-Fri	<u>295.00</u> per month, x 12 =	<u>3,540.00</u>
39	Road Department - Wellness Center	1,668	5	Mon-Fri	<u>163.00</u> per month, x 12 =	<u>1,956.00</u>
270	Road Department - Modular Trailer	760	5	Mon-Fri	<u>129.00</u> per month, x 12 =	<u>1,548.00</u>
41A	Road Department - Modular Trailer	760	5	Mon-Fri	<u>129.00</u> per month, x 12 =	<u>1,548.00</u>
36	Road Department - Fleet Maintenance	2,300	5	Mon-Fri	<u>155.00</u> per month, x 12 =	<u>1,860.00</u>
187	Road Department - Fuel Operations Trailer	720	5	Mon-Fri	<u>124.00</u> per month, x 12 =	<u>1,488.00</u>
	<b>Road Department Total</b>	<b>8,938</b>		<b>Total</b>	<u>995.00</u> per month, x 12 =	<u>11,940.00</u>

### Tax Collector

219	Marcus Point Tax Collector 6451 "W" Street Pensacola, FL 32505 Public Restrooms are to be cleaned twice a day	10,038	5	Mon-Fri	<u>1,580.00</u> per month, x 12 =	<u>18,960.00</u>
	<b>Tax Collector's Total</b>	<b>10,038</b>		<b>Total</b>	<u>1,580.00</u> per month, x 12 =	<u>18,960.00</u>

### ECAT

	ECAT 1515 W Fairfield Drive Pensacola, FL 32501					
	Office Areas		5	Mon - Fri		
	Restrooms		6	Mon - Sat		
	*Passenger Restrooms Start at 2 p.m. Daily Kitchen / Breakroom Area		6	Mon - Sat		
	<b>ECAT Total</b>	<b>12,750</b>		<b>Total</b>	<u>2,840.00</u> per month, x 12 =	<u>34,080.00</u>

**Additional Area Cleaning Cost:**

VCT: Strip / Wax (4 coats)	\$ <u>0.28</u> per sq. ft.
Ceramic: Scrub	\$ <u>0.12</u> per sq. ft.
Carpet: Shampoo	\$ <u>0.14</u> per sq. ft.
Window Cleaning Exterior (Outside of Scope)	\$ <u>0.10</u> per sq. ft.
Window Cleaning Interior (Outside of Scope)	\$ <u>0.08</u> per sq. ft.

**Emergency Service Call Cost - 2 hr. Response Time Based on 1 hour on site.**

Century Library	\$ <u>175.00</u>
Genealogy Library	\$ <u>100.00</u>
Legion Field	\$ <u>175.00</u>
Molino Library	\$ <u>100.00</u>
SW Library	\$ <u>100.00</u>
Tryon Library	\$ <u>100.00</u>
W. Florida Regional Library	\$ <u>100.00</u>
Additional hourly rate	\$ <u>12.50</u>