



SOLICITATION

23-0230-ITB

JANITORIAL SERVICES

Pinellas County

Pinellas County Courthouse Annex Bldg., Sixth Floor

Clearwater, FL 33765

THE MISSION OF PINELLAS COUNTY

"Pinellas County Government is committed to progressive public policy, superior public service, courteous public contact, judicious exercise of authority and sound management of public resources to meet the needs and concerns of our citizens today and tomorrow."

ISSUE/RELEASE DATE: April 19, 2023

QUESTION SUBMISSION DEADLINE: May 11, 2023

PROPOSAL SUBMISSION DEADLINE: May 25, 2023, 3:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY VIA OPENGOV TO:

<https://procurement.opengov.com/portal/pinellasfl>

AGREEMENT

23-0230-ITB

This Agreement (the “agreement” or “contract”) is entered into on the date last executed below (“Effective Date”), by and between Pinellas County, a subdivision of the State of Florida whose primary address is 315 Court Street, Clearwater, Florida 33756 (“COUNTY”) and **High Sources, Inc.** whose primary address is 13194 US Hwy 301 South, Suite 153, Riverview,, FL 33319 (hereinafter “CONTRACTOR”) (jointly, the “Parties”).

NOW THEREFORE, the Parties agree as follows:

A. Documents Comprising Agreement

1. This Agreement, including the Exhibits listed below, constitutes the entire agreement and understanding of the Parties with respect to the transactions and services contemplated hereby and supersedes all prior agreements, arrangements, and understandings relating to the subject matter of the Agreement. The documents listed below are hereby incorporated into and made a part of this Agreement:
 - a. This Agreement
 - b. Pinellas County Standard Terms & Conditions, located on Pinellas County Purchasing's website, effective 6/14/2023, posted at <https://pinellas.gov/county-standard-terms-conditions/>
 - c. Solicitation Section 4, Titled Special Conditions
 - d. Solicitation Section 5, Titled Insurance Requirements
 - e. Contractor's response to Solicitation Section 6, Scope of Work / Specifications
 - f. Contractor's response to Solicitation Section 9, Pricing Proposal
2. In the case of a conflict, the terms of this document govern, followed by the terms contained in section 4, titled “Special Terms & Conditions” of the solicitation, section 5, titled “Insurance Requirements” of the solicitation, section 6, titled “Scope of Work/Specifications” of the solicitation, section 8, titled “Pricing Proposal” of the solicitation of the attached Exhibits, which control in the order listed above.

B. Term

1. The initial term of this Agreement is for 36 Months effective October 1, 2023. At the end of the initial term of this contract, this Agreement may be extended for one additional 24 month term, or such other renewal terms agreed to by the Parties. Renewal contracts will not include any compensation for costs associated with the renewal.

C. Pricing & Expenditures Cap

1. Payment and pricing terms for the initial term are subject to the fee schedule in the CONTRACTOR's Statement of Work. Notwithstanding the above, County expenditures under the Agreement will not exceed \$6,897,115.00 for the 36-month Contract term (with an annual not to exceed expenditure of \$2,299,038.33) without a written amendment to this Agreement.

D. Entire Agreement

1. This Agreement constitutes the entire agreement between the Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their undersigned officials, who are duly authorized to bind the Parties to the Agreement.

For Contractor: *High Sources Inc*

Signature: 

Print Name and Title: *MAXIMO CHANTATIS PRESIDENT*

Date: *7-13-2023*

For County:

Signature:

Print Name and Title:

Date:

APPROVED AS TO FORM

By: *Keiah Townsend*
Office of the County Attorney

Pinellas County
SOLICITATION
Janitorial Services

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Attachments:

A - Attachment No. 1 - Non-Mandatory Site Visit Schedule

B - Attachment No. 2 -Location, Day Porter, Supervisor Location Details Revised

C - Attachment No. 3 - Service Level Matrix

1. NOTICE

SOLICITATION

SUBMITTALS ARE OPENED PUBLICLY AND ARE ACCEPTED VIA OPENGOV

ITB - Services

23-0230-ITB

Janitorial Services

ALL QUESTIONS MUST BE SUBMITTED IN OPENGOV WITHIN THE QUESTION & ANSWER SECTION.

SOLICITATION MEETINGS: Site Visit: Non-Mandatory; Pre-Conference: None

SUBMITTALS MAY NOT BE WITHDRAWN FOR 120 DAYS AFTER OPENING DATE.

The Purchasing and Risk Management Division for the Pinellas County Board of County Commissioners has transitioned to OpenGov Procurement for contractor/vendor registration, and for posting, submitting and receiving bids, quotes and proposals for active solicitations. Contractors/Vendors must register with OpenGov Procurement (<https://procurement.opengov.com/signup>) to participate in active County solicitations.

Should you need technical assistance with OpenGov, the following options are available:

Phone: (855) 680-4747, 8 a.m. to 8 p.m., Monday - Friday

Email: procurement-support@opengov.com

Chat is available in the OpenGov application

Web: <https://help.procurement.opengov.com>

Please Note:

From time to time, addenda may be issued to this solicitation. Any such addenda will be posted to <https://procurement.opengov.com/portal/pinellasfl>. Receipt of addenda confirmation is required in OpenGov.

AUTHORIZED BY:

Merry Celeste, CPPB

Division Director of Purchasing and Risk Management

2. INTRODUCTION

2.1. Summary

1. INTENT: In accordance with attached specifications, it is the intent of Pinellas County to establish a contract for Janitorial Services for Various County Buildings, as and when required. Janitorial services represents a significant resource for managing and maintaining a quality indoor environment.

2.2. Contact Information

Thomas Russell

Procurement Analyst Coordinator

400 S. Fort Harrison, Suite 600

Clearwater, FL 33765

Email: torussell@co.pinellas.fl.us

Phone: [\(727\) 464-3154](tel:(727)464-3154)

Department:

ADMINISTRATIVE SERVICES

2.3. Timeline

Issue Date	April 19, 2023
Question Submission Deadline	May 11, 2023, 3:00pm
Proposal Submission Deadline	May 25, 2023, 3:00pm

3. INSTRUCTIONS & GENERAL CONDITIONS FOR SUBMITTALS

3.1. DEFINITIONS

- A. Agreement means the final written agreement between the County and the successful Contractor under this solicitation, regardless of the title of that final document, and may be used interchangeably with “Contract”.
- B. Contractor means the entity submitting a response to this solicitation, and may be used interchangeably with the terms “bidder”, “respondent”, “contractor”, “vendor”, “submitter”, or “proposer”.
- C. County or means Pinellas County, a subdivision of the State of Florida and may be used interchangeably with “Pinellas County”.
- D. Submittal means a Respondent’s submissions in response to this solicitation, and may be used interchangeably with the terms “submission”, “bid”, “quote” or “proposal,” as applicable to the specific solicitation. For example, these terms should be interpreted to mean “bid” if this is an ITB, “quote” if this is an ITQ, and “proposal” if this is an RFP.

3.2. INSTRUCTIONS & PROCEDURES

- A. **PREPARATION OF SUBMITTAL** - Submittal will be prepared in accordance with the following:
 - 1. Submittals must be uploaded on forms furnished, utilizing the OpenGov procurement website. Failure to comply could result in the submission being rejected.
 - 2. If price is factor, unit prices must be shown and where there is an error in extension of price, the unit price will govern.
 - 3. Alternate submittals will not be considered unless authorized by the solicitation.
 - 4. Proposed delivery time must be shown and any date calculations must include weekends and holidays.
 - 5. Contractor is advised that exceptions to any terms and conditions contained or referenced in this solicitation must be stated with specificity in its response to the solicitation. Contractor is deemed to have accepted and to be bound by the solicitation and referenced agreement terms and conditions that contractor does not take exception to in its response. The County reserves the right to modify or add terms and conditions based upon the exceptions stated by the contractor, or to declare any terms and conditions non-negotiable, as determined by the County in its sole discretion.
 - 6. Contractors will thoroughly examine the drawings, specifications, schedule, instructions and/or all other solicitation documents.

7. Contractors will make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment as required by the solicitation. Plea of ignorance by the contractor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the contractor to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the solicitation documents, will not be accepted as a basis for varying the requirements of the County or the compensation to the contractor.
8. Contractors are advised that all County solicitations are subject to all legal requirements provided for in the Purchasing Ordinance and/or State and Federal Statutes.

B. SUBMITTAL METHOD & FORMAT

1. Submittals must be uploaded utilizing the OpenGov procurement website (<https://procurement.opengov.com/portal/pinellasfl>). Failure to comply could result in the submittal being rejected.
2. Submittals must be uploaded in the Vendor Questionnaire section of this solicitation. Submittals sent via email will not be considered.
3. The preferred format for submittal is PDF conversion from your source files (to minimize file size and maximize quality and accessibility) rather than scanning. Instructions for Providing Files in PDF Format to Pinellas County Government:
 - a. How do I convert my files to PDF format?
 - b. Answer- If you have a program such as Adobe Acrobat, creating a PDF of any file is a simple print function. Rather than printing to a traditional printer, the file converts to a PDF format copy of your original. Any program (such as Word, PowerPoint, Excel, etc.) can be converted this way by simply selecting the print command and choosing PDF as the printer.
 - c. Should I scan everything and save as PDF?
 - d. Answer- Not unless you are scanning with OCR (optical character recognition). Scanning will create unnecessarily large files because a scan is just a picture of a page rather than actual page text. Furthermore, the result of scanning is that your pages will not look nearly as “clean” or professional as simply using the print to PDF method from the program from which the file originates. Additionally, since scan pages are pictures of text, not really text, they may not be considered accessible* under Federal ADA guidelines (*unless the scans are OCR.)

C. SUBMITTALS FROM RELATED PARTIES OR MULTIPLE SUBMITTALS RECEIVED FROM ONE CONTRACTOR

1. Where two (2) or more related parties each upload a submittal, or multiple submittals are received from one (1) contractor, for any solicitation, such submittals will be judged non-responsive. Related parties mean contractors or the principles thereof, which have a direct or indirect ownership interest in another contractor for the same solicitation or in which a parent company or the principles thereof of one (1) contractor have a direct or indirect ownership interest in another contractor for the same solicitation.

D. INTEGRITY OF SOLICITATION DOCUMENTS

1. Contractors will use the original solicitation form(s) provided by the Purchasing & Risk Management Division and enter information only in the spaces where a response is requested. Contractors may use an attachment as an addendum to the solicitation form(s) if sufficient space is not available on the original form for the contractor to enter a complete response. Any modifications or alterations to the original solicitation documents by the contractor, whether intentional or otherwise, will constitute grounds for rejection of a solicitation. Any such modifications or alterations a contractor wishes to propose must be clearly stated in the contractor's submittal response and presented in the form of an addendum to the original solicitation documents.

E. LATE SUBMISSION OR MODIFICATIONS

1. Submittals and modifications received after the time set for the submission will not be considered. This upholds the integrity of the process.
2. Modifications in writing received prior to the time set for the submittal will be accepted.

F. WITHDRAWAL OF SUBMITTAL

1. The submittal may be withdrawn prior to the solicitation opening date, however, a submittal may not be withdrawn for a period of time as specified in this solicitation document.

G. WRITTEN REQUESTS FOR INTERPRETATIONS/CLARIFICATIONS

1. No oral interpretations will be made to any firms as to the meaning of specifications or any other contractor documents. All questions pertaining to the terms and conditions or scope of work of this solicitation must be sent in writing (electronically) to the Purchasing and Risk Management Division and received by the date specified in solicitation. Responses to questions may be handled as an addendum if the response would provide clarification to requirements of the solicitation. All such addenda will become part of the agreement documents. The County will not be responsible for any other explanation or interpretation of the proposed solicitation made or given prior to the award of the agreement. The Purchasing and Risk Management Division will be unable to respond to questions received after the specified time frame.

H. REJECTION OF SUBMISSION

1. The County may reject a submittal if:
 - a. The contractor incorrectly states or conceals any material fact in the solicitation.
 - b. The solicitation does not strictly conform to the law or requirements of solicitation including insurance requirements.
 - c. The solicitation is conditional, except that the contractor may qualify its submittal for acceptance by the County on an "all or none" basis, or a "low item" basis. An "all or none" basis submittal must include all items upon which the contractor was invited.
 - d. The respective constitutional officer, County Administrator, on behalf of the Board of County Commissioners or within their delegated financial approval authority, or Director of Purchasing, within their delegated financial approval authority, has the authority when the public interest will be served thereby to reject all submittals or parts of submittals at any stage of the procurement process through the award of an agreement.
 - e. The County reserves the right to waive minor informalities or irregularities in any submittal.

I. PUBLIC REVIEW AT OPENING

1. Pursuant to Florida Statute, Section 119.071(1)(b)2, all submittals will be subject to review as public records after 30-days from opening, or earlier if an intended decision is reached before the thirty-day period expires. Unless a specific exemption exists, all documents submitted will be released pursuant to a valid public records request. All trade secrets claims must be dispositively determined by a court of law prior to trade secret protection being granted.

J. TABULATION INQUIRIES

1. Inquiries relating to the results of this solicitation, prior to the official award by the Pinellas County Board of County Commissioners may be made by visiting OpenGov or calling the Purchasing Office after 30 days to comply with Florida Statute, Section 119.071(1)(b)2.

3.3. JOINT VENTURES

Contractors intending to submit as a joint venture are required to have filed proper documents with the Florida Department of State, the Division of Professions, Construction Industry Licensing Board and any other state or local licensing Agency prior to submitting (see Section 489.119 Florida Statutes). Joint ventures must provide an affidavit attesting to the formulation of a joint venture and provide either proof of incorporation as a joint venture or a copy of the formal joint venture agreement between all joint venture parties, indicating their respective roles, responsibilities and levels of participation for the project.

3.4. AWARD OF CONTRACT - ITB

- A. The contract will be awarded to the lowest responsive, responsible bidder whose submittal, conforming to the solicitation, is most advantageous to Pinellas County, price and other factors considered. For Invitation to Bid for Sale of Real or Surplus Property, award will be made to the highest and most advantageous bid including price and other factors considered.
- B. The County reserves the right to accept and award item by item, and/or by group, or in the aggregate, unless the respondent qualifies their bid by specified limitations. See Rejection of Submission.
- C. If two or more bids received are for the same total amount or unit price or in the case of proposals, the qualifications, quality and service are equal then the contract will be awarded by drawing lots in public.
- D. Prices quoted must be Free on Board (FOB) Pinellas County with all transportation charges prepaid unless otherwise specified in the Invitation to Bid.
- E. A written award of acceptance (Purchase Order), mailed or otherwise furnished to the successful respondent, will result in a binding contract without further action by either party.

3.5. PROTEST PROCEDURE

Protest procedures are governed by Pinellas County Code Section 2-162, which states:

Right to Protest. "A vendor who is aggrieved by the contents of the bid or proposal package, or a vendor who is aggrieved in connection with the recommended award on a bid or proposal solicitation, may file a written protest to the director, as provided herein. This right to protest is strictly limited to those procurements of goods and/or services solicited through invitations to bid or requests for proposals, including solicitations pursuant to F.S. § 287.055, the "Consultants' Competitive Negotiation Act." No other actions or recommendations in connection with a solicitation can be protested, including: (i) requests for quotations, negotiations, qualifications or letters of interest; (ii) rejection of some, all or parts of bids or proposals; (iii) disqualification of respondents or proposers as non-responsive or non-responsible; or (iv) recommended awards less than the mandatory bid or proposal amount. Protests failing to comply with the provisions of this section will not be reviewed."

"Posting. The purchasing department will post the recommended award on or through the departmental website."

Requirements to protest.

"If the protest relates to the content of the bid or proposal package, a formal written protest must be filed no later than 5:00 p.m. EST on the fifth full business day after issuance of the bid or proposal package."

"If the protest relates to the recommended award of a bid or proposal, a formal written protest must be filed no later than 5:00 p.m. EST on the fifth full business day after posting of the award recommendation."

"The formal written protest shall identify the protesting party and the solicitation involved; include a statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances or other legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by application of such authorities to such grounds."

"A formal written protest is considered filed with the county when the purchasing department receives it. Accordingly, a protest is not timely filed unless it is received within the time specified above by the purchasing department. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and result in relinquishment of all rights to protest by the respondent or proposer."

"Sole remedy. These procedures shall be the sole remedy for challenging the content of the bid or proposal package or the recommended award."

"Lobbying. Protestors and anyone acting on their behalf, are prohibited from attempts to influence, persuade, or promote a bid or proposal protest through any other channels or means, and contacting any county official, employee, advisory board member, or representative to discuss any matter relating in any way to the solicitation being protested, other than the purchasing department's or county attorney's office to address situations such as clarification and/or pose questions related to the procurement process. The prohibitions provided for herein shall begin with the filing of the protest and end upon the final disposition of the protest; provided, however, at all times protestors shall be subject to the procurement lobbying prohibitions in section 2-189 of this Code. Failure to adhere to the prohibitions herein shall result in the rejection of the protest without further consideration."

"Time limits. The time limits in which protests must be filed as specified herein may be altered by specific provisions in the bid or proposal."

"Authority to resolve. The director shall resolve the protest in accordance with the documentation and applicable legal authorities and shall issue a written decision to the protestor no later than 5:00 p.m. EST on the tenth full business day after the filing thereof."

"Review of director's decision."

"The protesting party may request a review of the director's decision to the county administrator by delivering written request for review of the decision to the director by 5:00 p.m. EST on the fifth full business day after the date of the written decision. The written notice shall include any materials, statements, and arguments which the respondent or proposer deems relevant to the issues raised in the request to review the decision of the director."

"The county administrator shall issue a decision in writing stating the reason for the action with a copy furnished to the protesting party no later than 5:00 p.m. EST on the seventh full business day after receipt of the request for review. The decision shall be final and conclusive as to the county unless a party commences action in a court of competent jurisdiction."

"Stay of procurement during protests. There shall be no stay of procurement during protests."

(Ord. No. 94-51, § 5, 6-7-94; Ord. No. 04-87, § 1, 12-7-04; Ord. No. 14-11, § 2, 2-11-14; Ord. No. 18-34, 10-23-18)

3.6. ADA REQUIREMENT FOR PUBLIC NOTICES

Persons with disabilities requiring reasonable accommodation to participate in this proceeding/event, should call 727-464-4062 (voiced) fax 727-464-4157, not later than seven days prior to the proceeding.

3.7. ADDITIONAL REQUIREMENTS

The County reserves the right to request additional goods or services relating to this agreement from the contractor. When approved by the County as an amendment to this agreement and authorized in writing, the contractor will provide such additional requirements as may become necessary.

3.8. COLLUSION

The Contractor, by affixing a signature to their response, certifies that its submittal is made without previous understanding, agreement, or connection with any person, firm or corporation making a submittal for the same item(s) and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

3.9. CONFLICT OF INTEREST

- A. The Contractor, by affixing a signature to their response, represents that it presently has no interest and will acquire no interest, either direct or indirect, which would conflict in any manner with the performance or services required hereunder. The contractor further represents that, if it is awarded a contract under this solicitation, no person having any such interest will be employed during the contract term and any extensions. In addition, the contractor will not offer gifts or gratuities to County employees as County employees are not permitted to accept gifts or gratuities. By signing this document, the contractor acknowledges that no gifts or gratuities have been offered to County employees or anyone else involved in this competitive solicitation process.
- B. The contractor will promptly notify the County's representative, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the contractor's judgment or quality of services being provided hereunder. Such written notification will identify the prospective business association, interest or circumstance, the nature of work that the contractor may undertake and request an opinion of the County as to whether the association, interest or circumstance would, in the opinion of the County, constitute a conflict of interest if entered into by the contractor. The County agrees to notify the contractor of its opinion, by certified mail, within thirty days of receipt of notification by the contractor.
- C. It is essential to government procurement that the process be open, equitable and ethical. To this end, if potential unethical practices including but not limited to collusion, receipt or solicitation of gifts and conflicts of interest (direct/indirect) etc. are observed or perceived, please report such activity to:
 1. Pinellas County Clerk of Circuit Court – Division of Inspector General

2. Phone – (727) 45FRAUD (453-7283)
3. Fax – 727-464-8386

3.10. CONTRACT STANDARD TERMS & CONDITIONS

The awarded contract resulting from this solicitation will be subject to the County's Standard Terms and Conditions effective as of the date of the contract award, available at <https://pinellas.gov/county-standard-terms-conditions/>, and any Special Conditions outlined in this solicitation.

The successful Contractor must be prepared for the County to accept its response as submitted, subject to the Standard and Special Terms & Conditions. The successful Contractor's response will be incorporated into the final contract as the Scope of Work. The County may reject any exception to the Standard or Special Terms & Conditions proposed by the Contractor, and will not be bound by any additional or modified terms and conditions included in the successful Contractor's response that are in conflict with the Standard or Special Terms and Conditions, or are not acceptable to, or have been declared to be non-negotiable by the County, as determined in its sole discretion.

If the successful Contractor fails to sign all documents necessary to successfully execute the final contract within a reasonable time following the award, or (if applicable) negotiations do not result in an acceptable agreement, the County may reject the response or revoke the award, and may begin negotiations with another Contractor. Final contract terms must be approved or signed by the appropriately authorized County official(s).

3.11. CONTRACTOR CAPABILITY / REFERENCES

Prior to agreement award, any contractor may be required to show that the company has the necessary facilities, equipment, ability and financial resources to perform the work specified in a satisfactory manner and within the time specified. In addition, the company must have experience in work of the same or similar nature, and can provide references, which will satisfy the County. Contractors must furnish a reference list of at least four (4) customers for whom they have performed similar services.

3.12. CONTRACTOR LICENSE REQUIREMENT

All Contractors performing construction and related work in Pinellas County must comply with our regulatory legislation, Chapter 75-489, Laws of Florida, as amended. Failure to have a competency license in a regulated trade will be cause for rejection of any submittal and/or award.

3.13. CORPORATE REGISTRATION

An award may not be issued without proof that your firm is registered with the Florida Division of Corporations, as per Florida Statute §607.1501 www.flsenate.gov/Laws/Statutes/2011/607.1501.

A foreign corporation (foreign to the State of Florida) may not transact business in this state until it obtains a certificate of authority from the Department of State. Please visit dos.myflorida.com/sunbiz/ for this information on how to become registered.

3.14. DESCRIPTION OF GOODS/SERVICES/SUPPLIES

- A. Any manufacturer's names, trade names, brand name, or catalog numbers used in specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Submittals will be considered for all brands which meet the quality of the specifications listed for any items.
- B. Contractors are required to state exactly what they intend to furnish otherwise they will be required to furnish the items as specified.
- C. Contractor submission must include all data necessary to evaluate and determine the quality of the item(s) they intend to furnish.
- D. **ALTERNATES:** Alternates will not be considered unless authorized by the solicitation. Such alternates may or may not be accepted by the County. If approved, it is at the County's discretion to accept said alternate(s) in any sequence or combination therein. If the contractor is proposing an alternate that is not provided in the solicitation, alternate(s) must be submitted within the OpenGov Q & A section prior to the question deadline, and receive approval prior to the solicitation opening date in order to be considered for award.
- E. **OR EQUAL DETERMINATION:** Where submitting other than specified, the determination of equivalency will be at the sole discretion of Pinellas County and its specialized personnel.

3.15. E-VERIFY

The contractor and their subcontractor(s) must register with and use the E-verify system in accordance with Florida Statute 448.095. A contractor and subcontractor may not enter into a contract with the County unless each party registers with and uses the E-verify system.

If a contractor enters a contract with a subcontractor, the subcontractor must provide the contractor with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with unauthorized aliens. The contractor must maintain a copy of the affidavit for the duration of the contract.

If the County, Contractor, or Subcontractor has a good faith belief that a person or entity with which it is contracting has knowingly violated Florida Statute 448.09(1) they must immediately terminate the contract with the person or entity.

If the County has a good faith belief that a Subcontractor knowingly violated this provision, but the Contractor otherwise complied with this provision, the County will notify the Contractor and order that the Contractor immediately terminate the contract with the Subcontractor.

A contract terminated under the provisions of this section is not a breach of contract and may not be considered such. Any contract termination under the provisions of this section may be challenged to Section 448.095(2)(d), Florida Statute. Contractor acknowledges upon termination of this agreement by the County for violation of this section by Contractor, Contractor may not be awarded a public contract for at least one (1) year. Contractor acknowledges that Contractor is liable for any additional costs incurred by the County as a result of termination of any contract for a violation of this section.

Contractor or Subcontractor will insert in any subcontracts the clauses set forth in this section, requiring the subcontracts to include these clauses in any lower tier subcontracts. Contractor will be responsible for compliance by any Subcontractor or Lower Tier Subcontractor with the clause set for in this section.

3.16. EXCEPTIONS

Contractor is advised that if it wishes to take exception to any of the terms contained or referenced in this solicitation it must explicitly identify the term and the exception in its response to the solicitation. Contractor's stated exception to a non-negotiable term may disqualify it from consideration for award.

3.17. INDEMNIFICATION

By submitting a response to this solicitation, Contractor understands and agrees that if awarded the indemnification provisions in the <https://pinellas.gov/county-standard-terms-conditions/> apply, subject to Pinellas County Resolution 2006-70 ("Indemnification").

3.18. INDEPENDENT CONTRACTOR STATUS AND COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986

Contractor acknowledges that it is functioning as an independent contractor in performing under the terms of this agreement, and it is not acting as an employee of Pinellas County. The contractor acknowledges that it is responsible for complying with the provisions of the Immigration Reform and Control Act of 1986, located at 8 U.S.C. Section 1324, et seq., and regulations relating thereto. Failure to comply with the above provisions of the agreement will be considered a material breach and grounds for immediate termination of the agreement.

3.19. INSURANCE

The contractor must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed in the insurance section below. Failure to provide the required insurance within a ten (10) day period following the determination or recommendation of award may result in the County to vacate the original determination or recommendation and proceed with recommendation to another contractor.

3.20. LOBBYING

All Contractors agree to adhere to Pinellas County Code Section 2-189, which states:

Lobbying shall be prohibited on all county competitive selection processes and purchasing contract awards pursuant to this division, including, but not limited to, requests for proposals, requests for quotations, requests for qualifications, bids or the award of purchasing contracts of any type. The purpose of this prohibition is to protect the integrity of the procurement process by shielding it from undue influences prior to the contract award, or the competitive selection process is otherwise concluded. However, nothing herein shall prohibit a prospective respondent/proposer/protestor from contacting the Purchasing Department or the County Attorney's Office to address situations such as clarification and/or pose questions related to the procurement process.

Lobbying of evaluation committee members, county government employees, elected/appointed officials, or advisory board members regarding requests for proposals, requests for quotations, requests

for qualifications, bids, or purchasing contracts, by the respondent, any member of the respondent's staff, any agent or representative of the respondent, or any person employed by any legal entity affiliated with or representing a respondent, is strictly prohibited from the date of the advertisement, or on a date otherwise established by the Board, until either an award is final, or the competitive selection process is otherwise concluded. Any lobbying activities in violation of this section by or on behalf of a respondent/proposer shall result in the disqualification or rejection of the proposal, quotation, statement of qualification, bid or contract.

For purposes of this provision, "lobbying" shall mean influencing or attempting to influence action or non-action, and/or attempting to obtain the goodwill of persons specified herein relating to the selection, ranking, or contract award in connection with any request for proposal, request for quotation, request for qualification, bid or purchasing contract through direct or indirect oral or written communication. The final award of a purchasing contract shall be the effective date of the purchasing contract.

Any evaluation committee member, county government employee, elected/appointed official, or advisory board member who has been lobbied shall immediately report the lobbying activity to the director.

(Ord. No. 02-35, 5-7-02; Ord. No. 04-64, § 12, 9-21-04; Ord. No. 04-87, § 1, 12-7-04; Ord. No. 10-09, § 6, 2-16-10; Ord. No. 11-23, § 2, 7-26-11; Ord. No. 14-11, § 5, 2-11-14; Ord. No. 18-34, 10-23-18).

3.21. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS

The laws of the State of Florida apply to any purchase made under this solicitation. Contractors must comply with all local, state, and federal directives, orders and laws as applicable to this solicitation and subsequent agreement(s) including but not limited to Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and Occupational Safety and Health Administration (OSHA) as applicable to this agreement.

3.22. NON-EXCLUSIVE CONTRACT

Award of this agreement will impose no obligation on the County to utilize the contractor for all work of this type, which may develop during the agreement period. This is not an exclusive agreement. The County specifically reserves the right to concurrently contract with other companies for similar work if it deems such action to be in the County's best interest. In the case of multiple-term agreements, this provision will apply separately to each term.

3.23. PROCUREMENT POLICY FOR RECYCLED MATERIALS

- A. Pinellas County wishes to encourage its contractors to use recycled products in fulfilling contractual obligations to the County and that such a policy will serve as a model for other public entities and private sector companies.
- B. When awarding a purchase or recommending a purchase for products, materials, or services, the Director of Purchasing and Risk Management may allow a preference to a responsive contractor who certifies that their product or material contains the greatest percentage of postconsumer material. If solicitation includes paper products, contractor must certify that their

materials and/or products contain at least the content recommended by the Environmental Protection Agency (EPA) guidelines.

- C. On all quotes, or as required by law, the Director of Purchasing and Risk Management require Contractors to specify which products have recycled materials, what percentage or amount is postconsumer material, and to provide certification of the percentages of recycled materials used in the manufacture of goods and commodities procured by the County.
- D. Price preference is not the preferred practice the County wishes to employ in meeting the goals of this resolution. If a price preference is deemed to serve the best interest of the County and further supports the purchase of recycled materials, the Director of Purchasing will make a recommendation that a price preference be allowed up to an amount not to exceed 10% above the lowest complying submittal received.

Definitions for Recycled Materials:

Recovered Materials: Materials that have recycling potential, can be recycled, and have been diverted or removed from the solid waste stream for sale, use or reuse, by separation, collection, or processing.

Recycled Materials: Materials that contain recovered materials. This term may include internally generated scrap that is commonly used in industrial or manufacturing processes, waste or scrap purchased from another manufacturer and used in the same or a closely related product.

Postconsumer Materials: Materials which have been used by a business or a consumer and have served their intended end use, and have been separated or diverted from the solid waste stream for the purpose of recycling, such as; newspaper, aluminum, glass containers, plastic containers, office paper, corrugated boxes, pallets or other items which can be used in the remanufacturing process.

3.24. PROVISION FOR OTHER AGENCIES

Unless otherwise stipulated, the Contractor(s) agree to make available to all “Eligible Users” the prices submitted in accordance with the terms and conditions of the contract resulting from this solicitation. Eligible Users means all State of Florida government agencies, the legislative and judicial branches, and political subdivisions (counties, local district school boards, community colleges, municipalities, or other public agencies or authorities), which may desire to purchase under the terms and conditions of the resulting contract.

3.25. PUBLIC EMERGENCIES

It is hereby made a part of this solicitation that before, during, and after a public emergency, disaster, hurricane, tornado, flood, or other acts of God that Pinellas County will require a first priority for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation that threatens public health and safety, as determined by the County. contractor agrees to rent/sell/lease all goods and services to the County or governmental entities on a first priority basis. The County expects to pay a fair and reasonable price for all products and services rendered or contracted in the event of a disaster, emergency, hurricane, tornado or other acts of God.

3.26. PUBLIC ENTITY CRIMES STATEMENT

Contractor is directed to the Florida Public Entity Crime Act, Fla. Stat. 287.133, and Fla. Stat. 287.135 regarding Scrutinized Companies, and contractor agrees that its submittal and, if awarded, its performance of the agreement will comply with all applicable laws including those referenced herein. contractor represents and certifies that contractor is and will at all times remain eligible to submit for and perform the services subject to the requirements of these, and other applicable, laws. contractor agrees that any agreement awarded to contractor will be subject to termination by the County if contractor fails to comply or to maintain such compliance.

3.27. PUBLIC RECORDS/TRADE SECRETS

Pinellas County Government is subject to the Florida Public Records law (Chapter 119, Florida Statutes), and all documents, materials, and data submitted to any solicitation as part of the response are governed by the disclosure, exemption and confidentiality provisions relating to public records in Florida Statutes. Except for materials that are “trade secrets” or “confidential” as defined by applicable Florida law, ownership of all documents, materials, and data submitted in response to the solicitation will belong exclusively to the County.

To the extent that contractor desires to maintain the confidentiality of materials that constitute trade secrets pursuant to Florida law, trade secret material submitted must be identified by some distinct method that the materials that constitute a trade secret, and contractor will provide an additional copy of the contractor’s submittal that redacts all designated trade secrets. By submitting materials that are designated as trade secrets and signature of the contractor signature page, contractor acknowledges and agrees:

- A. That after notice from the County that a public records request has been made for the materials designated as a trade secret, the contractor will be solely responsible for defending its determination that submitted material is a trade secret that is not subject to disclosure at its sole cost, which action will be taken immediately, but no later than ten (10) calendar days from the date of notification or contractor will be deemed to have waived the trade secret designation of the materials;
- B. That to the extent that the contractor with trade secret materials is evaluated, the County and its officials, employees, agents, and representatives in any way involved in processing, evaluating, negotiating agreement terms, approving any agreement based on the contractor, or engaging in any other activity relating to the competitive selection process are hereby granted full rights to access, view, consider, and discuss the materials designated as trade secrets through the final agreement award;
- C. To indemnify and hold the County, and its officials, employees, agents and representatives harmless from any actions, damages (including attorney’s fees and costs), or claims arising from or related to the designation of trade secrets by the contractor, including actions or claims arising from the County’s non-disclosure of the trade secret materials.

- D. That information and data it manages as part of the services may be public record in accordance with Chapter 119, Florida Statutes and Pinellas County public record policies. contractor agrees prior to providing goods/services it will implement policies and procedures to maintain, produce, secure and retain public records in accordance with applicable laws, regulations, and County policies, which are subject to approval by the County, including but limited to the Section 119.0701, Florida Statutes.

Notwithstanding any other provision in the solicitation, the classification as trade secret of the entire submission document, line item and/or total contractor prices, the work, services, project, goods, and/or products to be provided by contractor, or any information, data, or materials that may be part of or incorporated into an agreement between the County and the contractor is not acceptable to the County and will result in a determination that the contractor submittal is nonresponsive; the classification as trade secret of any other portion of a submittal document may result in a determination that the submittal is nonresponsive.

3.28. TRUTH IN NEGOTIATIONS

The contractor certifies to truth-in-negotiation and that wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting. Further, the original agreement amount and any additions thereto will be adjusted to exclude any significant sums where the County determines the agreement price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. Such adjustments must be made within one (1) year following the end of the agreement.

4. SPECIAL TERMS & CONDITIONS

4.1. INTENT

It is the intent of Pinellas County to establish an Agreement for Janitorial Services to be ordered, as and when required.

4.2. NON-NEGOTIABLE TERMS

While the County prefers that no exceptions to its contract terms be taken, the solicitation does authorize respondent to take exception to terms as part of its submittal. The County has deemed the following contract terms in the County's Standard Terms & Conditions <https://pinellas.gov/county-standard-terms-conditions/> to be non-negotiable:

Section 3: Compliance with Applicable Laws (all terms)

Section 7: Indemnification & Liability (all terms)

Section 8: Insurance & Conditions Precedent

Section 10(G): Governing Law & Venue

Section 12(A): Fiscal Non-Funding

Section 13: Confidential Records, Public Records, & Audit (all terms)

Section 19: Digital Content (all terms) *(if the Agreement includes software, online, or digital content services)*

Any terms required by law

4.3. PRICING/PERIOD OF CONTRACT

Duration of the Agreement will be for a period of 36 Months with unit prices adjustable at 12 Months after the date of award and thereafter annually for the life of the contract, in an amount not to exceed the average of the Consumer Price Index (CPI) or 5%, whichever is less, for all Urban Consumers, Series Id: CUUR0000SA0, Not Seasonally Adjusted, Area: U.S. city average, Item: All items, Base Period: 1982-84=100 for the twelve months prior.

It is the Contractor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence annually, the Contractor's request for adjustment will be submitted between 90-120 days prior to Agreement anniversary date, utilizing the available index at the time of request. The Contractor adjustment request will not be in excess of the relevant pricing index change. If no adjustment request is received from the Contractor, the County will assume the Contractor has agreed to continue without a pricing adjustment. Any adjustment request received outside of the 90-120 day period above will not be considered.

4.4. TERM EXTENSION(S) OF CONTRACT

The Agreement may be extended subject to written notice of agreement from the County and successful respondent, for 1 additional 24 Months period(s) beyond the primary contract period. Term extensions

will allow for price adjustments (Decrease/Increase) in an amount not to exceed the average of the Consumer Price Index (CPI) or 5, whichever is less, for all Urban Consumers, Series Id: CUUR0000SA0, Not Seasonally Adjusted, Area: U.S. city average, Item: All items, Base Period: 1982-84=100 for the twelve months prior to extension. The extension shall be exercised only if all terms and conditions remain the same and the County Administrator or Director of Purchasing grants approval.

It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised extension period, the vendor's request for adjustment should be submitted at time of the extension request from the County, utilizing the available index at the time of request. The vendor adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will assume the vendor has agreed that the extension term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new extension period may not be considered. County has the right to request pricing decreases at any time.

4.5. NON-MANDATORY SITE VISITS:

Site visits will be held per Scope of Work, Section 6.4

4.6. PRE-COMMENCEMENT MEETING

A Pre-commencement meeting will be held after the award of the Agreement and before the Agreement has started. Facility Representatives from all departments will be present to discuss their locations and any special instructions that may need to take place.

4.7. ORDERS

Within the term of this Agreement, County may place one or more orders for goods and/or services at the prices listed on the Pricing Proposal section of this solicitation, which is incorporated by reference hereto.

4.8. ASBESTOS MATERIALS

The contractor must perform all Work in compliance with Federal, State and local laws, statutes, rules, regulations and ordinances, including but not limited to the Department of Environmental Protection (DEP)'s asbestos requirements, 40 CFR Part 61, Subpart M, and OSHA Section 29 CFR 1926.58. Additionally, the contractor must be properly licensed and/or certified for asbestos removal as required under Federal, State and local laws, statutes, rules, regulations and ordinances. The County is responsible for filing all DEP notifications and furnish a copy of the DEP notification and approval for demolition to the successful contractor. The County will furnish a copy of the asbestos survey to the successful contractor. The contractor must keep this copy on site at all times during the actual demolition.

4.9. SERVICES

The terms below are applicable if the Solicitation includes the provision of SERVICES:

- A. **ADD/DELETE LOCATIONS SERVICES** - The County reserves the right to unilaterally add or delete locations/services, either collectively or individually, at the County's sole option, at any time

after award has been made as may be deemed necessary or in the best interests of the County. In such case, the contractor(s) will be required to provide services to this agreement in accordance with the terms, conditions, and specifications.

4.10. QUANTITIES

Any quantities stated are an estimate only and no guarantee is given or implied as to quantities that will be used during the Agreement period. Estimated quantities are based upon previous use and/or anticipated needs.

4.11. PERFORMANCE SECURITY

Not Applicable

5. INSURANCE REQUIREMENTS

5.1. INSURANCE (General)

The Vendor must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed below, prior to recommendation for award. The Vendor shall obtain and maintain, and require any subcontractor to obtain and maintain, at all times during its performance of the Agreement in Phase 1 insurance of the types and in the amounts set forth. For projects with a Completed Operations exposure, Vendor shall maintain coverage and provide evidence of insurance for 2 years beyond final acceptance. All insurance policies shall be from responsible companies duly authorized to do business in the State of Florida and have an AM Best rating of VIII or better.

5.2. INSURANCE (Requirements)

- A. Submittals should include, the Vendor's current Certificate(s) of Insurance. If Vendor does not currently meet insurance requirements, Vendor shall also include verification from their broker or agent that any required insurance not provided at that time of submittal will be in place prior to the award of contract. Upon selection of Vendor for award, the selected Vendor shall email certificate that is compliant with the insurance requirements. If the certificate received is compliant, no further action may be necessary. The Certificate(s) of Insurance shall be signed by authorized representatives of the insurance companies shown on the Certificate(s).
- B. **The Certificate holder section shall indicate Pinellas County, a Subdivision of the State of Florida, 400 S Fort Harrison Ave, Clearwater, FL 33756. Pinellas County shall be named as an Additional Insured for General Liability. A Waiver of Subrogation for Workers Compensation shall be provided if Workers Compensation coverage is a requirement.**
- C. Approval by the County of any Certificate(s) of Insurance does not constitute verification by the County that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate(s) of Insurance is in compliance with the requirements of the Agreement. County reserves the right to require a certified copy of the entire insurance policy, including endorsement(s), at any time during the Bid and/or contract period.
- D. If any insurance provided pursuant to the Agreement expires or cancels prior to the completion of the Work, you will be notified by CTrax, the authorized vendor of Pinellas County. Upon notification, renewal Certificate(s) of Insurance and endorsement(s) shall be furnished to Pinellas County Risk Management at InsuranceCerts@pinellascounty.org and to CTrax c/o JDi Data at PinellasSupport@ididata.com by the Vendor or their agent prior to the expiration date.
 1. Vendor shall also notify County within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, nonrenewal or adverse material change in coverage received by said Vendor from its insurer Notice shall be given by email to Pinellas County Risk Management at InsuranceCerts@pinellascounty.org. Nothing contained herein shall absolve Vendor of this requirement to provide notice.

2. Should the Vendor, at any time, not maintain the insurance coverages required herein, the County may terminate the Agreement,.
- E. If subcontracting is allowed under this Bid, the Primary Vendor shall obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth; and require any subcontractors to obtain and maintain, at all times during its performance of the Agreement, insurance limits as it may apply to the portion of the Work performed by the subcontractor; but in no event will the insurance limits be less than \$500,000 for Workers' Compensation/Employers' Liability, and \$1,000,000 for General Liability and Auto Liability if required below.
1. All subcontracts between the Vendor and its Subcontractors shall be in writing and are subject to the County's prior written approval. Further, all subcontracts shall
 - a. Require each Subcontractor to be bound to the Vendor to the same extent the Vendor is bound to the County by the terms of the Contract Documents, as those terms may apply to the portion of the Work to be performed by the Subcontractor;
 - b. Provide for the assignment of the subcontracts from the Vendor to the County at the election of Owner upon termination of the Contract;
 - c. Provide that County will be an additional indemnified party of the subcontract;
 - d. Provide that the County will be an additional insured on all insurance policies required to be provided by the Subcontractor except workers compensation and professional liability;
 - e. Provide a waiver of subrogation in favor of the County and other insurance terms and/or conditions
 - f. Assign all warranties directly to the County; and
 - g. Identify the County as an intended third-party beneficiary of the subcontract. The Vendor shall make available to each proposed Subcontractor, prior to the execution of the subcontract, copies of the Contract Documents to which the Subcontractor will be bound by this Section C and identify to the Subcontractor any terms and conditions of the proposed subcontract which may be at variance with the Contract Documents.
- F. Each insurance policy and/or certificate shall include the following terms and/or conditions:
1. The Named Insured on the Certificate of Insurance and insurance policy must match the entity's name that responded to the solicitation and/or is signing the agreement with the County.
 2. Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Vendor.

3. The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and Constitutional offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
4. All policies shall be written on a primary, non-contributory basis.

The minimum insurance requirements and limits for this Agreement, which shall remain in effect throughout its duration and for two (2) years beyond final acceptance for projects with a Completed Operations exposure, are as follows:

5.3. WORKERS' COMPENSATION INSURANCE

Worker's Compensation Insurance is required if required pursuant to Florida law. If, pursuant to Florida law, Worker's Compensation Insurance is required, employer's liability, also known as Worker's Compensation Part B, is also required in the amounts set forth herein.

A. Limits

1. Employers' Liability Limits Florida Statutory
 - a. Per Employee \$ 500,000
 - b. Per Employee Disease \$ 500,000
 - c. Policy Limit Disease \$ 500,000

If Vendor is not required by Florida law, to carry Workers Compensation Insurance in order to perform the requirements of this Agreement, County Waiver Form for workers compensation must be executed, submitted, and accepted by Risk Management. The County Waiver Form is found at <https://pinellas.gov/services/submit-a-workers-compensation-waiver-request/>. Failure to obtain required Worker's Compensation Insurance without submitting and receiving a waiver from Risk Management constitutes a material breach of this Agreement.

5.4. COMMERCIAL GENERAL LIABILITY INSURANCE

Includes, but not limited to, Independent Vendor, Contractual Liability Premises/Operations, Products/Completed Operations, and Personal Injury.

A. Limits

1. Combined Single Limit Per Occurrence \$ 1,000,000
2. Products/Completed Operations Aggregate \$ 2,000,000
3. Personal Injury and Advertising Injury \$ 1,000,000
4. General Aggregate \$ 2,000,000

5.5. BUSINESS AUTOMOBILE OR TRUCKER'S/GARAGE LIABILITY INSURANCE

To cover owned, hired, and non- owned vehicles. If the Vendor does not own any vehicles, then evidence of Hired and Non-owned coverage is sufficient. Coverage shall be on an "occurrence" basis, such insurance to include coverage for loading and unloading hazards, unless Vendor can show that this coverage exists under the Commercial General Liability policy.

A. Limit

1. Combined Single Limit Per Accident \$1,000,000

5.6. CRIME/FIDELITY/FINANCIAL INSTITUTION INSURANCE

Coverage shall include Clients' Property endorsement similar or equivalent to ISO form CR 04 01, with at least minimum limits as follows:

A. Limits

1. Each Occurrence or Claim \$ 100,000
2. General Aggregate \$ 100,000

5.7. PROPERTY INSURANCE

Vendor will be responsible for all damage to its own property, equipment and/or materials.

6. SCOPE OF WORK / SPECIFICATIONS

6.1. Intent

In accordance with attached specifications, it is the intent of Pinellas County to establish a contract for Janitorial Services for Various County Buildings, as and when required. Janitorial services represents a significant resource for managing and maintaining a quality indoor environment.

6.2. Qualifications

Contractors shall be in the business of janitorial services, registered with the Florida Division of Corporations, and must possess sufficient financial support, equipment, manpower, and organization to ensure that it can satisfactorily perform the services if awarded a contract. Contractor must demonstrate they have successfully provided services with similar magnitude to those specified in the requirements to at least three (3) public entities similar in size and complexity to the County or can demonstrate they have the experience with large scale private sector clients and the managerial and financial ability to successfully perform the work. The following qualifications must be met and included with the bid submittal:

- A. Statement that Contractor has been in business and providing similar services for a minimum of five (5) years.
- B. Financial statement including Contractor's total assets and liabilities, and reporting of any current or previous bankruptcies.
- C. Three references of accounts, contracts, or projects of similar size and scope, including third party contact information, description of work, contract start and end dates, contract value.
- D. Statement of any claims, liens, or other litigations within the past five (5) years, even if they have been settled out of court.
- E. Statement of any EPA, FDEP, or County Environmental violations and/or fines within the past five (5) years.
- F. Equipment list of all currently owned equipment that will be utilized to perform the work as described in this contract.
- G. Statement of the estimated number of employees required to perform the work described in this contract, including full and part time, for all job descriptions included (Contract Manager, Supervisor, Day Porter, Cleaner, etc.).
- H. Report current full time and part staff employed by the Contractor; if the current staff level is not sufficient for the work described in this contract, include a detailed plan and time frame for recruitment.

The County is requesting financial and other pertinent information from the Contractor and from third parties. If the County determines in its sole discretion that contracting with a Contractor presents an unacceptable risk to the County, the County reserves the right to deem the Contractor as not qualified.

6.3. Definitions

- A. The term “Contract Manager” means a person, designated in writing by the Contractor, who has complete authority to act for the Contractor during the term of the contract. The Contract Manager shall have the authority to accept notices, inspection reports and all other correspondence on behalf of the Contractor.
- B. The term “Crew Supervisor” means those persons designated to supervise the onsite work of the janitorial crews and must be designated in writing by the Contractor as the person who has authority to act for the Contractor on a day-to-day basis at the site, and will be on the site at all times when routine tasks are being performed. The Crew Supervisor shall be a non-cleaning employee.
- C. The term “Contract Administrator” shall mean the County representative responsible for all contract administration and compliance duties.
- D. The term "Facility Representative" as used herein shall mean the County Departmental Facility Representative and his/her duly appointed successor or his/her authorized representative who is in charge of a specified number of buildings and designated by the Facility Manager as his/her duly appointed successor or his/her authorized representative. The Facility Representative shall perform all contract monitoring on a daily bases and shall be the first point of contact for any contract performance related questions, concerns, or clarification.
- E. The term “Day Porter” means a person, designated by Contractor, who tends regularly to the common lobbies, entrances, break rooms, vending areas and restrooms throughout the day and responds to emergency janitorial issues, i.e. spills on floors.

6.4. Non-Mandatory Site Visits

Please refer to Attachment No. 1 - Non-Mandatory Site Visit Schedule

It is the responsibility of the approved contractors to visit each site prior to the submission date.

The Contractor acknowledges to be satisfied with the nature and general location of the work; the general and local conditions, including but not restricted to those bearing upon transportation, disposal, handling, and storage of materials; availability of labor, water, electric power, and roads; and uncertainties of weather, tides or similar physical conditions in Pinellas County, Florida; the confirmation and conditions of the terrain in Pinellas County; and the character of equipment and facilities needed to perform the work contemplated by this contract. Bidders shall carefully examine the entire service area of the proposed work and adjacent premises as well as the various means of approach and access to each segment. Bidders shall also make all necessary investigations to inform themselves thoroughly as to the facilities necessary for delivering, placing and operating the necessary equipment in order to

overcome all difficulties involved in the completion of all the work in accordance with these specifications.

Any failure by the Contractor to be acquainted with available information shall not relieve them of responsibility for properly estimating the difficulty or cost of successfully performing the work contemplated by this contract. The County assumes no responsibility for any conclusions or interpretations made by the Contractor on the basis of the information made available by the County. The County also assumes no responsibility for any understanding or representations that are not expressly written in the contract and related bid documents. The bidder shall accept no verbal specifications as a result of any tour or conversation. Questions must be submitted as outlined on page one. Any additions or deletions to these specifications shall be made in writing by the Pinellas County Department of Purchasing, via addendum to these specifications.

For Department of Administrative Services, Detention section, vendors will not be able to take pictures or video recording, and may be required to leave cell phones in a secure location during the site visits. Vendors will be required to sign in at the Detention Facility Operations Main Office, as well as have badge issued and PREA background check completed.

If attending a site visit, all Vendors must arrive on time at the provided starting location. County Representatives shall provide access to buildings covered under the contract during the time blocks provided in the schedule, following the list of locations provided in the attachments. In order to visit specific locations, Vendors must attend the beginning of the site visit and continue until the location has been visited. Additional site visits outside of the provided schedule will not be accommodated. Travel between locations may be required.

6.5. Pre-Commencement Meeting

Upon award of contract, the County will hold a pre-commencement meeting with the successful contractor and County Contract Manager and Facility Representatives prior to commencement of any work under this contract. Contractor will be provided access to the County Microsoft SharePoint site to upload initial and ongoing documentation. Documents will be uploaded within five (5) days of the pre-commencement meeting. The successful contractor shall submit a detailed written work plan at the pre-commencement meeting, which shall include the following:

- A. Actual number of personnel per building, to perform to the specifications of this contract.
- B. Estimated labor-hours to be used per building to perform to the specifications of this contract.
- C. Backup staffing plan to cover absenteeism, vacations, etc.
- D. Confirmed number and level of supervisors per location.
- E. Confirmed number of day porters per location.
- F. The type and quantity of equipment to be used per building.
- G. A list of supplies and chemicals to be used in each building to perform the specifications of this contract.

The successful Contractor shall submit the following items to the County's Facility Representative not more than thirty (30) days after receiving the recommendation of award:

- A. Provide in writing to the Contract Group Facility Representative the names, telephone numbers and addresses of all personnel including the Contract Manager and on-site Supervisors. List all proposed Contract Managers and Crew Supervisors and their experience. This list must be maintained current at all times.
- B. Provide in writing to the Contract Group Facility Representative, commencement of services, a description of your training and safety program given to all employees regarding proper procedures for janitorial services as outlined in this contract. Training records of all employees must be made available to the County's Facility Representative on request. This training shall meet all OSHA and HAZCOM standards/requirements. Only personnel trained under these standards may be utilized to work under this contract. Training records must be maintained through the length of the contract. Site/Crew supervisors and employees working in health clinics shall take an OSHA approved Blood Borne Pathogen course on an annual basis. Employees charged with providing night and day service shall familiarize themselves with blood borne kit location in case of a potential exposure to infectious materials.
- C. A complete work schedule for weekly, monthly, and quarterly services for all facilities. Schedule shall include set day and locations for weekly facilities inspections and monthly review meetings with Facility Operations.
- D. A schedule of all employees of the Contractor and the buildings to which that are assigned, along with the labor-hours to perform the required work at each building. Schedule to include appropriate level of Crew Supervisors for both day and night cleaning schedules. This scheduled shall be maintained on the County Share Point site and the Contractor is responsible for the continued updating of the schedule.
- E. A copy of the Material Safety Data Sheet (MSDS) for all chemicals that will be used in the performance of the contract. All MSDS sheets shall be maintained on the County Share Point site, as well as bi-lingual hard copies available in strategic janitorial closets for emergency referral. Contractor is responsible for the continued update of MSDS reference materials, and a review shall be conducted every 6 months.
- F. A list of all required equipment that will be used in the performance of the contract. Equipment lists shall be maintained on the County Share Point site and the Contractor is responsible for maintaining an accurate and to date equipment list.
- G. A copy of the Contractor's written safety program and signed list documenting safety training of all employees prior to the commencement of the contract. Safety documentation shall be maintained on the County Share Point site and the Contractor is responsible for maintaining accurate and up to date documentation.

- H. Documented list of employee training programs showing that all employees have been trained according to specifications of the bid prior to the commencement of the contract. Training records shall be maintained on the County Share Point site and the Contractor is responsible for maintaining accurate and to date records.
- I. The Contract Manager and assigned Site/Crew Supervisors shall schedule an initial kick-off inspection with the Facility Representatives to conduct a full site walkthrough.

6.6. Security Requirements/Background Checks

All contractor employees are required to submit for a background check. The background check process shall be completed at least ten (10) days prior to the start of the project. The contractor shall be responsible for all costs associated with the background checks. A valid driver license and Social Security card are required for completing the background check and obtaining security clearance.

- Step One – The contractor shall obtain a Level One Criminal History records check through the Florida Department of Law Enforcement (FDLE) for each assigned employee.
- Step Two – The contractor shall submit the FDLE Records Check along with a copy of the driver license, Social Security card and completed Sheriff's Office Security Clearance Application, for each employee, to the Facility Manager. The Pinellas County Sheriff's Office shall have and exercise full and complete control over granting, denying, withholding, withdrawing, or terminating security clearances for contractor employees.
- Step three – the Facility Manager will communicate the results of the Sheriff's Office review to the contractor.

A list of all assigned personnel, showing the employee's full name, address, telephone number, date and place of birth, and driver license number shall be submitted to the Facility Manager. This list is to be kept up to date by the contractor and the list must be submitted in writing to the Facility Manager every time there is a change to assigned personnel.

The contractor shall provide an updated FDLE Level One Criminal History Records Check for all personnel on an annual basis. The annual updates are to be sent to the Facility Manager for review by the Sheriff Office. Background check updates shall remain on file at the contractor's location for three (3) years from the date of the last invoice.

The Pinellas County Sheriff's Office shall have and exercise full and complete control over granting, denying, withholding, withdrawing, or terminating security clearances for Contractor employees. If a submitted employee is denied for any reason, there is no opportunity to re-apply.

Additional Requirements for areas with confidential law enforcement documents and data: The Contractor shall submit for fingerprinting all personnel working in any area deemed confidential. The Contractor will schedule through the Facility Operations Support team a time for the employees to be

fingerprinted by the Sheriff's Office. All personnel that have successfully completed fingerprinting are required to complete an online Security and Awareness training.

Additional Requirements for Young-Rainey STAR Center facilities.The Contractor will submit to the Raytheon representative the following:

- Original birth certificate
- Original passport (proof that subject is a naturalized citizen of the United States of America)

No copies will be accepted. The Contractor will schedule through the Facility Manager at the STAR Center a time for his employees to present their documents to the Raytheon representative.

The Contractor is responsible to pay for this added clearance requirement. The Raytheon representative shall have and exercise full and complete control over granting, denying, withholding, withdrawing, or terminating security clearances for contractor employees for the Raytheon locations only.

6.7. [Building Access and Security](#)

The Contractor shall be furnished means of access to all rooms requiring services. Any keys or key cards issued to the Contractor for such use shall not be duplicated by the Contractor or their employees.

Immediately upon completion of contracted cleaning services the area shall be secured. No person or persons shall be permitted access to secured areas by any contract personnel. No exterior door will be propped open, during performance of work unless continually manned by Contractor personnel.

If keys/key cards are lost, the Contractor will notify the appropriate Facility Representative immediately and pay for necessary lock changes and key re-issuance.

The Contractor is to provide secure storage for their employees' personal possessions. All personal items, with the exception of jewelry and medication, will be held by the Contractor during work hours. The County shall not be responsible for any personal property.

Contract employees shall not allow unauthorized individuals access to County property. Contract employees shall not give other Contract employees access to unassigned areas.

AIRPORT KEYS

Prior to the commencement of the Service Contractor Agreement, the Airport will issue the Contractor the terminal complex keys needed to access the areas where Contractor will be required to perform the Work.

- A. Contractor shall be responsible to maintain positive control of such keys at all times and shall:
 1. Not permit keys to be taken off Airport property
 2. Keep keys out of the sight and reach of the public
 3. Keep a written daily log of persons furnished with keys

4. Keep keys not in use in a securely locked box furnished by the Contractor
- B. The Contractor shall not permit any individual the access to or have keys that will permit access to sensitive areas, such as locked rooms or restricted areas where confidential data, materials, supplies, or equipment is located, until the Airport determines that permitting access by such individual to such sensitive area will not be contrary to Airport's interests. In making such determination, the Airport must be satisfied that the appropriate background checks have been completed with respect to such individual and that there is no other information, instruction, rule or regulation which would reasonably prohibit access to a sensitive area by such individual.
- C. At the beginning of each shift, Contractor may issue keys only to those employees with proper security clearance. Keys shall be collected and accounted for at the end of each shift.
- D. Contractor shall promptly report any lost or missing keys to Airport and shall be responsible for the reasonable cost to install new locks or to replace the keys.
- E. Contractor shall return all terminal complex and related airport facility keys in its possession to the Airport at the end of the Service Contractor Agreement.

6.8. [Adding and Deleting Space/Locations](#)

The County reserves the right to unilaterally add or delete locations/services, either collectively or individually, at the County's sole option, at any time after award has been made as may be deemed necessary or in the best interests of the County. In such case, the contractor(s) will be required to provide services to this agreement in accordance with the terms, conditions, and specifications.

6.9. [Objective](#)

Janitorial services are required for various County buildings in order to maintain a clean and safe working environment. The types of services include, but are not limited to; day porter, routine scheduled cleaning, floor maintenance, and supplies distribution and inventory.

The Contractor shall provide all management, supervision, labor, materials, supplies and equipment (except as otherwise provided), and shall plan, schedule, monitor, coordinate and assure effective performance of all janitorial services described herein.

Janitorial services represents a significant resource for managing and maintaining a quality indoor environment. Vendors are expected to provide janitorial services that are cost efficient that meets or exceeds the County's level of customer satisfaction.

6.10. [Cleaning Requirements Part 1](#)

- A. **Cleaning Standard:** Contractor shall comply with industry accepted cleaning standards as outlined in the International Sanitary Supply Association (ISSA) Standard for Measuring the Effectiveness of Cleaning in Industrial and Commercial Facilities (also known as the "Clean Standard"). The Clean Standard is based on the following:

1. an audit to assess the level of cleanliness at a facility,
 2. periodic measurement of cleaning effectiveness, and
 3. establishment and implementation of corrective actions in the event the facility is not achieving the desired level of cleaning effectiveness.
- B. **Cleaning System**: To avoid the possibility of cross contamination, a color-coded cleaning system shall be utilized. No cleaning equipment and materials (excluding cleaning solutions) used for cleaning bathrooms, will be used for cleaning in any other areas. A distinctive color shall be designated for mops, mop heads, buckets, cleaning towels, etc. used for bathroom cleaning only.
- C. **Floor Care**
1. Cleaning equipment: All necessary cleaning equipment including power driven floor scrubbing machines, waxing, and polishing machines, industrial type vacuum cleaners, and all necessary motor trucks, etc., needed for the performance of the work of this contract shall be furnished by the Contractor. Such equipment shall be of the size and type customarily used in work of this kind and shall meet all OSHA and local standards and also meet the approval of the Facility Representative. All equipment shall be maintained to original factory specifications. Altering of equipment is not permitted.
 - a. Vacuums:
 - i. Vacuum will be of commercial grade, two stage motor upright.
 - ii. Minimum standards: two stage vacuum motor, flow through with sufficient horse power capable of not less than 69 inches of water lift and 90 cfm.
 - iii. A top fill collector bag, disposable type vacuum filter bag housed in a sealed compartment.
 - iv. Filter bag or bag less, must be a high efficiency particulate air (HEPA) type due to the sensitive INDOOR AIR QUALITY issues.
 - v. All vacuums must be capable of edge cleaning with built in hose and carry auxiliary tools.
 - vi. Brush drive motor must be a minimum of 1/5 hp.
 - vii. Brush assembly at least 12 inches wide (if wider, will require higher power and suction rating).
 - viii. Must be capable of height adjustment.
 2. Weekly (for all applicable service levels, see **Attachment No. 3 - Service Level Matrix**):

- a. Wet mopping of non-carpeted floors (VCT, ceramic, rubber, solid vinyl tile, excluding any unfinished stone. Example: marble, granite):
 - b. The Contractor shall use a neutral detergent solution and equipment as needed to remove soil from non-carpeted floors. After the floor has been wet cleaned, it shall have a uniform appearance, free of soil, stains, streaks, swirl marks, detergent film or any observable soil which can be removed by damp mopping. In restrooms or medical exam or treatment areas, the Contractor shall use a germicidal detergent solution.
 - c. Floor mats, trash receptacles and chairs shall be moved in order to mop the entire floor and then replaced only when the floor is dry.
 - d. Spray buffing of VCT and solid vinyl tile:
 - e. The Contractor shall spray buff all VCT and solid vinyl tile floors according to service level matrix. This shall be accomplished using a floor machine equipped with spray buffing pads and using a liquid or aerosol spray buff. The floor will be buffed until glossy and not tacky.
3. Monthly (for all applicable service levels; see **Attachment No. 3 - Service Level Matrix**):
Reconditioning of non-carpeted floors (VCT, rubber, solid vinyl tile, excluding any unfinished stone. Example: marble, granite):
- a. The Contractor shall remove soil, scratches and scuff marks and the top layer of floor finish. The Contractor shall apply a minimum of two (2) additional coats of non-skid floor finish within 1 inch of baseboards and furniture sitting directly on the floor. After the finish has dried, the reflection shall be uniform and no streaks, fibers, swirls or scratches visible. All light weight furniture (20 pounds or less) must be moved and replaced after the finish has dried.
 - b. Machine scrubbing rest rooms floors:
 - c. The Contractor shall machine scrub all restroom floors on a schedule consistent with the assigned designation (A, B, C, D, or E) for the location. Machine scrubbing shall be accomplished using a floor machine equipped with floor machine pads, using a side to side motion. The Contractor shall use a germicidal detergent solution.
4. Semi Annual Floor Cleaning (Level A, High Traffic Service Level):
- a. Stripping and refinishing VCT, ceramic, rubber, solid vinyl tile (excluding any unfinished stone. Example: marble, granite):
 - b. The Contractor shall completely remove all non-permanent floor finish and sealer from resilient flooring and from baseboards, furniture, partition legs and bases. After the floor finish has been removed, the Contractor shall apply at least two (2) coats of floor seal and three (3) coats of non- skid floor finish to resilient flooring. Contractor shall

remove all floor seal, floor finish, stripper and stripping slurry from baseboards, furniture, elevator doors and other vertical surfaces.

5. Annual Floor Cleaning (Levels B, Mid Traffic Service Levels):
 - a. Stripping and refinishing VCT, ceramic, rubber, solid vinyl tile (excluding any unfinished stone. Example: marble, granite):
 - b. The Contractor shall completely remove all non-permanent floor finish and sealer from floor surface and from baseboards and furniture and partition legs and bases. After the floor finish has been removed, the Contractor shall apply at least two (2) coats of floor seal, a minimum of three (3) coats of non-skid floor finish to floor surface and provide a method of hardening the final topcoat. Use of propane equipment is not permissible. Contractor shall remove all floor seal, floor finish, stripper and stripping slurry from baseboards, furniture and other such areas. Some floors may require a more frequent schedule for stripping and resealing. This will be determined by the Facility Representative and will be done at no extra cost to the County. Floors shall be maintained in a high gloss non-slip condition.
 - i. NOTE: When draining equipment and buckets, appropriate strainers will be used to preclude flushing lint and other debris down the drain. The drain and any spillage will be appropriately cleaned up.

D. Maintenance of the Terrazzo Floor (Southeast (CJC) and Southeast South (Judicial) Sections)

1. The cleaning compounds employed shall not contain any harsh mineral acids, i.e., hydrochloric, hydrofluoric or sulfuric, or harsh caustics, i.e., chlorine bleaches and caustic soda.
2. The Contractor will maintain the terrazzo floor to constantly demonstrate a high gloss shine.
3. For terrazzo floors, the Contractor shall use floor machines equipped with scrubbing brushes with a neutral detergent. To remove soil and stains from floor and deck surfaces such as concrete, (patio) brick or pavers, grouted tile and other such uneven or rough floors, the Contractor shall use a degreaser detergent. Contractor shall remove all splash marks from baseboards, doors, walls, furniture and other such surfaces.
4. Resilient tile and terrazzo floors will be kept in a clean and shiny appearance. The County must approve all floor products before being used. The Contractor shall provide schedules for all floor care events. This schedule must include the date the project is to be started and the timing and order in which the floors are to be stripped and waxed. If no schedule is submitted, the work will not be accepted as complete.
5. Daily:

- a. Dust mop terrazzo floor with a clean, non-treated dust mop. Sweep dirt, dust and debris from corners and hard to reach areas to central area using counter brush. Carefully use putty or razor knives to remove gum, labels, tags and any other items stuck to floor. Remove all superficial scuffs, stains and droppings with a soft pad or any other non-harmful method.
 - b. Auto scrub entire first floor using a neutral cleaner to remove surface dirt. Technician shall change cleaning solution as it becomes soiled. Wet mopping shall occur as needed or as directed by the Facility Representative.
 - c. Reapply floor finish to hot spots to maintain a high gloss shine. (Hot spots are defined as high traffic areas that have become worn. Dust mop area after service).
6. Weekly:
- a. Deep scrub main entrance "MAG" area, employee entrance area and other high traffic areas as designated and reapply floor finish. Provide a method of hardening the final topcoat. Dust mop area after service.
 - b. All floors above first floor, auto scrub floors using a neutral detergent to remove surface dirt. Technician shall change cleaning solution as it becomes soiled. Wet mopping shall occur as needed or as directed by the Facility Representative. Apply an approved floor finish enhancer. Provide a method of hardening the final topcoat.
7. Monthly:
- a. Perform a deep machine scrub on all floor areas covered under this contract to remove surface soil and lightly embedded soils using a neutral cleaner. Reapply floor finish. Provide a method of hardening the final topcoat.
8. Semi-Annually:
- a. A sealer is to be applied as needed to all rest room floors, no less than two times per year. Floors must be completely stripped, thoroughly rinsed and receive one coat of sealer and at least three coats of wax.
- E. **Annual Grout Cleaning:**
1. The contractor shall steam clean grouted floor surfaces, using a steam cleaning machine with hot seam, neutral detergent, water pressure and vacuum extraction. Contractor shall remove all splash marks from baseboards, doors, walls, furniture and other such surfaces.
 2. The Contractor shall completely remove all non-permanent floor finish and sealer from floor surface and from baseboards and furniture and partition legs and bases. After the floor finish has been removed, the Contractor shall apply at least two (2) coats of floor seal, a minimum of three (3) coats of non-skid floor finish to floor surface and provide a method of hardening the final topcoat. Use of propane equipment is not permissible. Contractor shall

remove all floor seal, floor finish, stripper and stripping slurry from baseboards furniture and other such areas. In high traffic areas or if the Contractor does not wet mop, spray buff, or recondition the floors as outlined in Section 6.11 Cleaning Requirements, C-Floor Care, the floors may require a more frequent schedule for stripping and resealing. This will be determined by the Facility Representative and will be done at no extra cost to the County. Floors shall be maintained in a high gloss non-slip condition.

F. Carpet Spot Cleaning:

1. The contractor shall perform carpet spot cleaning as needed on a per incident requested basis, with immediate attention. Contractor shall perform basic spot removal to the best of their ability, with approved spot cleaning chemicals. No extraction equipment should be used by Contractor. Spots or stains that cannot be removed with basic spot cleaning techniques will be reported to the Facility Representative for additional cleaning.

G. Health Care Cleaning

1. In all clinic and laboratory areas floors, knobs, and surrounding floor panels within the section of clinics shall be cleaned with a germicide solution on a daily basis. All mop strings, pad debris and solution splashes are to be removed. Walls will be kept clean of markings. Where there is a pharmacy maintained by the clinic, arrangements must be made by Contractor to ensure access when the pharmacist is present. Problems with cleaning results are to be reported to Facility Representative.

6.11. Cleaning Requirements Part 2

A. Fitness Center/Shower/Locker Room Cleaning

1. Shower/locker rooms shall be cleaned according to the frequency in the service level matrix.
2. Floors shall be dry and free of visible debris, soil, residue, and stains.
3. Benches shall be dry and free of visible soil and residue.
4. Sinks and surfaces shall be wiped clean with a disinfectant cleaning solution, dry and free of visible debris, soil, residue, and stains.
5. Floor drains shall be free of obstructions and odors.
6. Shower stalls shall be cleaned daily, or according to specific requirements in the locations matrix.
7. Shower walls shall be cleaned with a disinfectant cleaning solution, dry and free of visible debris, soil, residue, and stains.
8. Shower heads faucets, and handles shall be clean and spot free, and free of visible soil and stains.

9. Shower stall and curtains shall be inspected for evidence of mold, mildew, and other bio contamination. Presence of mold or mildew shall be removed with appropriate approved disinfectant cleaning solution.
10. Fitness center floors shall be swept and mopped.
11. Mirrors shall be cleaned to a streak free finish
12. Fitness center equipment shall not be cleaned by the Contractor

B. Food Preparation Areas

1. The Brooker Creek Educational Center leases the food preparation area for certain events. The lessee is required to clean the kitchen at all times. Upon request by the County, the Contractor will clean the kitchen consisting of: sanitizing working counters, sinks, and floors; cleaning and shining of appliances and removal of fingerprints and smears from stainless steel surfaces and glass.

C. Breaks and Break Room Areas

1. The Contractor will ensure break room areas are maintained to the specifications in the service level matrix. Contractor is not responsible for the cleaning or maintenance of County provided appliances in break rooms, (including but not limited to: refrigerators, microwaves, coffee makers), except for Airport location.
2. ***AIRPORT Break Rooms:***The break rooms are located in the Terminal building, Facilities, and PCSO hanger. The tables must be cleaned along with the chair seats and backs. The sink area and microwave shall be cleaned along with all counters and trash receptacles. The refrigerators shall be cleaned out once per month; notification of the date of cleaning shall be posted three (3) days prior to cleaning. Any containers of food or other items left in the refrigerator at cleaning time will be discarded. The break room at the Facilities offices shall be cleaned as needed and the work shall be coordinated with the Facilities Manager.
3. AIRPORT Employee Breaks
 - a. Contractor's employees in uniform are prohibited from loitering in the terminal complex while at lunch, on breaks, or when not actually engaged in performing janitorial cleaning work.
 - b. A nonexclusive area for use as a lunch room and area for Contractor's employees to take designated "breaks" at the scheduled time or times.
 - c. Contractor will be fully responsible to ensure that all such break rooms/lunch rooms are kept clean and neat at all times.
 - d. Contractor shall instruct its employees to use the break/lunch room whenever practical in order to minimize loitering in the terminal complex. Breaks and lunches shall be

staggered, as coordinated by the Crew/Shift Supervisors, to ensure cleaners are on duty in public areas of the terminal at all times.

D. Sensitive Equipment Areas and Laboratories

1. The Contractor will ensure that special care is taken to maintain areas containing but not limited to: computers, cameras, projectors, and other electrical equipment as dust free as possible. This should entail vacuuming and/or dry mopping and wet mopping.
2. The County will identify this equipment for the Contractor. The Contractor will then instruct their cleaning personnel on the proper manner in which to perform their duties around sensitive equipment. This shall include the identification and usage of the proper electrical circuits to use with their equipment and planned escorting into non-assessable areas with sensitive equipment.
3. Extreme caution will be taken to avoid power interruption to devices or the use of the same circuit for cleaning equipment and sensitive devices at any one given time. The Contractor shall contact the County for identification of these areas; the use of cleaning equipment near sensitive devices; the use of only those cleaning products guaranteed not to damage sensitive electronic equipment; the use of cleaning products on or around sensitive devices; the appropriate method of cleaning said equipment and its surrounding area.

E. Recycling Program

1. Contractors are required to participate in the County's Recycling Program. During the life of this contract, recycling containers will be furnished by the County. The Contractor shall not mix trash with recyclables, nor contaminate the recyclables in any manner. Designated "cardboard only" containers shall be used to dispose of cardboard separate from other recyclable material, where containers are provided. The Contractor shall comply with changes without additional cost to the County.
2. Recycling program details are as follows:
 - a. Cardboard must be broken down before placement in recycling bins or cardboard only dumpsters. If the location does not have a separate cardboard recycling dumpster, boxes must be broken down and placed next to the paper recycling bins located outside the building. Small scraps of cardboard may be placed in the paper recycling bins located inside offices, but no boxes shall be placed in these interior recycling bins. If the location has a separate cardboard recycling dumpster or compactor, then all cardboard must be broken down and placed in this exterior container. No cardboard shall be dumped into trash receptacles, and trash must not be placed in cardboard recycling containers.
 - b. Paper recycling bins located in the office must not be dumped into trash containers. Larger containers marked for "paper recycling" usually located near the building's exit

(either inside or outside), shall be emptied from building and placed in designated outside recycling containers for pick up. Bags of shredded paper must be tied off or otherwise sealed and placed next to the large paper recycling containers. Cardboard must be broken down and placed next to the large paper recycling containers.

- c. Recycling bins for plastic bottles and aluminum cans must not be dumped into trash containers. Likewise, trash must not be dumped into recycling bins for bottles and cans. Recycling bins marked "bottles and cans" will be located in break rooms, lobbies, and other public areas. Unless no bottles or cans are present, all of these recycling bins located inside the buildings must be emptied daily. These bins must be dumped into exterior recycling containers marked "bottles and cans", located near the exit. No trash should be placed in these exterior recycling containers. NOTE: Recyclable items must be removed from plastic bags or can liners prior to being added to exterior recycling containers. No type of plastic bag is acceptable for recycling.
 - d. Contractor shall avoid cross contamination or recycling and trash at all times. Incidents of cross contamination will be reported to the assigned Crew Supervisor. Any contaminated recycling will be disposed of as general trash. Contractor shall be notified by the Contract Administrator of any incidents of cross contamination as they are notified by the recycling/trash provider. Repeated incidences of cross contamination shall incur deductions as outlined in Section 6.18-Contract Monitoring and Deductions.
3. Removal Procedures for Trash and Recycling
- a. Use of County elevators for trash removal and/or movement of equipment shall be limited to one car only unless otherwise authorized by Facility Representative. The Contractor shall keep these areas clean and shall pick up any trash that falls to the ground
 - b. All waste going into dumpsters shall be bagged or placed in closed containers before disposal. It shall be the Contractor's responsibility to provide said containers/bags. Contractor shall be responsible for operating any trash or recycling compactor. All materials in recycling bins must be kept separate from other waste. See paragraph Recycling Program for details.
 - c. The Contractor shall provide appropriate equipment for office trash removal so as to avoid the possibility of floor damage due to the dragging of trash bags through office areas. A rolling trash cart, or acceptable equivalent, is the preferred equipment for doing this work. Containers and bags must be of heavy duty strength and handled in a manner to avoid breakage and leakage. Trash bags by themselves cannot be used to collect trash.
 - d. At the end of each workday, the Contractor shall remove from the premises the daily accumulation of waste materials and recyclables or rubbish caused by his/her

operations. Contractor shall not store or collect garbage bags or other waste being collected in any manner other than in approved containers. Contractor shall not use floors, hallways and or closets as holding areas for such collections.

- e. If the Contractor fails to clean up at the completion of the work, the County may deduct the cost of such cleanup from the Contractor's most current invoice.
- f. Contractor shall notify the County of any damaged, overfull, or missing trash and/or recycling containers, including interior and exterior cans, dumpsters, roll offs, ashtrays.
- g. The Contractor will not be responsible for cleaning up debris left by the County's employees or other Contractors doing repair, maintenance, installations or remodels.

4. AIRPORT Location

- a. All collected trash must be transported by the Contractor to area(s) designated by the Airport.
- b. All debris generated in performing the Work will be removed as directed by Airport during each shift by Contractor.
- c. Provider shall be responsible to police and clean the designated trash disposal area following
- d. Each trip to deliver and dispose of trash, and activate the compactor. The Contractor shall notify the Airport's Facilities Department any time the compactor(s) are approaching maximum capacity or are not functioning properly.
- e. Sharps containers shall be taken to an area designated by the Facilities Representative for delivery to the ARFF disposal area.

6.12. [Cleaning Requirement Part 3](#)

A. Work Orders, Reports and Inspections

- 1. Inspections and Building Audits will follow processes outlined in The Clean Standard.
- 2. The Contractor shall provide a web based work order and inspection management system for reporting, assignment, inspection, and completion. The system must be able to accept and track work order requests, track inspections, and create standard reports. The Contractor shall be responsible for the ownership and maintenance of the system and shall provide access to the system to all required County staff. Training on system access and input shall be provided to the County at no additional cost.
- 3. Upon award, the Contract Manager and assigned Crew/Site Supervisors shall schedule an initial kick-off inspection with the Facility Representatives of each site to conduct a full site walkthrough.

4. The Crew/Site Supervisor is expected to inspect the cleanliness of each floor daily and submit a report of inspected areas (including deficiencies and corrections) on a weekly basis to the Facilities Representative. The Contract Manager and Crew/Site Supervisor will schedule site inspections with the Facility Representative at a minimum of once a month.
5. These site inspections will be for the purpose of walking each and every building to note adherence with the contract.
6. During these site inspections the Crew/Site Supervisor is responsible to note all deficiencies discovered.
7. The Contractor will generate a written report within five (5) working days. This report will list all the noted deficiencies and explain how the deficiencies will or have been corrected and what actions will be taken to insure these deficiencies do not recur. Undelivered reports shall be considered non-compliant and may result in deductions as outlined in Section 6.18- Contract Monitoring and Deductions.
8. Monthly inspection reports will in no way supersede any other requirements of this contract.
9. The Facility Representative will determine with the Contractor the schedule required to bring the deficiencies up to standard. If an agreement cannot be reached the Facility Representative reserves the right to set the schedule.
10. Four (4) to eight (8) hours will be set aside for each site inspection.
11. The Contractor shall provide computer generated reports and documentation as listed herein or otherwise as requested and shall be transmitted to the Facility Representative (FR) via email or other electronic media as determined by each FR.
12. The Clean Standard Building Audit forms (issa.com/cleanstandard) will be used as a guideline for inspections and tailored to the County's specific requirements.
13. Pinellas County Facility Representatives will conduct monthly routine quality assurance inspections.
14. Contractor is expected to inspect each floor cleaned on a daily basis to ensure all daily requirements have been fulfilled.
15. Crew/Site Supervisors should expect to meet with Facility Representatives once a week, at a minimum, for ongoing status check-ins. The purpose of the check-in meetings is to discuss any open issues, address concerns, and keep communication open between Crew/Site Supervisor and Facility Representative. Frequency of check-in meetings is at the discretion of the Facility Representative.
16. ***AIRPORT Location***

- a. The Airport shall designate the Facilities Representative for this Service Contract Agreement. The Facilities Representative shall be the primary point of contact for the Contractor's Manager and Crew/Site Supervisors.
- b. The Facilities Representative shall answer any questions which may arise as to the quality of work performed, the manner of performance, the rate of progress of the work and the acceptability of chemicals, supplies, tools and equipment furnished by Contractor.
- c. The Facilities Representative shall also respond to questions which may arise as to the Airport's interpretation of these Technical Specifications including, but not limited to, the Scope of Services, cleanliness standards and Airport's satisfaction with the level of Contractors performance under the Service Contractor Agreement.
- d. Contractor shall promptly notify Airport of any incidents or accidents arising out of the performance of this
- e. Agreement involving property damage or personal injury. Notice must include an assessment of any damage or injury, which may result from such action.
- f. Contractor shall promptly complete any report forms required by Airport describing the incident or accident.
- g. Contractor shall be responsible for all claims arising out of any such incident or accident as provided in the General Conditions.
- h. Weekly Reports shall include:
 - i. Contract Manager's Report to include:
 - I. Manager's time - to include some third shift coverage weekly.
 - II. Quality control administrator's shifts and time.
 - III. Vacation, seminars/rade shows scheduled or attended.
 - IV. Personnel Status - to include position turnover and incidents.
 - V. Complaints to include: who from, how handled, and recommendations.
 - VI. Manager's daily shift inspection summary to include deficiencies and action taken.
 - ii. Special Projects Progress Report to include:
 - I. Those projects assigned and estimated percent of completion.
 - II. If behind schedule, the steps to be taken to ensure completion on time.

- III. Any supply, machinery or personnel problems that may impact future scheduling.
- IV. Recommendations for needed project work, new projects, or procedural
- i. Contractor's Quality Control Program shall Include:
 - i. Contractor shall establish, provide and maintain an effective Quality Control Program, acceptable to the Airport.
 - ii. Contractor's Quality Control Program shall be administered by a separate Quality Control Administrator. The quality control administrator must have the Airport to take immediate remedial or corrective action when the Airport's cleanliness standards are not met.
 - iii. Contractor, subject to approval by Airport, may make revisions to its Quality Control Program, following prior written notice specifying the details of the changes, which Contractor deems necessary to maintain an effective level of quality control.
 - iv. Quality Control Program shall contain, at a minimum, the following items:
 - I. Facility and Operational Inspection Program(s).
 - II. Communication procedure with the Airport's OAR.
 - III. Documentation of quality control activities
 - IV. Means for initiating corrective action when Airport's cleanliness standards are not being met.
 - V. Any additional elements to the Quality Control Program that the Contractor deems necessary.
- j. At any time during the term of this Agreement or any extensions of such term, if in the Airport's opinion, Contractor's Quality Control Program is not effective in that some or all of the services provided by the Contractor fail to conform to the Airport's cleanliness standards, the Airport in its sole discretion and in addition to any other remedies which may be provided under this Agreement, may require Contractor to suspend any part or all of its operations hereunder until the Contractor takes appropriate corrective action.
- k. Inspection Programs
 - i. Quality control inspections and surveillance (announced and unannounced) shall be the responsibility of the Contractor. Inspections shall be performed daily by Contractor's quality control administrator to ensure continuing compliance with Agreement requirements.

- ii. All inspections shall be documented by the Contractor using inspection forms developed by Contractor in cooperation with Airport and include, at a minimum, an evaluation of the routine and project cleaning work performed within the prior twenty-four-hour period.
- iii. Contractor shall maintain a daily record of all inspections performed by Contractor's quality control personnel. These daily inspection reports shall provide factual evidence that continuous quality control inspections have been performed and shall, at a minimum, include the following:
 - I. Identify inspection conducted-locations, items and times
 - II. Results of inspections
 - III. Location and nature of defects found if and
 - IV. Remedial or corrective actions taken or proposed
 - V. Compliance with the technical specifications
 - VI. Overall cleanliness rating
- iv. Inspection reports must be reviewed and signed by the Quality Control Administrator to indicate that the work described in each daily inspection report has been satisfactorily completed. A legible copy of all completed inspection reports will be forwarded to the Airport's OAR at the beginning of the next day, or as otherwise requested.
- I. Quality Control Activities
 - i. Contractor shall also inspect and maintain records of inspection for the following items:
 - I. Equipment-conditions, operations and operating techniques, appearance and cleanliness
 - II. Cleaning solutions, compliance with specifications on site
 - III. Training records
 - IV. Administration and review of the Quality Control Program
- m. Environmental and safety compliance
 - i. Contractor shall maintain all daily inspections and quality control records on site for a minimum of one hundred twenty (120) days.
- n. Corrective Action

- i. Contractor's Quality Control Program shall indicate the appropriate action to be taken when an area or item is deemed, or believed, to be out of compliance.
 - ii. The requirements for corrective action shall include both general requirements for operation of Contractor's Quality Control Program as a whole and for individual items of work contained in the technical specifications.
 - iii. Contractor's Quality Control Program shall detail how the Contractor will re-inspect those areas where corrective action is needed to assure that remedial action has in fact been taken.
- o. Communication with Airport's OAR
- i. Contractor shall keep on file and furnish the Airport each day a report, which includes the following:
 - I. A list of the names of all personnel present for work during the current shift, showing shift-by-shift the positions filled by each person in the overall-cleaning program.
 - II. The positions and areas covered on a shift-by-shift basis.
 - III. A list of ongoing projects that began, were completed, and inspected by quality control staff the previous day.
 - IV. Information that the Contractor and OAR or designee(s) have exchanged information on a daily basis to assure that both Contractor and Airport identify those areas that need to be cleaned.

B. Materials Labeling

- 1. All solution containers shall be labeled by its manufacturer or with a photocopy of the label from the chemical container and HMIG (Hazardous Material Identification Guide) labels. Improper container or labeling shall be considered a deficiency.

C. Slip Resistance

- 1. The Contractor shall verify that all floor finishes and sealers meet or exceed industry standards as established by the Chemical Specialties Manufacturer's Association. Floor finishing materials must have a static "coefficient of friction" of at least 0.5 when tested by a slip meter. Spray buff solutions and other such chemicals applied to non-carpeted floors shall provide adequate protection against slippery floors.

6.13. Cleaning Requirements Part 4

A. Safety

1. It is the responsibility of the Contractor to provide all materials and training to insure a safe working environment for their employees, County employees and the public. The Contractor will comply with all applicable federal, state and local government requirements for workplace safety, as well as any requirements placed on them by the Facility Representative. Some examples are:
 2. Signs placed on elevator doors or within cab while trash is being hauled.
 3. Wet floor signs and barricades used while any floor is wet.
 4. Barricades and warning signs while working overhead.
 5. SPECIAL NOTE: Only professionally made signs, approved by the Facility Representative will be used. The Contractor is responsible to remove the signs and barricades when the hazard is no longer present and properly store them before the Contractor completes the shift activity.
 6. Safety hazards shall be immediately corrected by the Contractor.
7. ***AIRPORT Location***
 - a. The Contractor shall provide each employee engaged in the performance of the Work under this Service Contractor Agreement with the initial and recurrent training needed to safely and competently perform the Work hereunder.
 - b. The Contractor shall maintain as a part of each employee's employment record a training record for that employee. The training record shall show, at a minimum, the employee's name, date of employment, and the type and date of each training class attended. A transcript of the training records shall be made available to the Airport upon request.
 - c. All such employee training shall be furnished at Contractor's expense. Contractor shall give the Airport a schedule of training classes (before the training is to take place). The FACILITIES REPRESENTATIVE will supply Contractor with a room (when available), material regarding Airport rules and regulations and procedures for presentation of such information to Contractor's employees. The FACILITIES REPRESENTATIVE may attend such classes to monitor content.
 - d. At a minimum, each employee shall receive training in the following areas as soon as practical after employment or when new procedures, methods, equipment or chemicals have been introduced.
 - i. General orientation, areas of Contractor's responsibility
 - ii. Introduction to Contractor's assignment areas

- iii. Chemical usage and safety precautions to include the Material Safety Data Sheet (MSDS).
- iv. Tools and equipment, operations and general safety
- v. General Airport procedures, security, ID badges, keys, assisting passengers
- vi. Restroom cleaning and disinfecting
- vii. Common mistakes
- viii. Floor care and maintenance
- ix. Safety issues, compliance with OSHA ACT of 1970
- x. Blood-borne pathogen safety program
- xi. Owner's recycling program
- xii. The AOA driver's course (as applicable)
- xiii. Airport Emergency procedures

B. Environmental Requirements

- 1. This contract shall require the use of effective, environmentally green janitorial cleaning products. Therefore all chemical cleaning products shall be free from toxic and environmentally damaging chemicals and have the same resulting cleaning effect as other non-environmentally preferable products that serve the same purpose and be certified through the Green Seal standard for Industrial and Institutional Cleaners (GS-37).
- 2. An odorless germicide cleaner will be used to clean all rest rooms. The Contractor shall use non-acid bowl cleaners that will not damage the bowls, valves and fixtures. Any bowls, valves or fixtures damaged will be replaced by the Contractor with an identical product. The Contractor shall not use products containing ammonia, chlorine, bleach, or powdered cleansers without the prior written permission.
- 3. During the entire contract, changes to products submitted must be approved by DAS Facilities and/or Facility Representative.

C. Supplies, Materials Equipment and Utilities

- 1. Furnished by Pinellas County:
 - a. Electrical power at existing outlets as necessary.
 - b. Water as necessary.
- 2. ***AIRPORT Location***

- a. Airport will furnish the Contractor, at the Airport's sole cost and expense, a reasonable amount of office, employee locker room and storage space and janitorial closets for the storage of Contractor's supplies and the equipment required to perform the Work in such locations in the terminal complex as the Airport shall determine, in the exercise of its sole discretion. All such space is provided to Contractor in "as is" condition. At the termination of the Agreement, all such space shall be returned to Airport in the same condition as when received, reasonable wear and tear excluded.
 - b. The Contractor shall store all supplies, materials and equipment in storage areas and janitorial closets. The Contractor shall bear all risk of loss, damage or theft of any supplies and equipment stored in such space. The Contractor agrees to keep these areas neat and clean at all times and to comply with all applicable regulations, codes and airport regulations regarding to storage.
 - c. Airport will supply all hand soap dispensers and paper product dispensers
 - d. Any defective or damaged dispensers or restroom fixtures shall be reported to the Facilities Representative
 - e. Space within the building commensurate with the Contractor's personnel complement and operational requirements, if available. Any existing equipment within Pinellas County custodial space such as clothes lockers, tables, benches, chairs, etc., placed within the building by Pinellas County may be used by the Contractor during the term of the contract provided authorization is received from the Facility Representative. This space and equipment must be kept neat and clean and returned to Pinellas County at the expiration of the contract in reasonably the same condition as at the time of entering into the contract.
 - f. The Contractor shall maintain space utilized in the building for storage of bulk supplies and equipment in a neat, clean, safe, and orderly fashion. Pinellas County will not be responsible in any way for theft or damage to the Contractor's stored supplies, materials, replacement parts, or equipment, etc.
3. Furnished by the Contractor:
- a. All personnel, supplies materials and equipment necessary for the performance of the work of this contract except those noted in "Furnished by County" section and unless otherwise specified herein. These supplies and materials shall be of a quality to produce satisfactory results and not cause damage to property.
 - b. All necessary cleaning equipment including but not limited to power driven floor scrubbing machines, waxing, and polishing machines, industrial type vacuum cleaners, and all necessary motor trucks, etc., needed for the performance of the work of this contract.

- c. Such equipment shall be of the size and type customarily used in work of this kind and shall meet all Federal, State and local safety standards and also meet the approval of the Facility Representative. All equipment shall be maintained to original factory specifications. Altering of equipment beyond manufacturers original specifications is not permitted.
- d. A web based work order and inspection management system for reporting, assignment, inspection, and completion. Access to the system will be provided to all Facility Representatives in order to effectively communicate between the County and the Contractor. All Contractor employees will be provided training and access to the work order system by the Contractor prior to the Contract start date or new Contractor employee beginning work. Contractor shall provide demonstration of system at the pre-commencement meeting held after contract award.
- e. Contractor shall supply all paper goods and consumables for all County locations covered under this contract. with the exception of the Airport. See Section C.3.k for Airport requirements Items include, but are not limited to:
 - i. Toilet paper (regular and jumbo rolls)
 - ii. Paper towels (c-fold, multi-fold, jumbo rolls)
 - iii. Trash can liners (small and large)
 - iv. Hand soap for dispensers
 - v. Sanitary napkin bags
 - vi. Toilet seat covers
 - vii. Urinal blocks/urinal screens/deodorizer blocks
 - viii. A full list of currently used products with descriptions, sizes, and item numbers (as available) will be provided to the Contractor at the pre-commencement meeting.
- f. The Contractor is responsible for estimating the required product quantities based on building size, occupancy, industry standards, etc. The contractor is responsible for ensuring that these items are fully stocked at all times Crew Supervisors are responsible for control and distribution of supply stock. Inventory reports of available supply stock may be requested by the County at any time. Additional back up stock may also be requested by the County at any time.
- g. Contractor shall warehouse and store all products at an off site location and is responsible for transport of products to all County locations. Overstock of supplies will not be stored on County property; only what is needed for immediate operations will be stocked in the provided janitorial closet/storage area.

- h. Consumable goods shall be invoiced separate from scheduled cleaning services on an as used basis. Contractor shall provide consumable goods at cost, with markup as provided in the bid summary pricing.
- i. **PARKS:** Contractor shall match the existing keep stock utilized by Parks. Parks shall provide specific item requirements to ensure consistency.
- j. **AIRPORT Location Work Order-** The Manager shall fully support and comply with the Airport's Computerized Maintenance Management System (CMMS) system, or work order telephone system at all times and shall promptly notify the Airport of any needed repairs or damages to fixtures, building and appurtenances. Each Manager/Supervisor shall personally complete and document facility and restroom inspections evaluation throughout and at the end of their shift or duty period. These reports shall be available for review by the Airport at all times and shall be forwarded to the OAR for review by the end of each day. All additional assigned by Airport CMMS work orders shall be incorporated into that day's Routine Cleaning work or Special Projects work schedule, completed and returned properly filled out, to the Airport's OAR in a timely manner. Assigned personnel shall be completely trained, properly supervised and shall be technically qualified to safely and efficiently provide the services included within the scope of the Service Contract Agreement. The Contractor shall make every effort to retain the same janitorial personnel on daily job assignments so they will be thoroughly familiar with the areas and procedures for accomplishment of the Work.
 - i. Performance reporting utilizing the work order system will be provided on a monthly basis.
- k. **AIRPORT Contractor Responsibility** - The Contractor shall be responsible for furnishing and maintaining at the terminal complex an adequate stock of all required cleaning supplies and materials necessary to perform the Work. Contractor shall be responsible for all paper supplies, plastic liners, soap, chemicals and cleaning equipment. The Contractor will furnish the following proper items to be used in performing the routine work:
 - i. Paper towels for dispensers
 - ii. Toilet tissue and toilet deodorizer
 - iii. Hand soap for dispensers
 - iv. Sanitary napkin bags
 - v. Trash receptacle liners for large and small receptacles
 - vi. Disposable commode seat covers
 - vii. Urinal screens incorporating deodorizer tablets

- viii. Sanitary napkins and tampons
- ix. Baby changing table covers.
- x. All cleaning products and chemicals used in performing the Work under this Service Contract Agreement shall meet the Airport's minimum standards and shall conform to and be used in strict compliance with all federal, state and local environmental and safety laws and regulations.
- xi. Contractor shall maintain on file, a copy of the chemical specifications for each chemical used in performing the work. The chemical specifications shall contain safety warnings and safety instructions. All approved cleaning chemicals must have:
 - I. An original label on the containers.
 - II. A label or brochure which contains instructions for use for each type.
 - III. A copy of OSHA Form 20 Material Safety Data Sheet, or equivalent, for all chemicals used in the performance of the Work. A copy of OSHA Form 20 shall be provided to the County.
- xii. Telephone, fax and computer e-mail with internet service shall be at the Contractors expense.
- xiii. The Contractor shall furnish cell phones to be used by the Contract Manager, Crew/Shift
- xiv. Supervisor, Project Workers and Crew.
- xv. Contractor shall furnish the Airport with all cellular and direct connect contact numbers, some of which will be published in the airport's internal telephone directory to enhance customer service. Contractor shall exercise reasonable care in the operation and use of the radios, and shall promptly repair or replace any defective or non-functional radios or cellular service plans at Contractor's expense.
- xvi. Contractor shall supply one (1) suitable vehicle to transport all trash to the compactor. Vehicle shall be Ford F-150 cab pickup truck (or approved equivalent vehicle) with oversized truck cap cover and removable bed liners capable of towing international garbage. F-150 pickup truck (or approved equivalent vehicle) shall have less than 20,000 miles and shall be similarly equipped and marked with Contractor's logo on the doors. New vehicle shall mean recent model year with fewer than twenty thousand (20,000) service miles. The Contractor shall be responsible for the cost of maintenance and fuel for these vehicles.

D. DISPENSER STANDARDIZATION

1. Upon award, Contractor shall take inventory of all product dispensers in all County locations covered under this contract, including toilet paper dispensers, paper towel dispensers, and hand soap dispensers. Contractor shall make recommendation of standard dispensers for all products. Contractor shall coordinate with Facility Representatives to supply new dispensers where recommended. Recommendations may be rejected by Facility Management at their discretion; Contractor is still expected to provide all variety of required consumable goods for all locations.
2. Installation, maintenance, and repair of dispensers shall be the responsibility of the County.
3. Contractor to provide dispensers at cost, with no markup. Contractor shall provide replacement dispenser keys when requested by the County at no additional cost for the duration of the contract.

6.14. Personnel Requirements

The Contractor shall arrange for a Contract Manager and Crew Supervisors for the services required. The Contract Manager shall be available at all times while the contract work is in progress, to receive notices, reports, or requests from the Facility Representative or his/her representative. No Pinellas County employee will be responsible for supervising the Contractor's employees.

A. **Contract Manager**

1. The Contract Manager will be responsible for the management and scheduling of work to be performed under this contract and shall possess applicable experience in the management of commercial janitorial services at facilities similar in size and complexity of those included in this contract.
2. A detailed resume containing the information specified below must be submitted to the Contract Administrator at the pre-commencement meeting, for approval prior to assignment of the Contract Manager to the contract. Both new and replacement Contract Managers must meet these qualification standards.
 - a. The full name of the proposed Contract Manager.
 - b. A detailed description of previous employment history of the proposed Contract Manager.
 - c. Contact information of proposed Contract Manager.

B. **Crew Supervisor**

1. All Crew Supervisors engaged in directing the work to be accomplished under this contract shall possess applicable experience in directing commercial janitorial services in a supervisory capacity at facilities similar in size and complexity of those included in this contract. Crew Supervisors shall be a non-cleaning, supervisory only position. Crew

Supervisors shall be assigned and scheduled to supervise both day and evening cleaning shifts.

2. Crew Supervisor shall ensure strict contract compliance with the specifications and implement the Contractor's quality control program. Crew Supervisor's work, at a minimum, shall consist of daily continual inspections, work assignment preparation, supervision and arrange for replacements for absent workers, and end of shift inspections and shall be on site the entire time during cleaning operations.
 - a. The full name of the proposed Crew Supervisor(s).A detailed description of previous employment history of the proposed Crew Supervisor.
 - b. The full name of the proposed Crew Supervisor.
 - c. Must be able to pass requisite background check.
 - d. Crew Supervisors shall be provided to the County at the pre-commencement meeting

C. Employees

1. All cleaning personnel will be provided with a minimum of eight hours of documented training before each cleaner can work unsupervised in any County building. This training can be in-class training, on the job training or a combination thereof. However, no cleaner will be assigned to work unsupervised until the training hours are completed. Proof of training must be provided to the Facility Representative upon request. This will include payroll log and a log signed by the trainer verifying hours and items trained in.
2. At least one (1) Contractor employee on-site must be capable of communicating, reading and writing in the English language.
3. All personnel must be able to pass requisite background check.
4. **AIRPORT Location**-The Airport may adjust the quantities and cycles of work along with the number of man-hours specified herein to ensure that the work is performed properly and on a regular basis with relatively equal time lapses between cycles. The Airport's Representative will work with the Contractor to plan Routine Cleaning work schedules and Special Projects work in such a way that it achieves maximum coverage and is uniformly distributed throughout the year.
 - a. Work Attire
 - i. The Contractor shall provide all employees, including supervisors, with a distinctive uniform shirt, approved by the County, for ready identification, and ensure that every employee is in uniform prior to commencing work. No employee will be allowed to work or sign for keys unless the approved uniform is being worn. The uniform shall have the Contractor's name, easily identifiable, affixed thereon in a

permanent or semi-permanent manner such as a badge or monogram. Any color or color combination, as appropriate, may be used for the uniform shirts.

- ii. Employees shall be required to dress neatly, commensurate with the tasks being performed. Good personal hygiene shall be observed at all times. Failure of the employee to wear the approved uniform shirt in a proper manner during work hours will be cause for the employee to be removed from the property. Contract employees must wear long pants, no shorts will be allowed. Hats are not allowed unless medically necessary. Contract employee must wear closed toe shoes while working on this contract (NO sandals, flip-flops etc.).
- iii. All uniforms shall be submitted to the Airport for approval before commencement of work and are subject to continual approval by the Airport throughout the term of the Contract Agreement. In addition, the Contractor is specifically prohibited from utilizing any uniform styles that closely resemble the approved uniform(s) for any other Contractor or tenant at the Airport.
- iv. The uniform service must include a minimum of six (6) complete sets of uniforms and must be equal to, or better than, the uniform service provided by the Airport for Airport Maintenance employees. The uniform service will include all laundering, repairs, pressing, replacement, spot removal and insignia embroidering or fastening and name tags. The Contractor's employees must wear the uniform in an acceptable standard fashion. Contractor's employees must wear a freshly-laundered uniform daily. Uniforms that are soiled, stained, torn, disheveled, or in any way ill-fitting or unsightly, must be replaced by the uniform cleaning service at no expense to the employee. However, employees will not be exempted from replacement or repair resulting from employee's acts of negligence, vandalism, or disrespect and abuse of the uniform.
- v. The uniform shall have identification insignia and a name badge of a type and style, which must be approved by the Airport and the Contractor's employees must wear only the approved uniform and I.D. badge and insignia at all times while working at the Airport. The basic uniform will be white trousers and white, front buttoned, collared shirt with the Contractor's identification or logo on the right sleeve, the American Flag Emblem on the left sleeve, and the name tag securely fastened on the upper left front side of the shirt. White shoes and white socks will be standard for all of the Contractor's custodial employees. The employee shall be responsible for supplying his or her own shoes and socks. The shoes and socks must be neat, clean and in good repair at all times when the employee is working on the Airport. The Project Workers shall wear the same uniform combination, however the shirts, pants, shoes and socks shall be a darker color approved by the Airport. The Contract Manager and Crew Supervisor shall wear generally accepted business attire.

- vi. Failure of an employee to wear the approved uniform in a proper manner during work hours will be cause for the Airport to require removal of that employee from Airport property. Male employees must wear their uniform top tucked into the pants in a suitable manner, and shall also wear a matching white belt furnished by the uniform Contractor. Female employees shall wear a smock-type top, evenly hemmed along the bottom of the blouse, and shall not be required to tuck the top into the trousers. Hats will be allowed for any employee that wishes to wear one, but it must be white in color with the logo of the Contractor on the front, and be neat and clean and worn in the proper manner. Employees wishing to wear a sweater shall be issued an appropriate sweater of a style and color to be approved by the Airport and conforming to the identification requirements for uniform shirts. No unapproved garments shall be allowed to be worn over or wrapped around the uniform.
- vii. Employees assigned to work at curbside and along the street shall be issued a bright orange reflective safety vest to wear. This vest shall be worn on the outside of any other clothing worn by the employee at all times while working these areas.
- viii. Employees assigned to work outside shall be issued a winter jacket of a color to be approved by the Airport and conforming to the identification requirements for uniform shirts.

D. Standards of Conduct

1. No recruiting, hiring, or interviewing shall be conducted by the Contractor in any building covered by this contract at any time.
2. The Contractor is responsible for ensuring that its employees do not disturb papers on desks, open desk drawers or cabinets, or use Pinellas County telephones, or computers except as authorized.
3. If the on-site Facility Representative brings unacceptable work, standard of conduct, and/or appearance habits of the Contractor's employees to the attention of the Contractor's on-site Crew Supervisor, and corrective action is not immediately taken, this will be cause for the County to require removal of that employee from the property. The County may at its sole discretion, deem such failure a material breach and cause for immediate termination of the contract.
4. County property will not be used in any manner for any personal advantage, business gain, or other personal endeavor by the Contractor or the Contractor's employees.
5. Smoking is prohibited inside County owned and occupied buildings. Contractor will comply with all aspects of the current Pinellas County Smoking Policy which can be found at: http://www.pinellascounty.org/hr/pdf/policies_proc/Smoking-Policy.pdf. The Contractor

- shall not allow the consumption of food or drink in any areas other than those locations assigned to the Contractor; i.e., Contractor's office or areas that may be allowed by Facility Representative.
6. Day porters shall not use personal electronics or cell phones during scheduled working hours, unless use is for direct business purposes. All employees shall maintain professional courtesy when using electronics or earphones.
 7. No photographs or videos shall be taken in courtroom or law enforcement locations, unless specific to contract operations and approved in advance by the designated Facility Representative.
 8. Contractor's personnel and any subcontractor to the Service Contractor Agreement shall not solicit or accept, for any reason whatsoever, any gratuity from the passengers, tenants, customers, or other persons using the premises. Further, all items of value found by Contractor's personnel shall immediately be turned over to the designated Facility Representative.
 9. **AIRPORT Location**- The Contractor shall develop, implement and maintain adequate procedures including termination to ensure that no contract employee(s), including subcontract employees, scavenge any items from any Airport buildings or properties or tenants.
 - a. The Contractors' cleaning employees will come to the APD Office after finish of shift and/or prior to leaving Airport Property Provider personnel shall be subject to inspection by the Airport Police Department of uniforms bags, pockets or other types of carry items that they are removing from the property. This will be in effect during or after each shift worked.
 - b. Cleaning carts and their contents shall be subject to random inspection on SMAA property by APD.
 10. It shall be the Contractor's responsibility to clean up and/or rectify any damage to County property caused by any individuals connected with the Contractor, to the County's satisfaction.

E. Non-Interference with Government Business

1. The Facility Representative, under whose direction the work shall be performed, shall be consulted as to the manner of start time of work so as to cause a minimum of interference.
2. The work shall be carried out in such a manner that there will be no interruption to or interference with the proper execution of Pinellas County business. Verbal interaction between Contractor's employees and building occupants shall be kept to a minimum.

3. Except where required at specific locations, any work necessary to be performed on Saturdays, Sundays or legal holidays shall be performed without additional expense to Pinellas County and requires prior approval by the Facility Representative.
4. All persons employed while at work, and on the premises, shall comply with all building regulations. The Contractor agrees to alter his/her work methods, schedules and procedures if the Facility Representative determines that they are detrimental to County operations.

F. Cooperation with other Contractors

1. The County continually establishes service contracts for its facilities, and at scheduled times awards various project contracts for necessary building repairs or improvements. The Contractor shall fully cooperate with other Contractors and County employees to schedule work as requested by the Facility Representative. The Contractor shall not commit or permit any act by their employees which will interfere with the performance of work by another Contractor.

6.15. Service Requirements

- A. Building area figures are approximate, see **Attachment No. 2 - Location, Day Porter, Supervisor Location Details** . The Contractor is responsible for verifying dimensions, densities, quantities and other applicable conditions. No subcontracting is authorized, without the prior review of a subcontracting plan and purpose and consent of the County. Subcontractors shall be held to the same requirements as the primary Contractor.
- B. Working hours (time frames), and procedures described herein are intended to be minimums only. The Contractor will be responsible for the complete, compliant performance of all work under the contract, to include employees remaining on site until daily contract requirements are accomplished, at no additional cost.
- C. It is the Contractor's responsibility to staff each location with appropriate personnel to accomplish 100% of the daily/weekly/monthly/quarterly/semi-annually and annual task as specified within this contract.
- D. **Day Porters:**
 1. Certain buildings require daily coverage by one or more designated persons (day porters), as required per location. Day porter services are to be considered part of the contract and not additional work; costs associated with assigned day porters shall be included in the monthly costs per location provided in the bid summary. Day porters will be required to use a time clock to verify hours worked.
 2. If a building's days or hours of operation change or if additional services are needed (for a special event), then the County shall be charged additionally for the extra worker. The

amount charged to the County would be quoted to the Facility Representative and approved by Real Estate Management.

3. If a building has more than one (1) day porter, their lunches will be staggered, so that at least one day porter is available at all times. The schedule must be approved by the Facility Representative. Day porters shall also be trained in blood borne pathogen protocol in order to properly clean and dispose of various bodily fluids.
4. Day porters shall accomplish a wide range of work, including, but not limited to, the following:
 - a. Immediately clean up spills on carpets and hard surface floors.
 - b. Monitor restrooms for cleanliness as necessary. This shall include maintenance of restroom counters, floors, and toilet areas.
 - c. Maintain restroom and breakroom paper supplies and dispenser soap. Supplies are to be distributed and inventoried by the designated Crew Supervisor.
 - d. Maintain common areas (vacuum or dry mop, pick up trash etc.) as need and directed.
 - e. Remove trash from receptacles from common areas and remove litter from lobby area and outside of doorways.
 - f. Remove recyclables from receptacles and keep separate from trash.
 - g. Clean and sweep all facility exterior walkways, seating areas, patios, and planting areas surrounding the buildings.
 - h. Respond to service complaints and effect corrections.
 - i. Service special building needs, such as emergency spillage and related occurrences.
 - j. Unload or assist in unloading and distribution of custodial supplies.
 - k. Sweep, cleaning, and maintain appearance of elevators inside and outside.
 - l. See **Attachment No. 2 - Location, Day Porter, Supervisor Location Details** for day porter requirement details.

E. Crew Supervisors

1. In order to maintain and support the requirements of this contract, non-cleaning Supervisors are required to perform supervision of cleaning crews. Supervisor services are to be considered part of the contract and not additional work. Supervisors are required for managing activities during regular business hours, as well as after-hours cleaning.
2. Supervisors shall be responsible for a range of work, including, but not limited to, the following:

- a. Supervising cleaning crews and/or day porters.
- b. Ensuring cleaning crew staffing levels are appropriate, and arranging for back up crews in cases of illness or missed shifts.
- c. Distribute supplies to cleaning crews and/or day porters. Control inventory of supplies and track usage. Coordinate with Facility Representatives for restocking as needed.
- d. Daily inspection of all cleaning activities to ensure all cleaning requirements are performed as per this contract. Supervisors will direct cleaning crews to deficiencies and apply corrective action as needed.
- e. Coordinate special requests with designated Facility Representatives for each location.
- f. Provide inspection and performance auditing reports to Facility Representatives.
- g. Attend routine meeting with Facility Representatives to discuss inspection and auditing reports, address concerns, and agree on corrective actions. Frequency of meetings is up to the discretion of the Facility Representative.
- h. See **Attachment No. 2 - Location, Day Porter, Supervisor Location Details** for crew supervisor requirement details.

6.16. Additional Services

A. **Special Services**

1. In the event of special or unusual conditions, the Facility Representative may require the Contractor to provide additional janitorial cleaning services not contained in this Invitation to Bid. Payment will be made at the Contractor's bid hourly pricing for labor provided for Special Services. These services will be billed as part of the next regularly scheduled Contractor's invoice, but will be listed separately on the invoice from the standard contract charges. Orders for special services may be placed verbally or in writing by the Facility Representative (in the event of an emergency). All written orders and written confirmation of verbal orders will describe the service to be provided and will establish the maximum number of hours for which the Contractor will be compensated. All oral orders shall be followed up with a purchase order before services begin.
2. In the event of a national health emergency and/or increased health related cases within buildings, the Contractor shall abide by the recommended procedures and protocols set forth by local, State, and/or Federal agencies on Health-related advisories including the CDC and local Health Department for enhanced cleaning and disinfection of spaces. Contractor is responsible for training employees on enhanced cleaning procedures including use of specialized equipment.
3. The County may request the use of electrostatic spraying as needed. Contractor shall supply all equipment and chemicals to complete spraying. Chemical used for electrostatic spraying

must be unscented and have a contact efficacy of no more than 10 minutes. Special attention shall be used as to not damage any surfaces or objects sprayed, including exposed paper and documents. The Contractor shall provide the County with SDS sheets for all chemicals used and will provide substitute chemicals as requested by the County.

- a. Electrostatic spraying shall be invoiced separately at the per square foot price included in the bid summary.

B. Emergency Services

1. If a janitorial emergency arises (such as flooding of a particular section of the building) the Contractor shall divert the workforce, as deemed necessary by the Facility Representative, from their normal assigned duties to respond to the conditions. When these employees are no longer needed, they shall be directed by the Contractor to return to their normal duties. The Contractor shall not be penalized because normal daily work was not performed. Every effort must be made to complete contract requirements.
2. **AIRPORT Location**- The Contractor shall respond immediately to all "emergency" calls by the Airport. All emergency calls completed by the normally assigned staff shall be at no additional cost to the Airport.

C. Emergency Activation

1. In the event of natural disaster or other designated event, County Emergency Operations may become active, requiring additional services from the Contractor. The Emergency Operations Center (EOC) or other critical County facilities may begin 24/7 operations to ensure continued services and safety. During activation, critical buildings may be locked, requiring Contractor staff to be onsite overnight. The County shall provide appropriate accommodations for cleaning staff, including sleeping areas and meals. The County will make every best effort to provide sufficient notice of activation and inform Contractor of staffing needs. The Contractor shall provide sufficient staff for the duration of the activation event, as well as any post activation activities. The Contractor shall bill these services on an hourly rate, at the rate provided in the bid summary.
2. Duties during activation include but are not limited to:
 - a. Continuous removal of trash.
 - b. Continuous cleaning of restrooms, showers, and breakrooms.
 - c. Continuous cleaning of kitchen and food service areas, including tables, service areas, and food preparation as directed.
 - d. Sweeping and mopping of service areas as needed.
 - e. Disinfecting sleeping cots at the beginning of each rest period.

- f. Additional services as directed by the designated Facility Representative.
3. Staffing Requirements per site:
 - a. Location Address Minimum Number of Activation Support Staff
 - b. Emergency Operations Center (EOC) 10750 Ulmerton Rd, Largo 10
 - c. Supervisor of Elections (SOE) 1300 Starkey Rd, Largo 4
 - d. Public Works Campus 22211 US Hwy 19 N, Clearwater 4
 4. The County may also request pre and/or post activation cleaning of the above locations, or any other County location that shall be quoted separately from activation services and billed on an hourly rate provided in the bid summary.

D. Service Hours (Day Porter Services Excluded)

1. Pinellas County recognizes the following holidays (Except Airport Location):
 - a. New Year's Day January 1
 - b. Martin Luther King Day Third Monday in January
 - c. Memorial Day Last Monday in May
 - d. Independence Day July 4
 - e. Labor Day First Monday in September
 - f. Veterans Day November 11
 - g. Thanksgiving Day Fourth Thursday in November
 - h. Friday after Thanksgiving Day following Thanksgiving
 - i. Christmas Day December 25
2. If Christmas or New Year's Day falls on Tuesday or Thursday, the preceding Monday or following Friday will also be recognized as a holiday. If any recognized holiday falls on a Saturday, the preceding Friday will be observed as a holiday and if any recognized holiday falls on a Sunday, the following Monday will be observed as a holiday.
3. Other County holidays may occur depending on calendar days grouping.
4. The Contractor is not required to provide day porter and/or daily cleaning services for the County's recognized holidays. If the Contractor does elect to provide services on recognized holidays, there will be no extra charge to the County.
5. Work hours may change as operation needs change or as is deemed in the best interest of the County by the Facility Representative. No work shall be performed on weekends except where specified within this scope, unless prior approval of the Facility Representative is

obtained. Vacuuming, restroom, hard and resilient floor maintenance (buffing, stripping and waxing, etc.) shall be scheduled and accomplished after normal working hours, and on weekends.

E. Asset Management and Notification of Repairs

1. All assets that pertain to the Contract (carpet and tile floors, restroom fixtures, plumbing systems, office spaces, public servicing areas, etc.) are valuable County assets. Contractor shall report any observed repair or recommended replacement needs to the designated Facility Representative for evaluation.
2. The Contractor shall promptly (within 24 hours) notify the Facility Representative of needed repairs and/or damages to soap, paper towel and other restroom dispensers, as well as other damaged or malfunctioning fixtures and building accessories which are observed during the performance of services, including overhead lights that are out, exit lights that are out, and unsecured doors.
3. ***AIRPORT Location***
 - a. Contractor shall ensure that all articles found by its employees are turned in to the Owner's LOST AND FOUND DEPARTMENT or its agent in charge of such articles no later than the end of each shift.

6.17. Nonperformance, deductions, and repair and replacement costs

A. Nonperformance, deductions, and repair and replacement costs:

1. The Contractor will not be compensated for any Services not rendered in adherence to the specifications of this contract or non-performance.
2. It is the objective of Pinellas County to obtain complete performance in accordance with the terms of the specifications, and at the quality standards of work set forth in this contract. In the event the Contractor, for any reason whatsoever, fails to perform work to the quality required on the technical specifications of this award, the County reserves the right to make deductions. A deduction may be assessed by the County for non-performance, non-compliance or deficiencies in work as required by the contract. However, deductions are not to be considered as a change in contract requirements. Five deductions within a three-month period may result in termination for cause of the Agreement. Deductions are as follows:
 - a. In the event the Contractor, for any reason whatsoever, fails to perform work to the quality required on the technical specifications of this contract, and the Contractor does not remedy within 24 hours, the County reserves the right to acquire the services of another Contractor to perform the work not being performed. The actual cost incurred

by the County for acquiring other contract services will be passed on to the Contractor under this bid by deduction from the next invoice.

- b. If the Facility Representative determines additional cleaning is required due to failure of Contractor to perform to the specifications as outlined in Section 6.10, Cleaning Requirement Part 1 through Section 6.17 Additional Services and F herein, and the Contractor does not remedy within 24 hours, the County reserves the right to contract with another vendor and the actual cost incurred by the County for acquiring other contract services will be passed on to the Contractor under this bid by deduction from the next invoice.
3. The County will notify the Contractor of all reported instances of non-performance and the intent to take any deductions. In the event of documented non-performance that is repetitive or causes a disruption to County operations, Contractor will have 30 days to cure such issues and will provide the County with an improvement plan. The County and Contractor may meet to determine an acceptable improvement plan to implement during the 30-day cure period in order to provide action items for the Contractor to correct. At the end of the cure period, if non-performance is not corrected, the County reserves the right take further action, including descoping or cancellation of the contract.
4. The County reserves the right to charge the Contractor for any broken equipment caused by neglect or willful acts of its employees. The broken item will be repaired or replaced as determined by the Facility Representative.
5. The county will replace the first six (6) keys broken or lost per contract year. There will be a charge of seven (\$7.00) dollars for each key broken or lost after the initial six (6).

6.18. Unspecified Services

The Contractor may be required to perform services within their capability that is not specifically detailed in the bid specifications to include but not limited to the transport and treatment of contaminated soil, cleaning soil, asphalt paving, concrete replacement, and any associated permits.

Items not specifically listed in the contract will be negotiated on an individual basis. The unspecified is a reserve set aside by the County and is not an entitlement of the Contractor. Prior approval from the County must be received before services are performed. Unspecified will not exceed \$200,000.00 over the full contract duration. Unspecified items will not be used to determine award and are not guaranteed to be used.

7. EVALUATION PHASES

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Lowest Responsive, Responsible Bidder	Reward Low Cost	100 <i>(100% of Total)</i>

8. VENDOR QUESTIONNAIRE

8.1. [VE](#) [NDOR QUESTIONNAIRE](#)

Respondents are expected to organize their submittals in such a manner as to facilitate the evaluation process. Submittals should be keyed or indexed to correspond with this solicitation. Responses should be correlated to the specific submittal, criterion, section or paragraph number of the solicitation being addressed.

Evaluators will make a reasonable effort to locate information in the responses; however failure to follow this suggested format may make location of critical submittal information difficult, possibly resulting in a loss of appropriate credit.

Additional documentation may be requested by the County to ensure contract compliance.

8.1.1. *CONTRACTOR ACCEPTANCE FORM**

Download the below documents, complete, and upload.

- [1.6.2023.ContractorAcceptan...](#)

*Response required

8.1.2. *CERTIFICATE OF INSURANCE**

Upload your Certificate of Insurance here.

*Response required

8.1.3. *Qualifications Statements**

- A. Statement that Contractor has been in business and providing similar services for a minimum of five (5) years.
- B. Financial statement including Contractor's total assets and liabilities, and reporting of any current or previous bankruptcies.
- C. Three references of accounts, contracts, or projects of similar size and scope, including third party contact information, description of work, contract start and end dates, contract value.
- D. Statement of any claims, liens, or other litigations within the past five (5) years, even if they have been settled out of court.
- E. Statement of any EPA, FDEP, or County Environmental violations and/or fines within the past five (5) years.
- F. Equipment list of all currently owned equipment that will be utilized to perform the work as described in this contract.

- G. Statement of the estimated number of employees required to perform the work described in this contract, including full and part time, for all job descriptions included (Contract Manager, Supervisor, Day Porter, Cleaner, etc.).
- H. Report current full time and part staff employed by the Contractor; if the current staff level is not sufficient for the work described in this contract, include a detailed plan and time frame for recruitment.

*Response required

*8.1.4. CONTRACTOR REFERENCES**

Download the below documents, complete, and upload.

- [1.6.2023.CONTRACTOR REFEREN...](#)

*Response required

*8.1.5. OPENGOV ELECTRONIC PRICING PROPOSAL AND DELIVERY DAYS**

See OpenGov electronic [Pricing Proposal](#). Pricing must be submitted within the OpenGov electronic [Pricing Proposal](#) and all pricing must be completed.

DELIVERY _____ DAYS AFTER RECEIPT OF ORDER

An award may not be issued without proof that your firm is registered with the Florida Division of Corporations, as per Florida Statute §607.1501 www.flsenate.gov/Laws/Statutes/2011/607.1501.

A foreign corporation (foreign to the State of Florida) may not transact business in this state until it obtains a certificate of authority from the Department of State. Please visit dos.myflorida.com/sunbiz/ for this information on how to become registered.

*Response required

*8.1.6. ELECTRONIC PAYMENT**

Download the below documents, complete, and upload.

- [1.6.2023.ELECTRONIC PAYMENT...](#)

*Response required

*8.1.7. W-9 REQUEST FOR TAXPAYER ID NUMBER AND CERTIFICATION**

The contractor must complete and submit to the County Form W-9 available: Through the following link:

www.irs.gov/forms-pubs/about-form-w-9

Section 119.071(5), Florida Statutes Notice:

Your Tax Identification Number (which for individuals is your social security number) is collected on Form W9 for use in filing information returns with the IRS as described more fully below. Collection of the Internal Revenue Code (26 U.S.C § 6109).

Privacy Act Notice:

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HAS. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under the tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer.

*Response required

8.1.8. E-VERIFY AFFIDAVIT*

Download the below documents, complete and have notarized. An online notarization option will be provided for you when responding.

- [1.6.2023.E.verify.pdf](#)

*Response required

8.1.9. SUBMITTAL DOCUMENTS*

Upload all other documents relating to this solicitation.

*Response required

9. PRICING PROPOSAL

DAS NORTH

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Annex Building 400 S. Ft. Harrison Ave Clearwater	36	Monthly		
2	Facility Operations 303 Chestnut St. Clearwater	36	Monthly		
3	Marketing and Communications 333 Chestnut St. Clearwater	36	Monthly		
4	Facility Operations/Real Property/Air Quality 509 East Ave. Clearwater	36	Monthly		
5	Records Retention Warehouse 509 East Ave. Clearwater	36	Monthly		
6	Clerk's IT 509 East Ave. Clearwater	36	Monthly		
7	Main Courthouse 315 Court St. Clearwater	36	Monthly		
8	Courthouse Parking 315 Court St. Clearwater	36	Monthly		
9	Utilities Administration Building 14 S. Ft. Harrison Ave. Clearwater	36	Monthly		
10	Old Courthouse 324 S. Ft. Harrison Ave. Clearwater	36	Monthly		
11	Old Courthouse Fitness Center 324 S. Ft. Harrison Ave. Clearwater	36	Monthly		
12	Code Enforcement 631 Chestnut St. Clearwater	36	Monthly		
13	Building Services 440 Court St. Clearwater	36	Monthly		
14	Planning Department 310 Court St. Clearwater	36	Monthly		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
15	Parking Garage 310 Court St. Clearwater	36	Monthly		
16	Clerk of the Circuit Court, Division of Inspector General 510 Bay Ave. Clearwater	36	Monthly		
17	Brooker Creek 3611 Fletch Haven Tarpon Springs	36	Monthly		
18	Brooker Creek Building 1 3940 Keystone Rd. Tarpon Springs	36	Monthly		
19	Brooker Creek Building 2 3940 Keystone Rd. Tarpon Springs	36	Monthly		
20	Brooker Creek Building 3 3940 Keystone Rd. Tarpon Springs	36	Monthly		
21	Public Works Operations- Building 1 Emergency Response 22211 US Hwy 19 N. Clearwater	36	Monthly		
22	Public Works Operations- Building 1 Warehouse 22211 US Hwy 19 N. Clearwater	36	Monthly		
23	Public Works Operations- Building 2 Vehicle Storage 22211 US Hwy 19 N. Clearwater	36	Monthly		
24	Public Works Operations- Building 2 Vehicle Storage Floor 22211 US Hwy 19 N. Clearwater	36	Monthly		
25	Public Works Operations- Building 5 Operation Support 22211 US Hwy 19 N. Clearwater	36	Monthly		
26	Public Works Operations- Building 6 Environmental Management 22211 US Hwy 19 N. Clearwater	36	Monthly		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
27	Public Works Operations- Building 8 Fitness Center 22211 US Hwy 19 N. Clearwater	36	Monthly		
28	Public Works Operations- Building 10 Environmental Management 22211 US Hwy 19 N. Clearwater	36	Monthly		
29	Public Works Operations- Building 15 Drainage & Stormwater 22211 US Hwy 19 N. Clearwater	36	Monthly		
30	Public Works Operations- Building 16 Survey & Construction 22211 US Hwy 19 N. Clearwater	36	Monthly		
31	North County Service Center 29582 US Hwy 19 N. Clearwater	36	Monthly		
32	Employee Relations 520 Oak Ave. Clearwater	36	Monthly		
TOTAL					

DAS CENTRAL

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
33	County Justice Center 14250 49th St. N. Clearwater	36	Monthly		
34	County Justice Center, Building 2 14250 49th St. N. Clearwater	36	Monthly		
35	Sheriff's Forensic Services, Building 1 4801 145th Ave. N. Clearwater	36	Monthly		
36	Sheriff's Evidence Services, Building 2 4707 145th Ave. N. Clearwater	36	Monthly		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
37	Sheriff's AFIS Service, Building 3 4645 1145th Ave. N. Clearwater	36	Monthly		
38	Weedon Island Education Center 1800 Weedon Dr. NE St. Petersburg	36	Monthly		
39	Mosquito Control Administration, Building 1 4100 118th Ave. N. Clearwater	36	Monthly		
40	Mosquito Control Employee, Building 2 4100 118th Ave. N. Clearwater	36	Monthly		
41	Mosquito Control Helicopter Hanger 4100 118th Ave. N. Clearwater	36	Monthly		
42	Permitted Stormwater Facility 4550 126th Ave. N. Clearwater	36	Monthly		
43	PAL Sports Center 3755 45th Ave. N. St. Petersburg	36	Monthly		
44	Sheriff's K-9 Complex 11700 34th St. N. Clearwater	36	Monthly		
45	Sheriff's Shooting Range 11700 34th St. N. Clearwater	36	Monthly		
TOTAL					

DAS DETENTION

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
46	Facility Operations- Detention (restrooms) 14400 49th St. N. Clearwater	36	Monthly		
47	Facility Operations- Detention 14400 49th St. N. Clearwater	36	Monthly		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
48	Sheriff's Administrative Support Building (SASB) 14500 49th St. N. Clearwater	36	Monthly		
49	Video Visitation 14500 49th St. N. Clearwater	36	Monthly		
50	Bayside Clinic 14808 49th St. N. Clearwater	36	Monthly		
51	Misdemeanor Probation Building 14500 49th St. N. Clearwater	36	Monthly		
TOTAL					

DAS MID

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
52	Fleet Management Service Center 9685 Ulmerton Rd. Largo	36	Monthly		
53	Public Safety Campus (buildings 1-5, including garage) 10750 Ulmerton Rd. Largo	36	Monthly		
54	Animal Services 12450Ulmerton Rd. Largo	36	Monthly		
55	Emergency Medical Services 12490 Ulmerton Rd. Largo	36	Monthly		
56	Cooperative Extension Facility 12175 125th St. N. Largo	36	Monthly		
57	Supervisor of Elections 13001 Starkey Rd. Largo	36	Monthly		
58	Tax Collector 13025 Starkey Rd. Largo	36	Monthly		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
59	Botanical Gardens 12520 Ulmerton Rd. Largo	36	Monthly		
60	Gulf Coast Museum of Art 12211A Walsingham Rd. Largo	36	Monthly		
61	Utilities Field Services 9837 Ulmerton Rd. Largo	36	Monthly		
62	Chester Och 4-H Education Center 14602 113th Ave. Largo	36	Monthly		
63	Heritage Village 11909 125th St. N. Largo	36	Monthly		
TOTAL					

DAS SOUTH

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
64	Main Tower 501 1st Ave. N. St. Petersburg	36	Monthly		
65	Annex 501 1st Ave. N. St. Petersburg	36	Monthly		
66	County Garage 501 1st Ave. N. St. Petersburg	36	Monthly		
67	Judicial Building 545 1st Ave. N. St. Petersburg	36	Monthly		
68	Judicial Building Garage 545 1st Ave. N. St. Petersburg	36	Monthly		
69	Human Services 647 1st Ave. N. St. Petersburg	36	Monthly		
70	South County Connection Center 38775 54th Ave. N. St. Petersburg	36	Monthly		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
TOTAL					

DAS REAL PROPERTY

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
71	Tax Collector 1663 Gulf to Bay Blvd. Clearwater	36	Monthly		
72	Clerk's Print Shop	36	Monthly		
73	Clerk's Print Shop-Warehouse	36	Monthly		
74	OMNI 7421 114th Ave. Largo	36	Monthly		
75	South County Service Center 2500 34th St. St. Petersburg	36	Monthly		
76	Sheriff's North District Station 2494 Bayshore Blvd. Dunedin	36	Monthly		
77	Pinellas County Contractor's Licensing Board 7887 Bryan Dairy Rd. Suite 133 Largo	36	Monthly		
78	Marine Facility 19305 Gulf Blvd. Indian Rocks	36	Monthly		
TOTAL					

STAR CENTER

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
79	Main Building #100 7887 Bryan Dairy Rd. Suite 120 Largo	36	Monthly		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
80	Utility Building #200 7887 Bryan Dairy Rd. Suite 120 Largo	36	Monthly		
81	Utility Building #500 7887 Bryan Dairy Rd. Suite 120 Largo	36	Monthly		
TOTAL					

UTILITIES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
82	South Maintenance 6730 142nd Ave. Largo	36	Monthly		
83	South Maintenance- Fleet Building 6730 142nd Ave. Largo	36	Monthly		
84	North Maintenance 3900 Dunn Rd. Palm Harbor	36	Monthly		
85	North Maintenance- Fleet Building 3900 Dunn Rd. Palm Harbor	36	Monthly		
86	Logan Station- Buildings A & C 1620 Ridge Rd. Largo	36	Monthly		
87	Logan Water Quality Monitoring Lab- Building B 1620 Ridge Rd. Largo	36	Monthly		
88	South Cross Bayou- WWTF 7401 54th Ave. N. St. Petersburg	36	Monthly		
89	W.E. Dunn- WWTF 4111 Dunn Dr. Palm Harbor	36	Monthly		
90	Keller Station 3665 Keller Circle Tarpon Springs	36	Monthly		
TOTAL					

AIRPORT

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
91	Main Terminal 14700 Terminal Blvd. Clearwater	36	Monthly		
92	Sheriff's Hanger 4640 General Howard Dr. Clearwater	36	Monthly		
93	Maintenance Facilities 15425 Fairchild Dr Clearwater	36	Monthly		
94	Cell Phone Lot Restrooms 14700 Terminal Blvd. Clearwater	36	Monthly		
TOTAL					

PARKS

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
95	Ft. Desoto Park	36	Monthly		
TOTAL					

SOLID WASTE

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
96	Solid Waste- Administration 3095 114th Ave. N. St. Petersburg	36	Monthly		
97	Solid Waste- Scale Houses 3095 114th Ave. N. St. Petersburg	36	Monthly		
98	Solid Waste- Industrial Water Treatment Plan 3095 114th Ave. N. St. Petersburg	36	Monthly		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
99	Solid Waste- HEC3 3095 114th Ave. N. St. Petersburg	36	Monthly		
100	Solid Waste- Maintenance 3095 114th Ave. N. St. Petersburg	36	Monthly		
TOTAL					

ADDITIONAL SERVICES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
101	Janitorial Service Level A	20,000	Sqaure Foot		
102	Janitorial Service Level B	10,000	Sqaure Foot		
103	Janitorial Service Level C	1,000	Sqaure Foot		
104	Janitorial Service Level D	5,000	Sqaure Foot		
105	Janitorial Service Level E	5,000	Sqaure Foot		
106	Janitorial Service Level F	1,000	Sqaure Foot		
107	Post Construction Cleaning	5,000	Sqaure Foot		
108	Disinfectant Microstatic Spraying	20,000	Sqaure Foot		
109	Special Service Janitor	30	Hour		
110	Special Service Supervisor	10	Hour		
111	Special Service Porter	20	Hour		
112	Emergency Activation Porter	100	Hour		
113	Pre/Post Activation Cleaning	50	Hour		
TOTAL					

UNSPECIFIED

Please add percentage as a negative percent.

Line Item	Description	Unit of Measure	Unit Cost	Discount (%)
114	Unspecified	dollars	\$200,000.00	
115	Consumables (cost plus)	dollars	\$300,000.00	

10. SAMPLE AGREEMENT

AGREEMENT

23-0230-ITB

The sample agreement below reflects the contract terms and conditions specific to this solicitation. For purposes of this sample, the “Contractor” is the successful Respondent. By submitting a submission in response to this solicitation, the Contractor acknowledges and agrees that if they are awarded a contract under this solicitation, they will enter a contract in substantially this form and subject to these terms.

This Agreement (the “agreement” or “contract”) is entered into on the date last executed below (“Effective Date”), by and between Pinellas County, a subdivision of the State of Florida whose primary address is 315 Court Street, Clearwater, Florida 33756 (“COUNTY”) and [CONTRACTOR’S NAME] whose primary address is [Address] (hereinafter “CONTRACTOR” or “Custodian”) (jointly, the “Parties”).

NOW THEREFORE, the Parties agree as follows:

A. Documents Comprising Agreement

1. This Agreement, including the Exhibits listed below, constitutes the entire agreement and understanding of the Parties with respect to the transactions and services contemplated hereby and supersedes all prior agreements, arrangements, and understandings relating to the subject matter of the Agreement. The documents listed below are hereby incorporated into and made a part of this Agreement:
 - a. This Agreement
 - b. Pinellas County Standard Terms & Conditions, located on Pinellas County Purchasing’s website, effective 1/1/2023, posted at <https://pinellas.gov/county-standard-terms-conditions/>
 - c. Solicitation Section 4, Titled Special Conditions
 - d. Solicitation Section 5, Titled Insurance Requirements
 - e. Contractor's response to Solicitation Section 6, Scope of Work / Specifications
 - f. Contractor's response to Solicitation Section 9, Pricing Proposal
2. In the case of a conflict, the terms of this document govern, followed by the terms of the attached Exhibits, which control in the order listed above.

B. Term

1. The initial term of this Agreement is for 36 Months from the Effective Date. At the end of the initial term of this contract, this Agreement may be extended for 1, 24 Months terms, or such other renewal terms agreed to by the Parties. Renewal contracts will not include any compensation for costs associated with the renewal.

C. Pricing & Expenditures Cap

1. Payment and pricing terms for the initial term are subject to the fee schedule in the CONTRACTOR's Statement of Work. Notwithstanding the above, County expenditures under the Agreement will not exceed [TBD \$XXX] for the 36-month Contract term without a written amendment to this Agreement.

D. Entire Agreement

1. This Agreement constitutes the entire agreement between the Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their undersigned officials, who are duly authorized to bind the Parties to the Agreement.

For Contractor:

Signature:

Print Name and Title:

Date:

For County:

Signature:

Print Name and Title:

Date:

Location	Description	Total Square Footage	Service Level	Day Porter	Cleaning Days per Week	Hours of Cleaning Access	Special Instructions
GROUP A: DAS – NORTH							
1	Annex Building 400 S. Ft. Harrison Ave., Clearwater	91776	A	Yes	5 (Monday-Friday)	5:00 PM --2:00 AM	1st floor public restrooms cleaned and stocked 2 times per day by day porter. 1st floor lobby and hall cleaned and mopped 2 times per day by day porter
2	Real Estate Management (REM) 303 Chestnut St., Clearwater	8417	B		5 (Monday-Friday)	5:00 PM --2:00 AM	
3	Marketing and Communications 333 Chestnut St., Clearwater	26985	A		5 (Monday-Friday)	5:00 PM --2:00 AM	
4	REM/Air Quality 509 East Avenue, Clearwater	6091	A		5 (Monday-Friday)	5:00 PM --2:00 AM	
5	Records Retention Warehouse 509 East Avenue, Clearwater	18509	A		5 (Monday-Friday)	5:00 PM --2:00 AM	
6	Clerk's IT 509 East Avenue, Clearwater	5359	A		5 (Monday-Friday)	5:00 PM --2:00 AM	
7	Main Courthouse 315 Court St., Clearwater	207263	A	yes	5 (Monday-Friday)	5:00 PM --2:00 AM	All judicial chambers will be cleaned before 8:30 AM; 1st floor public restrooms will be cleaned and stocked 4 times per day, all other restrooms on all floors will be cleaned and stocked at least once per day.
8	Courthouse Parking Garage Court St, Clearwater	315 2200	B		5 (Monday-Friday)	5:00 PM --2:00 AM	Stairwells only
9	Utilities Administration Building 14 S. Ft. Harrison Ave. Clearwater	60000	A		5 (Monday-Friday)	5:00 PM --2:00 AM	
10	Old Courthouse 324 S. Ft. Harrison Ave., Clearwater	22814	A		5 (Monday-Friday)	5:00 PM --2:00 AM	
11	Old Courthouse Fitness Center S. Ft. Harrison Ave., Clearwater	324 7113	A		7 (Monday-Sunday)	5:00 PM --2:00 AM	Restrooms will be cleaned 2 times per day
12	Code Enforcement 631 Chestnut St., Clearwater	6132	A		5 (Monday-Friday)	5:00 PM --2:00 AM	
13	Building Services 440 Court St., Clearwater	40795	A		5 (Monday-Friday)	5:00 PM --2:00 AM	
14	Planning Department 310 Court St., Clearwater	19006	A		5 (Monday-Friday)	5:00 PM --2:00 AM	
15	Parking Garage 310 Court St. Parking Garage	1200	C		5 (Monday-Friday)	5:00 PM --2:00 AM	Garage elevator and stairs only, trash pick up in garage MWF
16	Clerk of the Circuit Court, Division of Inspector General 510 Bay Ave., Clearwater	4480	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
17	Brooker Creek 3611 Fletch Haven, Tarpon Springs	3465	B		5 (Monday-Friday)	5:00 PM - 10:00 PM	
18	Brooker Creek Building 1 3940 Keystone Rd., Tarpon Springs	8001	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
19	Brooker Creek Building 2 3940 Keystone Rd., Tarpon Springs	13343	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
20	Brooker Creek Building 3 3940 Keystone Rd., Tarpon Springs	4304	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
21	Public Works Operations- Building 1 Emergency Response US Hwy 19 N, Clearwater	22211 60885	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
22	Public Works Operations- Building 1 Warehouse US Hwy 19 N, Clearwater	22211 19669	B		5 (Monday-Friday)	5:00 PM - 10:00 PM	Floor cleaning/scrubbing 1 time per month
23	Public Works Operations- Building 2 Vehicle Storage US Hwy 19 N, Clearwater	22211 100	B		5 (Monday-Friday)	5:00 PM - 10:00 PM	Restroom only
24	Public Works Operations- Building 2 Vehicle Storage floor US Hwy 19 N, Clearwater	22211 10515	B		5 (Monday-Friday)	5:00 PM - 10:00 PM	Floor cleaning/scrubbing 1 time per month
25	Public Works Operations- Building 5 Operation Support US Hwy 19 N, Clearwater	22211 5170	C		5 (Monday-Friday)	5:00 PM - 10:00 PM	
26	Public Works Operations- Building 6 Environmental Management US Hwy 19 N, Clearwater	22211 1930	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
27	Public Works Operations- Building 8 Fitness Center US Hwy 19 N, Clearwater	22211 1000	B		5 (Monday-Friday)	5:00 PM - 10:00 PM	

28	Public Works Operations- Building 10 Environmental Management US Hwy 19 N, Clearwater	22211	6450	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
29	Public Works Operations- Building 15 Drainage & Stormwater 22211 US Hwy 19 N, Clearwater		3744	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
30	Public Works Operations- Building 16 Survey & Construction 22211 US Hwy 19 N, Clearwater		6500	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
31	North County Service Center 29582 US Hwy. 19N., Clearwater		29224	A	Yes	5 (Monday-Friday)	5:00 PM - 10:00 PM	Restrooms to be cleaned and restocked 3 times per day
	Employee Relations Oak Ave., Clearwater	520	2137	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
GROUP B: DAS – CENTRAL								
	County Justice Center 14250 49th St. N., Clearwater		548892	A	yes	5 (Monday-Friday)	5:00 PM --2:00 AM	
	County Justice Center J Wing 49th St N, Clearwater	14250	77547	A	yes	5 (Monday-Friday)	5:00 PM --2:00 AM	
	Sheriff's Forensic Services, Bldg. 1 4801 45th Ave. N., Clearwater		9630	A	yes	5 (Monday-Friday)	5:00 PM --2:00 AM	
	Sheriff's Evidence Services, Bldg. 2 4707 145th Ave. N., Clearwater		14000	A	yes	5 (Monday-Friday)	5:00 PM --2:00 AM	
	Sheriff's AFIS Service, Bldg. 3 4645 1145th Ave. N., Clearwater		14000	A	yes	5 (Monday-Friday)	5:00 PM --2:00 AM	
	Weedon Island Education Center 1800 Weedon Dr. NE, St. Petersburg		1700	A		5 (Monday-Friday)	5:00 PM --2:00 AM	
	Mosquito Control Building 1, Administration 4100 118th Ave. N, Clearwater		3861	A		5 (Monday-Friday)	7:00 AM - 3:30 PM	
	Mosquito Control Building 2 Employee Building 4100 118th Ave. N, Clearwater		2200	A		5 (Monday-Friday)	7:00 AM - 3:30 PM	
	Mosquito Control Helicopter Hanger 4100 118th Ave. N, Clearwater		832	A		5 (Monday-Friday)	7:00 AM - 3:30 PM	
	Permitted Stormwater Facility 4550 126th Ave. N, Clearwater		7000	A		4 (Monday-Thursday)	7:00 AM - 3:30 PM	
	PAL Sports Center 3755 45th Ave. N, St. Petersburg		3300	A		5 (Monday-Friday)	7:00 AM - 3:30 PM	Cleaning services required during regular school holidays
	Sheriff's K-9 Complex 11700 34th St., N, Clearwater		1000	A		5 (Monday-Friday)	7:00 AM - 4:00 PM	
	Sheriff's Shooting Range 11700 34th St., N, Clearwater		1000	A		5 (Monday-Friday)	7:00 AM - 4:00 PM	
GROUP C: DAS – DETENTION								
	Facility Operations – Detention 14400 49th St. N., Clearwater		5350	B		6 (Monday-Friday, Sunday)	5:00 PM - 9:00 PM	restrooms and breakrooms
	Facility Operations – Detention 14400 49th St. N., Clearwater		5344	B		5 (Monday-Friday,)	5:00 PM - 9:00 PM	rest of building
	Sheriff's Administrative Support Building 14500 49th St. N., Clearwater		28018	B		7 (Monday-Sunday)	5:00 PM - 12:00 AM	Requires coverage 365 days, including holidays
	Video Visitation 14500 49th St., Clearwater		5600	A	yes	7 (Monday-Sunday)	5:00 PM - 12:00 AM	Requires coverage 365 days, including holidays
	Bayside Clinic (Human Services) 14808 49th ., Clearwater		4000	A	yes	6 (Monday-Saturday)	8:00 PM - 6:00 AM 8:00 AM - 1:00 PM on Sat	
	Misdemeanor Probation building, 49th Street, Clearwater	14500	13360	B		5 (Monday-Friday)	5:00 PM - 12:00 AM	
GROUP D: DAS – MID								
	Fleet Management Service Center 9685 Ulmerton Rd., Largo		12887	C		5 (Monday-Friday)	5:00 PM --2:00 AM	Trash removal 5 days week (Friday trash pick up at 2:00 PM)
	911 Call Center (3rd floor at PSC) 10750 Ulmerton Rd., Largo		5000	A		7 (Monday-Sunday)	7:00 AM-11:00 PM	Restroom cleaning and empty trash only on Saturday and Sunday
	Public Safety Campus (Bldgs. 1-5, including garage) 10750 Ulmerton Rd., Largo		400000	A	yes	5 (Monday-Friday)	7:00 AM-11:00 PM	
	Animal Services 12450 Ulmerton Rd., Largo		35811	A	yes	7 (Monday-Sunday)	5:00 PM --2:00 AM	Restrooms to be cleaned and restocked 3 times per day. Lobbies, entrances, and public restroom must be cleaned before 8:30 AM. Day porter shall be on site a minimum 8 hours per day.

Emergency Medical Services 12490 Ulmerton Rd., Largo	63637	A	yes	7 (Monday-Sunday)	5:00 PM - -2:00 AM	Public restrooms on 1st and 2nd floor to be cleaned and restocked 3 times per day. Shower/locker rooms adjacent to exercise room on 1st floor to be cleaned 2 times per day. North hallway on 1st floor which serves as employee access/egress for EMS personnel cleaned 2 times per day. Large training/conference room on 2nd floor to be cleaned daily (Last trash pick up 2:00 PM).	
Cooperative Extension Facility 12175 125th St. N., Largo	29880	A		6 (Monday-Saturday)	5:00 PM - -2:00 AM	Restrooms to be cleaned and restocked 2 times per day (8:00 AM and 1:00 PM). Special events will require additional services under the Special Services clause (Section E.6)	
Supervisor of Elections 13001 Starkey Road, Largo	27406	A		5 (Monday-Friday)	5:00 PM - -2:00 AM	During election cycles, full cleaning services are required 7 days a week	
Tax Collector 13025 Starkey Rd, Largo	25,015	A		5 (Monday-Friday)	5:00 PM - -2:00 AM		
Botanical Gardens 12520 Ulmerton Rd., Largo	5000	A	yes	7 (Monday-Sunday)	5:00 PM - -2:00 AM	Main lobby area to be cleaned before 9:00 AM. Restrooms to be cleaned and restocked 2 times per day. Special events will require additional services under the Special Services clause (Section E.6).	
Gulf Coast Museum of Art 12211A Walsingham Rd., Largo	10000	B		5 (Monday-Friday)	8:00 AM - 5:00 PM	4 buildings in total, only partially occupied. Frequent special events held t museum and auditorium.	
Utilities Field Services 9637 Ulmerton Rd., Largo	3000	B		5 (Monday-Friday)	8:00 AM - 5:00 PM		
Heritage Village 11909 125th St. N., Largo	5000	B		5 (Wednesday-Sunday)	8:00 AM - 5:00 PM	No cleaning Monday-Tuesday	
GROUP E: DAS- SOUTH							
County Building- Main Tower 501 1st. Ave., N., St. Petersburg	68394	A	yes	5 (Monday-Friday)	5:00 PM - -2:00 AM		
County Building- Annex 501 1st. Ave., N., St. Petersburg	12681	A	yes	5 (Monday-Friday)	5:00 PM - -2:00 AM		
County Building- Garage 501 1st. Ave., N., St. Petersburg	87184	E	yes	5 (Monday-Friday)	5:00 PM - -2:00 AM		
Judicial Building 545 1st Ave., N., St. Petersburg	61616	A	yes	5 (Monday-Friday)	5:00 PM - -2:00 AM	Floors must be sealed according to industry best practices.	
Judicial Building Garage 545 1st Ave., N., St. Petersburg	65454	E	yes	5 (Monday-Friday)	5:00 PM - -2:00 AM		
Human Services 647 1st Ave. N., St. Petersburg	17466	A		5 (Monday-Friday)	5:00 PM - -2:00 AM		
South County Connection Center 38775 54th Ave. N., St. Petersburg	2400	A		5 (Monday-Friday)	5:00 PM - -2:00 AM		
GROUP F: DAS – REAL PROPERTY							
Tax Collector's Office 1663 Gulf - To- Bay Blvd., Clearwater	11000	A		5 (Monday-Friday)	6:00 PM - 10:00 PM		
Records Management Building 5300 Ulmerton Rd., Clearwater	1041	A		5 (Monday-Friday)	8:00 AM - 5:00 PM		
Clerk's Print Shop	2871	B		5 (Monday-Friday)	2:00 PM - 6:00 PM		
Clerk's Print Shop- Warehouse	11629	D		5 (Monday-Friday)	2:00 PM - 6:00 PM		
Sheriff's Purchasing Warehouse- Office Space 13770 Automobile Blvd., Clearwater	2500	A		5 (Monday-Friday)	8:00 AM - 5:00 PM		
Sheriff's Purchasing Warehouse - Warehouse Space 13770 Automobile Blvd., Clearwater	22500	A		5 (Monday-Friday)	8:00 AM - 5:00 PM		
OMNI 7421 114th Ave Largo	17953	A		5 (Monday-Friday)	8:00 AM - 5:00 PM		
South County Service Center 2500 34th St, St. Petersburg	40000	A	yes	5 (Monday-Friday)	8:00 AM - 5:00 PM		
Sheriff's North District Station Bayshore Blvd, St. Petersburg	2496	A	yes	7 (Monday-Sunday)	8:00 AM - 5:00 PM		
Pinellas County Contractor's Licensing Board 7887 Bryan Dairy Rd, Ste 133, Largo	2125	A		5 (Monday-Friday)	8:00 AM - 5:00 PM		
Marine Facility 19305 Gulf Blvd., Indian Rocks, FL	1570	A		5 (Monday-Friday)	8:00 AM - 5:00 PM		
GROUP G: STAR CENTER							

Main Building # 100 7887 Bryan Dairy Rd., Suite 120, Largo	24367	A	yes	5 (Monday-Friday)	5:00 PM - 12:00 AM	Services required on MLK Day and Veterans Day. Daily walkthrough required with Facility Representative prior to 8:00 AM; includes restroom cleaning and restock and conference room cleaning. Can temporary close vending area to clean floors.	
Utility Building # 200 7887 Bryan Dairy Rd., Suite 120, Largo	2700	A		5 (Monday-Friday)	5:00 PM - 12:00 AM		
Utility Building # 500 7887 Bryan Dairy Rd., Suite 120, Largo	6964	A		5 (Monday-Friday)	5:00 PM - 12:00 AM	Services required on MLK Day and Veterans Day. Daily walkthrough required with Facility Representative prior to 8:00 AM; includes restroom cleaning and restock and conference room cleaning. Can temporary close vending area to clean floors.	
GROUP H: UTILITIES							
South Maintenance 6730 142nd Ave., Largo	30000	A		5 (Monday-Friday)	6:00 PM - 12:00 AM	Warehouse office included	
South Maintenance – Fleet Building 6730 142nd Ave., Largo	4000	D		5 (Monday-Friday)	6:00 PM - 12:00 AM	Office, restroom, storage, locker & shower area, sink in shop	
North Maintenance 3900 Dunn Rd., Palm Harbor	27000	A		5 (Monday-Friday)	6:00 PM - 12:00 AM	Warehouse office included	
North Maintenance - Fleet 3900 Dunn Rd., Palm Harbor	4185	D		5 (Monday-Friday)	6:00 PM - 12:00 AM	Office, restroom, locker & shower area, sink in shop	
Logan Station - Bldgs. A & C 1620 Ridge Rd., Largo	12000	A		5 (Monday-Friday)	6:00 PM - 12:00 AM		
Logan Water Quality Monitoring Lab- Building B 1620 Ridge Rd., Largo	17500	A		5 (Monday-Friday)	6:00 PM - 12:00 AM		
South Cross Bayou - WWTF 7401 54th Ave., N, St. Petersburg	27175	A		5 (Monday-Friday)	6:00 PM - 12:00 AM	PEC/Admin, Operations, EET Lab, Modular Office, Maintenance, Dewatering	
W.E. Dunn - WWTF 4111 Dunn Dr., Palm Harbor	11418	A		5 (Monday-Friday)	6:00 PM - 12:00 AM	Admin, Maintenance, Dewatering, Office & Restroom, Park Restroom	
Keller Station 3665 Keller Circle, Tarpon Springs	19892	B		5 (Monday-Friday)	6:00 PM - 12:00 AM	Admin building only	
GROUP I: AIRPORT							
Main Building Terminal Blvd, Clearwater	14700	170000	E	yes	7(Monday-Sunday)	12:00 AM - 12:00 AM 1st shift: 7:00 AM - 3:30 PM 2nd shift: 3:00 PM - 11:30 PM 3rd shift: 11:00 PM - 7:30 AM	Services required 24/7; detail and project cleaning to be performed on the 3rd shift
Sheriff's Hanger General Howard Dr, Clearwater	4640	5000	E		7(Monday-Sunday)	12:00 AM - 12:00 AM 1st shift: 7:00 AM - 3:30 PM 2nd shift: 3:00 PM - 11:30 PM 3rd shift: 11:00 PM - 7:30 AM	Services required 24/7; detail and project cleaning to be performed on the 3rd shift
Maintenance Facilities Fairchild Dr, Clearwater	15425	3000	E		7(Monday-Sunday)	12:00 AM - 12:00 AM 1st shift: 7:00 AM - 3:30 PM 2nd shift: 3:00 PM - 11:30 PM 3rd shift: 11:00 PM - 7:30 AM	Services required 24/7; detail and project cleaning to be performed on the 3rd shift
Cell Phone Lot Restrooms Terminal Blvd, Clearwater	14700	150	E	Yes	7(Monday-Sunday)	12:00 AM - 12:00 AM 1st shift: 7:00 AM - 3:30 PM 2nd shift: 3:00 PM - 11:30 PM 3rd shift: 11:00 PM - 7:30 AM	Services required 24/7; detail and project cleaning to be performed on the 3rd shift
GROUP J: PARKS							
Ft. DeSoto Park	22850	A			3 (Saturday,Sunday, Monday)	6:30 AM - 5:00 PM	Restrooms only, no buildings. Park open 365 days a year, services needed on holidays. Vendor to provide their own goft cart to access restrooms, park will provide garage parking for cart.
Chester Och 4-H Ed.Center 14602 113th Ave., Largo	1800	A			4 (Tuesday-Friday)	8:00 AM - 5:00 PM	No cleaning Saturday-Monday
GROUP K: SOLID WASTE							
Solid Waste 3095 114th Ave. N, St. Petersburg	14200	A			5 (Monday-Friday)	6:00 PM - 12:00 AM	Admin building
Solid Waste- Scale houses 3095 114th Ave. N, St. Petersburg	2076	A			5 (Monday-Friday)	6:00 PM - 12:00 AM	All scale buildings including restrooms and public restrooms
Solid Waste- Industrial Water Treatment Plant 3095 114th Ave. N, St. Petersburg	1364	A			5 (Monday-Friday)	6:00 PM - 12:00 AM	Control room, lab, restrooms, breakroom, and offices
Solid Waste- HEC3 3095 114th Ave. N, St. Petersburg	2800	A			5 (Monday-Friday)	6:00 PM - 12:00 AM	Admin, lab, 7 restrooms in warehouse)

	Solid Waste- Maintenance 3095 114th Ave. N. St. Petersburg	2762	A		5 (Monday-Friday)	6:00 PM - 12:00 AM	
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Location	Description	Square Footage	# Day Porters	Day Porter Days per Week
GROUP				
	Annex Building 400 S. Ft. Harrison Ave. , Clearwater	91776	1	5 (Monday-Friday)
	Main Courthouse 315 Court St., Clearwater	207263	1	5 (Monday-Friday)
	Utilities Administration 14 S Ft. Harrison, Clearwater	60000	1	5 (Monday-Friday)
	Brooker Creek (All Buildings) 3940 Keystone Rd., Tarpon Springs	25648	1	6 (Tuesday-Sunday)
	North County Service Center 29582 US Hwy. 19N.. Clearwater	29224	1	5 (Monday-Friday)
GROUP E				
	County Justice Center 14250 49th St. N., Clearwater	548892	6	5 (Monday-Friday)
	County Justice Center J WIng 14250 49th St. N., Clearwater (anticipated opening March 2023)	77547	2	5 (Monday-Friday)
	Sheriff's Forensic Services, Bldg. 1 4801 45th Ave. N., Clearwater	9630	1	5 (Monday-Friday)
	Sheriff's Evidence Services, Bldg. 2 4707 145th Ave. N., Clearwater	14000	1	5 (Monday-Friday)
	Sheriff's AFIS Service, Bldg. 3 4645 1145th Ave. N., Clearwater	14000	1	5 (Monday-Friday)
	Weedon Island Education Center 1800 Weedon Dr. NE, St. Petersburg	1700	1	4 (Thursday-Sunday)
GROUP C				
	Sheriff's Administrative Support 14500 49th St., Clearwater	28018	1	7 (Monday-Sunday)
	Video Visitation 14500 49th St., Clearwater	5600	1	7 (Monday-Sunday)
	Bayside Clinic (Human Services) 14808 49th ., Clearwater	4000	1	6 (Monday-Saturday)
GROUP				
	Public Safety Campus (Bldgs. 1-5, including garage) 10750 Ulmerton Rd., Largo	400000	3	5 (Monday-Friday)
	Public Safety Campus (Bldgs. 1-5, including garage) 10750 Ulmerton Rd., Largo	400000	1	2 (Saturday-Sunday)
	Animal Services 12450 Ulmerton Rd., Largo	35811	1	7 (Monday-Sunday)
	Emergency Medical Services 12490 Ulmerton Rd., Largo	63637	1	7 (Monday-Sunday)

Tax Collector 13025 Starkey Rd, Largo	25015	1	5 (Monday-Friday)
Botanical Gardens 12520 Ulmerton Rd., Largo	5000	1	7 (Monday-Sunday)
Gulf Coast Museum of Art 12211A Walsingham Rd., Largo	10000	1	5 (Monday-Friday)

GROUP

County Building- Main Tower 501 1st. Ave., N., St. Petersburg	68394	1	5 (Monday-Friday)
County Building- Annex 501 1st. Ave., N., St. Petersburg	12681	1	5 (Monday-Friday)
County Building- Garage 501 1st. Ave., N., St. Petersburg	87184	1	5 (Monday-Friday)
Judicial Building 545 1st Ave., N., St. Petersburg	61616	1	5 (Monday-Friday)
Judicial Building Garage 545 1st Ave., N., St. Petersburg	65454	1	5 (Monday-Friday)
Human Services 647 1st Ave. N., St. Petersburg	17466	1	5 (Monday-Friday)

GROUP F: D

South County Service Center 2500 34th St, St. Petersburg	40000	1	5 (Monday-Friday)
Sheriff's North District Station 2494 Bayshore Blvd, Dunedin	21496	1	7 (Monday-Sunday)

GROUP

STAR Center, Buildings 100 & 500 7887 Bryan Dairy Dr, Largo	31331	1	5 (Monday-Friday)
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GRO

Airport (including cell phone lot restrooms) 14700 Terminal Blvd, Clearwater	170000	varies	7 (Monday-Sunday)
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Day Porter Schedule**Notes****A: DAS – NORTH**

7:30 AM-4:00 PM

Assigned day porter may be requested to float between additional buildings in the downtown Clearwater area

7:30 AM-4:00 PM

10:00 AM - 2:00 PM

11:00 AM - 4:00 PM

7:00 AM - 3:00 PM

3: DAS – CENTRAL

5:00 AM - 11:30 AM

7:00 AM - 1:30 PM

7:00 AM - 3:30 PM

7:30 AM - 4:00 PM (x2)

8:00 AM - 4:30 PM

7:30 AM - 4:00 PM

7:00 AM - 1:30 PM

Assigned day porter can float between 3 Sheriff's building locations

7:00 AM - 1:30 PM

7:00 AM - 1:30 PM

9:00 AM - 4:00 PM (T-S)

11:00 AM - 4:00 PM (Sun)

: DAS – DETENTION

11:00 AM - 4:00 PM

Assigned day porter can float between Video Visitation, Bayside Clinic, and Sheriff's Admin Support

11:00 AM - 4:00 PM

11:00 AM - 4:00 PM

IP D: DAS – MID6:00 AM- 2:30 PM 7:00 AM-
3:30 PM 12:00 PM-4:00 PM

9:00 AM - 2:00 PM

Day porter on Saturday and Sunday to cover 911 on 3rd floor, plus any assigned special cleaning projects.

6:00 AM - 2:30 PM

5:00 AM - 1:30 PM

10:00 AM - 2:00 PM

6:00 AM - 2:30 PM

6:00 AM - 2:30 PM

Assigned day porter can float between Botanical Gardens and Museum

DE: DAS- SOUTH

7:30 AM - 4:00 PM

7:30 AM - 4:00 PM

7:30 AM - 4:00 PM

Assigned day porter can float between Annex, Main Tower, and Garage

7:30 AM - 4:00 PM

7:30 AM - 4:00 PM

Assigned day porter can float between Main Building and Garage

7:30 AM - 4:00 PM

AS - REAL PROPERTY

8:00 AM - 5:00 PM

M/W/F- 7:00 AM - 4:00 PM

T/Th- 8:00 AM - 5:00 PM S/S-

7:00 AM - 1:00 PM

G: STAR CENTER

7:00 AM - 3:30 PM

Services required on MLK Day and Veterans Day

UP I: AIRPORT

12:00 AM - 12:00 AM

1st shift: 7:00 AM - 3:30 PM

2nd shift: 3:00 PM - 11:30 PM

3rd shift: 11:00 PM - 7:30 AM

1st shift: 4 porters

2nd shift: 4 porters

3rd shift: 8 porters

Location	# Supervisors	Shift Hours
GROUP A: DAS – NORTH		
Floating Supervisor for all DAS North locations	3	12:00 PM - 7:00 PM
GROUP B: DAS – CENTRAL		
14250 49th St N, Clearwater	2	1:00 PM - 8:00 PM
GROUP C: DAS – DETENTION		
ASB Building		3:00 PM - 11:00 PM
14500 49th St N		As needed per
Bayside Clinic		operational
14808 49th St N	1	requirements
Both locations close at 8:00 PM		
GROUP D: DAS – MID		
10750 Ulmerton Rd, Largo	2	12:00 PM - 7:00 PM
GROUP E: DAS- SOUTH		
501 1st Ave North / 545 1st Ave. N / 647 1stAve. N / 1800 66th St. / 3875 54th Ave N., St. Petersburg	1	1:00 PM - 8:00 PM
GROUP G: STAR CENTER		
7887 Bryan Dairy Rd, Largo	1	12:00 PM - 7:00 PM
GROUP H: UTILITIES		
Floating Supervisor for all Utilities locations	1	6:00 PM - 12:00 AM
GROUP I: AIRPORT		
14700 Terminal Blvd, Clearwater	3	24/7/365
GROUP K: SOLID WASTE		
3095 114th Ave. N, St. Petersburg	1	6:00 PM - 12:00 AM

Service	SERVICE LEVEL					
	A	B	C	D	E	F
	High Traffic	Medium Traffic	Clinic	Garage & Warehouse	Airport	Holding Cells
1. GENERAL OFFICE AREAS						
a. Vacuum carpeted floors	M/W/F	M/F	M/W/F	M/W/F	Daily-Night	
b. Empty office trash, replace all liners and return receptacles to original location	Daily	Daily	Daily	M/W/F	Daily-Night	
c. Empty recycling bins	Weekly	Weekly	Weekly	W	Daily-Night	
d. Wet mop and remove scuff marks from all non-carpeted floors	Daily	M/W/F	Daily	M/W/F	2x Week	
e. Clean and thoroughly polish drinking fountains	Daily	M/W/F	Daily	M/W/F	Daily-Night	
f. Clean and disinfect all public counters	Daily	M/W/F	Daily	M/W/F	Daily-Night	
g. Remove fingerprints from entrance glass	Daily	M/W/F	2x Daily	M/W/F	Daily-Night	
h. Clean and disinfect doorknobs and light switches	Daily	M/W/F	Daily	M/W/F	Daily-Night	
i. Spray buff all tile / terrazzo floor areas according to industry standards.	M/F	Weekly	Weekly	Bi-Weekly	Daily-Night	
j. Clean vertical and/or mini blinds	Bi-Weekly	Monthly	Bi-Weekly	Monthly	Daily-Night	
k. Dust tops of desk areas in offices.	Weekly	Weekly	Weekly	Weekly	Daily-Night	
l. Clean and polish stainless steel, chrome, and brass surfaces, ensuring the polish does not stain or mark area around push plates or other fixtures.	Monthly	Monthly	Monthly	Monthly	Daily-Night	
m. Wipe down doors with non-abrasive cleaner	Monthly	Monthly	Monthly	Monthly	Daily-Night	
n. Wipe clean all vents and diffusers	Bi-Weekly	Monthly	Weekly	Monthly	Monthly	
o. Dust horizontal & vertical surfaces	Weekly	Weekly	Weekly	Weekly	2x Shift	
p. Spot clean carpets	As Needed	As Needed	As Needed	As Needed	Daily	
q. Vacuum with hand tool around copy machines and other equipment	Bi-Weekly	Monthly	Bi-Weekly		Daily-Night	
2. CONFERENCE ROOMS						
a. Vacuum carpeted floors	Daily	M/W/F	Daily	M	Daily-Night	
b. Empty trash, replace all liners and return receptacles to original location	Daily	Daily	Daily	M	Daily-Night	
c. Damp mop and remove scuff marks from all non-carpeted floors	Daily	M/W/F	Daily	M	Daily-Night	
d. Clean and disinfect conference tables	Daily	Daily	Daily	M	Daily-Night	
e. Dust all ledges	Weekly	Bi-Weekly	Weekly	Monthly	Monthly	
f. Wipe clean all vents and diffusers	Bi-Weekly	Monthly	Bi-Weekly	Monthly	Monthly	
g. Clean glass cases	Monthly	Monthly	Monthly	Monthly	Monthly	
h. Dust horizontal & vertical surfaces	Weekly	Weekly	Weekly		2x Shift	

Service	SERVICE LEVEL					
	A	B	C	D	E	F
	High Traffic	Medium Traffic	Clinic	Garage & Warehouse	Airport	Holding Cells
i. Spot clean carpets	As Needed	As Needed	As Needed	As Needed	2x Week	
3. REST ROOMS						
a. Wet mop floors using a germicidal detergent solution	Daily	Daily	2x Daily	M/W/F	2x Daily	
b. Empty receptacle trash, replace liner	Daily	Daily	2x Daily	M/W/F	2-3x Hour	
c. Empty and clean sanitary napkin disposal units and wrap for separate disposal. Replace liners	Daily	Daily	Daily	M/W/F	2-3x Hour	
d. Clean and polish mirrors	Daily	M/W/F	Daily	M/W/F	2x Daily	
e. Clean and disinfect toilets and urinals, inside and out and install urinal deodorizer blocks as designated. Polish bright work. Clean toilet seats on both sides. Remove any rust, discoloration, and calcium build-up on/around bathroom fixtures with a non-acidic product. No chemicals are to be left in toilets or urinals or on fixture surfaces. Waterless urinals require special spray cleaning and maintenance.	Daily	Daily	2x Daily	M/W/F	2-3x Hour	
f. Wipe towel cabinets	Daily	M/W/F	Daily	M/W/F	2x Daily	
g. Check and refill all toilet paper, towel dispensers, hand soap dispensers, etc. Replacement soap cartridges shall be of the type designated for the dispenser.	Daily	Daily	2x Daily	Daily	2-3x Hour	
4. FITNESS CENTERS/SHOWERS/LOCKER ROOM/SMAT ROOMS						
a. Scrub shower walls and remove soap build- up using a disinfectant fungicide product	Daily	M/W/F	Daily		M/W/F	
b. Clean and disinfect sinks and countertops. Polish bright work.	Daily	M/W/F	Daily		M/W/F	
c. Wash entrance doors and walls with a disinfectant.	Weekly	Weekly	Weekly		Weekly	
d. Pour a solution of germicidal detergent, previously approved by Facility Representative, down the floor drain to fill the drain trap.	Weekly	Weekly	Weekly		Weekly	
e. Vacuum and wipe clean all vents and diffusers	Weekly	Weekly	Weekly		Weekly	
f. Wipe clean partition tops, partition sides, ledges, vents, louvers in doors, tops of mirrors and lights.	Monthly	Monthly	Monthly		Monthly	
g. Clean and polish stainless steel, chrome, and brass surfaces, insuring the polish does not stain or mark area around push plates or other fixtures.	Monthly	Monthly	Bi-Monthly		Monthly	
h. Dust horizontal & vertical surfaces	Weekly	Weekly	Weekly		Weekly	
i. Clean and disinfect trash receptacles	Monthly	Monthly	Monthly		Monthly	
j. Machine scrub floors	Monthly	Quarterly	Monthly		Monthly	

Service	SERVICE LEVEL					
	A	B	C	D	E	F
	High Traffic	Medium Traffic	Clinic	Garage & Warehouse	Airport	Holding Cells
k. Clean floor grout (see section 3 for detail)	Semi-Annual	Semi-Annual	Annually			
l. sweep all floors	Daily	M/W/F	Daily		M/W/F	
m. wipe all mirrors to a streak free finish	Daily	M/W/F	Daily		M/W/F	
n. MAT ROOMS- sweep, clean, and disinfect all mat surfaces. Wipe down and disinfect walls.	Daily					
5. KITCHENS AND BREAK ROOMS						
a. Empty kitchen trash and replace liners	Daily	M/W/F	Daily	M/W/F	Daily-Night	
b. Wet mop non-carpeted floors	Daily	M/W/F	Daily	M/W/F	Daily-Night	
c. Clean and disinfect sinks and counters	Daily	M/W/F	Daily	M/W/F	Daily-Night	
d. Vacuum carpeted floors	Daily	M/W/F	Daily	M/W/F	Daily-Night	
e. Wipe down outside of cabinetry	Weekly	M/W/F	Weekly	Monthly	Daily-Night	
f. Clean vertical and/or mini blinds	Monthly	Monthly	Monthly	Monthly	Daily-Night	
g. Wipe clean all vents, diffusers, and exhaust hoods	Weekly	Weekly	Weekly	Weekly	Daily-Night	
h. Clean and polish stainless steel, chrome and brass surfaces, ensuring the polish does not stain or mark area around push plates or other fixtures.	Monthly	Monthly	Monthly	Monthly	Daily-Night	
i. Dust horizontal & vertical surfaces	Weekly	Weekly	Weekly	Weekly	Daily-Night	
j. Machine scrub floors	Monthly	Monthly	Quarterly		Daily-Night	
k. Clean floor grout (see section 3 for detail)	Semi-Annual	Semi-Annual	Quarterly		Monthly	
l. Airport-Clean all tables, chair seats & backs, counters, microwaves, sinks, and refrigerators.					Monthly	
6. LOBBIES, PUBLIC AREAS, ENTRANCES & VESTIBULES						
a. Vacuum carpeted floors	Daily	M/TH	Daily		3x Daily	
b. Wet mop all non-carpeted floors	Daily	M/TH	Daily		3x Daily	
c. Clean entrance glass doors and revolving glass doors. Clean framework, including transoms and sidelights- interior and exterior	Daily	M/TH	2x Daily		3x Daily	
d. Clean ledges and moldings, inside and exterior of entry way doors	Daily	M/TH	2x Daily		Daily	
e. Empty, replace liner, and clean outside of trash cans	Daily	M/W/F	Daily		3x Daily	
f. Clean, disinfect and polish all public telephones	Daily	M/W/F	Daily		Daily	
g. Clean all door brass and/or stainless brushed steel	Daily	M/TH	Daily		Daily	
h. Empty all exterior ashtrays, recycling and trash receptacles of cigarette butts and debris	Daily	M/W/F	Daily		3x Daily	

Service	SERVICE LEVEL					
	A	B	C	D	E	F
	High Traffic	Medium Traffic	Clinic	Garage & Warehouse	Airport	Holding Cells
i. Continuously dry mop non-carpeted lobby floor on rainy days, during normal business hours	As Needed	As Needed	As Needed		Daily-Night	
j. Wipe clean and polish all glass and mirrored surfaces	Daily	M/W	Daily		Daily-Night	
k. Remove unsightly soil, grass, leaves, cans, litter, etc. from the building exterior, patios, and surrounding areas. Maintain areas around all dumpsters free of litter, trash, etc. Police grounds, parking areas, sidewalks (adjacent to buildings out to the curbing of the sidewalks), exterior exit landings, and exterior stairs. Empty all trash cans in Parking Lots.	Daily	M/W	Daily		3x Daily	
l. Dust and wipe clean all flat surfaces, walls, windowsills, pillars and other flat areas	Weekly	Weekly	Weekly		Daily-Night	
m. Machine scrub non-carpeted floors	Weekly	Weekly	Weekly		Monthly	
n. Clean vertical and/or mini blinds	Weekly	Bi-Weekly	Weekly		Daily-Night	
o. Wipe clean all vents and diffusers	Weekly	Weekly	Weekly	Bi-Weekly	Weekly-Night	
p. Clean and polish stainless steel, chrome, and brass surfaces, ensuring the polish does not stain or mark area around push plates or other fixtures	Bi-Weekly	Monthly	Weekly		Daily-Night	
q. Dust horizontal & vertical surfaces	Weekly	Weekly	Weekly	Weekly	Daily-Night	
r. Wash all public waste receptacles	Quarterly	Quarterly	Quarterly		Daily-Night	
s. Spot clean carpets	As Needed	As Needed	As Needed	As Needed	Daily-Night	
t. Clean floor grout (see section C3 for detail)	Annually	Annually	Annually	Annually	Monthly	
u. Sweep NW laundry room area concrete floor (Building 16 only)						
v. Dust benches, remove standing water, replace bags around exterior pet relief station					3x Daily	
7. CORRIDORS						
a. Vacuum carpeted floor	Daily	M/W/F	Daily		Daily-Night	
b. Damp mop and/or spray buff all non-carpeted floors	Daily	M/W/F	Daily		Daily-Night	
c. Empty, replace liner and wipe trash receptacles	Daily	M/W/F	Daily		Daily-Night	
d. Wipe clean all vents and diffusers	Bi-Weekly	Monthly	Weekly	Monthly	Monthly	
e. Clean and polish stainless steel, chrome, and brass surfaces, ensuring the polish does not stain or mark area around push plates or other fixtures.	Monthly	Monthly	Monthly		Daily-Night	
f. Dust horizontal & vertical surfaces	Weekly	Weekly	Weekly	Weekly	Daily-Night	
g. Spot clean carpets	As Needed	As Needed	As Needed	As Needed	Daily-Night	

Service	SERVICE LEVEL					
	A	B	C	D	E	F
	High Traffic	Medium Traffic	Clinic	Garage & Warehouse	Airport	Holding Cells
h. Clean vertical and/or mini blinds	Weekly	Bi-Weekly	Bi-Weekly		Daily-Night	
i. Wax and strip non-carpeted floors per the Floor Care Section, (see section C3 for detail)	Bi-Annual	Annually	Bi-Annual		Monthly	
8. STAIRWAYS						
a. Sweep or vacuum steps and landings	M/W/F	M/W	M/W/F		Weekly-Night	
b. Wipe banisters and ledges	M/W/F	M/W	Daily		Daily-Night	
c. Wet mop non-carpeted stairs and landings	Weekly	Weekly	Weekly		Bi-Monthly	
d. Wipe and clean all railings and doors	Weekly	Weekly	Weekly		Weekly	
e. Wipe clean all vents and diffusers	Bi-Weekly	Monthly	Weekly	Monthly	Monthly	
f. Clean and polish stainless steel, chrome, and brass surfaces, ensuring the polish does not stain or mark area around push plates or other fixtures.	Monthly	Monthly	Monthly		Weekly	
g. Dust horizontal & vertical surfaces	Weekly	Weekly	Weekly	Bi-Weekly	Weekly	
h. Spot clean carpets	As Needed	As Needed	As Needed	As Needed	As Needed	
i. Remove chewing gum, litter, mop up spills, knock down cobwebs	M/W/F	M/W	M/W/F	As Needed	Daily	
9. ELEVATORS						
a. Wipe elevator cab walls to keep high sheen and to remove fingerprints	M/W/F	M/W	Daily		Daily-Night	
b. Clean and disinfect control button panel	Daily	M/W	Daily		Daily-Night	
c. Vacuum carpeted floor, wet mop non-carpeted floors	M/W/F	M/W	Daily		Weekly	
d. Clean and vacuum all door tracks and polish all door interior and exterior surfaces	M/W/F	M/W	M/W/F		Daily-Night	
e. Wipe mirrored surfaces in the elevator cabs	M/W/F	M/W	M/W/F		Daily-Night	
f. Wipe clean all ledges, vents and diffusers	Weekly	Weekly	Weekly		Monthly	
g. Clean and polish stainless steel, chrome, and brass surfaces, ensuring the polish does not stain or mark area around push plates or other fixtures.	Monthly	Monthly	Monthly		Weekly	
h. Dust horizontal & vertical surfaces	Weekly	Weekly	Weekly	Weekly	Weekly	
i. Spot clean carpets	As Needed	As Needed	As Needed	As Needed	Daily-Night	
10. GENERAL WAREHOUSE AREA						
a. Empty trash, replace all liners and return receptacles to original location.				M/F		
b. Clean and thoroughly polish drinking fountains				M/F		

Service	SERVICE LEVEL					
	A	B	C	D	E	F
	High Traffic	Medium Traffic	Clinic	Garage & Warehouse	Airport	Holding Cells
c. Sweep, wet mop and remove scuff marks from all non-carpeted floors				Monthly		
d. Wipe clean all vents and diffusers				Monthly		
11. TAXI HOLD AREA & TOLL BOOTHS						
a. Sweep, damp mop, detail clean restrooms, clean & dust furniture, vertical and horizontal surface.					Weekly	
12. BOARDING & LOADING BRIDGES						
a. Sweep, damp mop, vacuum floors; clean ceilings, walls, hand rails, & light fixtures					Daily	
b. Spot and stain removal					Daily-Night	
c. Clean doors, door glass and exterior diffuser. Remove all fingerprints and dirt					Daily-Night	
d. Clean carpets					Quarterly	
13. ESCALATORS						
a. Clean stainless steel panels, rubber moving hand rails, platform, steps, adjacent walls, metal baseboards and grooves on steps & platform					Daily-Night	
b. Remove gum from treads/landing					Daily-Night	
c. Sweep and Mop escalator "on/off" plates					Daily-Night	
d. Spray-clean handrails. Dust stainless steel and horizontal surfaces					Daily-Night	
14. HOLDING CELLS						
(All Holding Cells (1st, 3rd, & 4th Floors))						
a. Empty Trash, replace liners, and return receptacles to their original locations.						Daily
b. Sweep and wet mop floors using a germicidal detergent solution.						Daily
c. Clean and disinfect sinks and countertops, and polish bright work.						Daily
d. Clean and disinfect toilets inside and out.						Daily
e. Wipe clean all glass surfaces						Weekly
f. Clean and polish stainless steel, chrome, and brass surfaces, ensuring the polish does not stain or mark the area around push plates or other fixtures.						Monthly

Service	SERVICE LEVEL					
	A	B	C	D	E	F
	High Traffic	Medium Traffic	Clinic	Garage & Warehouse	Airport	Holding Cells
g. Clean and disinfect doorknobs and light switches.						Weekly
h. Wipe clean all vents.						Monthly
i. Clean exterior elevator doors to keep high sheen and remove fingerprints						Weekly
j. Dust all ledges.						Monthly
k. Clean and polish all mirrors						Monthly
Detention Control Area/1st Floor Corridor						
a. Wet mop non-carpeted floors						Weekly
b. Vacuum carpeted floor						Daily
c. Clean and disinfect toilets inside and out						Daily
d. Clean and polish stainless steel, chrome, and brass surfaces, ensuring the polish does not stain or mark the area around push plates or other fixtures.						Monthly
e. Spray buff all tile/terrazzo floor areas according to industry standards.						Weekly
f. Wipe elevator cab walls to keel high sheen and to remove fingerprints.						Weekly
g. Clean exterior elevator doors to keep a high sheen and to remove fingerprints						Weekly
h. Sweep, wet mop elevator floors using a germicidal detergent solution						Weekly
i. Empty trash, replace liners, and return receptacles to their original locations						Daily
j. Clean and disinfect sinks and countertops, polish bright work.						Daily
k. Wipe clean all vents.						Monthly
Service I						
a. Wet mop non-carpeted floors.						Weekly
b. Clean and disinfect doorknobs and light switches.						Weekly
c. Wax and strip non-carpeted floors per the Floor Care Section (see section C for details)						As Needed
d. Clean exterior elevator doors to keep a high sheen and remove fingerprints						Weekly
e. Wipe clean all vents.						Monthly

Merry Celeste, CPPB
Division Director
Purchasing and Risk Management

DATE: 04/20/2023
TO: ALL INTERESTED BIDDERS
INVITATION TO BID: JANITORIAL SERVICES
BID NUMBER: 23-0230-ITB
BID SUBMITTAL IS DUE: **05/25/2023 @ 3:00 PM**

ADDENDUM NO. 1

Following is additional information, clarifications, questions, and responses relative to referenced bid (ITB):

Changes(s):

1. Section 6.10 Cleaning Requirements Part 1, Section F, Carpet Spot Cleaning, Number 1, is deleted in its entirety and replaced with the following:
 - 1 The contractor shall perform carpet spot cleaning as needed on a per incident requested basis, with immediate attention. Contractor shall perform basic spot removal to the best of their ability, with approved spot cleaning chemicals. **With the exception of the Airport location**, no extraction equipment should be used by Contractor. Spots or stains that cannot be removed with basic spot cleaning techniques will be reported to the Facility Representative for additional cleaning.
2. Attachment No. 2 – Location, Day Porter, Supervisor Location Details is deleted in its entirety and replaced with Attachment No. 2 – Revised Location, Day Porter, Supervisor Location Details.

All other specifications, terms, and conditions remain the same.

Sincerely,



Merry Celeste, CPPB
Division Director
Purchasing and Risk Management

Location	Description	Total Square Footage	Service Level	Day Porter	Cleaning Days per Week	Hours of Cleaning Access	Special Instructions
GROUP A: DAS – NORTH							
1	Annex Building 400 S. Ft. Harrison Ave., Clearwater	91776	A	Yes	5 (Monday-Friday)	5:00 PM -- 2:00 AM	1st floor public restrooms cleaned and stocked 2 times per day by day porter. 1st floor lobby and hall cleaned and mopped 2 times per day by day porter
2	Real Estate Management (REM) 303 Chestnut St., Clearwater	8417	B		5 (Monday-Friday)	5:00 PM -- 2:00 AM	
3	Marketing and Communications 333 Chestnut St., Clearwater	26985	A		5 (Monday-Friday)	5:00 PM -- 2:00 AM	
4	REM/Air Quality 509 East Avenue, Clearwater	6091	A		5 (Monday-Friday)	5:00 PM -- 2:00 AM	
5	Records Retention Warehouse 509 East Avenue, Clearwater	18509	A		5 (Monday-Friday)	5:00 PM -- 2:00 AM	
6	Clerk's IT 509 East Avenue, Clearwater	5359	A		5 (Monday-Friday)	5:00 PM -- 2:00 AM	
7	Main Courthouse 315 Court St., Clearwater	207263	A	yes	5 (Monday-Friday)	5:00 PM -- 2:00 AM	All judicial chambers will be cleaned before 8:30 AM; 1st floor public restrooms will be cleaned and stocked 4 times per day, all other restrooms on all floors will be cleaned and stocked at least once per day.
8	Courthouse Parking Garage Court St, Clearwater	315 2200	B		5 (Monday-Friday)	5:00 PM -- 2:00 AM	Stairwells only
9	Utilities Administration Building 14 S. Ft. Harrison Ave. Clearwater	60000	A		5 (Monday-Friday)	5:00 PM -- 2:00 AM	
10	Old Courthouse 324 S. Ft. Harrison Ave., Clearwater	22814	A		5 (Monday-Friday)	5:00 PM -- 2:00 AM	
11	Old Courthouse Fitness Center S. Ft. Harrison Ave., Clearwater	324 7113	A		7 (Monday-Sunday)	5:00 PM -- 2:00 AM	Restrooms will be cleaned 2 times per day
12	Code Enforcement 631 Chestnut St., Clearwater	6132	A		5 (Monday-Friday)	5:00 PM -- 2:00 AM	
13	Building Services 440 Court St., Clearwater	40795	A		5 (Monday-Friday)	5:00 PM -- 2:00 AM	
14	Planning Department 310 Court St., Clearwater	19006	A		5 (Monday-Friday)	5:00 PM -- 2:00 AM	
15	Parking Garage 310 Court St. Parking Garage	1200	D		5 (Monday-Friday)	5:00 PM -- 2:00 AM	Garage elevator and stairs only, trash pick up in garage MWF
16	Clerk of the Circuit Court, Division of Inspector General 510 Bay Ave., Clearwater	4480	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
17	Brooker Creek 3611 Fletch Haven, Tarpon Springs	3465	B		5 (Monday-Friday)	5:00 PM - 10:00 PM	
18	Brooker Creek Building 1 3940 Keystone Rd., Tarpon Springs	8001	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
19	Brooker Creek Building 2 3940 Keystone Rd., Tarpon Springs	13343	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
20	Brooker Creek Building 3 3940 Keystone Rd., Tarpon Springs	4304	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
21	Public Works Operations- Building 1 Emergency Response US Hwy 19 N, Clearwater	22211 60885	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
22	Public Works Operations- Building 1 Warehouse US Hwy 19 N, Clearwater	22211 19669	B		5 (Monday-Friday)	5:00 PM - 10:00 PM	Floor cleaning/scrubbing 1 time per month
23	Public Works Operations- Building 2 Vehicle Storage US Hwy 19 N, Clearwater	22211 100	B		5 (Monday-Friday)	5:00 PM - 10:00 PM	Restroom only
24	Public Works Operations- Building 2 Vehicle Storage floor US Hwy 19 N, Clearwater	22211 10515	B		5 (Monday-Friday)	5:00 PM - 10:00 PM	Floor cleaning/scrubbing 1 time per month
25	Public Works Operations- Building 5 Operation Support US Hwy 19 N, Clearwater	22211 5170	D		5 (Monday-Friday)	5:00 PM - 10:00 PM	
26	Public Works Operations- Building 6 Environmental Management US Hwy 19 N, Clearwater	22211 1930	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
27	Public Works Operations- Building 8 Fitness Center US Hwy 19 N, Clearwater	22211 1000	B		5 (Monday-Friday)	5:00 PM - 10:00 PM	

28	Public Works Operations- Building 10 Environmental Management US Hwy 19 N, Clearwater	22211	6450	A		5 (Monday-Friday)	5:00 PM - 10:00 PM		
29	Public Works Operations- Building 15 Drainage & Stormwater 22211 US Hwy 19 N, Clearwater		3744	A		5 (Monday-Friday)	5:00 PM - 10:00 PM		
30	Public Works Operations- Building 16 Survey & Construction 22211 US Hwy 19 N, Clearwater		6500	A		5 (Monday-Friday)	5:00 PM - 10:00 PM		
31	North County Service Center 29582 US Hwy. 19N., Clearwater		29224	A	Yes	5 (Monday-Friday)	5:00 PM - 10:00 PM	Restrooms to be cleaned and restocked 3 times per day	
	Employee Relations Oak Ave., Clearwater	520	2137	A		5 (Monday-Friday)	5:00 PM - 10:00 PM		
GROUP B: DAS – CENTRAL									
	County Justice Center 14250 49th St. N., Clearwater		548892	A	yes	5 (Monday-Friday)	5:00 PM --2:00 AM		
	County Justice Center J Wing 49th St N, Clearwater	14250	77547	A	yes	5 (Monday-Friday)	5:00 PM --2:00 AM		
	Sheriff's Forensic Services, Bldg. 1 4801 45th Ave. N., Clearwater		9630	A	yes	5 (Monday-Friday)	5:00 PM --2:00 AM		
	Sheriff's Evidence Services, Bldg. 2 4707 145th Ave. N., Clearwater		14000	A	yes	5 (Monday-Friday)	5:00 PM --2:00 AM		
	Sheriff's AFIS Service, Bldg. 3 4645 1145th Ave. N., Clearwater		14000	A	yes	5 (Monday-Friday)	5:00 PM --2:00 AM		
	Weedon Island Education Center 1800 Weedon Dr. NE, St. Petersburg		1700	A		5 (Monday-Friday)	5:00 PM --2:00 AM		
	Mosquito Control Building 1, Administration 4100 118th Ave. N, Clearwater		3861	A		5 (Monday-Friday)	7:00 AM - 3:30 PM		
	Mosquito Control Building 2 Employee Building 4100 118th Ave. N, Clearwater		2200	A		5 (Monday-Friday)	7:00 AM - 3:30 PM		
	Mosquito Control Helicopter Hanger 4100 118th Ave. N, Clearwater		832	A		5 (Monday-Friday)	7:00 AM - 3:30 PM		
	Permitted Stormwater Facility 4550 126th Ave. N, Clearwater		7000	A		4 (Monday-Thursday)	7:00 AM - 3:30 PM		
	PAL Sports Center 3755 45th Ave. N, St. Petersburg		3300	A		5 (Monday-Friday)	7:00 AM - 3:30 PM	Cleaning services required during regular school holidays	
	Sheriff's K-9 Complex 11700 34th St., N, Clearwater		1000	A		5 (Monday-Friday)	7:00 AM - 4:00 PM		
	Sheriff's Shooting Range 11700 34th St., N, Clearwater		1000	A		5 (Monday-Friday)	7:00 AM - 4:00 PM		
GROUP C: DAS – DETENTION									
	Facility Operations – Detention 14400 49th St. N., Clearwater		5350	B		6 (Monday-Friday, Sunday)	5:00 PM - 9:00 PM	restrooms and breakrooms	
	Facility Operations – Detention 14400 49th St. N., Clearwater		5344	B		5 (Monday-Friday,)	5:00 PM - 9:00 PM	rest of building	
	Sheriff's Administrative Support Building 14500 49th St. N., Clearwater		28018	B		7 (Monday-Sunday)	5:00 PM - 12:00 AM	Requires coverage 365 days, including holidays	
	Video Visitation 14500 49th St., Clearwater		5600	A	yes	7 (Monday-Sunday)	5:00 PM - 12:00 AM	Requires coverage 365 days, including holidays	
	Bayside Clinic (Human Services) 14808 49th ., Clearwater		4000	A	yes	6 (Monday-Saturday)	8:00 PM - 6:00 AM 8:00 AM - 1:00 PM on Sat		
	Misdemeanor Probation building, 49th Street, Clearwater	14500	13360	B		5 (Monday-Friday)	5:00 PM - 12:00 AM		
GROUP D: DAS – MID									
	Fleet Management Service Center 9685 Ulmerton Rd., Largo		12887	D		5 (Monday-Friday)	5:00 PM --2:00 AM	Trash removal 5 days week (Friday trash pick up at 2:00 PM)	
	911 Call Center (3rd floor at PSC) 10750 Ulmerton Rd., Largo		5000	A		7 (Monday-Sunday)	7:00 AM-11:00 PM	Restroom cleaning and empty trash only on Saturday and Sunday	
	Public Safety Campus (Bldgs. 1-5, including garage) 10750 Ulmerton Rd., Largo		400000	A	yes	5 (Monday-Friday)	7:00 AM-11:00 PM		
	Animal Services 12450 Ulmerton Rd., Largo		35811	A	yes	7 (Monday-Sunday)	5:00 PM --2:00 AM	Restrooms to be cleaned and restocked 3 times per day. Lobbies, entrances, and public restroom must be cleaned before 8:30 AM. Day porter shall be on site a minimum 8 hours per day.	

Emergency Medical Services 12490 Ulmerton Rd., Largo	63637	A	yes	7 (Monday-Sunday)	5:00 PM - -2:00 AM	Public restrooms on 1st and 2nd floor to be cleaned and restocked 3 times per day. Shower/locker rooms adjacent to exercise room on 1st floor to be cleaned 2 times per day. North hallway on 1st floor which serves as employee access/egress for EMS personnel cleaned 2 times per day. Large training/conference room on 2nd floor to be cleaned daily (Last trash pick up 2:00 PM).	
Cooperative Extension Facility 12175 125th St. N., Largo	29880	A		6 (Monday-Saturday)	5:00 PM - -2:00 AM	Restrooms to be cleaned and restocked 2 times per day (8:00 AM and 1:00 PM). Special events will require additional services under the Special Services clause (Section E.6)	
Supervisor of Elections 13001 Starkey Road, Largo	27406	A		5 (Monday-Friday)	5:00 PM - -2:00 AM	During election cycles, full cleaning services are required 7 days a week	
Tax Collector 13025 Starkey Rd, Largo	25,015	A		5 (Monday-Friday)	5:00 PM - -2:00 AM		
Botanical Gardens 12520 Ulmerton Rd., Largo	5000	A	yes	7 (Monday-Sunday)	5:00 PM - -2:00 AM	Main lobby area to be cleaned before 9:00 AM. Restrooms to be cleaned and restocked 2 times per day. Special events will require additional services under the Special Services clause (Section E.6).	
Gulf Coast Museum of Art 12211A Walsingham Rd., Largo	10000	B		5 (Monday-Friday)	8:00 AM - 5:00 PM	4 buildings in total, only partially occupied. Frequent special events held t museum and auditorium.	
Utilities Field Services 9637 Ulmerton Rd., Largo	3000	B		5 (Monday-Friday)	8:00 AM - 5:00 PM		
Heritage Village 11909 125th St. N., Largo	5000	B		5 (Wednesday-Sunday)	8:00 AM - 5:00 PM	No cleaning Monday-Tuesday	
GROUP E: DAS- SOUTH							
County Building- Main Tower 501 1st. Ave., N., St. Petersburg	68394	A	yes	5 (Monday-Friday)	5:00 PM - -2:00 AM		
County Building- Annex 501 1st. Ave., N., St. Petersburg	12681	A	yes	5 (Monday-Friday)	5:00 PM - -2:00 AM		
County Building- Garage 501 1st. Ave., N., St. Petersburg	87184	D	yes	5 (Monday-Friday)	5:00 PM - -2:00 AM		
Judicial Building 545 1st Ave., N., St. Petersburg	61616	A	yes	5 (Monday-Friday)	5:00 PM - -2:00 AM	Floors must be sealed according to industry best practices.	
Judicial Building Garage 545 1st Ave., N., St. Petersburg	65454	D	yes	5 (Monday-Friday)	5:00 PM - -2:00 AM		
Human Services 647 1st Ave. N., St. Petersburg	17466	A		5 (Monday-Friday)	5:00 PM - -2:00 AM		
South County Connection Center 38775 54th Ave. N., St. Petersburg	2400	A		5 (Monday-Friday)	5:00 PM - -2:00 AM		
GROUP F: DAS – REAL PROPERTY							
Tax Collector's Office 1663 Gulf - To- Bay Blvd., Clearwater	11000	A		5 (Monday-Friday)	6:00 PM - 10:00 PM		
Records Management Building 5300 Ulmerton Rd., Clearwater	1041	A		5 (Monday-Friday)	8:00 AM - 5:00 PM		
Clerk's Print Shop	2871	B		5 (Monday-Friday)	2:00 PM - 6:00 PM		
Clerk's Print Shop- Warehouse	11629	D		5 (Monday-Friday)	2:00 PM - 6:00 PM		
Sheriff's Purchasing Warehouse- Office Space 13770 Automobile Blvd., Clearwater	2500	A		5 (Monday-Friday)	8:00 AM - 5:00 PM		
Sheriff's Purchasing Warehouse - Warehouse Space 13770 Automobile Blvd., Clearwater	22500	A		5 (Monday-Friday)	8:00 AM - 5:00 PM		
OMNI 7421 114th Ave Largo	17953	A		5 (Monday-Friday)	8:00 AM - 5:00 PM		
South County Service Center 2500 34th St, St. Petersburg	40000	A	yes	5 (Monday-Friday)	8:00 AM - 5:00 PM		
Sheriff's North District Station Bayshore Blvd, St. Petersburg	2496 21496	A	yes	7 (Monday-Sunday)	8:00 AM - 5:00 PM		
Pinellas County Contractor's Licensing Board 7887 Bryan Dairy Rd, Ste 133, Largo	2125	A		5 (Monday-Friday)	8:00 AM - 5:00 PM		
Marine Facility 19305 Gulf Blvd., Indian Rocks, FL	1570	A		5 (Monday-Friday)	8:00 AM - 5:00 PM		
GROUP G: STAR CENTER							

Main Building # 100 7887 Bryan Dairy Rd., Suite 120, Largo	24367	A	yes	5 (Monday-Friday)	5:00 PM - 12:00 AM	Services required on MLK Day and Veterans Day. Daily walkthrough required with Facility Representative prior to 8:00 AM; includes restroom cleaning and restock and conference room cleaning. Can temporary close vending area to clean floors.	
Utility Building # 200 7887 Bryan Dairy Rd., Suite 120, Largo	2700	A		5 (Monday-Friday)	5:00 PM - 12:00 AM		
Utility Building # 500 7887 Bryan Dairy Rd., Suite 120, Largo	6964	A		5 (Monday-Friday)	5:00 PM - 12:00 AM	Services required on MLK Day and Veterans Day. Daily walkthrough required with Facility Representative prior to 8:00 AM; includes restroom cleaning and restock and conference room cleaning. Can temporary close vending area to clean floors.	
GROUP H: UTILITIES							
South Maintenance 6730 142nd Ave., Largo	30000	A		5 (Monday-Friday)	6:00 PM - 12:00 AM	Warehouse office included	
South Maintenance – Fleet Building 6730 142nd Ave., Largo	4000	D		5 (Monday-Friday)	6:00 PM - 12:00 AM	Office, restroom, storage, locker & shower area, sink in shop	
North Maintenance 3900 Dunn Rd., Palm Harbor	27000	A		5 (Monday-Friday)	6:00 PM - 12:00 AM	Warehouse office included	
North Maintenance - Fleet 3900 Dunn Rd., Palm Harbor	4185	D		5 (Monday-Friday)	6:00 PM - 12:00 AM	Office, restroom, locker & shower area, sink in shop	
Logan Station - Bldgs. A & C 1620 Ridge Rd., Largo	12000	A		5 (Monday-Friday)	6:00 PM - 12:00 AM		
Logan Water Quality Monitoring Lab- Building B 1620 Ridge Rd., Largo	17500	A		5 (Monday-Friday)	6:00 PM - 12:00 AM		
South Cross Bayou - WWTF 7401 54th Ave., N, St. Petersburg	27175	A		5 (Monday-Friday)	6:00 PM - 12:00 AM	PEC/Admin, Operations, EET Lab, Modular Office, Maintenance, Dewatering	
W.E. Dunn - WWTF 4111 Dunn Dr., Palm Harbor	11418	A		5 (Monday-Friday)	6:00 PM - 12:00 AM	Admin, Maintenance, Dewatering, Office & Restroom, Park Restroom	
Keller Station 3665 Keller Circle, Tarpon Springs	19892	B		5 (Monday-Friday)	6:00 PM - 12:00 AM	Admin building only	
GROUP I: AIRPORT							
Main Building Terminal Blvd, Clearwater	14700	170000	E	yes	7(Monday-Sunday)	12:00 AM - 12:00 AM 1st shift: 7:00 AM - 3:30 PM 2nd shift: 3:00 PM - 11:30 PM 3rd shift: 11:00 PM - 7:30 AM	Services required 24/7; detail and project cleaning to be performed on the 3rd shift
Sheriff's Hanger General Howard Dr, Clearwater	4640	5000	E		7(Monday-Sunday)	12:00 AM - 12:00 AM 1st shift: 7:00 AM - 3:30 PM 2nd shift: 3:00 PM - 11:30 PM 3rd shift: 11:00 PM - 7:30 AM	Services required 24/7; detail and project cleaning to be performed on the 3rd shift
Maintenance Facilities Fairchild Dr, Clearwater	15425	3000	E		7(Monday-Sunday)	12:00 AM - 12:00 AM 1st shift: 7:00 AM - 3:30 PM 2nd shift: 3:00 PM - 11:30 PM 3rd shift: 11:00 PM - 7:30 AM	Services required 24/7; detail and project cleaning to be performed on the 3rd shift
Cell Phone Lot Restrooms Terminal Blvd, Clearwater	14700	150	E	Yes	7(Monday-Sunday)	12:00 AM - 12:00 AM 1st shift: 7:00 AM - 3:30 PM 2nd shift: 3:00 PM - 11:30 PM 3rd shift: 11:00 PM - 7:30 AM	Services required 24/7; detail and project cleaning to be performed on the 3rd shift
GROUP J: PARKS							
Ft. DeSoto Park	22850	A			3 (Saturday,Sunday, Monday)	6:30 AM - 5:00 PM	Restrooms only, no buildings. Park open 365 days a year, services needed on holidays. Vendor to provide their own goft cart to access restrooms, park will provide garage parking for cart.
Chester Och 4-H Ed.Center 14602 113th Ave., Largo	1800	A			4 (Tuesday-Friday)	8:00 AM - 5:00 PM	No cleaning Saturday-Monday
GROUP K: SOLID WASTE							
Solid Waste 3095 114th Ave. N, St. Petersburg	14200	A			5 (Monday-Friday)	6:00 PM - 12:00 AM	Admin building
Solid Waste- Scale houses 3095 114th Ave. N, St. Petersburg	2076	A			5 (Monday-Friday)	6:00 PM - 12:00 AM	All scale buildings including restrooms and public restrooms
Solid Waste- Industrial Water Treatment Plant 3095 114th Ave. N, St. Petersburg	1364	A			5 (Monday-Friday)	6:00 PM - 12:00 AM	Control room, lab, restrooms, breakroom, and offices
Solid Waste- HEC3 3095 114th Ave. N, St. Petersburg	2800	A			5 (Monday-Friday)	6:00 PM - 12:00 AM	Admin, lab, 7 restrooms in warehouse)

	Solid Waste- Maintenance 3095 114th Ave. N. St. Petersburg	2762	A		5 (Monday-Friday)	6:00 PM - 12:00 AM	
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Location	Description	Square Footage	# Day Porters	Day Porter Days per Week
GROUP				
	Annex Building 400 S. Ft. Harrison Ave. , Clearwater	91776	1	5 (Monday-Friday)
	Main Courthouse 315 Court St., Clearwater	207263	1	5 (Monday-Friday)
	Utilities Administration 14 S Ft. Harrison, Clearwater	60000	1	5 (Monday-Friday)
	Brooker Creek (All Buildings) 3940 Keystone Rd., Tarpon Springs	25648	1	6 (Tuesday-Sunday)
	North County Service Center 29582 US Hwy. 19N.. Clearwater	29224	1	5 (Monday-Friday)
GROUP E				
	County Justice Center 14250 49th St. N., Clearwater	548892	6	5 (Monday-Friday)
	County Justice Center J Wing 14250 49th St. N., Clearwater (anticipated opening March 2023)	77547	2	5 (Monday-Friday)
	Sheriff's Forensic Services, Bldg. 1 4801 45th Ave. N., Clearwater	9630	1	5 (Monday-Friday)
	Sheriff's Evidence Services, Bldg. 2 4707 145th Ave. N., Clearwater	14000	1	5 (Monday-Friday)
	Sheriff's AFIS Service, Bldg. 3 4645 1145th Ave. N., Clearwater	14000	1	5 (Monday-Friday)
	Weedon Island Education Center 1800 Weedon Dr. NE, St. Petersburg	1700	1	4 (Thursday-Sunday)
GROUP C				
	Sheriff's Administrative Support 14500 49th St., Clearwater	28018	1	7 (Monday-Sunday)
	Video Visitation 14500 49th St., Clearwater	5600	1	7 (Monday-Sunday)
	Bayside Clinic (Human Services) 14808 49th ., Clearwater	4000	1	6 (Monday-Saturday)
GROUP				
	Public Safety Campus (Bldgs. 1-5, including garage) 10750 Ulmerton Rd., Largo	400000	3	5 (Monday-Friday)
	Public Safety Campus (Bldgs. 1-5, including garage) 10750 Ulmerton Rd., Largo	400000	1	2 (Saturday-Sunday)
	Animal Services 12450 Ulmerton Rd., Largo	35811	1	7 (Monday-Sunday)
	Emergency Medical Services 12490 Ulmerton Rd., Largo	63637	1	7 (Monday-Sunday)

Tax Collector 13025 Starkey Rd, Largo	25015	1	5 (Monday-Friday)
Botanical Gardens 12520 Ulmerton Rd., Largo	5000	1	7 (Monday-Sunday)
Gulf Coast Museum of Art 12211A Walsingham Rd., Largo	10000	1	5 (Monday-Friday)

GROUP

County Building- Main Tower 501 1st. Ave., N., St. Petersburg	68394	1	5 (Monday-Friday)
County Building- Annex 501 1st. Ave., N., St. Petersburg	12681	1	5 (Monday-Friday)
County Building- Garage 501 1st. Ave., N., St. Petersburg	87184	1	5 (Monday-Friday)
Judicial Building 545 1st Ave., N., St. Petersburg	61616	1	5 (Monday-Friday)
Judicial Building Garage 545 1st Ave., N., St. Petersburg	65454	1	5 (Monday-Friday)
Human Services 647 1st Ave. N., St. Petersburg	17466	1	5 (Monday-Friday)

GROUP F: D

South County Service Center 2500 34th St, St. Petersburg	40000	1	5 (Monday-Friday)
Sheriff's North District Station 2494 Bayshore Blvd, Dunedin	21496	1	7 (Monday-Sunday)

GROUP

STAR Center, Buildings 100 & 500 7887 Bryan Dairy Dr, Largo	31331	1	5 (Monday-Friday)
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GRO

Airport (including cell phone lot restrooms) 14700 Terminal Blvd, Clearwater	170000	varies	7 (Monday-Sunday)
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Day Porter Schedule**Notes****A: DAS – NORTH**

7:30 AM-4:00 PM

Assigned day porter may be requested to float between additional buildings in the downtown Clearwater area

7:30 AM-4:00 PM

10:00 AM - 2:00 PM

11:00 AM - 4:00 PM

7:00 AM - 3:00 PM

3: DAS – CENTRAL

5:00 AM - 11:30 AM

7:00 AM - 1:30 PM

7:00 AM - 3:30 PM

7:30 AM - 4:00 PM (x2)

8:00 AM - 4:30 PM

7:30 AM - 4:00 PM

7:00 AM - 1:30 PM

Assigned day porter can float between 3 Sheriff's building locations

7:00 AM - 1:30 PM

7:00 AM - 1:30 PM

9:00 AM - 4:00 PM (T-S)

11:00 AM - 4:00 PM (Sun)

: DAS – DETENTION

11:00 AM - 4:00 PM

Assigned day porter can float between Video Visitation, Bayside Clinic, and Sheriff's Admin Support

11:00 AM - 4:00 PM

11:00 AM - 4:00 PM

IP D: DAS – MID6:00 AM- 2:30 PM 7:00 AM-
3:30 PM 12:00 PM-4:00 PM

9:00 AM - 2:00 PM

Day porter on Saturday and Sunday to cover 911 on 3rd floor, plus any assigned special cleaning projects.

6:00 AM - 2:30 PM

5:00 AM - 1:30 PM

10:00 AM - 2:00 PM

6:00 AM - 2:30 PM

6:00 AM - 2:30 PM

Assigned day porter can float between Botanical Gardens and Museum

DE: DAS- SOUTH

7:30 AM - 4:00 PM

7:30 AM - 4:00 PM

7:30 AM - 4:00 PM

Assigned day porter can float between Annex, Main Tower, and Garage

7:30 AM - 4:00 PM

7:30 AM - 4:00 PM

Assigned day porter can float between Main Building and Garage

7:30 AM - 4:00 PM

AS - REAL PROPERTY

8:00 AM - 5:00 PM

M/W/F- 7:00 AM - 4:00 PM

T/Th- 8:00 AM - 5:00 PM S/S-

7:00 AM - 1:00 PM

G: STAR CENTER

7:00 AM - 3:30 PM

Services required on MLK Day and Veterans Day

UP I: AIRPORT

12:00 AM - 12:00 AM

1st shift: 7:00 AM - 3:30 PM

2nd shift: 3:00 PM - 11:30 PM

3rd shift: 11:00 PM - 7:30 AM

1st shift: 4 porters

2nd shift: 4 porters

3rd shift: 8 porters

Location	# Supervisors	Shift Hours
GROUP A: DAS – NORTH		
Floating Supervisor for all DAS North locations	3	12:00 PM - 7:00 PM
GROUP B: DAS – CENTRAL		
14250 49th St N, Clearwater	2	1:00 PM - 8:00 PM
GROUP C: DAS – DETENTION		
ASB Building		3:00 PM - 11:00 PM
14500 49th St N		As needed per
Bayside Clinic		operational
14808 49th St N	1	requirements
Both locations close at 8:00 PM		
GROUP D: DAS – MID		
10750 Ulmerton Rd, Largo	2	12:00 PM - 7:00 PM
GROUP E: DAS- SOUTH		
501 1st Ave North / 545 1st Ave. N / 647 1stAve. N / 1800 66th St. / 3875 54th Ave N., St. Petersburg	1	1:00 PM - 8:00 PM
GROUP G: STAR CENTER		
7887 Bryan Dairy Rd, Largo	1	12:00 PM - 7:00 PM
GROUP H: UTILITIES		
Floating Supervisor for all Utilities locations	1	6:00 PM - 12:00 AM
GROUP I: AIRPORT		
14700 Terminal Blvd, Clearwater	3	24/7/365
GROUP K: SOLID WASTE		
3095 114th Ave. N, St. Petersburg	1	6:00 PM - 12:00 AM



Merry Celeste, CPPB
Division Director
Purchasing and Risk Management

DATE: 04/27/2023
TO: ALL INTERESTED BIDDERS
INVITATION TO BID: JANITORIAL SERVICES
BID NUMBER: 23-0230-ITB
BID SUBMITTAL IS DUE: **05/25/2023 @ 3:00 PM**

ADDENDUM NO. 2

Following is additional information, clarifications, questions, and responses relative to referenced bid (ITB):

Question(s):

- 1 Please share the proposal response submitted by the incumbent vendor and the current ongoing pricing of American Facility Services, Inc.

Response: See attached.

All other specifications, terms, and conditions remain the same.

Sincerely,

Merry Celeste

Merry Celeste, CPPB
Division Director
Purchasing and Risk Management

Bid Title : Janitorial Services County Wide
Bid Number: 167-0450-B(RO)

BPA 43120

Current Pricing as of 4/27/2023

Item No.	Description	Monthly Amount
GROUP A – NORTHWEST SECTION (NORTH)		
1	Annex Building 400 S. Ft. Harrison Ave. , Clearwater	7,776.11
2	Real Estate Management (REM) 303 Chestnut St., Clearwater	611.08
3	Marketing and Communications 333 Chestnut St., Clearwater	1,333.78
4	REM 509 East Avenue, Clearwater	2,287.19
4a	Clerk's IT 509 East Avenue, Clearwater	387.29
5	Main Courthouse & Garage Stairwells Only 315 Court St., Clearwater	13,589.80
6	Utilities Administration Building 14 S. Ft. Harrison Ave. Clearwater	4,259.75
7	Old Courthouse 324 S. Ft. Harrison Ave., Clearwater	2,673.38
8	Code Enforcement 631 Chestnut St., Clearwater	557.18
9	Building Services 440 Court St., Clearwater	3,910.84
10	Planning Department 310 Court St., Clearwater	1,132.27
10a	Parking Garage 310 Court St. Parking Garage	180.23
11	Clerk of the Circuit Court, Division of Inspector General 510 Bay Ave., Clearwater	372.49
12	Brooker Creek 3611 Fletch Haven, Tarpon Springs	50.35
13	Brooker Creek (Buildings 1, 2 & 3) 3940 Keystone Rd., Tarpon Springs	1,447.61
13a	Brooker Buildings-Added Change Order #1 Public Works Operations (Bldgs.	1,237.82
14	1,2,5,6,8,10,15,16 and Warehouses 1 and 2)- Fleet Garage	\$ 5,543.17
15	North County Service Center 29582 US Hwy. 19N.. Clearwater	\$ 3,255.95
16	Public Works - Bldg 9 22211 US Highway 19 North in Clearwater Change Order #8	\$ 36.22
17	Clearwater Campus Groundskeeper	\$ 4,590.00
GROUP B – NORTHWEST SECTION (MID)		
1	Fleet Management Service Center 9685 Ulmerton Rd., Largo	760.15
2	Public Safety Campus (Bldgs. 1-5, including garage) 10750 Ulmerton Rd., Largo	6,149.66
3	Animal Services 12450 Ulmerton Rd., Largo	3,313.48
3a	Animal Services Change Order #1	1,325.43

4	Emergency Medical Services 12490 Ulmerton Rd., Largo	5,960.42
4a	Emergency Medical Services Change Order #1	2,384.17
5	Cooperative Extension Facility 12175 125th St. N., Largo	5,198.57
6	Supervisor of Elections 13001 Starkey Road, Largo	1,344.94
7	Botanical Gardens 12520 Ulmerton Rd., Largo	1,325.14
7a	Botanical Garden Change Order #1	530.05
8	Gulf Coast Museum of Art 12211A Walsingham Rd., Largo	891.65
9	Utilities Field Services 9837 Ulmerton Rd., Largo	366.10
10	Chester Och 4-H Ed.Center 14602 113th Ave., Largo	119.59
11	Heritage Village 11909 125th St. N., Largo	377.64
11a	Heritage Village Change Order #3	1,115.64
GROUP C – SOUTHEAST SECTION (CJC)		
1	County Justice Center 14250 49th St. N., Clearwater	41,186.09
2	Sheriff's Forensic Services, Bldg. 1 4801 45th Ave. N., Clearwater	471.81
3	Sheriff's Evidence Services, Bldg. 2 4707 145th Ave. N., Clearwater	571.53
4	Sheriff's AFIS Service, Bldg. 3 4645 1145th Ave. N., Clearwater	571.53
5	Clerk's Records Retention Center 14155 49th St. N., Clearwater	571.53
6	Weedon Island Education Center 1800 Weedon Dr. NE, St. Petersburg	938.68
7	Mosquito Control 4100 118th Ave. N, Clearwater	1,445.94
7a	Mosquito Control 4100 118th Ave. N, Clearwater Change Order #9	334.21
8	Permitted Stormwater Facility 4550 126th Ave. N, Clearwater	771.02
9	PAL Sports Center 3755 45th Ave. N, St. Petersburg	367.80
10	Sheriff's K-9 Complex 11700 34th St., N, Clearwater	889.55
11	Sheriff's Shooting Range 11700 34th St., N, Clearwater	424.85
12	Lealman - Bldgs A, B, C Change Order #8	\$ 3,101.60
GROUP D – SOUTHEAST SECTION (SOUTH)		
1	County Building (501, Annex, & Garage) 501 1st. Ave., N., St. Petersburg	6,925.02
2	Judicial Building with Garage 545 1st Ave., N., St. Petersburg	9,712.36
3	South County Governmental Services Center 1800 66th St. N., St. Petersburg	-
4	Human Services 647 1st Ave. N., St. Petersburg	751.76

5	South County Connection Center 38775 54th Ave. N., St. Petersburg	367.34
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GROUP E – DETENTION

1	Facility Operations – Detention 14400 49th St. N., Clearwater	772.59
2	Sheriff's Administrative Support Building 14500 49th St. N., Clearwater	1,861.05
2a	Sheriff's Administrative Support Building Change Order #1	744.41
3	Video Visitation 14500 49th St., Clearwater	1,699.83
4	Bayside Clinic (Human Services) 14808 49th ., Clearwater	469.95
5	Misdemeanor Probation building, 14500 49th Street, Clearwater	1,351.11
6	Sheriff's Purchasing Warehouse- 14400 49th St. N., Clearwater	883.91
6a	Sheriff's Purchasing Warehouse Change Order #1	2,133.48
7	Sheriff's Purchasing Warehouse - Warehouse Space 14400 49th St. N., Clearwater	388.58


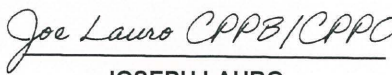
GROUP F – REAL PROPERTY

1	Tax Collector's Office 1663 Gulf - To- Bay Blvd., Clearwater	554.73
2	Records Management Building 5300 Ulmerton Rd., Clearwater	956.27
3	Clerk's Print Shop and Warehouse 12100 28th St. N., St. Petersburg	378.00
4	OMNI 7421 114th Ave Largo	1,318.28
5	Sheriff's North Station 2496 Bayshore Blvd. in Dunedin	1,735.93
5a	Sheriff's North Station Change Order #3	704.05
5b	Sheriff's North Station Change Order #9	785.11
6	Sheriff's Operations Warehouse - 7228 114th Ave., North in Largo Change Order #8	90.55
7	Clerk of the Court Bldg - 5000 Park Street St Petersburg Change Order #9	1,628.01
8	PC Construction Licensing Board -7887 Bryan Change Order #9 Dairy Rd., Ste. 133 in Largo	158.45
9	South County Service Center - 500 34th St., N., in St. Petersburg Change Order #9	7,446.68
10	Pinellas Vaccination Site-COVID - 1197 East Bay Dr., in Largo Change Order #9	5,186.51
11	Marine Facility 19305 Gulf Blvd., Indian Rocks, FL	

GROUP G- UTILITIES AND SOLID WASTE

1	South Maintenance 6730 142nd Ave., Largo	181.13
2	South Maintenance – Fleet Building 6730 142nd Ave., Largo	658.06
3	North Maintenance 3900 Dunn Rd., Palm Harbor	181.13
3a	North Maintenance - Fleet 3900 Dunn Rd., Palm Harbor	97.56

4	Logan Station - Bldgs. A & C 1620 Ridge Rd., Largo	407.34
5	Logan Water Quality Monitoring Lab- Building B 1620 Ridge Rd., Largo	204.16
6	South Cross Bayou - WWTF 7401 54th Ave., N, St. Petersburg	1,445.39
7	W.E. Dunn - WWTF 4111 Dunn Dr., Palm Harbor	1,263.22
8	Keller Station 3665 Keller Circle, Tarpon Springs	229.27
9	Solid Waste 3095 114th Ave. N, St. Petersburg	1,771.13
GROUP H - STAR CENTER		
1	Main Building # 100 7887 Bryan Dairy Rd., Suite 120, Largo	7,871.58
2	Utility Building # 500 7887 Bryan Dairy Rd., Suite 120, Largo	6,131.88
Group I - New Locations Change Order #1		
	Sheriff's Facility Services	1,142.36
	Lealman Community Center	5,889.98
	St. Pete/Clearwater Airport	60,842.00
		-
		-
	Enhanced Cleaning Change Order #9	19,157.74
		294,519.09

SUBMIT TO: PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS 400 S. FT. HARRISON AVENUE ANNEX BUILDING – 6 TH FLOOR CLEARWATER, FL 33756	 <h1 style="text-align: right;">INVITATION TO BID</h1>
ISSUE DATE: November 20, 2017	BID SUBMITTALS RECEIVED AFTER SUBMITTAL DATE & TIME WILL NOT BE CONSIDERED
TITLE: Janitorial Services County Wide	BID NUMBER: 167-0450-B (JJ)
STEP 1 – DUE DATE AND TIME: December 5, 2017 @ 3:00 P.M. STEP 2 - DUE DATE AND TIME: January 16, 2018 @ 3:00 P.M. AND MAY NOT BE WITHDRAWN FOR 90 DAYS FROM DATE LISTED ABOVE.	PRE-BID SITE VISITS: MANDATORY Site visits will be scheduled via the approved contractor's addendum.
STEP 1 - DEADLINE FOR WRITTEN QUESTIONS: November 28, 2017 @ 3:00 P.M. STEP 2 – DEADLINE FOR WRITTEN QUESTIONS: January 4, 2018 @ 3:00 PM. SUBMIT QUESTIONS TO: JIM JUST AT jjust@pinellascounty.org Phone; 727-464-3205 Fax: 727/464-3925	
<p style="text-align: center;"><u>THE MISSION OF PINELLAS COUNTY</u></p> Pinellas County Government is committed to progressive public policy, superior public service, courteous public contact, judicious exercise of authority and sound management of public resources to meet the needs and concerns of our citizens today and tomorrow.	 JOSEPH LAURO, CPPO/CPPB Director of Purchasing

NOTE: BIDS ARE TO BE SUBMITTED IN DUPLICATE

BIDDER MUST COMPLETE THE FOLLOWING

BIDDERS ARE CAUTIONED THAT THE POLICY OF THE BOARD OF COUNTY COMMISSIONERS, PINELLAS COUNTY, IS TO ACCEPT THE LOWEST RESPONSIBLE BID RECEIVED MEETING SPECIFICATIONS. NO CHANGES REQUESTED BY A BIDDER DUE TO AN ERROR IN PRICING WILL BE CONSIDERED AFTER THE BID OPENING DATE AS ADVERTISED. BY SIGNING THIS PROPOSAL FORM BIDDERS ARE ATTESTING TO THEIR AWARENESS OF THIS POLICY AND ARE AGREEING TO ALL OTHER BID TERMS AND CONDITIONS, INCLUDING ALL INSURANCE REQUIREMENTS.

PAYMENT TERMS: 0 % 30 DAYS, NET **45** (PER F.S. 218.73)

*BID DEPOSIT, IF REQUIRED, IS ATTACHED IN THE AMOUNT OF \$ N/A

BIDDER (COMPANY NAME): American Facility Services, Inc. **D/B/A** _____

MAILING ADDRESS: 1325 Union Hill Industrial Court, Suite A **CITY / STATE / ZIP** Alpharetta, GA 30004

COMPANY EMAIL ADDRESS: anugent@amfacility.com

PHN: (770) 740-1613 **FAX:** (770) 475-7720

***REMIT TO NAME:** American Facility Services, Inc.
 (As Shown On Company Invoice)

CONTACT NAME: Andrea Nugent

FEIN# 58-1950842

Proper Corporate Identity is needed when you submit your bid, especially how your firm is registered with the Florida Division of Corporations. Please visit www.sunbiz.org for this information. It is essential to return a copy of your W-9 with your bid. Thank you.

PRINT NAME: Andrea Nugent

EMAIL ADDRESS: anugent@amfacility.com

I HEREBY AGREE TO ABIDE BY ALL TERMS AND CONDITIONS OF THIS BID, INCLUDING ALL INSURANCE REQUIREMENTS & CERTIFY I AM AUTHORIZED TO SIGN THIS BID FOR THE BIDDER.

FORMS CHECKLIST	
COPY OF COMPANY INVOICE	<input type="checkbox"/>
W-9 (TAXPAYER ID)	<input type="checkbox"/>

AUTHORIZED SIGNATURE: 

PRINT NAME/TITLE: Harold Angel, Vice President

**SEE PAGE 46 SECTION F FOR BID PRICING SUMMARY
 THIS FORM MUST BE RETURNED WITH YOUR RESPONSE**

SECTION D – VENDOR REFERENCES

Bid Title: Janitorial Services, Various County Buildings

Bid Number: 167-0450-B (JJ)

THE FOLLOWING INFORMATION IS REQUIRED IN ORDER THAT YOUR BID MAY BE REVIEWED AND PROPERLY EVALUATED.

COMPANY NAME: American Facility Services, Inc.

LENGTH OF TIME COMPANY HAS BEEN IN BUSINESS: 26 years

BUSINESS ADDRESS: 1325 Union Hill Industrial Court, Suite A, Alpharetta, GA 30004

HOW LONG IN PRESENT LOCATION: 15 years

TELEPHONE NUMBER: 770-740-1613 FAX NUMBER: 770-475-7720

TOTAL NUMBER OF CURRENT EMPLOYEES: 250 FULL TIME 375 PART TIME

NUMBER OF EMPLOYEES YOU PLAN TO USE TO SERVICE THIS CONTRACT: approximately 85

All references will be contacted by a County Designee via email, fax, mail or phone call to obtain answers to questions, as applicable before an evaluation decision is made.

LOCAL COMMERCIAL AND/OR GOVERNMENTAL REFERENCES THAT YOU HAVE PREVIOUSLY PERFORMED SIMILAR CONTRACT SERVICES FOR:

1. COMPANY:
Sarasota County

ADDRESS: 1660 Ringling Blvd., 3rd Floor, Sarasota, FL 34236

TELEPHONE/FAX:
941-861-5266

CONTACT: Helen Reed

CONTACT EMAIL: hreed@scgov.net

COMPANY EMAIL ADDRESS: hreed@scgov.net

2. COMPANY:
Escambia County

ADDRESS: 100 East Blount Street, Pensacola, FL 32501

TELEPHONE/FAX:
850-595-4638

CONTACT: Donald Knight

CONTACT EMAIL: drknight@co.escambia.fl.us

COMPANY EMAIL ADDRESS: drknight@co.escambia.fl.us

3. COMPANY: Lee County

ADDRESS: P. O. Box 398, Fort Myers, FL 33902-0398

TELEPHONE/FAX:
239-533-5453

CONTACT: Patrick Lewis

CONTACT EMAIL: plewis@leegov.com

COMPANY EMAIL ADDRESS: plewis@leegov.com

4. COMPANY: City of Plant City

ADDRESS: 3414 Police Center Drive, Plant City, FL 33566

TELEPHONE/FAX:
813-707-2284

CONTACT: Mark Emery

CONTACT EMAIL: memery@plantcitygov.com

COMPANY EMAIL ADDRESS: memery@plantcitygov.com

SECTION F – BID SUMMARY AND SUBMITTAL

Bid Title: Janitorial Services, Various County Buildings

Bid Number: 167-0450-B (JJ)

GROUP A – NORTHWEST SECTION (NORTH)

	LOCATION	PRICE		60 MONTH TOTAL
		Per Month		
1	Annex Building 400 S. Ft. Harrison Ave. , Clearwater	\$ 7,412.88	X 60	\$ 444,772.80
2	Real Estate Management (REM) 303 Chestnut St., Clearwater	\$ 451.01	X 60	\$ 27,060.60
3	Marketing and Communications 333 Chestnut St., Clearwater	\$ 1,271.48	X 60	\$ 76,288.80
4	REM 509 East Avenue, Clearwater	\$ 2,180.35	X 60	\$ 130,821.00
4a	Clerk's IT 509 East Avenue, Clearwater	\$ 369.20	X 60	\$ 22,152.00
5	Main Courthouse & Garage Stairwells Only 315 Court St., Clearwater	\$ 12,955.00	X 60	\$ 777,300.00
6	Utilities Administration Building 14 S. Ft. Harrison Ave. Clearwater	\$ 4,060.77	X 60	\$ 243,646.20
7	Old Courthouse 324 S. Ft. Harrison Ave., Clearwater	\$ 2,548.50	X 60	\$ 152,910.00
8	Code Enforcement 631 Chestnut St., Clearwater	\$ 531.15	X 60	\$ 31,869.00
9	Building Services 440 Court St., Clearwater	\$ 3,728.16	X 60	\$ 223,689.60
10	Planning Department 310 Court St., Clearwater	\$ 1,079.38	X 60	\$ 64,762.80
10a	Parking Garage 310 Court St. Parking Garage	\$ 171.81	X 60	\$ 10,308.60
11	Clerk of the Circuit Court, Division of Inspector General 510 Bay Ave., Clearwater	\$ 355.09	X 60	\$ 21,305.40
12	Brooker Creek 3611 Fletch Haven, Tarpon Springs	\$ 48.00	X 60	\$ 2,880.00
13	Brooker Creek (Buildings 1, 2 & 3) 3940 Keystone Rd., Tarpon Springs	\$ 1,379.99	X 60	\$ 82,799.40
14	Public Works Operations (Bldgs. 1,2,5,6,8,10,15,16 and Warehouses 1 and 2)- Fleet Garage	\$ 5,284.24	X 60	\$ 317,054.40
15	North County Service Center 29582 US Hwy. 19N.. Clearwater	\$ 3,103.86	X 60	\$ 186,231.60
	SUB-TOTAL	\$ 46,930.87	X 60	\$ 2,815,852.20

SECTION F – BID SUMMARY AND SUBMITTAL

GROUP B – NORTHWEST SECTION (MID)

	LOCATION	PRICE		60 MONTH TOTAL
		Per Month		
1	Fleet Management Service Center 9685 Ulmerton Rd., Largo	\$ 724.64	X 60	\$ 43,478.40
2	Public Safety Campus (Bldgs. 1-5, including garage) 10750 Ulmerton Rd., Largo	\$ 5,862.40	X 60	\$ 351,744.00
3	Animal Services 12450 Ulmerton Rd., Largo	\$ 3,158.70	X 60	\$ 189,522.00
4	Emergency Medical Services 12490 Ulmerton Rd., Largo	\$ 5,682.00	X 60	\$ 340,920.00
5	Cooperative Extension Facility 12175 125 th St. N., Largo	\$ 4,955.74	X 60	\$ 297,344.40
6	Supervisor of Elections 13001 Starkey Road, Largo	\$ 1,282.12	X 60	\$ 76,927.20
7	Botanical Gardens 12520 Ulmerton Rd., Largo	\$ 1,263.24	X 60	\$ 75,794.40
8	Gulf Coast Museum of Art 12211A Walsingham Rd., Largo	\$ 850.00	X 60	\$ 51,000.00
9	Utilities Field Services 9837 Ulmerton Rd., Largo	\$ 349.00	X 60	\$ 20,940.00
10	Chester Och 4-H Ed.Center 14602 113 th Ave., Largo	\$ 114.00	X 60	\$ 6,840.00
11	Heritage Village 11909 125 th St. N., Largo	\$ 360.00	X 60	\$ 21,600.00
	SUB-TOTAL	\$ 24,601.84	X 60	\$ 1,476,110.40

GROUP C – SOUTHEAST SECTION (CJC)

	LOCATION	PRICE		60 MONTH TOTAL
		Per Month		
1	County Justice Center 14250 49 th St. N., Clearwater	\$ 39,262.24	X 60	\$ 2,355,734.40
2	Sheriff's Forensic Services, Bldg. 1 4801 45 th Ave. N., Clearwater	\$ 449.77	X 60	\$ 26,986.20
3	Sheriff's Evidence Services, Bldg. 2 4707 145 th Ave. N., Clearwater	\$ 544.83	X 60	\$ 32,689.80
4	Sheriff's AFIS Service, Bldg. 3 4645 1145 th Ave. N., Clearwater	\$ 544.83	X 60	\$ 32,689.80
5	Clerk's Records Retention Center 14155 49 th St. N., Clearwater	\$ 544.83	X 60	\$ 32,689.80
6	Weedon Island Education Center 1800 Weedon Dr. NE, St. Petersburg	\$ 894.83	X 60	\$ 53,689.80
7	Mosquito Control 4100 118 th Ave. N, Clearwater	\$ 1,378.40	X 60	\$ 82,704.00
8	Permitted Stormwater Facility 4550 126 th Ave. N, Clearwater	\$ 735.00	X 60	\$ 44,100.00
9	PAL Sports Center 3755 45 th Ave. N, St. Petersburg	\$ 350.62	X 60	\$ 21,037.20
10	Sheriff's K-9 Complex 11700 34 th St., N, Clearwater	\$ 848.00	X 60	\$ 50,880.00
11	Sheriff's Shooting Range 11700 34 th St., N, Clearwater	\$ 405.00	X 60	\$ 24,300.00
	SUB-TOTAL	\$ 45,958.35	X 60	\$ 2,757,501.00

SECTION F – BID SUMMARY AND SUBMITTAL

GROUP D – SOUTHEAST SECTION (SOUTH)

	LOCATION	PRICE		60 MONTH TOTAL
		Per Month		
1	County Building (501, Annex, & Garage) 501 1 st Ave., N., St. Petersburg	\$ 6,601.54	X 60	\$ 396,092.40
2	Judicial Building with Garage 545 1 st Ave., N., St. Petersburg	\$ 9,258.68	X 60	\$ 555,520.80
3	South County Governmental Services Center 1800 66 th St. N., St. Petersburg	\$ 3,055.44	X 60	\$ 183,326.40
4	Human Services 647 1 st Ave. N., St. Petersburg	\$ 716.64	X 60	\$ 42,998.40
5	South County Connection Center 38775 54 th Ave. N., St. Petersburg	\$ 350.18	X 60	\$ 21,010.80
	SUB-TOTAL	\$ 19,982.48	X 60	\$ 1,198,948.80

GROUP E – DETENTION

	LOCATION	PRICE		60 MONTH TOTAL
		Per Month		
1	Facility Operations – Detention 14400 49 th St. N., Clearwater	\$ 736.50	X 60	\$ 44,190.00
2	Sheriff's Administrative Support Building 14500 49 th St. N., Clearwater	\$ 1,774.12	X 60	\$ 106,447.20
3	Video Visitation 14500 49 th St., Clearwater	\$ 1,620.43	X 60	\$ 97,225.80
4	Bayside Clinic (Human Services) 14808 49 th St., Clearwater	\$ 448.00	X 60	\$ 26,880.00
	SUB-TOTAL	\$ 4,579.05	X 60	\$ 274,743.00

GROUP F – REAL PROPERTY

	LOCATION	PRICE		60 MONTH TOTAL
		Per Month		
1	Tax Collector's Office 1663 Gulf - To- Bay Blvd., Clearwater	\$ 528.82	X 60	\$ 31,729.20
2	Records Management Building 5300 Ulmerton Rd., Clearwater	\$ 911.60	X 60	\$ 54,696.00
3	Clerk's Print Shop and Warehouse 12100 28 th St. N., St. Petersburg	\$ 360.34	X 60	\$ 21,620.40
4	Sheriff's Purchasing Warehouse- Office Space 13770 Automobile Blvd., Clearwater	\$ 842.62	X 60	\$ 50,557.20
5	Sheriff's Purchasing Warehouse - Warehouse Space 13770 Automobile Blvd., Clearwater	\$ 370.43	X 60	\$ 22,225.80
6	OMNI 7421 114th Ave Largo	\$ 1,256.70	X 60	75,402.00
	SUB- TOTAL	\$ 4,270.51	X 60	\$ 256,230.60

SECTION F – BID SUMMARY AND SUBMITTAL

GROUP G- UTILITIES AND SOLID WASTE

	LOCATION	PRICE		60 MONTH TOTAL
		Per Month		
1	South Maintenance 6730 142 nd Ave., Largo	\$ 172.67	X 60	\$ 10,360.20
2	South Maintenance – Fleet Building 6730 142 nd Ave., Largo	\$ 627.32	X 60	\$ 37,639.20
3	North Maintenance 3900 Dunn Rd., Palm Harbor	\$ 172.67	X 60	\$ 10,360.20
3a	North Maintenance - Fleet 3900 Dunn Rd., Palm Harbor	\$ 93.00	X 60	\$ 5,580.00
4	Logan Station - Bldgs. A & C 1620 Ridge Rd., Largo	\$ 388.31	X 60	\$ 23,298.60
5	Logan Water Quality Monitoring Lab- Building B 1620 Ridge Rd., Largo	\$ 194.62	X 60	\$ 11,677.20
6	South Cross Bayou - WWTF 7401 54 th Ave., N, St. Petersburg	\$ 1,377.87	X 60	\$ 82,672.20
7	W.E. Dunn - WWTF 4111 Dunn Dr., Palm Harbor	\$ 1,204.21	X 60	\$ 72,252.60
8	Keller Station 3665 Keller Circle, Tarpon Springs	\$ 218.56	X 60	\$ 13,113.60
9	Solid Waste 3095 114 th Ave. N, St. Petersburg	\$ 1,688.40	X 60	\$ 101,304.00
	SUB-TOTAL	\$ 6,137.63	X 60	\$ 368,257.80

GROUP H - STAR CENTER

	LOCATION	PRICE		60 MONTH TOTAL
		Per Month		
1	Main Building # 100 7887 Bryan Dairy Rd., Suite 120, Largo	\$ 7,503.89	X 60	\$ 450,233.40
2	Utility Building # 500 7887 Bryan Dairy Rd., Suite 120, Largo	\$ 5,845.45	X 60	\$ 350,727.00
	SUB-TOTAL	\$ 13,349.34	X 60	\$ 800,960.40

SECTION F – BID SUMMARY AND SUBMITTAL

BID TOTAL for 60 Months

TOTAL GROUP A	\$2,815,852.20
TOTAL GROUP B	\$1,476,110.40
TOTAL GROUP C	\$2,757,501.00
TOTAL GROUP D	\$1,198,948.80
TOTAL GROUP E	\$ 274,743.00
TOTAL GROUP F	\$ 256,230.60
TOTAL GROUP G	\$ 368,257.80
TOTAL GROUP H	\$ 800,960.40
UNSPECIFIED	\$125,000.00
TOTAL BID	\$9,948,604.20

Unspecified Services: \$125,000.00 Will not be used to determine award and is not guaranteed as part of the contract and must be properly authorized by the County before performed.

Price for adding areas for janitorial services and special events:

Type of Work	Cost	
Janitorial Service Level "A"	\$ 0.095	per Square Foot
Janitorial Service Level "B"	\$ 0.07	per Square Foot
Janitorial Service Level "C"	\$ 0.06	per Square Foot
Janitorial Service Level "D"	\$ 0.05	per Square Foot
Janitorial Service Level "E"	\$ 0.08	per Square Foot
Post-Construction Cleaning	\$ 0.24	per Square Foot
Special Event Janitor	\$ 16.00	per Hour
Special Event Supervisor	\$ 18.00	per Hour
Special Event Porter	\$ 16.00	per Hour

SECTION F – BID SUMMARY AND SUBMITTAL**Electronic Payment (ePayables)**

The Board of County Commissioners (County) is offering faster payments. The County would prefer to make payment using credit card through the ePayables system. See Section A, number 27.

Would your company accept to participate in the ePayables credit card program?

Yes No

For more information about ePayables credit card program please visit Purchasing Department website www.pinellascounty.org/purchase.

American Facility Services, Inc.

Company Name

Harold Angel

Signature

Harold Angel

Printed Signature

770-740-1613

Phone Number

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. American Facility Services, Inc.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____ <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) 1325 Union Hill Industrial Court, Suite A	Requester's name and address (optional)	
	6 City, state, and ZIP code Alpharetta, GA 30004		
7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	
[][] - [][] - [][][][]	
or	
Employer identification number	
5 8 - 1 9 5 0 8 4 2	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶ 1/8/2018
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.





SECTION G - ADDENDA ACKNOWLEDGMENT FORM

Bid Title: Janitorial Services, Various County Buildings

Bid No: 167-0450-B (JJ)

PLEASE ACKNOWLEDGE RECEIPT OF ADDENDA FOR THIS ITB/RFP BY SIGNING AND DATING BELOW:

ADDENDUM NO.	SIGNATURE/PRINTED NAME	DATE RECEIVED
--------------	------------------------	---------------

1	 Harold Angel	11/30/17
2	 Harold Angel	12/22/17
3	 Harold Angel	12/29/17
4	 Harold Angel	1/25/18

Note: Prior to submitting the response to this solicitation, it is the responsibility of the firm submitting a response to confirm if any addenda have been issued. If such document(s) has been issued, acknowledge receipt by signature and date in section above. Failure to do so may result in being considered non-responsive or result in lowering the rating of a firm's proposal.

Information regarding Addenda issued is available on the Purchasing Department's website at, www.pinellascounty.org/purchase/Current_Bids1.htm , listed under category 'Current Bids'.

American Facility Services, Inc.
 1325 Union Hill Ind Ct, Suite A
 Alpharetta, GA 30004-2005
 770-740-1613 / 770-475-7720 Fax

Invoice

Date	Invoice #
4/22/2015	44359

Bill To
John Smith Valdosta State College P.O. Box 000000 Valdosta, GA 99999

Ship To
Valdosta State College Campus Locations

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
Sample	Net 30		4/22/2015			

Quantity	Item Code	Description	Price Each	Amount
	Service	Sample Invoice - Georgia Colleges PO Information RFP Information Purchasing Agent Contact Federal Tax ID if required April 2015 - service provided under contract X-Y-Z Exempt	5,000.00 0.00%	5,000.00 0.00

			Total	\$5,000.00
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/19/2017

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 have ADDITIONAL INSURED provisions or 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 MCGRIFF, SEIBELS & WILLIAMS OF GEORGIA, INC. 5605 Glenridge Drive - Suite 300 Atlanta, GA 30342	CONTACT NAME: Matt Russell	FAX (A/C, No):
	PHONE (A/C, No, Ext): 404 497-7500	E-MAIL ADDRESS: mrussell@mcgriff.com
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Phenoix Insurance Company		
INSURER B : Travelers Indemnity Co. of America		
INSURER C : Travelers Property Casualty Company of America		25674
INSURER D : Travelers Indemnity Co.		
INSURER E : Chubb Insurance Company		
INSURER F :		

COVERAGES **CERTIFICATE NUMBER:**3WV5UDYM **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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			630-5J480676-PHX-17	05/19/2017	05/19/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Employee Benefits \$ 3,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			BA-5J468165-TIA-17	05/19/2017	05/19/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ 1,000,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP-5J493475-TIL-17	05/19/2017	05/19/2018	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB-5J48253A-COF-17	05/19/2017	05/19/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Employee Dishonesty			82375917	05/19/2017	05/19/2018	Employee Dishonesty Deductible \$ 250,000 \$ 5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: 17- 18 Sample


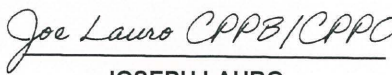
CERTIFICATE HOLDER

17-18 Sample

CANCELLATION

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

SUBMIT TO: PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS 400 S. FT. HARRISON AVENUE ANNEX BUILDING – 6 TH FLOOR CLEARWATER, FL 33756	 <h1 style="text-align: right;">INVITATION TO BID</h1>
ISSUE DATE: November 20, 2017	BID SUBMITTALS RECEIVED AFTER SUBMITTAL DATE & TIME WILL NOT BE CONSIDERED
TITLE: Janitorial Services County Wide	BID NUMBER: 167-0450-B (JJ)
STEP 1 – DUE DATE AND TIME: December 5, 2017 @ 3:00 P.M. STEP 2 - DUE DATE AND TIME: January 16, 2018 @ 3:00 P.M. AND MAY NOT BE WITHDRAWN FOR 90 DAYS FROM DATE LISTED ABOVE.	PRE-BID SITE VISITS: MANDATORY Site visits will be scheduled via the approved contractor's addendum.
STEP 1 - DEADLINE FOR WRITTEN QUESTIONS: November 28, 2017 @ 3:00 P.M. STEP 2 – DEADLINE FOR WRITTEN QUESTIONS: January 4, 2018 @ 3:00 PM. SUBMIT QUESTIONS TO: JIM JUST AT jjust@pinellascounty.org Phone; 727-464-3205 Fax: 727/464-3925	
<p style="text-align: center;"><u>THE MISSION OF PINELLAS COUNTY</u></p> Pinellas County Government is committed to progressive public policy, superior public service, courteous public contact, judicious exercise of authority and sound management of public resources to meet the needs and concerns of our citizens today and tomorrow.	 JOSEPH LAURO, CPPO/CPPB Director of Purchasing

NOTE: BIDS ARE TO BE SUBMITTED IN DUPLICATE

BIDDER MUST COMPLETE THE FOLLOWING

BIDDERS ARE CAUTIONED THAT THE POLICY OF THE BOARD OF COUNTY COMMISSIONERS, PINELLAS COUNTY, IS TO ACCEPT THE LOWEST RESPONSIBLE BID RECEIVED MEETING SPECIFICATIONS. NO CHANGES REQUESTED BY A BIDDER DUE TO AN ERROR IN PRICING WILL BE CONSIDERED AFTER THE BID OPENING DATE AS ADVERTISED. BY SIGNING THIS PROPOSAL FORM BIDDERS ARE ATTESTING TO THEIR AWARENESS OF THIS POLICY AND ARE AGREEING TO ALL OTHER BID TERMS AND CONDITIONS, INCLUDING ALL INSURANCE REQUIREMENTS.

PAYMENT TERMS: 0 % 30 DAYS, NET **45** (PER F.S. 218.73)

*BID DEPOSIT, IF REQUIRED, IS ATTACHED IN THE AMOUNT OF \$ N/A

BIDDER (COMPANY NAME): American Facility Services, Inc. **D/B/A** _____

MAILING ADDRESS: 1325 Union Hill Industrial Court, Suite A **CITY / STATE / ZIP** Alpharetta, GA 30004

COMPANY EMAIL ADDRESS: anugent@amfacility.com

PHN: (770) 740-1613 **FAX:** (770) 475-7720

***REMIT TO NAME:** American Facility Services, Inc.
 (As Shown On Company Invoice)

CONTACT NAME: Andrea Nugent

FEIN# 58-1950842

Proper Corporate Identity is needed when you submit your bid, especially how your firm is registered with the Florida Division of Corporations. Please visit www.sunbiz.org for this information. It is essential to return a copy of your W-9 with your bid. Thank you.

PRINT NAME: Andrea Nugent

EMAIL ADDRESS: anugent@amfacility.com

I HEREBY AGREE TO ABIDE BY ALL TERMS AND CONDITIONS OF THIS BID, INCLUDING ALL INSURANCE REQUIREMENTS & CERTIFY I AM AUTHORIZED TO SIGN THIS BID FOR THE BIDDER.

FORMS CHECKLIST	
COPY OF COMPANY INVOICE	
W-9 (TAXPAYER ID)	

AUTHORIZED SIGNATURE: 

PRINT NAME/TITLE: Harold Angel, Vice President

**SEE PAGE 46 SECTION F FOR BID PRICING SUMMARY
 THIS FORM MUST BE RETURNED WITH YOUR RESPONSE**

SECTION D – VENDOR REFERENCES

Bid Title: Janitorial Services, Various County Buildings

Bid Number: 167-0450-B (JJ)

THE FOLLOWING INFORMATION IS REQUIRED IN ORDER THAT YOUR BID MAY BE REVIEWED AND PROPERLY EVALUATED.

COMPANY NAME: American Facility Services, Inc.

LENGTH OF TIME COMPANY HAS BEEN IN BUSINESS: 26 years

BUSINESS ADDRESS: 1325 Union Hill Industrial Court, Suite A, Alpharetta, GA 30004

HOW LONG IN PRESENT LOCATION: 15 years

TELEPHONE NUMBER: 770-740-1613 FAX NUMBER: 770-475-7720

TOTAL NUMBER OF CURRENT EMPLOYEES: 250 FULL TIME 375 PART TIME

NUMBER OF EMPLOYEES YOU PLAN TO USE TO SERVICE THIS CONTRACT: approximately 85

All references will be contacted by a County Designee via email, fax, mail or phone call to obtain answers to questions, as applicable before an evaluation decision is made.

LOCAL COMMERCIAL AND/OR GOVERNMENTAL REFERENCES THAT YOU HAVE PREVIOUSLY PERFORMED SIMILAR CONTRACT SERVICES FOR:

1. COMPANY:
Sarasota County

ADDRESS: 1660 Ringling Blvd., 3rd Floor, Sarasota, FL 34236

TELEPHONE/FAX:
941-861-5266

CONTACT: Helen Reed

CONTACT EMAIL: hreed@scgov.net

COMPANY EMAIL ADDRESS: hreed@scgov.net

2. COMPANY:
Escambia County

ADDRESS: 100 East Blount Street, Pensacola, FL 32501

TELEPHONE/FAX:
850-595-4638

CONTACT: Donald Knight

CONTACT EMAIL: drknight@co.escambia.fl.us

COMPANY EMAIL ADDRESS: drknight@co.escambia.fl.us

3. COMPANY: Lee County

ADDRESS: P. O. Box 398, Fort Myers, FL 33902-0398

TELEPHONE/FAX:
239-533-5453

CONTACT: Patrick Lewis

CONTACT EMAIL: plewis@leegov.com

COMPANY EMAIL ADDRESS: plewis@leegov.com

4. COMPANY: City of Plant City

ADDRESS: 3414 Police Center Drive, Plant City, FL 33566

TELEPHONE/FAX:
813-707-2284

CONTACT: Mark Emery

CONTACT EMAIL: memery@plantcitygov.com

COMPANY EMAIL ADDRESS: memery@plantcitygov.com

SECTION F – BID SUMMARY AND SUBMITTAL

Bid Title: Janitorial Services, Various County Buildings

Bid Number: 167-0450-B (JJ)

GROUP A – NORTHWEST SECTION (NORTH)

	LOCATION	PRICE		60 MONTH TOTAL
		Per Month		
1	Annex Building 400 S. Ft. Harrison Ave. , Clearwater	\$ 7,412.88	X 60	\$ 444,772.80
2	Real Estate Management (REM) 303 Chestnut St., Clearwater	\$ 451.01	X 60	\$ 27,060.60
3	Marketing and Communications 333 Chestnut St., Clearwater	\$ 1,271.48	X 60	\$ 76,288.80
4	REM 509 East Avenue, Clearwater	\$ 2,180.35	X 60	\$ 130,821.00
4a	Clerk's IT 509 East Avenue, Clearwater	\$ 369.20	X 60	\$ 22,152.00
5	Main Courthouse & Garage Stairwells Only 315 Court St., Clearwater	\$ 12,955.00	X 60	\$ 777,300.00
6	Utilities Administration Building 14 S. Ft. Harrison Ave. Clearwater	\$ 4,060.77	X 60	\$ 243,646.20
7	Old Courthouse 324 S. Ft. Harrison Ave., Clearwater	\$ 2,548.50	X 60	\$ 152,910.00
8	Code Enforcement 631 Chestnut St., Clearwater	\$ 531.15	X 60	\$ 31,869.00
9	Building Services 440 Court St., Clearwater	\$ 3,728.16	X 60	\$ 223,689.60
10	Planning Department 310 Court St., Clearwater	\$ 1,079.38	X 60	\$ 64,762.80
10a	Parking Garage 310 Court St. Parking Garage	\$ 171.81	X 60	\$ 10,308.60
11	Clerk of the Circuit Court, Division of Inspector General 510 Bay Ave., Clearwater	\$ 355.09	X 60	\$ 21,305.40
12	Brooker Creek 3611 Fletch Haven, Tarpon Springs	\$ 48.00	X 60	\$ 2,880.00
13	Brooker Creek (Buildings 1, 2 & 3) 3940 Keystone Rd., Tarpon Springs	\$ 1,379.99	X 60	\$ 82,799.40
14	Public Works Operations (Bldgs. 1,2,5,6,8,10,15,16 and Warehouses 1 and 2)- Fleet Garage	\$ 5,284.24	X 60	\$ 317,054.40
15	North County Service Center 29582 US Hwy. 19N.. Clearwater	\$ 3,103.86	X 60	\$ 186,231.60
	SUB-TOTAL	\$ 46,930.87	X 60	\$ 2,815,852.20

SECTION F – BID SUMMARY AND SUBMITTAL

GROUP B – NORTHWEST SECTION (MID)

	LOCATION	PRICE		60 MONTH TOTAL
		Per Month		
1	Fleet Management Service Center 9685 Ulmerton Rd., Largo	\$ 724.64	X 60	\$ 43,478.40
2	Public Safety Campus (Bldgs. 1-5, including garage) 10750 Ulmerton Rd., Largo	\$ 5,862.40	X 60	\$ 351,744.00
3	Animal Services 12450 Ulmerton Rd., Largo	\$ 3,158.70	X 60	\$ 189,522.00
4	Emergency Medical Services 12490 Ulmerton Rd., Largo	\$ 5,682.00	X 60	\$ 340,920.00
5	Cooperative Extension Facility 12175 125 th St. N., Largo	\$ 4,955.74	X 60	\$ 297,344.40
6	Supervisor of Elections 13001 Starkey Road, Largo	\$ 1,282.12	X 60	\$ 76,927.20
7	Botanical Gardens 12520 Ulmerton Rd., Largo	\$ 1,263.24	X 60	\$ 75,794.40
8	Gulf Coast Museum of Art 12211A Walsingham Rd., Largo	\$ 850.00	X 60	\$ 51,000.00
9	Utilities Field Services 9837 Ulmerton Rd., Largo	\$ 349.00	X 60	\$ 20,940.00
10	Chester Och 4-H Ed.Center 14602 113 th Ave., Largo	\$ 114.00	X 60	\$ 6,840.00
11	Heritage Village 11909 125 th St. N., Largo	\$ 360.00	X 60	\$ 21,600.00
	SUB-TOTAL	\$ 24,601.84	X 60	\$ 1,476,110.40

GROUP C – SOUTHEAST SECTION (CJC)

	LOCATION	PRICE		60 MONTH TOTAL
		Per Month		
1	County Justice Center 14250 49 th St. N., Clearwater	\$ 39,262.24	X 60	\$ 2,355,734.40
2	Sheriff's Forensic Services, Bldg. 1 4801 45 th Ave. N., Clearwater	\$ 449.77	X 60	\$ 26,986.20
3	Sheriff's Evidence Services, Bldg. 2 4707 145 th Ave. N., Clearwater	\$ 544.83	X 60	\$ 32,689.80
4	Sheriff's AFIS Service, Bldg. 3 4645 1145 th Ave. N., Clearwater	\$ 544.83	X 60	\$ 32,689.80
5	Clerk's Records Retention Center 14155 49 th St. N., Clearwater	\$ 544.83	X 60	\$ 32,689.80
6	Weedon Island Education Center 1800 Weedon Dr. NE, St. Petersburg	\$ 894.83	X 60	\$ 53,689.80
7	Mosquito Control 4100 118 th Ave. N, Clearwater	\$ 1,378.40	X 60	\$ 82,704.00
8	Permitted Stormwater Facility 4550 126 th Ave. N, Clearwater	\$ 735.00	X 60	\$ 44,100.00
9	PAL Sports Center 3755 45 th Ave. N, St. Petersburg	\$ 350.62	X 60	\$ 21,037.20
10	Sheriff's K-9 Complex 11700 34 th St., N, Clearwater	\$ 848.00	X 60	\$ 50,880.00
11	Sheriff's Shooting Range 11700 34 th St., N, Clearwater	\$ 405.00	X 60	\$ 24,300.00
	SUB-TOTAL	\$ 45,958.35	X 60	\$ 2,757,501.00

SECTION F – BID SUMMARY AND SUBMITTAL

GROUP D – SOUTHEAST SECTION (SOUTH)

	LOCATION	PRICE		60 MONTH TOTAL
		Per Month		
1	County Building (501, Annex, & Garage) 501 1 st Ave., N., St. Petersburg	\$ 6,601.54	X 60	\$ 396,092.40
2	Judicial Building with Garage 545 1 st Ave., N., St. Petersburg	\$ 9,258.68	X 60	\$ 555,520.80
3	South County Governmental Services Center 1800 66 th St. N., St. Petersburg	\$ 3,055.44	X 60	\$ 183,326.40
4	Human Services 647 1 st Ave. N., St. Petersburg	\$ 716.64	X 60	\$ 42,998.40
5	South County Connection Center 38775 54 th Ave. N., St. Petersburg	\$ 350.18	X 60	\$ 21,010.80
	SUB-TOTAL	\$ 19,982.48	X 60	\$ 1,198,948.80

GROUP E – DETENTION

	LOCATION	PRICE		60 MONTH TOTAL
		Per Month		
1	Facility Operations – Detention 14400 49 th St. N., Clearwater	\$ 736.50	X 60	\$ 44,190.00
2	Sheriff's Administrative Support Building 14500 49 th St. N., Clearwater	\$ 1,774.12	X 60	\$ 106,447.20
3	Video Visitation 14500 49 th St., Clearwater	\$ 1,620.43	X 60	\$ 97,225.80
4	Bayside Clinic (Human Services) 14808 49 th St., Clearwater	\$ 448.00	X 60	\$ 26,880.00
	SUB-TOTAL	\$ 4,579.05	X 60	\$ 274,743.00

GROUP F – REAL PROPERTY

	LOCATION	PRICE		60 MONTH TOTAL
		Per Month		
1	Tax Collector's Office 1663 Gulf - To- Bay Blvd., Clearwater	\$ 528.82	X 60	\$ 31,729.20
2	Records Management Building 5300 Ulmerton Rd., Clearwater	\$ 911.60	X 60	\$ 54,696.00
3	Clerk's Print Shop and Warehouse 12100 28 th St. N., St. Petersburg	\$ 360.34	X 60	\$ 21,620.40
4	Sheriff's Purchasing Warehouse- Office Space 13770 Automobile Blvd., Clearwater	\$ 842.62	X 60	\$ 50,557.20
5	Sheriff's Purchasing Warehouse - Warehouse Space 13770 Automobile Blvd., Clearwater	\$ 370.43	X 60	\$ 22,225.80
6	OMNI 7421 114th Ave Largo	\$ 1,256.70	X 60	75,402.00
	SUB- TOTAL	\$ 4,270.51	X 60	\$ 256,230.60

SECTION F – BID SUMMARY AND SUBMITTAL

GROUP G- UTILITIES AND SOLID WASTE

	LOCATION	PRICE		60 MONTH TOTAL
		Per Month		
1	South Maintenance 6730 142 nd Ave., Largo	\$ 172.67	X 60	\$ 10,360.20
2	South Maintenance – Fleet Building 6730 142 nd Ave., Largo	\$ 627.32	X 60	\$ 37,639.20
3	North Maintenance 3900 Dunn Rd., Palm Harbor	\$ 172.67	X 60	\$ 10,360.20
3a	North Maintenance - Fleet 3900 Dunn Rd., Palm Harbor	\$ 93.00	X 60	\$ 5,580.00
4	Logan Station - Bldgs. A & C 1620 Ridge Rd., Largo	\$ 388.31	X 60	\$ 23,298.60
5	Logan Water Quality Monitoring Lab- Building B 1620 Ridge Rd., Largo	\$ 194.62	X 60	\$ 11,677.20
6	South Cross Bayou - WWTF 7401 54 th Ave., N, St. Petersburg	\$ 1,377.87	X 60	\$ 82,672.20
7	W.E. Dunn - WWTF 4111 Dunn Dr., Palm Harbor	\$ 1,204.21	X 60	\$ 72,252.60
8	Keller Station 3665 Keller Circle, Tarpon Springs	\$ 218.56	X 60	\$ 13,113.60
9	Solid Waste 3095 114 th Ave. N, St. Petersburg	\$ 1,688.40	X 60	\$ 101,304.00
	SUB-TOTAL	\$ 6,137.63	X 60	\$ 368,257.80

GROUP H - STAR CENTER

	LOCATION	PRICE		60 MONTH TOTAL
		Per Month		
1	Main Building # 100 7887 Bryan Dairy Rd., Suite 120, Largo	\$ 7,503.89	X 60	\$ 450,233.40
2	Utility Building # 500 7887 Bryan Dairy Rd., Suite 120, Largo	\$ 5,845.45	X 60	\$ 350,727.00
	SUB-TOTAL	\$ 13,349.34	X 60	\$ 800,960.40

SECTION F – BID SUMMARY AND SUBMITTAL

BID TOTAL for 60 Months

TOTAL GROUP A	\$2,815,852.20
TOTAL GROUP B	\$1,476,110.40
TOTAL GROUP C	\$2,757,501.00
TOTAL GROUP D	\$1,198,948.80
TOTAL GROUP E	\$ 274,743.00
TOTAL GROUP F	\$ 256,230.60
TOTAL GROUP G	\$ 368,257.80
TOTAL GROUP H	\$ 800,960.40
UNSPECIFIED	\$125,000.00
TOTAL BID	\$ 9,948,604.20

Unspecified Services: \$125,000.00 Will not be used to determine award and is not guaranteed as part of the contract and must be properly authorized by the County before performed.

Price for adding areas for janitorial services and special events:

Type of Work	Cost	
Janitorial Service Level "A"	\$ 0.095	per Square Foot
Janitorial Service Level "B"	\$ 0.07	per Square Foot
Janitorial Service Level "C"	\$ 0.06	per Square Foot
Janitorial Service Level "D"	\$ 0.05	per Square Foot
Janitorial Service Level "E"	\$ 0.08	per Square Foot
Post-Construction Cleaning	\$ 0.24	per Square Foot
Special Event Janitor	\$ 16.00	per Hour
Special Event Supervisor	\$ 18.00	per Hour
Special Event Porter	\$ 16.00	per Hour

SECTION F – BID SUMMARY AND SUBMITTAL**Electronic Payment (ePayables)**

The Board of County Commissioners (County) is offering faster payments. The County would prefer to make payment using credit card through the ePayables system. See Section A, number 27.

Would your company accept to participate in the ePayables credit card program?

Yes No

For more information about ePayables credit card program please visit Purchasing Department website www.pinellascounty.org/purchase.

American Facility Services, Inc.

Company Name

Harold Angel

Signature

Harold Angel

Printed Signature

770-740-1613

Phone Number

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. American Facility Services, Inc.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) 1325 Union Hill Industrial Court, Suite A	
	6 City, state, and ZIP code Alpharetta, GA 30004	
	7 List account number(s) here (optional)	
Requester's name and address (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
5	8	-	1	9	5	0	8	4	2

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶ 1/8/2018
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

American Facility Services, Inc.
 1325 Union Hill Ind Ct, Suite A
 Alpharetta, GA 30004-2005
 770-740-1613 / 770-475-7720 Fax

Invoice

Date	Invoice #
4/22/2015	44359

Bill To
John Smith Valdosta State College P.O. Box 000000 Valdosta, GA 99999

Ship To
Valdosta State College Campus Locations

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
Sample	Net 30		4/22/2015			

Quantity	Item Code	Description	Price Each	Amount
	Service	Sample Invoice - Georgia Colleges PO Information RFP Information Purchasing Agent Contact Federal Tax ID if required April 2015 - service provided under contract X-Y-Z Exempt	5,000.00 0.00%	5,000.00 0.00

Total			\$5,000.00
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/19/2017

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 have ADDITIONAL INSURED provisions or 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 MCGRIFF, SEIBELS & WILLIAMS OF GEORGIA, INC. 5605 Glenridge Drive - Suite 300 Atlanta, GA 30342	CONTACT NAME: Matt Russell PHONE (A/C, No, Ext): 404 497-7500 E-MAIL ADDRESS: mrussell@mcgriff.com	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED American Facility Services, Inc. 1325 Union Hill Ind Court Suite A Alpharetta, GA 30004	INSURER A : Phenoix Insurance Company	
	INSURER B : Travelers Indemnity Co. of America	
	INSURER C : Travelers Property Casualty Company of America	
	INSURER D : Travelers Indemnity Co.	
	INSURER E : Chubb Insurance Company	
INSURER F :		NAIC # 25674


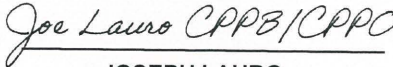
COVERAGES **CERTIFICATE NUMBER:**3WV5UDYM **REVISION NUMBER:**

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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			630-5J480676-PHX-17	05/19/2017	05/19/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Employee Benefits \$ 3,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			BA-5J468165-TIA-17	05/19/2017	05/19/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ 1,000,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP-5J493475-TIL-17	05/19/2017	05/19/2018	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB-5J48253A-COF-17	05/19/2017	05/19/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Employee Dishonesty			82375917	05/19/2017	05/19/2018	Employee Dishonesty Deductible \$ 250,000 \$ 5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: 17- 18 Sample

CERTIFICATE HOLDER 17-18 Sample	CANCELLATION 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 

SUBMIT TO: PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS 400 S. FT. HARRISON AVENUE ANNEX BUILDING – 6 TH FLOOR CLEARWATER, FL 33756	 <h1 style="text-align: right;">INVITATION TO BID</h1>
ISSUE DATE: November 20, 2017	BID SUBMITTALS RECEIVED AFTER SUBMITTAL DATE & TIME WILL NOT BE CONSIDERED
TITLE: Janitorial Services County Wide	BID NUMBER: 167-0450-B (JJ)
STEP 1 – DUE DATE AND TIME: December 5, 2017 @ 3:00 P.M. STEP 2 - DUE DATE AND TIME: January 16, 2018 @ 3:00 P.M. AND MAY NOT BE WITHDRAWN FOR 90 DAYS FROM DATE LISTED ABOVE.	PRE-BID SITE VISITS: MANDATORY Site visits will be scheduled via the approved contractor's addendum.
STEP 1 - DEADLINE FOR WRITTEN QUESTIONS: November 28, 2017 @ 3:00 P.M. STEP 2 – DEADLINE FOR WRITTEN QUESTIONS: January 4, 2018 @ 3:00 PM. SUBMIT QUESTIONS TO: JIM JUST AT jjust@pinellascounty.org Phone; 727-464-3205 Fax: 727/464-3925	
<p style="text-align: center;"><u>THE MISSION OF PINELLAS COUNTY</u></p> Pinellas County Government is committed to progressive public policy, superior public service, courteous public contact, judicious exercise of authority and sound management of public resources to meet the needs and concerns of our citizens today and tomorrow.	 JOSEPH LAURO, CPPO/CPPB Director of Purchasing

NOTE: BIDS ARE TO BE SUBMITTED IN DUPLICATE

BIDDER MUST COMPLETE THE FOLLOWING

BIDDERS ARE CAUTIONED THAT THE POLICY OF THE BOARD OF COUNTY COMMISSIONERS, PINELLAS COUNTY, IS TO ACCEPT THE LOWEST RESPONSIBLE BID RECEIVED MEETING SPECIFICATIONS. NO CHANGES REQUESTED BY A BIDDER DUE TO AN ERROR IN PRICING WILL BE CONSIDERED AFTER THE BID OPENING DATE AS ADVERTISED. BY SIGNING THIS PROPOSAL FORM BIDDERS ARE ATTESTING TO THEIR AWARENESS OF THIS POLICY AND ARE AGREEING TO ALL OTHER BID TERMS AND CONDITIONS, INCLUDING ALL INSURANCE REQUIREMENTS.

PAYMENT TERMS: 0 % 30 DAYS, NET **45** (PER F.S. 218.73)

*BID DEPOSIT, IF REQUIRED, IS ATTACHED IN THE AMOUNT OF \$ N/A

BIDDER (COMPANY NAME): American Facility Services, Inc. **D/B/A** _____

MAILING ADDRESS: 1325 Union Hill Industrial Court, Suite A **CITY / STATE / ZIP** Alpharetta, GA 30004

COMPANY EMAIL ADDRESS: anugent@amfacility.com

PHN: (770) 740-1613 **FAX:** (770) 475-7720

***REMIT TO NAME:** American Facility Services, Inc.
 (As Shown On Company Invoice)

CONTACT NAME: Andrea Nugent

FEIN# 58-1950842

Proper Corporate Identity is needed when you submit your bid, especially how your firm is registered with the Florida Division of Corporations. Please visit www.sunbiz.org for this information. It is essential to return a copy of your W-9 with your bid. Thank you.

PRINT NAME: Andrea Nugent

EMAIL ADDRESS: anugent@amfacility.com

I HEREBY AGREE TO ABIDE BY ALL TERMS AND CONDITIONS OF THIS BID, INCLUDING ALL INSURANCE REQUIREMENTS & CERTIFY I AM AUTHORIZED TO SIGN THIS BID FOR THE BIDDER.

FORMS CHECKLIST	
COPY OF COMPANY INVOICE	
W-9 (TAXPAYER ID)	

AUTHORIZED SIGNATURE: 

PRINT NAME/TITLE: Harold Angel, Vice President

**SEE PAGE 46 SECTION F FOR BID PRICING SUMMARY
 THIS FORM MUST BE RETURNED WITH YOUR RESPONSE**

SECTION D – VENDOR REFERENCES

Bid Title: Janitorial Services, Various County Buildings

Bid Number: 167-0450-B (JJ)

THE FOLLOWING INFORMATION IS REQUIRED IN ORDER THAT YOUR BID MAY BE REVIEWED AND PROPERLY EVALUATED.

COMPANY NAME: American Facility Services, Inc.

LENGTH OF TIME COMPANY HAS BEEN IN BUSINESS: 26 years

BUSINESS ADDRESS: 1325 Union Hill Industrial Court, Suite A, Alpharetta, GA 30004

HOW LONG IN PRESENT LOCATION: 15 years

TELEPHONE NUMBER: 770-740-1613 FAX NUMBER: 770-475-7720

TOTAL NUMBER OF CURRENT EMPLOYEES: 250 FULL TIME 375 PART TIME

NUMBER OF EMPLOYEES YOU PLAN TO USE TO SERVICE THIS CONTRACT: approximately 85

All references will be contacted by a County Designee via email, fax, mail or phone call to obtain answers to questions, as applicable before an evaluation decision is made.

LOCAL COMMERCIAL AND/OR GOVERNMENTAL REFERENCES THAT YOU HAVE PREVIOUSLY PERFORMED SIMILAR CONTRACT SERVICES FOR:

1. COMPANY:
Sarasota County

2. COMPANY:
Escambia County

ADDRESS: 1660 Ringling Blvd., 3rd Floor, Sarasota, FL 34236

ADDRESS: 100 East Blount Street, Pensacola, FL 32501

TELEPHONE/FAX:
941-861-5266

TELEPHONE/FAX:
850-595-4638

CONTACT: Helen Reed

CONTACT: Donald Knight

CONTACT EMAIL: hreed@scgov.net

CONTACT EMAIL: drknight@co.escambia.fl.us

COMPANY EMAIL ADDRESS: hreed@scgov.net

COMPANY EMAIL ADDRESS: drknight@co.escambia.fl.us

3. COMPANY: Lee County

4. COMPANY: City of Plant City

ADDRESS: P. O. Box 398, Fort Myers, FL 33902-0398

ADDRESS: 3414 Police Center Drive, Plant City, FL 33566

TELEPHONE/FAX:
239-533-5453

TELEPHONE/FAX:
813-707-2284

CONTACT: Patrick Lewis

CONTACT: Mark Emery

CONTACT EMAIL: plewis@leegov.com

CONTACT EMAIL: memery@plantcitygov.com

COMPANY EMAIL ADDRESS: plewis@leegov.com

COMPANY EMAIL ADDRESS: memery@plantcitygov.com

SECTION F – BID SUMMARY AND SUBMITTAL

Bid Title: Janitorial Services, Various County Buildings

Bid Number: 167-0450-B (JJ)

GROUP A – NORTHWEST SECTION (NORTH)

	LOCATION	PRICE		60 MONTH TOTAL
		Per Month		
1	Annex Building 400 S. Ft. Harrison Ave. , Clearwater	\$ 7,412.88	X 60	\$ 444,772.80
2	Real Estate Management (REM) 303 Chestnut St., Clearwater	\$ 451.01	X 60	\$ 27,060.60
3	Marketing and Communications 333 Chestnut St., Clearwater	\$ 1,271.48	X 60	\$ 76,288.80
4	REM 509 East Avenue, Clearwater	\$ 2,180.35	X 60	\$ 130,821.00
4a	Clerk's IT 509 East Avenue, Clearwater	\$ 369.20	X 60	\$ 22,152.00
5	Main Courthouse & Garage Stairwells Only 315 Court St., Clearwater	\$ 12,955.00	X 60	\$ 777,300.00
6	Utilities Administration Building 14 S. Ft. Harrison Ave. Clearwater	\$ 4,060.77	X 60	\$ 243,646.20
7	Old Courthouse 324 S. Ft. Harrison Ave., Clearwater	\$ 2,548.50	X 60	\$ 152,910.00
8	Code Enforcement 631 Chestnut St., Clearwater	\$ 531.15	X 60	\$ 31,869.00
9	Building Services 440 Court St., Clearwater	\$ 3,728.16	X 60	\$ 223,689.60
10	Planning Department 310 Court St., Clearwater	\$ 1,079.38	X 60	\$ 64,762.80
10a	Parking Garage 310 Court St. Parking Garage	\$ 171.81	X 60	\$ 10,308.60
11	Clerk of the Circuit Court, Division of Inspector General 510 Bay Ave., Clearwater	\$ 355.09	X 60	\$ 21,305.40
12	Brooker Creek 3611 Fletch Haven, Tarpon Springs	\$ 48.00	X 60	\$ 2,880.00
13	Brooker Creek (Buildings 1, 2 & 3) 3940 Keystone Rd., Tarpon Springs	\$ 1,379.99	X 60	\$ 82,799.40
14	Public Works Operations (Bldgs. 1,2,5,6,8,10,15,16 and Warehouses 1 and 2)- Fleet Garage	\$ 5,284.24	X 60	\$ 317,054.40
15	North County Service Center 29582 US Hwy. 19N.. Clearwater	\$ 3,103.86	X 60	\$ 186,231.60
	SUB-TOTAL	\$ 46,930.87	X 60	\$ 2,815,852.20

SECTION F – BID SUMMARY AND SUBMITTAL

GROUP B – NORTHWEST SECTION (MID)

	LOCATION	PRICE		60 MONTH TOTAL
		Per Month		
1	Fleet Management Service Center 9685 Ulmerton Rd., Largo	\$ 724.64	X 60	\$ 43,478.40
2	Public Safety Campus (Bldgs. 1-5, including garage) 10750 Ulmerton Rd., Largo	\$ 5,862.40	X 60	\$ 351,744.00
3	Animal Services 12450 Ulmerton Rd., Largo	\$ 3,158.70	X 60	\$ 189,522.00
4	Emergency Medical Services 12490 Ulmerton Rd., Largo	\$ 5,682.00	X 60	\$ 340,920.00
5	Cooperative Extension Facility 12175 125 th St. N., Largo	\$ 4,955.74	X 60	\$ 297,344.40
6	Supervisor of Elections 13001 Starkey Road, Largo	\$ 1,282.12	X 60	\$ 76,927.20
7	Botanical Gardens 12520 Ulmerton Rd., Largo	\$ 1,263.24	X 60	\$ 75,794.40
8	Gulf Coast Museum of Art 12211A Walsingham Rd., Largo	\$ 850.00	X 60	\$ 51,000.00
9	Utilities Field Services 9837 Ulmerton Rd., Largo	\$ 349.00	X 60	\$ 20,940.00
10	Chester Och 4-H Ed.Center 14602 113 th Ave., Largo	\$ 114.00	X 60	\$ 6,840.00
11	Heritage Village 11909 125 th St. N., Largo	\$ 360.00	X 60	\$ 21,600.00
	SUB-TOTAL	\$ 24,601.84	X 60	\$ 1,476,110.40

GROUP C – SOUTHEAST SECTION (CJC)

	LOCATION	PRICE		60 MONTH TOTAL
		Per Month		
1	County Justice Center 14250 49 th St. N., Clearwater	\$ 39,262.24	X 60	\$ 2,355,734.40
2	Sheriff's Forensic Services, Bldg. 1 4801 45 th Ave. N., Clearwater	\$ 449.77	X 60	\$ 26,986.20
3	Sheriff's Evidence Services, Bldg. 2 4707 145 th Ave. N., Clearwater	\$ 544.83	X 60	\$ 32,689.80
4	Sheriff's AFIS Service, Bldg. 3 4645 1145 th Ave. N., Clearwater	\$ 544.83	X 60	\$ 32,689.80
5	Clerk's Records Retention Center 14155 49 th St. N., Clearwater	\$ 544.83	X 60	\$ 32,689.80
6	Weedon Island Education Center 1800 Weedon Dr. NE, St. Petersburg	\$ 894.83	X 60	\$ 53,689.80
7	Mosquito Control 4100 118 th Ave. N, Clearwater	\$ 1,378.40	X 60	\$ 82,704.00
8	Permitted Stormwater Facility 4550 126 th Ave. N, Clearwater	\$ 735.00	X 60	\$ 44,100.00
9	PAL Sports Center 3755 45 th Ave. N, St. Petersburg	\$ 350.62	X 60	\$ 21,037.20
10	Sheriff's K-9 Complex 11700 34 th St., N, Clearwater	\$ 848.00	X 60	\$ 50,880.00
11	Sheriff's Shooting Range 11700 34 th St., N, Clearwater	\$ 405.00	X 60	\$ 24,300.00
	SUB-TOTAL	\$ 45,958.35	X 60	\$ 2,757,501.00

SECTION F – BID SUMMARY AND SUBMITTAL

GROUP D – SOUTHEAST SECTION (SOUTH)

	LOCATION	PRICE		60 MONTH TOTAL
		Per Month		
1	County Building (501, Annex, & Garage) 501 1 st Ave., N., St. Petersburg	\$ 6,601.54	X 60	\$ 396,092.40
2	Judicial Building with Garage 545 1 st Ave., N., St. Petersburg	\$ 9,258.68	X 60	\$ 555,520.80
3	South County Governmental Services Center 1800 66 th St. N., St. Petersburg	\$ 3,055.44	X 60	\$ 183,326.40
4	Human Services 647 1 st Ave. N., St. Petersburg	\$ 716.64	X 60	\$ 42,998.40
5	South County Connection Center 38775 54 th Ave. N., St. Petersburg	\$ 350.18	X 60	\$ 21,010.80
	SUB-TOTAL	\$ 19,982.48	X 60	\$ 1,198,948.80

GROUP E – DETENTION

	LOCATION	PRICE		60 MONTH TOTAL
		Per Month		
1	Facility Operations – Detention 14400 49 th St. N., Clearwater	\$ 736.50	X 60	\$ 44,190.00
2	Sheriff's Administrative Support Building 14500 49 th St. N., Clearwater	\$ 1,774.12	X 60	\$ 106,447.20
3	Video Visitation 14500 49 th St., Clearwater	\$ 1,620.43	X 60	\$ 97,225.80
4	Bayside Clinic (Human Services) 14808 49 th St., Clearwater	\$ 448.00	X 60	\$ 26,880.00
	SUB-TOTAL	\$ 4,579.05	X 60	\$ 274,743.00

GROUP F – REAL PROPERTY

	LOCATION	PRICE		60 MONTH TOTAL
		Per Month		
1	Tax Collector's Office 1663 Gulf - To- Bay Blvd., Clearwater	\$ 528.82	X 60	\$ 31,729.20
2	Records Management Building 5300 Ulmerton Rd., Clearwater	\$ 911.60	X 60	\$ 54,696.00
3	Clerk's Print Shop and Warehouse 12100 28 th St. N., St. Petersburg	\$ 360.34	X 60	\$ 21,620.40
4	Sheriff's Purchasing Warehouse- Office Space 13770 Automobile Blvd., Clearwater	\$ 842.62	X 60	\$ 50,557.20
5	Sheriff's Purchasing Warehouse - Warehouse Space 13770 Automobile Blvd., Clearwater	\$ 370.43	X 60	\$ 22,225.80
6	OMNI 7421 114th Ave Largo	\$ 1,256.70	X 60	75,402.00
	SUB- TOTAL	\$ 4,270.51	X 60	\$ 256,230.60

SECTION F – BID SUMMARY AND SUBMITTAL

GROUP G- UTILITIES AND SOLID WASTE

	LOCATION	PRICE		60 MONTH TOTAL
		Per Month		
1	South Maintenance 6730 142 nd Ave., Largo	\$ 172.67	X 60	\$ 10,360.20
2	South Maintenance – Fleet Building 6730 142 nd Ave., Largo	\$ 627.32	X 60	\$ 37,639.20
3	North Maintenance 3900 Dunn Rd., Palm Harbor	\$ 172.67	X 60	\$ 10,360.20
3a	North Maintenance - Fleet 3900 Dunn Rd., Palm Harbor	\$ 93.00	X 60	\$ 5,580.00
4	Logan Station - Bldgs. A & C 1620 Ridge Rd., Largo	\$ 388.31	X 60	\$ 23,298.60
5	Logan Water Quality Monitoring Lab- Building B 1620 Ridge Rd., Largo	\$ 194.62	X 60	\$ 11,677.20
6	South Cross Bayou - WWTF 7401 54 th Ave., N, St. Petersburg	\$ 1,377.87	X 60	\$ 82,672.20
7	W.E. Dunn - WWTF 4111 Dunn Dr., Palm Harbor	\$ 1,204.21	X 60	\$ 72,252.60
8	Keller Station 3665 Keller Circle, Tarpon Springs	\$ 218.56	X 60	\$ 13,113.60
9	Solid Waste 3095 114 th Ave. N, St. Petersburg	\$ 1,688.40	X 60	\$ 101,304.00
	SUB-TOTAL	\$ 6,137.63	X 60	\$ 368,257.80

GROUP H - STAR CENTER

	LOCATION	PRICE		60 MONTH TOTAL
		Per Month		
1	Main Building # 100 7887 Bryan Dairy Rd., Suite 120, Largo	\$ 7,503.89	X 60	\$ 450,233.40
2	Utility Building # 500 7887 Bryan Dairy Rd., Suite 120, Largo	\$ 5,845.45	X 60	\$ 350,727.00
	SUB-TOTAL	\$ 13,349.34	X 60	\$ 800,960.40

SECTION F – BID SUMMARY AND SUBMITTAL

BID TOTAL for 60 Months

TOTAL GROUP A	\$2,815,852.20
TOTAL GROUP B	\$1,476,110.40
TOTAL GROUP C	\$2,757,501.00
TOTAL GROUP D	\$1,198,948.80
TOTAL GROUP E	\$ 274,743.00
TOTAL GROUP F	\$ 256,230.60
TOTAL GROUP G	\$ 368,257.80
TOTAL GROUP H	\$ 800,960.40
UNSPECIFIED	\$125,000.00
TOTAL BID	\$9,948,604.20

Unspecified Services: \$125,000.00 Will not be used to determine award and is not guaranteed as part of the contract and must be properly authorized by the County before performed.

Price for adding areas for janitorial services and special events:

Type of Work	Cost	
Janitorial Service Level "A"	\$ 0.095	per Square Foot
Janitorial Service Level "B"	\$ 0.07	per Square Foot
Janitorial Service Level "C"	\$ 0.06	per Square Foot
Janitorial Service Level "D"	\$ 0.05	per Square Foot
Janitorial Service Level "E"	\$ 0.08	per Square Foot
Post-Construction Cleaning	\$ 0.24	per Square Foot
Special Event Janitor	\$ 16.00	per Hour
Special Event Supervisor	\$ 18.00	per Hour
Special Event Porter	\$ 16.00	per Hour

SECTION F – BID SUMMARY AND SUBMITTAL**Electronic Payment (ePayables)**

The Board of County Commissioners (County) is offering faster payments. The County would prefer to make payment using credit card through the ePayables system. See Section A, number 27.

Would your company accept to participate in the ePayables credit card program?

Yes No

For more information about ePayables credit card program please visit Purchasing Department website www.pinellascounty.org/purchase.

American Facility Services, Inc.

Company Name

Harold Angel

Signature

Harold Angel

Printed Signature

770-740-1613

Phone Number

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. American Facility Services, Inc.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) 1325 Union Hill Industrial Court, Suite A	Requester's name and address (optional)	
	6 City, state, and ZIP code Alpharetta, GA 30004		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)																																																			
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center; padding: 2px;">Social security number</td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="10" style="text-align: center; padding: 2px;">or</td> </tr> <tr> <td colspan="10" style="text-align: center; padding: 2px;">Employer identification number</td> </tr> <tr> <td style="width: 20px; height: 20px; text-align: center;">5</td> <td style="width: 20px; height: 20px; text-align: center;">8</td> <td style="width: 20px; height: 20px; text-align: center;">-</td> <td style="width: 20px; height: 20px; text-align: center;">1</td> <td style="width: 20px; height: 20px; text-align: center;">9</td> <td style="width: 20px; height: 20px; text-align: center;">5</td> <td style="width: 20px; height: 20px; text-align: center;">0</td> <td style="width: 20px; height: 20px; text-align: center;">8</td> <td style="width: 20px; height: 20px; text-align: center;">4</td> <td style="width: 20px; height: 20px; text-align: center;">2</td> </tr> </table>	Social security number																				or										Employer identification number										5	8	-	1	9	5	0	8	4	2
Social security number																																																			
or																																																			
Employer identification number																																																			
5	8	-	1	9	5	0	8	4	2																																										

Part II Certification			
Under penalties of perjury, I certify that:			
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and			
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and			
3. I am a U.S. citizen or other U.S. person (defined below); and			
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.			
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.			
Sign Here	<table style="width: 100%;"> <tr> <td style="width: 60%;">Signature of U.S. person ▶ </td> <td style="width: 40%;">Date ▶ 1/8/2018</td> </tr> </table>	Signature of U.S. person ▶	Date ▶ 1/8/2018
Signature of U.S. person ▶	Date ▶ 1/8/2018		

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

SECTION G - ADDENDA ACKNOWLEDGMENT FORM

Bid Title: Janitorial Services, Various County Buildings

Bid No: 167-0450-B (JJ)

PLEASE ACKNOWLEDGE RECEIPT OF ADDENDA FOR THIS ITB/RFP BY SIGNING AND DATING BELOW:

ADDENDUM NO. SIGNATURE/PRINTED NAME DATE RECEIVED

ADDENDUM NO.	SIGNATURE/PRINTED NAME	DATE RECEIVED
1	<i>H. Angel</i> Harold Angel	11/30/17
2	<i>H. Angel</i> Harold Angel	12/22/17
3	<i>H. Angel</i> Harold Angel	12/29/17
4	<i>H. Angel</i> Harold Angel	1/25/18

Note: Prior to submitting the response to this solicitation, it is the responsibility of the firm submitting a response to confirm if any addenda have been issued. If such document(s) has been issued, acknowledge receipt by signature and date in section above. Failure to do so may result in being considered non-responsive or result in lowering the rating of a firm's proposal.

Information regarding Addenda issued is available on the Purchasing Department's website at, www.pinellascounty.org/purchase/Current_Bids1.htm, listed under category 'Current Bids'.

American Facility Services, Inc.
 1325 Union Hill Ind Ct, Suite A
 Alpharetta, GA 30004-2005
 770-740-1613 / 770-475-7720 Fax

Invoice

Date	Invoice #
4/22/2015	44359

Bill To
John Smith Valdosta State College P.O. Box 000000 Valdosta, GA 99999

Ship To
Valdosta State College Campus Locations

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
Sample	Net 30		4/22/2015			

Quantity	Item Code	Description	Price Each	Amount
	Service	Sample Invoice - Georgia Colleges PO Information RFP Information Purchasing Agent Contact Federal Tax ID if required April 2015 - service provided under contract X-Y-Z Exempt	5,000.00 0.00%	5,000.00 0.00

			Total	\$5,000.00
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/19/2017

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 have ADDITIONAL INSURED provisions or 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).

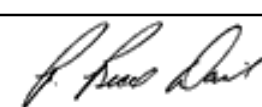
PRODUCER MCGRIFF, SEIBELS & WILLIAMS OF GEORGIA, INC. 5605 Glenridge Drive - Suite 300 Atlanta, GA 30342	CONTACT NAME: Matt Russell PHONE (A/C, No, Ext): 404 497-7500 E-MAIL ADDRESS: mrussell@mcgriff.com	FAX (A/C, No):	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED American Facility Services, Inc. 1325 Union Hill Ind Court Suite A Alpharetta, GA 30004	INSURER A : Phenoix Insurance Company		
	INSURER B : Travelers Indemnity Co. of America		
	INSURER C : Travelers Property Casualty Company of America		25674
	INSURER D : Travelers Indemnity Co.		
	INSURER E : Chubb Insurance Company		
INSURER F :			

COVERAGES **CERTIFICATE NUMBER:**3WV5UDYM **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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			630-5J480676-PHX-17	05/19/2017	05/19/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Employee Benefits \$ 3,000,000				
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			BA-5J468165-TIA-17	05/19/2017	05/19/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$				
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP-5J493475-TIL-17	05/19/2017	05/19/2018	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$				
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below <table style="float: right;"> <tr> <td>Y/N</td> <td></td> </tr> <tr> <td>Y</td> <td>N/A</td> </tr> </table>	Y/N		Y	N/A			UB-5J48253A-COF-17	05/19/2017	05/19/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
Y/N											
Y	N/A										
E	Employee Dishonesty			82375917	05/19/2017	05/19/2018	Employee Dishonesty Deductible \$ 250,000 \$ 5,000 \$ \$				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: 17- 18 Sample

CERTIFICATE HOLDER 17-18 Sample	CANCELLATION 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 

Location	Description	Total Square Footage	Service Level	Day Porter	Cleaning Days per Week	Hours of Cleaning Access	Special Instructions
GROUP A: DAS – NORTH							
1	Annex Building 400 S. Ft. Harrison Ave., Clearwater	91776	A	Yes	5 (Monday-Friday)	5:00 PM -- 2:00 AM	1st floor public restrooms cleaned and stocked 2 times per day by day porter. 1st floor lobby and hall cleaned and mopped 2 times per day by day porter
2	Real Estate Management (REM) 303 Chestnut St., Clearwater	8417	B		5 (Monday-Friday)	5:00 PM -- 2:00 AM	
3	Marketing and Communications 333 Chestnut St., Clearwater	26985	A		5 (Monday-Friday)	5:00 PM -- 2:00 AM	
4	REM/Air Quality 509 East Avenue, Clearwater	6091	A		5 (Monday-Friday)	5:00 PM -- 2:00 AM	
5	Records Retention Warehouse 509 East Avenue, Clearwater	18509	A		5 (Monday-Friday)	5:00 PM -- 2:00 AM	
6	Clerk's IT 509 East Avenue, Clearwater	5359	A		5 (Monday-Friday)	5:00 PM -- 2:00 AM	
7	Main Courthouse 315 Court St., Clearwater	207263	A	yes	5 (Monday-Friday)	5:00 PM -- 2:00 AM	All judicial chambers will be cleaned before 8:30 AM; 1st floor public restrooms will be cleaned and stocked 4 times per day, all other restrooms on all floors will be cleaned and stocked at least once per day.
8	Courthouse Parking Garage Court St., Clearwater	315 2200	B		5 (Monday-Friday)	5:00 PM -- 2:00 AM	Stairwells only
9	Utilities Administration Building 14 S. Ft. Harrison Ave. Clearwater	60000	A		5 (Monday-Friday)	5:00 PM -- 2:00 AM	
10	Old Courthouse 324 S. Ft. Harrison Ave., Clearwater	22814	A		5 (Monday-Friday)	5:00 PM -- 2:00 AM	
11	Old Courthouse Fitness Center S. Ft. Harrison Ave., Clearwater	324 7113	A		7 (Monday-Sunday)	5:00 PM -- 2:00 AM	Restrooms will be cleaned 2 times per day
12	Code Enforcement 631 Chestnut St., Clearwater	6132	A		5 (Monday-Friday)	5:00 PM -- 2:00 AM	
13	Building Services 440 Court St., Clearwater	40795	A		5 (Monday-Friday)	5:00 PM -- 2:00 AM	
14	Planning Department 310 Court St., Clearwater	19006	A		5 (Monday-Friday)	5:00 PM -- 2:00 AM	
15	Parking Garage 310 Court St. Parking Garage	1200	C		5 (Monday-Friday)	5:00 PM -- 2:00 AM	Garage elevator and stairs only, trash pick up in garage MWF
16	Clerk of the Circuit Court, Division of Inspector General 510 Bay Ave., Clearwater	4480	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
17	Brooker Creek 3611 Fletch Haven, Tarpon Springs	3465	B		5 (Monday-Friday)	5:00 PM - 10:00 PM	
18	Brooker Creek Building 1 3940 Keystone Rd., Tarpon Springs	8001	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
19	Brooker Creek Building 2 3940 Keystone Rd., Tarpon Springs	13343	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
20	Brooker Creek Building 3 3940 Keystone Rd., Tarpon Springs	4304	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
21	Public Works Operations- Building 1 Emergency Response US Hwy 19 N, Clearwater	22211 60885	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
22	Public Works Operations- Building 1 Warehouse US Hwy 19 N, Clearwater	22211 19669	B		5 (Monday-Friday)	5:00 PM - 10:00 PM	Floor cleaning/scrubbing 1 time per month
23	Public Works Operations- Building 2 Vehicle Storage US Hwy 19 N, Clearwater	22211 100	B		5 (Monday-Friday)	5:00 PM - 10:00 PM	Restroom only
24	Public Works Operations- Building 2 Vehicle Storage floor US Hwy 19 N, Clearwater	22211 10515	B		5 (Monday-Friday)	5:00 PM - 10:00 PM	Floor cleaning/scrubbing 1 time per month
25	Public Works Operations- Building 5 Operation Support US Hwy 19 N, Clearwater	22211 5170	C		5 (Monday-Friday)	5:00 PM - 10:00 PM	
26	Public Works Operations- Building 6 Environmental Management US Hwy 19 N, Clearwater	22211 1930	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
27	Public Works Operations- Building 8 Fitness Center US Hwy 19 N, Clearwater	22211 1000	B		5 (Monday-Friday)	5:00 PM - 10:00 PM	



Merry Celeste, CPPB
Division Director
Purchasing and Risk Management

DATE: 05/8/2023
TO: ALL INTERESTED BIDDERS
INVITATION TO BID: JANITORIAL SERVICES
BID NUMBER: 23-0230-ITB
BID SUBMITTAL IS DUE: **05/25/2023 @ 3:00 PM**

ADDENDUM NO. 3

Following is additional information, clarifications, questions, and responses relative to referenced bid (ITB):

Question(s):

Thank you on last answer. Tax Collector is not marked day porter yes on location detail, but a porter is listed on the day porter detail. Please confirm there is a porter for this location?

Response: Yes, day porter is required at the Tax Collector location. A revised attachment no. 2 has posted.

All other specifications, terms, and conditions remain the same.

Sincerely,

Merry Celeste

Merry Celeste, CPPB
Division Director
Purchasing and Risk Management

28	Public Works Operations- Building 10 Environmental Management US Hwy 19 N, Clearwater	22211	6450	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
29	Public Works Operations- Building 15 Drainage & Stormwater 22211 US Hwy 19 N, Clearwater		3744	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
30	Public Works Operations- Building 16 Survey & Construction 22211 US Hwy 19 N, Clearwater		6500	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
31	North County Service Center 29582 US Hwy. 19N., Clearwater		29224	A	Yes	5 (Monday-Friday)	5:00 PM - 10:00 PM	Restrooms to be cleaned and restocked 3 times per day
	Employee Relations Oak Ave., Clearwater	520	2137	A		5 (Monday-Friday)	5:00 PM - 10:00 PM	
GROUP B: DAS – CENTRAL								
	County Justice Center 14250 49th St. N., Clearwater		548892	A	yes	5 (Monday-Friday)	5:00 PM --2:00 AM	
	County Justice Center J Wing 49th St N, Clearwater	14250	77547	A	yes	5 (Monday-Friday)	5:00 PM --2:00 AM	
	Sheriff's Forensic Services, Bldg. 1 4801 45th Ave. N., Clearwater		9630	A	yes	5 (Monday-Friday)	5:00 PM --2:00 AM	
	Sheriff's Evidence Services, Bldg. 2 4707 145th Ave. N., Clearwater		14000	A	yes	5 (Monday-Friday)	5:00 PM --2:00 AM	
	Sheriff's AFIS Service, Bldg. 3 4645 1145th Ave. N., Clearwater		14000	A	yes	5 (Monday-Friday)	5:00 PM --2:00 AM	
	Weedon Island Education Center 1800 Weedon Dr. NE, St. Petersburg		1700	A		5 (Monday-Friday)	5:00 PM --2:00 AM	
	Mosquito Control Building 1, Administration 4100 118th Ave. N, Clearwater		3861	A		5 (Monday-Friday)	7:00 AM - 3:30 PM	
	Mosquito Control Building 2 Employee Building 4100 118th Ave. N, Clearwater		2200	A		5 (Monday-Friday)	7:00 AM - 3:30 PM	
	Mosquito Control Helicopter Hanger 4100 118th Ave. N, Clearwater		832	A		5 (Monday-Friday)	7:00 AM - 3:30 PM	
	Permitted Stormwater Facility 4550 126th Ave. N, Clearwater		7000	A		4 (Monday-Thursday)	7:00 AM - 3:30 PM	
	PAL Sports Center 3755 45th Ave. N, St. Petersburg		3300	A		5 (Monday-Friday)	7:00 AM - 3:30 PM	Cleaning services required during regular school holidays
	Sheriff's K-9 Complex 11700 34th St., N, Clearwater		1000	A		5 (Monday-Friday)	7:00 AM - 4:00 PM	
	Sheriff's Shooting Range 11700 34th St., N, Clearwater		1000	A		5 (Monday-Friday)	7:00 AM - 4:00 PM	
GROUP C: DAS – DETENTION								
	Facility Operations – Detention 14400 49th St. N., Clearwater		5350	B		6 (Monday-Friday, Sunday)	5:00 PM - 9:00 PM	restrooms and breakrooms
	Facility Operations – Detention 14400 49th St. N., Clearwater		5344	B		5 (Monday-Friday,)	5:00 PM - 9:00 PM	rest of building
	Sheriff's Administrative Support Building 14500 49th St. N., Clearwater		28018	B		7 (Monday-Sunday)	5:00 PM - 12:00 AM	Requires coverage 365 days, including holidays
	Video Visitation 14500 49th St., Clearwater		5600	A	yes	7 (Monday-Sunday)	5:00 PM - 12:00 AM	Requires coverage 365 days, including holidays
	Bayside Clinic (Human Services) 14808 49th ., Clearwater		4000	A	yes	6 (Monday-Saturday)	8:00 PM - 6:00 AM 8:00 AM - 1:00 PM on Sat	
	Misdemeanor Probation building, 49th Street, Clearwater	14500	13360	B		5 (Monday-Friday)	5:00 PM - 12:00 AM	
GROUP D: DAS – MID								
	Fleet Management Service Center 9685 Ulmerton Rd., Largo		12887	C		5 (Monday-Friday)	5:00 PM --2:00 AM	Trash removal 5 days week (Friday trash pick up at 2:00 PM)
	911 Call Center (3rd floor at PSC) 10750 Ulmerton Rd., Largo		5000	A		7 (Monday-Sunday)	7:00 AM-11:00 PM	Restroom cleaning and empty trash only on Saturday and Sunday
	Public Safety Campus (Bldgs. 1-5, including garage) 10750 Ulmerton Rd., Largo		400000	A	yes	5 (Monday-Friday)	7:00 AM-11:00 PM	
	Animal Services 12450 Ulmerton Rd., Largo		35811	A	yes	7 (Monday-Sunday)	5:00 PM --2:00 AM	Restrooms to be cleaned and restocked 3 times per day. Lobbies, entrances, and public restroom must be cleaned before 8:30 AM. Day porter shall be on site a minimum 8 hours per day.

Emergency Medical Services 12490 Ulmerton Rd., Largo	63637	A	yes	7 (Monday-Sunday)	5:00 PM - -2:00 AM	Public restrooms on 1st and 2nd floor to be cleaned and restocked 3 times per day. Shower/locker rooms adjacent to exercise room on 1st floor to be cleaned 2 times per day. North hallway on 1st floor which serves as employee access/egress for EMS personnel cleaned 2 times per day. Large training/conference room on 2nd floor to be cleaned daily (Last trash pick up 2:00 PM).	
Cooperative Extension Facility 12175 125th St. N., Largo	29880	A		6 (Monday-Saturday)	5:00 PM - -2:00 AM	Restrooms to be cleaned and restocked 2 times per day (8:00 AM and 1:00 PM). Special events will require additional services under the Special Services clause (Section E.6)	
Supervisor of Elections 13001 Starkey Road, Largo	27406	A		5 (Monday-Friday)	5:00 PM - -2:00 AM	During election cycles, full cleaning services are required 7 days a week	
Tax Collector 13025 Starkey Rd. Largo	25,015	A		5 (Monday-Friday)	5:00 PM - -2:00 AM		
Botanical Gardens 12520 Ulmerton Rd., Largo	5000	A	yes	7 (Monday-Sunday)	5:00 PM - -2:00 AM	Main lobby area to be cleaned before 9:00 AM. Restrooms to be cleaned and restocked 2 times per day. Special events will require additional services under the Special Services clause (Section E.6).	
Gulf Coast Museum of Art 12211A Walsingham Rd., Largo	10000	B		5 (Monday-Friday)	8:00 AM - 5:00 PM	4 buildings in total, only partially occupied. Frequent special events held t museum and auditorium.	
Utilities Field Services 9637 Ulmerton Rd., Largo	3000	B		5 (Monday-Friday)	8:00 AM - 5:00 PM		
Heritage Village 11909 125th St. N., Largo	5000	B		5 (Wednesday-Sunday)	8:00 AM - 5:00 PM	No cleaning Monday-Tuesday	
GROUP E: DAS- SOUTH							
County Building- Main Tower 501 1st. Ave., N., St. Petersburg	68394	A	yes	5 (Monday-Friday)	5:00 PM - -2:00 AM		
County Building- Annex 501 1st. Ave., N., St. Petersburg	12681	A	yes	5 (Monday-Friday)	5:00 PM - -2:00 AM		
County Building- Garage 501 1st. Ave., N., St. Petersburg	87184	E	yes	5 (Monday-Friday)	5:00 PM - -2:00 AM		
Judicial Building 545 1st Ave., N., St. Petersburg	61616	A	yes	5 (Monday-Friday)	5:00 PM - -2:00 AM	Floors must be sealed according to industry best practices.	
Judicial Building Garage 545 1st Ave., N., St. Petersburg	65454	E	yes	5 (Monday-Friday)	5:00 PM - -2:00 AM		
Human Services 647 1st Ave. N., St. Petersburg	17466	A		5 (Monday-Friday)	5:00 PM - -2:00 AM		
South County Connection Center 38775 54th Ave. N., St. Petersburg	2400	A		5 (Monday-Friday)	5:00 PM - -2:00 AM		
GROUP F: DAS – REAL PROPERTY							
Tax Collector's Office 1663 Gulf - To- Bay Blvd., Clearwater	11000	A		5 (Monday-Friday)	6:00 PM - 10:00 PM		
Records Management Building 5300 Ulmerton Rd., Clearwater	1041	A		5 (Monday-Friday)	8:00 AM - 5:00 PM		
Clerk's Print Shop	2871	B		5 (Monday-Friday)	2:00 PM - 6:00 PM		
Clerk's Print Shop- Warehouse	11629	D		5 (Monday-Friday)	2:00 PM - 6:00 PM		
Sheriff's Purchasing Warehouse- Office Space 13770 Automobile Blvd., Clearwater	2500	A		5 (Monday-Friday)	8:00 AM - 5:00 PM		
Sheriff's Purchasing Warehouse - Warehouse Space 13770 Automobile Blvd., Clearwater	22500	A		5 (Monday-Friday)	8:00 AM - 5:00 PM		
OMNI 7421 114th Ave Largo	17953	A		5 (Monday-Friday)	8:00 AM - 5:00 PM		
South County Service Center 2500 34th St, St. Petersburg	40000	A	yes	5 (Monday-Friday)	8:00 AM - 5:00 PM		
Sheriff's North District Station Bayshore Blvd, St. Petersburg	2496	A	yes	7 (Monday-Sunday)	8:00 AM - 5:00 PM		
Pinellas County Contractor's Licensing Board 7887 Bryan Dairy Rd, Ste 133, Largo	2125	A		5 (Monday-Friday)	8:00 AM - 5:00 PM		
Marine Facility 19305 Gulf Blvd., Indian Rocks, FL	1570	A		5 (Monday-Friday)	8:00 AM - 5:00 PM		
GROUP G: STAR CENTER							

Main Building # 100 7887 Bryan Dairy Rd., Suite 120, Largo	24367	A	yes	5 (Monday-Friday)	5:00 PM - 12:00 AM	Services required on MLK Day and Veterans Day. Daily walkthrough required with Facility Representative prior to 8:00 AM; includes restroom cleaning and restock and conference room cleaning. Can temporary close vending area to clean floors.	
Utility Building # 200 7887 Bryan Dairy Rd., Suite 120, Largo	2700	A		5 (Monday-Friday)	5:00 PM - 12:00 AM		
Utility Building # 500 7887 Bryan Dairy Rd., Suite 120, Largo	6964	A		5 (Monday-Friday)	5:00 PM - 12:00 AM	Services required on MLK Day and Veterans Day. Daily walkthrough required with Facility Representative prior to 8:00 AM; includes restroom cleaning and restock and conference room cleaning. Can temporary close vending area to clean floors.	
GROUP H: UTILITIES							
South Maintenance 6730 142nd Ave., Largo	30000	A		5 (Monday-Friday)	6:00 PM - 12:00 AM	Warehouse office included	
South Maintenance – Fleet Building 6730 142nd Ave., Largo	4000	D		5 (Monday-Friday)	6:00 PM - 12:00 AM	Office, restroom, storage, locker & shower area, sink in shop	
North Maintenance 3900 Dunn Rd., Palm Harbor	27000	A		5 (Monday-Friday)	6:00 PM - 12:00 AM	Warehouse office included	
North Maintenance - Fleet 3900 Dunn Rd., Palm Harbor	4185	D		5 (Monday-Friday)	6:00 PM - 12:00 AM	Office, restroom, locker & shower area, sink in shop	
Logan Station - Bldgs. A & C 1620 Ridge Rd., Largo	12000	A		5 (Monday-Friday)	6:00 PM - 12:00 AM		
Logan Water Quality Monitoring Lab- Building B 1620 Ridge Rd., Largo	17500	A		5 (Monday-Friday)	6:00 PM - 12:00 AM		
South Cross Bayou - WWTF 7401 54th Ave., N, St. Petersburg	27175	A		5 (Monday-Friday)	6:00 PM - 12:00 AM	PEC/Admin, Operations, EET Lab, Modular Office, Maintenance, Dewatering	
W.E. Dunn - WWTF 4111 Dunn Dr., Palm Harbor	11418	A		5 (Monday-Friday)	6:00 PM - 12:00 AM	Admin, Maintenance, Dewatering, Office & Restroom, Park Restroom	
Keller Station 3665 Keller Circle, Tarpon Springs	19892	B		5 (Monday-Friday)	6:00 PM - 12:00 AM	Admin building only	
GROUP I: AIRPORT							
Main Building Terminal Blvd, Clearwater	14700	170000	E	yes	7(Monday-Sunday)	12:00 AM - 12:00 AM 1st shift: 7:00 AM - 3:30 PM 2nd shift: 3:00 PM - 11:30 PM 3rd shift: 11:00 PM - 7:30 AM	Services required 24/7; detail and project cleaning to be performed on the 3rd shift
Sheriff's Hanger General Howard Dr, Clearwater	4640	5000	E		7(Monday-Sunday)	12:00 AM - 12:00 AM 1st shift: 7:00 AM - 3:30 PM 2nd shift: 3:00 PM - 11:30 PM 3rd shift: 11:00 PM - 7:30 AM	Services required 24/7; detail and project cleaning to be performed on the 3rd shift
Maintenance Facilities Fairchild Dr, Clearwater	15425	3000	E		7(Monday-Sunday)	12:00 AM - 12:00 AM 1st shift: 7:00 AM - 3:30 PM 2nd shift: 3:00 PM - 11:30 PM 3rd shift: 11:00 PM - 7:30 AM	Services required 24/7; detail and project cleaning to be performed on the 3rd shift
Cell Phone Lot Restrooms Terminal Blvd, Clearwater	14700	150	E	Yes	7(Monday-Sunday)	12:00 AM - 12:00 AM 1st shift: 7:00 AM - 3:30 PM 2nd shift: 3:00 PM - 11:30 PM 3rd shift: 11:00 PM - 7:30 AM	Services required 24/7; detail and project cleaning to be performed on the 3rd shift
GROUP J: PARKS							
Ft. DeSoto Park	22850	A			3 (Saturday,Sunday, Monday)	6:30 AM - 5:00 PM	Restrooms only, no buildings. Park open 365 days a year, services needed on holidays. Vendor to provide their own goft cart to access restrooms, park will provide garage parking for cart.
Chester Och 4-H Ed.Center 14602 113th Ave., Largo	1800	A			4 (Tuesday-Friday)	8:00 AM - 5:00 PM	No cleaning Saturday-Monday
GROUP K: SOLID WASTE							
Solid Waste 3095 114th Ave. N, St. Petersburg	14200	A			5 (Monday-Friday)	6:00 PM - 12:00 AM	Admin building
Solid Waste- Scale houses 3095 114th Ave. N, St. Petersburg	2076	A			5 (Monday-Friday)	6:00 PM - 12:00 AM	All scale buildings including restrooms and public restrooms
Solid Waste- Industrial Water Treatment Plant 3095 114th Ave. N, St. Petersburg	1364	A			5 (Monday-Friday)	6:00 PM - 12:00 AM	Control room, lab, restrooms, breakroom, and offices
Solid Waste- HEC3 3095 114th Ave. N, St. Petersburg	2800	A			5 (Monday-Friday)	6:00 PM - 12:00 AM	Admin, lab, 7 restrooms in warehouse)

	Solid Waste- Maintenance 3095 114th Ave. N. St. Petersburg	2762	A		5 (Monday-Friday)	6:00 PM - 12:00 AM	
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Location	Description	Square Footage	# Day Porters	Day Porter Days per Week
GROUP				
	Annex Building 400 S. Ft. Harrison Ave. , Clearwater	91776	1	5 (Monday-Friday)
	Main Courthouse 315 Court St., Clearwater	207263	1	5 (Monday-Friday)
	Utilities Administration 14 S Ft. Harrison, Clearwater	60000	1	5 (Monday-Friday)
	Brooker Creek (All Buildings) 3940 Keystone Rd., Tarpon Springs	25648	1	6 (Tuesday-Sunday)
	North County Service Center 29582 US Hwy. 19N.. Clearwater	29224	1	5 (Monday-Friday)
GROUP E				
	County Justice Center 14250 49th St. N., Clearwater	548892	6	5 (Monday-Friday)
	County Justice Center J WIng 14250 49th St. N., Clearwater (anticipated opening March 2023)	77547	2	5 (Monday-Friday)
	Sheriff's Forensic Services, Bldg. 1 4801 45th Ave. N., Clearwater	9630	1	5 (Monday-Friday)
	Sheriff's Evidence Services, Bldg. 2 4707 145th Ave. N., Clearwater	14000	1	5 (Monday-Friday)
	Sheriff's AFIS Service, Bldg. 3 4645 1145th Ave. N., Clearwater	14000	1	5 (Monday-Friday)
	Weedon Island Education Center 1800 Weedon Dr. NE, St. Petersburg	1700	1	4 (Thursday-Sunday)
GROUP C				
	Sheriff's Administrative Support 14500 49th St., Clearwater	28018	1	7 (Monday-Sunday)
	Video Visitation 14500 49th St., Clearwater	5600	1	7 (Monday-Sunday)
	Bayside Clinic (Human Services) 14808 49th ., Clearwater	4000	1	6 (Monday-Saturday)
GROUP				
	Public Safety Campus (Bldgs. 1-5, including garage) 10750 Ulmerton Rd., Largo	400000	3	5 (Monday-Friday)
	Public Safety Campus (Bldgs. 1-5, including garage) 10750 Ulmerton Rd., Largo	400000	1	2 (Saturday-Sunday)
	Animal Services 12450 Ulmerton Rd., Largo	35811	1	7 (Monday-Sunday)
	Emergency Medical Services 12490 Ulmerton Rd., Largo	63637	1	7 (Monday-Sunday)

Tax Collector 13025 Starkey Rd, Largo	25015	1	5 (Monday-Friday)
Botanical Gardens 12520 Ulmerton Rd., Largo	5000	1	7 (Monday-Sunday)
Gulf Coast Museum of Art 12211A Walsingham Rd., Largo	10000	1	5 (Monday-Friday)

GROUP

County Building- Main Tower 501 1st. Ave., N., St. Petersburg	68394	1	5 (Monday-Friday)
County Building- Annex 501 1st. Ave., N., St. Petersburg	12681	1	5 (Monday-Friday)
County Building- Garage 501 1st. Ave., N., St. Petersburg	87184	1	5 (Monday-Friday)
Judicial Building 545 1st Ave., N., St. Petersburg	61616	1	5 (Monday-Friday)
Judicial Building Garage 545 1st Ave., N., St. Petersburg	65454	1	5 (Monday-Friday)
Human Services 647 1st Ave. N., St. Petersburg	17466	1	5 (Monday-Friday)

GROUP F: D

South County Service Center 2500 34th St, St. Petersburg	40000	1	5 (Monday-Friday)
Sheriff's North District Station 2494 Bayshore Blvd, Dunedin	21496	1	7 (Monday-Sunday)

GROUP

STAR Center, Buildings 100 & 500 7887 Bryan Dairy Dr, Largo	31331	1	5 (Monday-Friday)
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GRO

Airport (including cell phone lot restrooms) 14700 Terminal Blvd, Clearwater	170000	varies	7 (Monday-Sunday)
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Day Porter Schedule**Notes****A: DAS – NORTH**

7:30 AM-4:00 PM

Assigned day porter may be requested to float between additional buildings in the downtown Clearwater area

7:30 AM-4:00 PM

10:00 AM - 2:00 PM

11:00 AM - 4:00 PM

7:00 AM - 3:00 PM

3: DAS – CENTRAL

5:00 AM - 11:30 AM

7:00 AM - 1:30 PM

7:00 AM - 3:30 PM

7:30 AM - 4:00 PM (x2)

8:00 AM - 4:30 PM

7:30 AM - 4:00 PM

7:00 AM - 1:30 PM

Assigned day porter can float between 3 Sheriff's building locations

7:00 AM - 1:30 PM

7:00 AM - 1:30 PM

9:00 AM - 4:00 PM (T-S)

11:00 AM - 4:00 PM (Sun)

: DAS – DETENTION

11:00 AM - 4:00 PM

Assigned day porter can float between Video Visitation, Bayside Clinic, and Sheriff's Admin Support

11:00 AM - 4:00 PM

11:00 AM - 4:00 PM

IP D: DAS – MID6:00 AM- 2:30 PM 7:00 AM-
3:30 PM 12:00 PM-4:00 PM

9:00 AM - 2:00 PM

Day porter on Saturday and Sunday to cover 911 on 3rd floor, plus any assigned special cleaning projects.

6:00 AM - 2:30 PM

5:00 AM - 1:30 PM

10:00 AM - 2:00 PM

6:00 AM - 2:30 PM

6:00 AM - 2:30 PM

Assigned day porter can float between Botanical Gardens and Museum

DE: DAS- SOUTH

7:30 AM - 4:00 PM

7:30 AM - 4:00 PM

7:30 AM - 4:00 PM

Assigned day porter can float between Annex, Main Tower, and Garage

7:30 AM - 4:00 PM

7:30 AM - 4:00 PM

Assigned day porter can float between Main Building and Garage

7:30 AM - 4:00 PM

AS - REAL PROPERTY

8:00 AM - 5:00 PM

M/W/F- 7:00 AM - 4:00 PM

T/Th- 8:00 AM - 5:00 PM S/S-

7:00 AM - 1:00 PM

G: STAR CENTER

7:00 AM - 3:30 PM

Services required on MLK Day and Veterans Day

UP I: AIRPORT

12:00 AM - 12:00 AM

1st shift: 7:00 AM - 3:30 PM

2nd shift: 3:00 PM - 11:30 PM

3rd shift: 11:00 PM - 7:30 AM

1st shift: 4 porters

2nd shift: 4 porters

3rd shift: 8 porters

Location	# Supervisors	Shift Hours
GROUP A: DAS – NORTH		
Floating Supervisor for all DAS North locations	3	12:00 PM - 7:00 PM
GROUP B: DAS – CENTRAL		
14250 49th St N, Clearwater	2	1:00 PM - 8:00 PM
GROUP C: DAS – DETENTION		
ASB Building		3:00 PM - 11:00 PM
14500 49th St N		As needed per
Bayside Clinic		operational
14808 49th St N	1	requirements
Both locations close at 8:00 PM		
GROUP D: DAS – MID		
10750 Ulmerton Rd, Largo	2	12:00 PM - 7:00 PM
GROUP E: DAS- SOUTH		
501 1st Ave North / 545 1st Ave. N / 647 1stAve. N / 1800 66th St. / 3875 54th Ave N., St. Petersburg	1	1:00 PM - 8:00 PM
GROUP G: STAR CENTER		
7887 Bryan Dairy Rd, Largo	1	12:00 PM - 7:00 PM
GROUP H: UTILITIES		
Floating Supervisor for all Utilities locations	1	6:00 PM - 12:00 AM
GROUP I: AIRPORT		
14700 Terminal Blvd, Clearwater	3	24/7/365
GROUP K: SOLID WASTE		
3095 114th Ave. N, St. Petersburg	1	6:00 PM - 12:00 AM



Merry Celeste, CPPB
Division Director
Purchasing and Risk Management

DATE: 05/15/2023
TO: ALL INTERESTED BIDDERS
INVITATION TO BID: JANITORIAL SERVICES
BID NUMBER: 23-0230-ITB
BID SUBMITTAL IS DUE: **05/25/2023 @ 3:00 PM**

ADDENDUM NO. 4

Following is additional information, clarifications, questions, and responses relative to referenced bid (ITB):

Question(s):

1. Please confirm consumable supplies commercial model is cost plus.

Response: Yes. A line has been added to the pricing proposal to enter the percentage. Please note that percentages must be entered as a negative percent in the pricing table.

2. The following insurances don't typically apply to janitorial service. Will the county consider removing these 5 insurance "requirements" from this bid? 5.7 Cyber Risk- Not required of Janitorial. This insurance is only required by companies who are monitoring or have access to the county electronic platforms & databases. 5.8 Pollution /Environmental Liability- Only green chemicals are stated to be approved- no Pollution/Environmental risks. Janitorial is not even a listed profession on the application for this insurance as provided by our insurance company. 5.9 Professional Liability- Not required of janitorial (this is often only required for doctors, lawyers & accountants where there is potential high risk of loss.) 5.10 Watercraft Liability- No watercraft to be used. 5.12 Builders Risk- No building services.

Response: Section 5, Insurance Requirements has been updated to the correct insurance requirements. All other specifications, terms, and conditions remain the same.

Sincerely,

Merry Celeste

Merry Celeste, CPPB
Division Director
Purchasing and Risk Management

2.10. Insurance

1. LIMITATIONS ON LIABILITY

By submitting a Bid, the Vendor acknowledges and agrees that the services will be provided without any limitation on the Vendor's liability. The County objects to and shall not be bound by any term or provision that purports to limit the Vendor's liability to any specified amount in the performance of the services. The Vendor shall state any exceptions to this provision in its response, including specifying the proposed limits of liability in the stated exception to be included in the Services Agreement. The Vendor is deemed to have accepted and agreed to provide the services without any limitation on the Vendor's liability that the Vendor does not take exception to in its response. Notwithstanding any exceptions by the Vendor, the County reserves the right to declare its prohibition on any limitation on the Vendor's liability as non-negotiable, to disqualify any Bid I that includes exceptions to this prohibition on any limitation on the Vendor's liability, and to proceed with another responsive, responsible proposal, as determined by the County in its sole discretion.

2. INDEMNIFICATION

Vendor agrees to indemnify, pay the cost of defense, including attorney's fees, and hold harmless the County, its officers, employees and agents from all damages, suits, actions or claims, including reasonable attorney's fees incurred by the County, of any character brought on account of any injuries or damages received or sustained by any person, persons, or property, or in any way relating to or arising from the Agreement; or on account of any act or omission, neglect or misconduct of Contractor; or by, or on account of, any claim or amounts recovered under the Workers' Compensation Law; or of any other laws, regulations, ordinance, order or decree; or arising from or by reason of any actual or claimed trademark, patent or copyright infringement or litigation based thereon; or for any violation of requirements of the Americans with Disabilities Act of 1990, as may be amended, and all rules and regulations issued pursuant thereto (collectively the "ADA") except when such injury, damage, or violation was caused by the sole negligence of the County.

3. INSURANCE:

The Vendor must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed below, prior to recommendation for award.

The Vendor shall obtain and maintain and require any subcontractor to obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth.

For projects with a Completed Operations exposure, Vendor shall maintain coverage and provide evidence of insurance for two (2) years beyond final acceptance. All insurance policies shall be from responsible companies duly authorized to do business in the State of Florida and have an AM Best rating of A- VIII or better.

A. Submittals should include, the Vendor's current Certificate(s) of Insurance. If Vendor does not currently meet insurance requirements, Vendor shall also include verification from their broker or agent that any required insurance not provided at that time of submittal will be in place prior to the award of contract.

Upon selection of Vendor for award, the selected Vendor shall email certificate that is compliant with the insurance requirements. If the certificate received is compliant, no further action may be necessary. The Certificate(s) of Insurance shall be signed by authorized representatives of the insurance companies shown on the Certificate(s). The Certificate holder section shall indicate Pinellas County, a Subdivision of the State of Florida, 400 S Fort Harrison Ave, Clearwater, FL 33756. Pinellas County shall be named as an Additional Insured for General Liability. A Waiver of Subrogation for Workers Compensation shall be provided if Workers Compensation coverage is a requirement.

B. Approval by the County of any Certificate(s) of Insurance does not constitute verification by the County that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate(s) of Insurance is in compliance with the requirements of the Agreement. County reserves the right to require a certified copy of the entire insurance policy, including endorsement(s), at any time during the Bid and/or contract period.

C. If any insurance provided pursuant to the Agreement expires or cancels prior to the completion of the Work, you will be notified by CTrax, the authorized vendor of Pinellas County. Upon notification, renewal Certificate(s) of Insurance and endorsement(s) shall be furnished to Pinellas County Risk Management at InsuranceCerts@pinellascounty.org and to CTrax c/o JDi Data at PinellasSupport@ididata.com by the Vendor or their agent prior to the expiration date.

1) Vendor shall also notify County within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, nonrenewal or adverse material change in coverage received by said Vendor from its insurer Notice shall be given by email to Pinellas County Risk Management at InsuranceCerts@pinellascounty.org. Nothing contained herein shall absolve Vendor of this requirement to provide notice.

2) Should the Vendor, at any time, not maintain the insurance coverages required herein, the County may terminate the Agreement,.

D. If subcontracting is allowed under this Bid, the Primary Vendor shall obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth; and require any subcontractors to obtain and maintain, at all times during its performance of the Agreement, insurance limits as it may apply to the portion of the Work performed by the subcontractor; but in no event will the insurance limits be less than \$500,000 for Workers' Compensation/Employers' Liability, and \$1,000,000 for General Liability and Auto Liability if required below.

All subcontracts between the Vendor and its Subcontractors shall be in writing and are subject to the County's prior written approval. Further, all subcontracts shall

1. Require each Subcontractor to be bound to the Vendor to the same extent the Vendor is bound to the County by the terms of the Contract Documents, as those terms may apply to the portion of the Work to be performed by the Subcontractor;
2. Provide for the assignment of the subcontracts from the Vendor to the County at the election of Owner upon termination of the Contract;
3. Provide that County will be an additional indemnified party of the subcontract;
4. Provide that the County will be an additional insured on all insurance policies required to be provided by the Subcontractor except workers compensation and professional liability;
5. Provide a waiver of subrogation in favor of the County and other insurance terms and/or conditions
6. Assign all warranties directly to the County; and
7. Identify the County as an intended third-party beneficiary of the subcontract. The Vendor shall make available to each proposed Subcontractor, prior to the execution of the subcontract, copies of the Contract Documents to which the Subcontractor will be bound by this Section C and identify to the Subcontractor any terms and conditions of the proposed subcontract which may be at variance with the Contract Documents.

E. Each insurance policy and/or certificate shall include the following terms and/or conditions:

- 1) The Named Insured on the Certificate of Insurance and insurance policy must match the entity's name that responded to the solicitation and/or is signing the agreement with the County.
- 2) Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Vendor.
- 3) The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and Constitutional offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
- 4) All policies shall be written on a primary, non-contributory basis.

The minimum insurance requirements and limits for this Agreement, which shall remain in effect throughout its duration and for two (2) years beyond final acceptance for projects with a Completed Operations exposure, are as follows:

1) Workers' Compensation Insurance Worker's Compensation Insurance is required if required pursuant to Florida law. If, pursuant to Florida law, Worker's Compensation Insurance is required, employer's liability, also known as Worker's Compensation Part B, is also required in the amounts set forth herein.

Limits

Employers' Liability Limits Florida Statutory

Per Employee \$ 500,000

Per Employee Disease \$ 500,000

Policy Limit Disease \$ 500,000

If Vendor/Contractor is not required by Florida law, to carry Workers Compensation Insurance in order to perform the requirements of this Agreement, County Waiver Form for workers compensation must be executed, submitted, and accepted by Risk Management. Failure to obtain required

Worker's Compensation Insurance without submitting and receiving a waiver from Risk Management constitutes a material breach of this Agreement.

2) Commercial General Liability Insurance including, but not limited to, Independent Vendor, Contractual Liability Premises/Operations, Products/Completed Operations, and Personal Injury.

Limits

Combined Single Limit Per Occurrence \$ 1,000,000

Products/Completed Operations Aggregate \$ 2,000,000

Personal Injury and Advertising Injury \$ 1,000,000

General Aggregate \$ 2,000,000

3) Business Automobile or Trucker's/Garage Liability Insurance covering owned, hired, and non-owned vehicles. If the Consultant does not own any vehicles, then evidence of Hired and Non-owned coverage is sufficient. Coverage shall be on an "occurrence" basis, such insurance to include coverage for loading and unloading hazards, unless Consultant can show that this coverage exists under the Commercial General Liability policy.

Limit

Combined Single Limit Per Accident \$1,000,000

4) Crime/Fidelity/Financial Institution Insurance coverage shall include Clients' Property endorsement similar or equivalent to ISO form CR 04 01, with at least minimum limits as follows:

Limits

Each Occurrence or Claim \$ 100,000

General Aggregate \$ 100,000

5) Property Insurance Vendor will be responsible for all damage to its own property, equipment and/or materials.

8. Vendor Questionnaire

1.3. Qualifications Statements*

1. Statement that Contractor has been in business and providing similar services for a minimum of five (5) years. **Attached.**
2. Financial statement including Contractor's total assets and liabilities, and reporting of any current or previous bankruptcies. **Attached. No bankruptcies.**
3. Three references of accounts, contracts, or projects of similar size and scope, including third party contact information, description of work, contract start and end dates, contract value. **Attached.**
4. Statement of any claims, liens, or other litigations within the past five (5) years, even if they have been settled out of court. **No claims, liens or other litigations ever.**
5. Statement of any EPA, FDEP, or County Environmental violations and/or fines within the past give (5) years. **No violations or fines of ANY type, ever.**
6. Equipment list of all currently owned equipment that will be utilized to perform the work as described in this contract. **Attached. More new equipment will be acquired.**
7. Statement of the estimated number of employees required to perform the work described in this contract, including full and part time, for all job descriptions included (Contract Manager, Supervisor, Day Porter, Cleaner, etc.). **Attached. Short, 110 Employees.**
8. Report current full time and part staff employed by the Contractor; if the current staff level is not sufficient for the work described in this contract, include a detailed plan and time frame for recruitment. **The current employee roster is close to 400.**



Licensed, Office Address

High Sources is licensed by the State of Florida.

Office address: 1502 Hobbs Street Suite 105, Tampa FL 33619

Proof of Years in Business



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Profit Corporation
HIGH SOURCES INC.

Filing Information

Document Number	P15000063596
FEI/EIN Number	47-4655442
Date Filed	07/27/2015
Effective Date	08/01/2015
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	09/25/2017

Principal Address

13194 US HWY. 301 S.
153
RIVERVIEW, FL 33578

Mailing Address

13194 US HWY. 301 S.
153
RIVERVIEW, FL 33578

Registered Agent Name & Address

CHANLATTE, MAXIMO
13194 US HWY. 301 S
153
RIVERVIEW, FL 33578

Name Changed: 09/25/2017

Officer/Director Detail

Name & Address

Title P

CHANLATTE, MAXIMO
13194 US HWY. 301 S.
RIVERVIEW, FL 33578

Annual Reports

Report Year	Filed Date
-------------	------------

May 24, 2023

To whom it may concern,

Please note our customer High Sources Inc. 13194 U.S. Hwy 301 S # 153 Riverview FL 33578.

Does not currently have coverage for CRIME/FIDELITY/FINANCIAL INSTITUTION INSURANCE in the amounts of \$100,000 in place.

Our agency has the capacity and capability to provide quote proposals for the above coverage.

Should High Sources Inc be awarded this contract they have the option to purchases the requested coverage from our agency.

If you have any questions, please feel free to reach out to our office,845-789-4433.

Sincerely,

Nancy Ponce



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/29/2022

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 have ADDITIONAL INSURED provisions or 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 Evergreen Insurance 25 Robert Pitt Drive Suite 200F Monsey NY 10952	CONTACT NAME: Nancy Ponce PHONE: (845) 789-4433 (A/C, No, Ext): FAX: (845) 789-4431 (A/C, No): ADDRESS: nancy@trustevergreen.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED High Sources Inc 13194 U.S. Highway 301 S, Suite 153 Riverview FL 33578	INSURER A :	Evanston Insurance Company 35378
	INSURER B :	Granada Insurance (GIC) 16870
	INSURER C :	Evanston Insurance Company 35378
	INSURER D :	Old Republic Surety Company 40444
	INSURER E :	
	INSURER F :	

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			3AA489338	7/13/2022	7/13/2023	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person)	\$ 5,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY	\$ 1,000,000
	OTHER:						GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							DEDUCTIBLE	\$ 500
B	AUTOMOBILE LIABILITY			0110FL00037238	3/6/2023	3/6/2024	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$ 10,000
	<input type="checkbox"/> OWNED AUTOS ONLY	<input checked="" type="checkbox"/>	SCHEDULED AUTOS				BODILY INJURY (Per accident)	\$ 20,000
	<input type="checkbox"/> HIRED AUTOS ONLY		NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> AUTOS ONLY						PIP	\$ 10,000
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB			EZXS3054843	7/13/2022	7/13/2023	EACH OCCURRENCE	\$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$ 2,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	Y/N				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
D	FIDELITY BUSINESS SERVICE BOND			W150260936	06/16/2022	06/16/2023	CARGO LIMIT:	\$ 10,000

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

13194 US Hwy, 301 S 153, Riverview, FL 33578

CERTIFICATE HOLDER**CANCELLATION**

INSURED'S COPY

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

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/31/2022

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 have **ADDITIONAL INSURED** provisions or 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 Automatic Data Processing Insurance Agency, Inc.		CONTRACT Automatic Data Processing Insurance Agency, Inc.	
1 Adp Boulevard Roseland NJ 07068		NAME: PHONE 1-800-524-7024 (A/C, No, Ext):	FAX (A/C, No):
INSURED High Sources Inc DBA: High Sources Inc 13194 Us Highway 301 S, Ste 153 Riverview FL 33578		INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Indemnity Company of America INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 25666	

COVERAGES **CERTIFICATE NUMBER:** 2299869 **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.

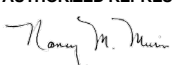
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y	N/A N	UB-6P577750-22-42	03/31/2023	03/31/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

Insured Locations: State of Florida

CERTIFICATE HOLDER

CANCELLATION

High Sources Inc 13194 Us Highway 301 S Ste 153 Riverview FL 33578	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 
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High Sources Inc.
Profit and Loss
 January - December 2022

	Total
Income	
Sales	8,584,357.10
Sales of Product Income	2,640.00
Total Income	\$ 8,586,997.10
Gross Profit	\$ 8,586,997.10
Expenses	
Bank Charges & Fees	10,880.24
Car & Truck	169,647.28
Contractors	1,617,282.39
Insurance	34,041.64
Job Supplies	1,942,535.30
Legal & Professional Services	4,718.00
Office Supplies & Software	6,643.54
Office/General Administrative Expenses	13,723.81
Other Business Expenses	23,185.40
Payroll Expenses	2,947,609.38
QuickBooks Payments Fees	27,729.45
Rent & Lease	86,371.84
Taxes & Licenses	188,513.88
Uncategorized Expense	88,361.75
Utilities	16,434.20
Total Expenses	\$ 7,177,678.10
Net Operating Income	\$ 1,409,319.00
Other Income	
Late Fee Income	29,291.83
Total Other Income	\$ 29,291.83
Net Other Income	\$ 29,291.83
Net Income	\$ 1,438,610.83

High Sources Inc.
Balance Sheet
As of December 31, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
Business Checking (0549)	534,330.92
Checking	382,601.13
Total Bank Accounts	\$ 916,932.05
Accounts Receivable	
Accounts Receivable (A/R)	1,540,555.03
Total Accounts Receivable	\$ 1,540,555.03
Total Current Assets	\$ 2,457,487.08
TOTAL ASSETS	\$ 2,457,487.08
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	165,197.47
Total Accounts Payable	\$ 165,197.47
Credit Cards	
Credit Card	-132,578.01
Total Credit Cards	-\$ 132,578.01
Other Current Liabilities	
Florida Dept of revenue Payable	176,406.63
Out Of Scope Agency Payable	11,664.44
Payable Loan	504,812.58
Texas department of revenue Payable	743.85
Total Other Current Liabilities	\$ 693,627.50
Total Current Liabilities	\$ 726,246.96
Total Liabilities	\$ 726,246.96
Equity	
Opening Balance Equity	140,116.88
Owner's Pay & Personal Expenses	-13,960.83
Retained Earnings	166,473.24
Net Income	1,438,610.83
Total Equity	\$ 1,731,240.12
TOTAL LIABILITIES AND EQUITY	\$ 2,457,487.08

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. High Sources Inc	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
	<input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):	
Exempt payee code (if any) _____		
Exemption from FATCA reporting code (if any) _____		
(Applies to accounts maintained outside the U.S.)		
5 Address (number, street, and apt. or suite no.) See instructions. 13194 us Hwy 301 s ste 153		
Requester's name and address (optional)		
6 City, state, and ZIP code Riverview FL 33578		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
4	7	-	4	6	5	5	4	4	2

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 03/22/2023
------------------	----------------------------	-------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

**THE E-VERIFY
MEMORANDUM OF UNDERSTANDING
FOR EMPLOYERS**

**ARTICLE I
PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS) and the High Sources, Inc. (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

**ARTICLE II
RESPONSIBILITIES**

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
 - a. Notice of E-Verify Participation
 - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.

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4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.
 5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.
 - a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.
 6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:
 - a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.
 - b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.
- Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.
7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.
 8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.
 - a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly

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employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status

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(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@dhs.gov. Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon

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reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

B. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

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b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.

e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:

- i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
- ii. The employee's work authorization has not expired, and
- iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).

f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:

- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
- ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
- iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with

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Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

a. Automated verification checks on alien employees by electronic means, and

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- b. Photo verification checks (when available) on employees.
2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify

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case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.
4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.
6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.
2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.
4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the

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employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.
6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:
 - a. Scanning and uploading the document, or
 - b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).
7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.
8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

ARTICLE IV SERVICE PROVISIONS

A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V MODIFICATION AND TERMINATION

A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.
2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

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B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.
3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

ARTICLE VI PARTIES

- A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
- B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.
- C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
- D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.
- E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to,

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Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.

Company ID Number: 1118377

Approved by:

Employer High Sources, Inc.	
Name (Please Type or Print) Joel Paretas	Title
Signature Electronically Signed	Date 08/12/2016
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 08/12/2016

Company ID Number: 1118377

Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name	High Sources, Inc.
Company Facility Address	13194 US Hwy 301 S. #153 Riverview, FL 33578
Company Alternate Address	
County or Parish	HILLSBOROUGH
Employer Identification Number	474655442
North American Industry Classification Systems Code	811
Parent Company	N/A
Number of Employees	1 to 4
Number of Sites Verified for	1

Company ID Number: 1118377

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name Hiday Miralles
Phone Number (813) 951 - 6235
Fax Number (484) 377 - 8466
Email Address hmiralles@highsourcesinc.com

Name Eliezer Chanlatte
Phone Number (813) 585 - 0312
Fax Number (484) 377 - 8466
Email Address ech@highsourcesinc.com

Name Joel Paretas
Phone Number (813) 290 - 1080
Fax Number (484) 377 - 8466
Email Address jparetas@highsourcesinc.com

Company ID Number: 1118377

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E-VERIFY AFFIDAVIT

I hereby certify that High Sources Inc [insert contractor company name] does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with Section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021 have had their work authorization status verified through the E-Verify system.

A true and correct copy of High Sources Inc [insert contractor company name] proof of registration in the E-Verify system is attached to this Affidavit.

Signature: Maximo Chanlatte

Print Name: Maximo Chanlatte

Date: 05/22/2023

Federal Work Authorization User Identification No.: 1118377

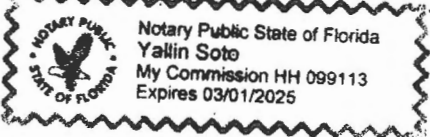
Name of Pinellas County Contract and Contract No.: _____

STATE OF FLORIDA COUNTY OF Hillsborough

The foregoing instrument was acknowledged before me by means of 1) physical presence or 2) online notarization _____, this 22nd day of May 2023 (date) by MAXIMO Chanlatte (name of officer or agent, title of officer or agent) of High Sources Inc (name of contractor company acknowledging), a Florida (state or place of incorporation) corporation, on behalf of the corporation.

He/she is personally known to me or has produced Driver's License (type of identification) as identification.

[Notary Seal]



Notary Public: Yalrin Soto

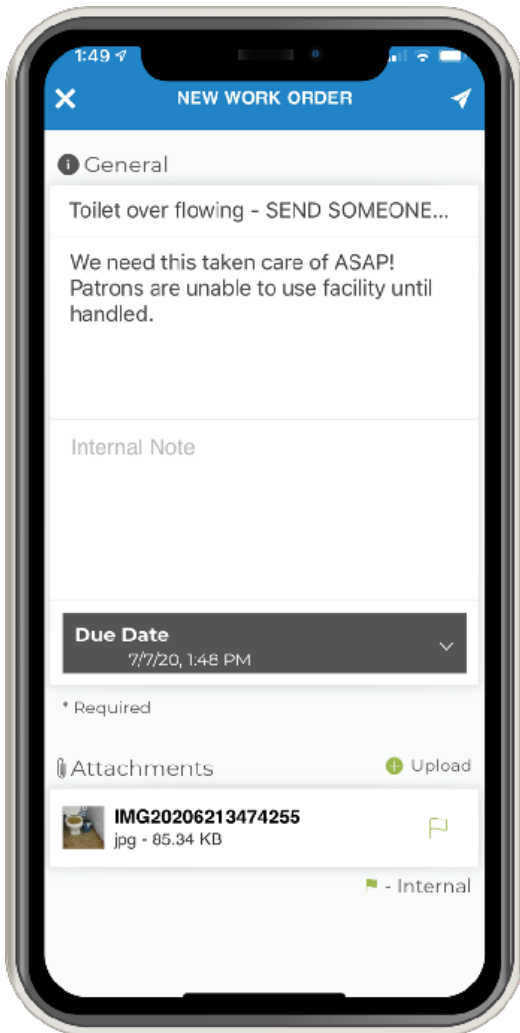
Name typed, printed, or stamped: Yalrin Soto

My Commission Expires: 3/1/25



Communication Just Got Easier

Our cleaners are now using CleanTelligent Software, a janitorial software dedicated to helping us improve our quality control process.



With CleanTelligent You Can:

- Submit a request directly to CleanTelligent Software from your computer & get notified when your request is completed.
- Access our inspection results and track cleaning trends in your facilities.
- Measure how we are meeting your contract requirements & expectations.

How To Begin Using CleanTelligent:

- Send an e-mail to: info@highsourcesinc.com.
- In the subject or body of the email, write "CleanTelligent".
- Include your name, company name, work address, phone number, and e-mail address.
- You will receive a user name, password, and link to log in to CleanTelligent with further instructions.

With CleanTelligent, you'll have even more proof that we are the best contractor for you.

ELECTRONIC PAYMENT (EPAYABLES)

The Board of County Commissioners (County) is offering faster payments. The County would prefer to make payment using credit card through the ePayables system.

Would your company accept to participate in the ePayables credit card program?

Yes No

For more information about ePayables credit card program please visit Purchasing Department website <https://pinellas.gov/epayables-2/>

Company Name

High Sources Inc

Signature

Maximo Chanlatte

Printed Signature

Maximo Chanlatte

Phone Number

813-585-0313

Email

mchanlatte@highsourcesinc.com

RESPONDENTS MUST COMPLETE THE FOLLOWING

RESPONDENT CONTRACTORS ARE CAUTIONED THAT THE POLICY OF THE PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS IS TO ACCEPT THE LOWEST RESPONSIVE AND RESPONSIBLE SUBMITTAL RECEIVED MEETING SPECIFICATIONS. NO CHANGES REQUESTED BY A CONTRACTOR DUE TO AN ERROR IN PRICING WILL BE CONSIDERED AFTER THE SOLICITATION OPENING DATE AS ADVERTISED. BY SIGNING THIS SUBMITTAL FORM, CONTRACTORS ARE ATTESTING TO THEIR AWARENESS OF THIS POLICY AND ARE AGREEING TO ALL OTHER SOLICITATION TERMS AND CONDITIONS, INCLUDING ANY INSURANCE REQUIREMENTS CONTAINED HEREIN.

CONTRACTOR NAME: High Sources Inc (As shown on W-9)
DBA: _____ (If applicable)
MAILING ADDRESS: 13194 Us HWY 301 S. STE 153 (As shown on W-9)
CITY / STATE / ZIP: Riverview, FL, 33578 (As shown on W-9)
VENDOR EMAIL: Operationsm@highsourcesinc.com (Primary Company
Email Address)
REMIT TO NAME: High Sources Inc (As Shown on Vendor
Invoice)
FEIN#: 474655442 (As shown on W-9)

PAYMENT TERMS: 100%45 DAYS, NET 45 (PER F.S. 218.73)

DEPOSIT, IF REQUIRED, IS ATTACHED IN THE AMOUNT OF \$ _____

Proper Corporate Identity is needed when you submit your quote, especially how your firm is registered with the Florida Division of Corporations. Please visit dos.myflorida.com/sunbiz/ for this information. It is essential to return a copy of your W-9 with your quote. Thank you.

VENDOR CONTACT INFORMATION

CONTACT NAME: Maximo Chanlatte
PHONE NUMBER: 813-585-0313
FAX NUMBER: 484-377-8466
EMAIL ADDRESS: mchanlatte@highsourcesinc.com

THE CONTRACTOR HEREBY SUBMITS AN IRREVOCABLE OFFER IN RESPONSE TO THIS SOLICITATION, SUBJECT TO ALL STANDARD AND SPECIAL TERMS AND CONDITIONS REFERENCED THEREIN WITHOUT EXCEPTION, AND AGREES TO ABIDE BY ALL CONDITIONS OF THIS SOLICITATION, INCLUDING ALL INSURANCE REQUIREMENTS. BY SIGNING, BELOW, I CERTIFY THAT I AM AUTHORIZED TO SIGN THIS SOLICITATION FOR THE CONTRACTOR.

AUTHORIZED SIGNATURE: Maximo Chanlatte

PRINT NAME: Maximo Chanlatte

TITLE: President

SEE PRICING PROPOSAL SECTION FOR PRICING SUMMARY

THIS FORM MUST BE RETURNED WITH YOUR RESPONSE

CONTRACTOR REFERENCES

THE FOLLOWING INFORMATION IS REQUIRED IN ORDER THAT YOUR PROPOSAL MAY BE REVIEWED AND PROPERLY EVALUATED.

COMPANY NAME: High Sources Inc

LENGTH OF TIME COMPANY HAS BEEN IN BUSINESS: 8 years in FL

BUSINESS ADDRESS: 13194 Us HWY 301 S. Ste 153, Riverview FL 33578

HOW LONG IN PRESENT LOCATION: 5 Years

TELEPHONE NUMBER: 813-585-0313

FAX NUMBER: 484-377-8466

TOTAL NUMBER OF CURRENT EMPLOYEES: 96 FULL TIME 293 PART TIME

NUMBER OF EMPLOYEES YOU PLAN TO USE TO SERVICE THIS CONTRACT: 110

All references will be contacted by a County Designee via email, fax or phone call to obtain answers to questions, as applicable before an evaluation decision is made.

Respondents must have experience in work of the same or similar nature, and must provide references that will satisfy the County. Proposer must furnish a reference list of at least four (4) customers for whom they have performed similar services.

EITHER LOCAL COMMERCIAL OR GOVERNMENTAL REFERENCE(S) (PINELLAS COUNTY GOVERNMENT REFERENCES WILL NOT BE ACCEPTED) THAT YOU HAVE PREVIOUSLY PERFORMED SIMILAR CONTRACT SERVICES FOR:

1.	2.
COMPANY: Collier County	COMPANY: Sarasota County
ADDRESS: 3335 Tamiami Trail E., #101, Naples, FL 34112	ADDRESS: 1451 Cattlemen Road, Bldg. E, Sarasota, FL 34232
TELEPHONE/FAX: 239-252-8380 office 239-253-8394 Cell	TELEPHONE/FAX: 941-708-8498 direct 941-809-7547 cell
CONTACT: Ann Simpson	CONTACT: Emily Wenstad
CONTACT EMAIL: Ann.Simpson@colliercountyfl.gov	CONTACT EMAIL: Ewenstad@scgov.net
COMPANY EMAIL ADDRESS:	COMPANY EMAIL ADDRESS:
3.	4.
COMPANY: City of Gulfport	COMPANY: Urban Retail Properties/ Miracle Market Place
ADDRESS: 2401 53rd Street South Gulfport FL 33707	ADDRESS: 3301 Coral Way, Suite #400, Miami, FL 33145
TELEPHONE/FAX:	TELEPHONE/FAX: 954-740-7217
CONTACT: Tim Connor	CONTACT: Jesus Garcia
CONTACT EMAIL: Tconnor@mygulfport.us	CONTACT EMAIL: Jgarcia@urbanretail.com
COMPANY EMAIL ADDRESS:	COMPANY EMAIL ADDRESS:



SOLICITATION
23-0230-ITB
JANITORIAL SERVICES

05/22/2023
HIGH SOURCES, INC.



1502 Hobbs Street Suite 105 Tampa FL 33619



888 738-2293



operationsm@highsourcesinc.com



www.highsourcesinc.com

PREPARED FOR:

Thomas Russell

Procurement Analyst Coordinator

400 S. Fort Harrison, Suite 600

Clearwater, FL 33765

Email: torussell@co.pinellas.fl.us Phone: (727) 464-3154

SUBMITTED BY:

High Sources, Inc.

1502 Hobbs Street Suite 105

Tampa, FL 33619

Mailing Address:

13194 US Hwy 301 S. #153

Riverview, FL 33578

Maximo Chanlatte

President

(813) 585-0313

mchanlatte@highsourcesinc.com

www.highsourcesinc.com

May 22, 2023

Attn: Thomas Russell

Re: Request for Janitorial Service Proposal

Dear Thomas Russell

Thank you for the opportunity to conduct business with Pinellas County. We have analyzed the invitation to BID and are pleased to submit our proposal to provide Janitorial Services for all locations included within the proposal.

Our proposal is built on proven success-based methodologies for providing Janitorial Services for the last eight years to the public and private sectors. High Sources, Inc. (High Sources) is a Florida Corporation and Florida Certified Minority Business Enterprise. Headquarters located in Tampa, FL and remote offices throughout Florida, Arizona, NC, SC, KY and Texas. High Sources was founded in 2015 by Maximo Chanlatte, President. Our management team carries over 60 years of combined experience in the janitorial industry and we take pride in our people, every member of our team ensures high quality and professional service.

The following individuals, together or individually, are authorized as signatories and to negotiate on behalf of High Sources relating to terms, conditions, and pricing:

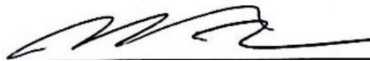
Mr. Maximo Chanlatte, President. mchanlatte@highsourcesinc.com (813) 585-0313

Mr. Eliezer Chanlatte, Vice-President. echanlatte@highsourcesinc.com (813) 585-0312

High Sources is ready to begin operations within 15 days of contract award. This proposal will remain valid for ninety (120) days from the closing date.

Should you desire or require any clarifications, please do not hesitate to contact me at the email or call at the above contact points.

Sincerely,



Maximo Chanlatte, President

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Section 1

Executive Summary

1

About High Sources

High Sources is a janitorial company based in Tampa, FL and a leading expert in the janitorial industry providing cleaning services with more than 60 years of combined experience in the business. We recognize that cleanliness and orderliness is vital to any business, from small organizations to big group of companies. High Source's full range of cleaning services is created to suit any business and any budget.

Our Philosophy

Our unique and organized approach to establishing and maintaining the highest standards of cleanliness gives you more time for productivity and work output. We at High Sources save you all the unnecessary time spent about cleaning, all the planning, all the hassle of cleaning, and so on and so forth. We also take quality control very seriously. Over our 60 years of experience in the business, we have developed a cleaning system that guarantees result and client satisfaction.

Our People

Each member of High Sources team of cleaning professionals is carefully screened. We have a strict and organized process of selecting and hiring only the most professional candidates. Each cleaner is thoroughly screened, E-Verified and trained in our systems, products, and equipment.

The Market

While there is plenty of competition in the janitorial industry, there are only a few that are considered professional and reliable. With our successful track record, High Sources is one of the most trusted companies across several states. Our clients include The Florida Health Department, Brevard Countywide Facilities, Collier County, City of Deland, City of Seminole, Sarasota County, Collier County, City of Tampa, City Gulfport, US Corps, Fox 13, Aveda Institute and more.

Services

High Sources is a national janitorial service company and Certified Contractor. Services include janitorial and porter services for a wide range of facilities. Other products and services include the following: Floor maintenance, carpet cleaning, window washing, building exterior maintenance, power washing, post construction cleaning and more.

1

Team Direct Role

Max Chanlatte – President, Max is responsible for providing strategic leadership for the company by working with the Board and other management to establish long-range goals, strategies, plans and policies. Plan, develop, organize, implement, direct, and evaluate the organization's fiscal function and performance. Max is directly involved with the operations and development aspects of High Sources.

Eli Chanlatte – Vice-President, Eli has significant accountability, impact, and influence to drive results of a group of managers and custodial staff to accomplish a high level of quality service. Ensures budgets, schedules and standards are realistically set and met. On a regular basis interacts and coaches first and second level Operations management on the importance of meeting and exceeding expected customer satisfaction and quality results. Drives improvement by challenging staff to identify opportunity for innovation and improvements. Provides drive and infuses a clear and consistent vision and understanding of High Sources ethics, mission, philosophy, standards, and culture.

Luis Chanlatte - District Manager, Luis Manage and oversee the performance of the area managers, area supervisors, on site managers, and a work force of 288 employees. Customer relations, hiring process, profit and loss evaluations, safety compliance, monitoring of the day-to-day operation in more than 5million sq-ft of commercial and environmental accounts. Account review, payroll, etc.

Hiday Miralles – QA Specialist, Hiday will Perform periodic inspections and evaluations across all locations, Conduct periodic inspections as required to ensure custodial services requirements are met or exceeded, in accordance with the standards and expectations outlined, Responsible for the daily oversight of the quality assurance program as it relates to all services required under the contract, Performs quality control inspections daily, random sampling, and periodic evaluation, Follows up on and re-inspects unacceptable inspection results.

Annabel Hernandez – Customer Service, Work Order flow, Dispatch to field and feedback to client.

1

Team Direct Role

Luis Chanlatte – Area Manager, Luis will Provide a high level of customer service and account management, taking all action necessary to ensure completion of required work, according to contract scope, company policy and direction of the District Manager. Effectively manages and trains work crews (including Area Supervisors/Leads) assigned to various locations and take all action(s) necessary to keep proper staffing. Ensures that all needed supplies and necessary equipment, are available and in working condition for assigned worksites. Enforces all safety rules and proper procedures associated with the responsibilities of the job.

Virginia Ramirez – Area Supervisor, Virginia will Supervise employees and help delegate operations schedule to ensure proper work area coverage. Evaluates performance of personnel and inspects assigned areas to ensure proper work performance. This requires hands-on support and ability to perform work when necessary. Find and define problems, resolve issues, and use these in making appropriate recommendations to management and staff to exercise continuous quality improvement to exceed expectations. Report any issues, concerns, or discrepancies to Area Manager. Addresses customer concerns and inquiries. Ensures appropriate chemical labeling, dilution, and storage requirements are conducted in accordance with the client. Training of staff/employees to job-specific tasks. Coordinates regular and substitute custodial staff coverage. Performs special projects as assigned by the Area Manager. Performs the duties of the custodians in their absence.

Edward Henriquez – Project Lead, Edward will be responsible for the overall management of janitorial project functions. Supervise and train assigned individuals for special project operations. Schedule personnel and work to ensure contract requirements are met. Ensure the project maintains quality standards. Responsible for equipment and supplies (proper usage, maintenance, storage, replacement). Maintain a safe and orderly work environment. Other duties as assigned.

Rigo Castro – Floor Care Team Leader, Rigo will Supervise, hire, train floor technicians. This position main goal is to assist the floor tech team with the maintenance of the facility, performs floor care such as stripping, waxing, buffing, carpet cleaning, floor scrubbing and other contractual duties according to regulations, keeping facilities in top shape.

1

Technical Capability

Background

High Sources, Inc. (High Sources) is pleased to provide this proposal to provide Janitorial Cleaning Services. We have the necessary experience, qualifications, and past performance to provide reliable and comprehensive cleaning services to all areas of these facilities.

High Sources has been providing janitorial services since July 2015. Our company was founded by Maximo Chanlatte (President). Max has over 26 years of experience in the janitorial industry with an extensive background providing services to national corporations. Eli Chanlatte our Vice-President has over 20 years of service in the industry and possess various certifications related to medical facilities, clean rooms, and food plants. Eli has been part of several national organizations providing operational support and development.

We have been providing janitorial services to United States Armed Forces Recruiting Stations throughout Florida under five separate US Army Corps of Engineers contracts. We are also providing Janitorial Services to the Bay Pines Veterans' Administration Hospital/Cemetery in St. Petersburg, Florida. We currently provide janitorial services to the City of Gulfport, the City of Seminole, the City of Kissimmee, Kissimmee Utility Authority (KUA), to the Florida Department of Health (DOH) in Pinellas and Manatee Counties. We also provide services to Sarasota County buildings and Collier County. We have also established a solid clientele in the private sector serving companies like L3 Technologies, Fox Television, Humana, Real Estate and Property Management at a national level. The scopes, size, schedules, and complexity of these contracts are all very similar to the one presented.

"a higher level of service"

Section 2

**Proposer's
Management
Plan**

2

Project Approach

High Sources will provide our Cleaning Specialists with all necessary tools to ensure we meet the full scope of our contract requirements. We will assign all necessary personnel including Area Manager, Area Supervisors, Quality Assurance Manager, Project Manager, and Crew Leads. The number of specialists we assign to each location depends on the size and needs of the individual location therefore, the amount of personnel will vary until a level of confidence is achieved.

High Sources Cleaning Specialists will be wearing uniforms and identification badges as they perform their cleaning tasks in all locations. Tools are the responsibility of High Sources to provide. Our supervisors will develop a thorough and complete checklist for our Cleaning Specialists to follow to ensure all areas have been cleaned as required. All personnel assigned to perform work will have completed the appropriate safety training prior to commencing work.

Immediately upon notification of contract award, High Sources will fill all positions required. We will make efforts to retain the current staff if they meet our qualifications. All personnel must possess the minimum janitorial experience required in this solicitation; be able to communicate in English and be legally to work in the United States. All new hires undergo a background check. Any additional checks required by our client will be conducted with results available if required.

General cleaners will perform all general facility and restroom cleaning functions using the cleaning industry best methods during the process. High Sources will hire general cleaners with the minimum experience required to supplement our crews. All employees will have a job description with daily as well as periodic tasks. All periodic tasks will complement those the scope of work to ensure completion. All periodic floor and carpet tasks will be scheduled, completed, and inspected by the site supervisor.

All employees will have a job designation and the work description will encompass all tasks within the scope of work. Every cleaner will understand the scope of work and will understand their daily duties will change in order to clean the buildings completely. These will also include project and weekly work. Any absenteeism or time off will be covered by our floater staff. Our floor techs as well as our staff will have like new or brand-new equipment to start the contract. The floor staff will have a working knowledge of all facilities and have a complete understanding of the scope of work. All floor burnishing, restroom scrubbing, and any carpet cleaning will proactively be scheduled so the contract manager as well as each site representative will know when that work has been scheduled.

2

Project Approach

Backup Personnel

High Sources will create a project specific file of local back up personnel (Floaters). These additional resources will be maintained in our management office and will allow us to swiftly respond to personnel requirements. Qualification of floaters will be at least equal to those requirements outlined above. All floaters will go through our interns hiring and training.

Protection of Property

High Sources will emphasize to all personnel on this contract the importance of maintaining the highest level of integrity while in your facilities. This follows our code of conduct, which all employees are provided a must sign before starting employment. Site Supervisor and the Area Manager will be responsible to enforce this rule and ensure it is followed properly. High Sources will be responsible for any items that are broken by our employees. Fidelity bond insurance coverage is in place for employee theft or accidental breakage. All High Sources employees are subject to background checks prior to working for our company on any property.

To facilitate a seamless transition from the former janitorial service provider to High Sources, we will utilize the following management transition plan, which helps to ensure all aspects of the contract requirements are being managed efficiently and effectively from the beginning of the contract term. High Sources also utilizes a detailed schedule of tasks and comprehensive quality control plan to ensure all work is completed on time and to the highest standards.

High Sources will provide an orientation session for all current and new service workers and supervisors to introduce them to our company and excite them about joining the High Sources team. Following this orientation session, and within the first two weeks after the contract's start date, all employees will be given cleaning procedures classes, safety training and hazardous waste training.

The Contract Manager will prepare the cleaning schedules for tasks outside the daily requirements. Log forms and inspection forms will be reviewed with the supervisors and cleaning crew and implemented for use.

2

Project Approach

Training

High Sources has developed standard training methods to prepare employees at each job. We have found that shortcomings are the cause of inadequate training. That is why training plays such an important role in our contract management system. We take pride in ensuring that only properly trained employees are involved in the maintenance of your property.

In new contract jobs where our client's existing service workers are retained, High Sources will provide an orientation session in compliance with social distancing requirements to introduce them to our company and excite them about joining the High Sources team.

New employees are welcomed to High Sources through our orientation program. We recognize that the first two weeks on the job create a powerful and lasting impression, and orientation training is designed to teach basic cleaning techniques and to show new workers the meaning of teamwork.

In addition to hands-on training, all employees are required to pass the following courses given online by Betco University. We have found that their training program incorporates all the most important features necessary to ensure that the proper techniques are taught which results in superior cleaning. Each employee is also given a set of written rules and specific information on their job assignments.

Required Training

- Basic Cleaning Techniques
- Restroom Sanitation
- Dilution Control
- Tools and Equipment
- HAZCOM
- OSHA Blood Borne Pathogens
- Worker Safety
- Disinfection Basics
- Infection Control Basics
- DRUG-FREE Policies

Additionally, we will train the employees on site-specific tasks, such as securing the facility at night and proper use of alarm systems. At the beginning of each six-month period, the High Sources management team will perform additional assessments of the work being performed to determine if additional training is needed.

2

Quality Control Plan

Safety

High Sources safety performance is of utmost importance in the performance of our contracts. Eli Chanlatte is a Certified Safety Professional, (CSP), High Sources has access to a knowledgeable resource for accident and injury prevention of our employees. The success of our efforts is evidenced by High Sources having an OSHA Recordable injury rate of 0.00 since our founding in 2015. Mr. Chanlatte, Vice-President, will initially assist in the safety training of our employees assigned to facilities and will make subsequent unannounced visits to assure an excellent safety performance is maintained and in effect.

Our cleaning specialists are carefully screened via rigorous background investigations, (Including E-Verify), trained to clean different type of surfaces and material, and required to stay on top of new techniques and methods for safe and effective cleaning.

Each Cleaning Specialist will also have prior experience providing similar services to other clients and be given a schedule and checklist specific to the cleaning location to identify what and when to clean by a customized cleaning checklist. Our cleaning crews will always keep in full communication, this creates an extra layer of security for your location as we provide service.

In our effort to ensure client satisfaction, our supervisors will be on-site during the first two weeks cleaning services are provided working with the assigned Cleaning Specialists. Any deficiencies or concerns identified will then be addressed and corrected immediately to eliminate any potential problems that might arise during this initial period.

High Sources is committed to controlling quality at every level of functional and administrative activity, across the project lines. Our Quality Control Plan (QPC) for the referenced solicitation will be custom designed to promote and maintain superior contract performance, as well as ensuring compliance with APPA level 2 cleaning standards.

For this project, our primary QA objectives will be to ensure that on a regular and routine basis, all services are performed:

- On schedule and to the complete satisfaction of our client
- In a manner that continually improves the quality and timelines of services

2

Quality Control Plan

General

Quality Control is the formal and informal process of inspections, deficiency reports, and corrective action cycles used to quantitatively, systematically, and accurately verify the quality and timelines of services provided to our customers by High Sources contract personnel. Our traditional quality control directives combine self-inspection by motivated, qualified Site Supervisors with random, informal observations and scheduled, formal inspections by one of our QA managers. In this way, we reaffirm the responsibility of supervision to provide quality services. High Sources has partnered with Cleantelligent to provide our clients with world-class quality assurance and the most recent technology.

Key Personnel

Our Contract Manager and Site Supervisors will head our Quality Control Program. They will report directly to our Director of Operations, Mr. Eli Chanlatte, while maintaining a close relationship with our customers. This ensures quality control integrity while maintaining a daily dialog between managers. The Contract Manager will make frequent visits to the project to ensure that the QC Program is being executed properly and that the Site Supervisors is receiving all required corporate support.

Each manager and crew leader supports the Contract Manager. They act as supplemental inspectors for recurring work and work orders. They also conduct and participate in paperless drills for safety and security. All levels of supervisory leadership participate actively in the QA process.

Inspection Frequencies

Quality inspections are conducted at various frequencies, depending on the facility or system to be inspected. Based upon the specific requirement, our quality inspectors perform scheduled, unscheduled, and random visits to work sites. During these visits, each aspect of the system, equipment or facility is subject to detailed observation to determine operability, adherence to required maintenance frequencies, safety procedure utilized, and adherence to specifications. Inspection frequencies range from daily observation performed by lead personnel and management to quarterly inspections by the corporate office.

Inspection Coordination

Our Contract Manager participates in planning all aspects of the contract to properly provide the required functions, but just as importantly, to ensure that quality control is factored into all activities. The Contract Manager has the authority and responsibility to institute remedial and preventive actions, as necessary, to safeguard an effective QC program.

2

Quality Control Plan

We pursue a multi-faceted approach to quality control, regardless of which service area is being evaluated. The process begins with a thorough evaluation of work specifications and related contractual requirements. The second phase of our program relates to actual inspection and analysis.

We consider employee sensitivity, awareness of facility conditions, and user preferences to be an integral part of employee training on all our projects. As part of our quality process, our staff is required to be observant for potentially dangerous, wasteful, or other undesirable conditions, and to notify a supervisor or lead when such conditions are detected.

We instruct our workers to note minor problems such as burned lights or dripping faucets while engaged in routine activities. Workers note the location and the time observed and relay this information to Work Control during or at the end of the shift. These items are then coordinated with the customer and added to the service call backlog for correction. Our employee training includes awareness of facility conditions, team responsibility and procedures for identifying problem areas. Each supervisor is responsible for conducting quality checks of all work performed (scheduled and unscheduled) in their respective area of performance.

Deficiency Identification

Informal inspections are conducted to ensure contract compliance and the effective delivery of quality service. Monitoring is expedited by reviewing specially developed, pre-printed checklists. Deficiencies discovered during routine inspections are then discussed with the appropriate worker and corrected, if possible, on the spot. Persistent problem areas are addressed at weekly meetings in the spirit of collectively arriving at a solution. Our experience at other installations reveals that the uniqueness of having quality control built into the performance of work produces a higher level of quality service.

The Site Supervisor conducts inspections on a random, unannounced basis. A series of checklists are used to break down each basic function performed within a service category into its constituent or supporting task. Once completed, the checklist are presented to the Contract Manager for review and the copy is filed as permanent record.

2

Quality Control Plan

Corrective Action Program

Our experience with the corrective action program with current and past contracts has included requests for additional cleaning services, spot cleaning, shampooing, stripping, and waxing and building exterior maintenance, as well as deficiencies in our services. High Sources has provided immediate and effective responses to the COR when these notifications or requests have been made.

High Sources practice has been to respond immediately to the COR's request relating to Corrective Actions (or any other type of request), investigate the issue or schedule services or supplies to meet the request, and then respond as soon as possible to the COR detailing our action and where necessary identifying a date for completion.

Finally, as part of High Sources' overall commitment to ensure quality performance, we will rectify, at no cost and minimal delay, any performance issues that require rework due to the quality of our Cleaning Specialists' work.

COVID-19 Protocol

High Sources has been following the CDC protocol and guidelines to prevent the spread of infectious diseases like COVID-19. As required by law and current CDC guidelines, here are some steps to take and follow during this pandemic period.

- Know your symptoms. Not everything is Covid-19. If you are experiencing fever, shortness of breath or difficulty breathing, seek medical attention.
- If you are sick. Stay home.
- Always use gloves and replace them regularly. Do not touch other surfaces with the same gloves after you touch high traffic areas.
- Wash your hands. Do this frequently with antibacterial soap and warm water.
- Do not touch your face, eyes, or nose.
- Report to your supervisor immediately if you feel something is not right.
- Wear a mask. Ask and it will be provided.
- Keep your distance from others. At least 6 feet.
- Use the appropriate chemical to disinfect surfaces as required (Virex 256, Oxivir TB, etc. Depends on availability)

High Sources will follow, and enforce policies developed by our clients, regarding the prevention of infectious diseases like the novel COVID-19.

Section 3

Required Forms/Documents

ELECTRONIC PAYMENT (EPAYABLES)

The Board of County Commissioners (County) is offering faster payments. The County would prefer to make payment using credit card through the ePayables system.

Would your company accept to participate in the ePayables credit card program?

Yes No

For more information about ePayables credit card program please visit Purchasing Department website <https://pinellas.gov/epayables-2/>

Company Name

High Sources Inc

Signature

Maximo Chanlatte

Printed Signature

Maximo Chanlatte

Phone Number

813-585-0313

Email

mchanlatte@highsourcesinc.com

References with yearly value amount.

- 1 CUSTOMER NAME: City of Deland
ADDRESS: 120 S. Florida Ave. Deland, FL, 32720

TELEPHONE: (386) 626-7110 EMAIL: Greboszm@deland.org
CONTACT NAME: Michael Grebosz
DATE OF COMPLETION OF PROJECT: 2020-Current
CONTRACT AMOUNT: \$ 90,313.68 Yearly

- 2 CUSTOMER NAME: Sarasota County
ADDRESS: 1451 Cattlemen Road, Bldg. E, Sarasota, FL 34232

TELEPHONE: (941) 861-0561 Cell: (941) 524-0624 EMAIL: ewenstad@scgov.net
CONTACT NAME: Emily Wenstad
DATE OF COMPLETION OF PROJECT: 2022-2025 Current
CONTRACT AMOUNT: \$ 627,971.04 Per year

- 3 CUSTOMER NAME: Urban Retail Properties/ Miracle Market Place
ADDRESS: 3301 Coral Way, Suite #400, Miami, FL 33145

TELEPHONE: (954) 740-7217 EMAIL: fgarcia@urbanretail.com
CONTACT NAME: Jesus Garcia
DATE OF COMPLETION OF PROJECT: 2019-Current
CONTRACT AMOUNT: \$ 234,000.00 per year

- 4 CUSTOMER NAME: Florida Department of Health - Manatee County
ADDRESS: 410 6th Avenue East, Bradenton FL 34208

TELEPHONE: 941-708-8498 direct 941-809-7547 cell EMAIL: Johnny.McKenzie@flhealth.gov
CONTACT NAME: Johnny McKenzie
DATE OF COMPLETION OF PROJECT: 2019-Current
CONTRACT AMOUNT: \$ 99,649.20 Yearly

- 5 CUSTOMER NAME: City of Gulfport
ADDRESS: 2401 53rd Street South Gulfport FL 33707

TELEPHONE: 727.893.1092 EMAIL: Tconnor@mygulfport.us
CONTACT NAME: Tim Connor
DATE OF COMPLETION OF PROJECT: 2019-Current
CONTRACT AMOUNT: \$ 76,272.00 Yearly



Licensed, Office Address

High Sources is licensed by the State of Florida.

Office address: 1502 Hobbs Street Suite 105, Tampa FL 33619

Proof of Years in Business



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Profit Corporation
HIGH SOURCES INC.

Filing Information

Document Number	P15000063596
FEI/EIN Number	47-4655442
Date Filed	07/27/2015
Effective Date	08/01/2015
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	09/25/2017

Principal Address

13194 US HWY. 301 S.
153
RIVERVIEW, FL 33578

Mailing Address

13194 US HWY. 301 S.
153
RIVERVIEW, FL 33578

Registered Agent Name & Address

CHANLATTE, MAXIMO
13194 US HWY. 301 S
153
RIVERVIEW, FL 33578

Name Changed: 09/25/2017

Officer/Director Detail

Name & Address

Title P

CHANLATTE, MAXIMO
13194 US HWY. 301 S.
RIVERVIEW, FL 33578

Annual Reports

Report Year	Filed Date
-------------	------------

State of Florida

Minority Business Certification

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:



J. Todd Inman

Florida Department of Management Services



Minority and Small Business Development

Certification Program

This is to certify that in accordance with City of Tampa Ordinance 2008-89

HIGH SOURCES INC

is hereby certified as a

Minority Business Enterprise (MBE)

In the following specialty(ies)

Janitorial and Custodial Services

The certification is valid from November 21, 2021 to November 21, 2023

Updates for recertification are required prior to the expiration date listed above. If at any time changes are made in the firm that are not in concert with our eligibility requirements, you agree to report those changes to us for evaluation. The City of Tampa reserves the right to terminate this certification at anytime it determines eligibility requirements are not being met.

Gregory K. Hart, Manager
Minority and Small Business Manager

2022 -2023 HILLSBOROUGH COUNTY BUSINESS TAX RECEIPT

EXPIRES SEPTEMBER 30, 2023

ACCOUNT NO.
30944
RENEWAL

CCC.CODE

280.029002 JANITORIAL SERVICE (0-3 EMP)

3 Employees

Receipt Fee 22.00

Hazardous Waste Surcharge 0.00

Law Library Fee 0.00

BUSINESS HIGH SOURCES INC
13194 US HWY 301 S
SUITE 153
RIVERVIEW, FL 33578

2022 2023

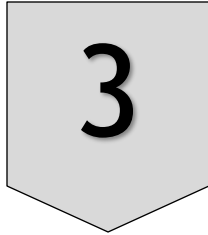
NAME HIGH SOURCES INC
13194 US HWY 301 S
MAILING SUITE 153
ADDRESS RIVERVIEW, FL 33578

Paid 21-0-480701
07/03/2022 22.00

BUSINESS TAX RECEIPT

HAS HEREBY PJJDA PRIVILEGE TAX TO ENGAGE
IN BUSINESS, PROFESSION, OR OCCUPATION SPECIFIED HEREOF

NANCY C MILLAN, TAX COLLECTOR
813.a35-5200
THIS BECOMES A TAX RECEIPT WHEN VALIDATED.

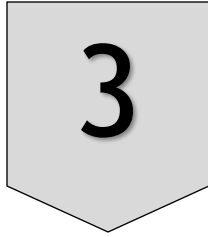


Reference #1

- **Name of Client:** City of DeLand
- **Date of Services:** 2020-2023
- **Square Footage of Building:** over 93,250 sq. ft.
- **Address:** 120 S. Florida Ave. Deland, FL, 32720
- **Contact Person:** Michael Grebosz
- **Telephone Number:** (386) 626-7110
- **Email address:** greboszm@deland.org
- **Scope of Services Provided:** The scope of work includes all labor, equipment, and supplies necessary to clean and service the following buildings and areas:
 - Police Station (Approximately 43,000 S.F. of which approximately 33,000 S.F. is regularly occupied)
 - City Hall (Approximately 46,000 S.F.) with regular service 5 days per week.
 - Intermodal Transportation Facility (ITF) (Approximately 700 S.F.) with regular
 - Chess Park (Approximately 300 S.F) with regular service 7 days per week.
 - The Spring Hill Resource Center – located at 489 W. Mathis St., DeLand, FL 32720. The building is 3,250 sq. ft.
- **Contract amount:** \$84,900.00 per year

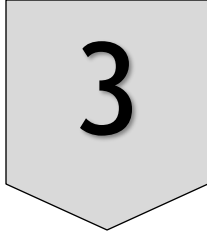
Reference #2

- **Name of Client:** Urban Retail Properties/ Miracle Market Place
- **Date of Services:** 2019-2024
- **Square Footage of Building:** 260,000 sq. ft.
- **Address:** 3301 Coral Way, Suite #400, Miami, FL 33145
- **Contact Person:** Jesus Garcia
- **Telephone Number:** (954) 740-7217
- **Email address:** jgarcia@urbanretail.com
- **Scope of Services Provided:** Custodial Services plus maintenance and disinfection services to retail spaces and public areas.
- **Contract amount:** \$234,000.00 per year



Reference #3

- **Name of Client:** Sarasota County
- **Date of Services:** 2022-2025
- **Square Footage of Building:** approx. 545,397
- **Address:** 1451 Cattlemen Road, Bldg. E, Sarasota, FL 34232
- **Contact Person:** Emily Wenstad
- **Telephone Number:** (941) 861-0561 **Cell:** (941) 524-0624
- **Email address:** ewenstad@scgov.net
- **Scope of Services Provided:** The scope of work includes all labor, equipment, and supplies necessary to clean and service the following buildings and areas:
 - Administration Center
 - Betty J. Johnson North Sarasota Library
 - Criminal Justice Center
 - Downtown Cooling Plant (Dcp)
 - Fire Station No. 2
 - Health Department
 - Historic Courthouse
 - Judicial Center
 - Northgate Records Ctr
 - Sarasota County Parking Garage
 - Scat (Sarasota Co Area Transit)
 - Downtown Transfer Station
 - Selby Library
 - Terrace Building
- **Contract amount:** \$627,971.04 per year



Tab 6: Staffing Plan

Daily hours Location

Details of Employee Background Investigations Q:

What company/agency is used?

A: FDLE, Backgroundchecks.com and Vigilant

Q: How often are checks performed on the personnel?

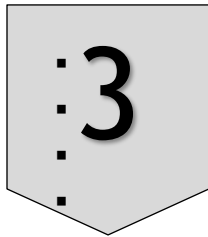
A: Upon hire and random based on contract requirements

Q: What type of investigation is performed?

A: Full panel local, county, state and federal.

Detailed List of Products/Equipment

- Low speed buffers – Clark
- High speed buffers – Clark
- Auto scrubbers – Tenant
- Carpet extractors – Windsor
- Floor fans – Tornado
- Upright Vacuum Cleaners – Proteam and Sanitaire
- Backpack Vacuum Cleaners – Proteam, Nacecare
- Brooms & Dustpans – Rubbermaid
- Mop Buckets – Rubbermaid
- Mop handles and heads – Rubbermaid (color coded microfiber to eliminate contamination)
- Flat microfiber mops – Rubbermaid
- Cleaning Supply Carts – Rubbermaid



Required Forms

-
- Dust Towels
- Cleaning Towels – For General Surface Cleaning
- Scrubbing Pads

Suppliers

- Imperial Dade (formerly Dade Paper) – National
- Home Depot Pro (formerly SupplyWorks) – National
- Staples Advantage – National
- All Florida Paper – Florida
- Lexon, Inc. – Florida
- Maintenance Too Paper – National East Coast
- Janitorial Depot – Florida
- Cypress Supply – Florida

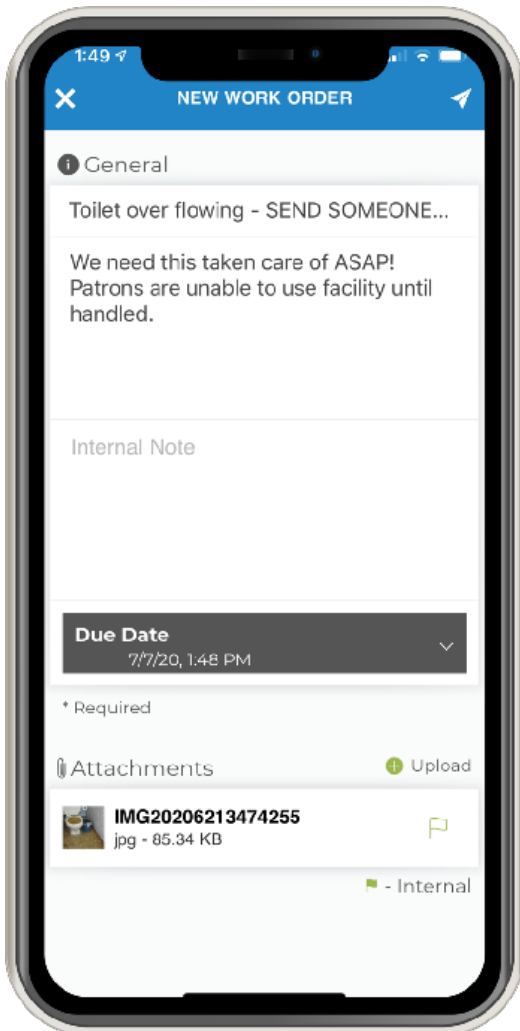
Chemicals

- Diversey Products
- Spartan Chemicals
- Betco Products
- NCL



Communication Just Got Easier

Our cleaners are now using CleanTelligent Software, a janitorial software dedicated to helping us improve our quality control process.



With CleanTelligent You Can:

- Submit a request directly to CleanTelligent Software from your computer & get notified when your request is completed.
- Access our inspection results and track cleaning trends in your facilities.
- Measure how we are meeting your contract requirements & expectations.

How To Begin Using CleanTelligent:

- Send an e-mail to: info@highsourcesinc.com.
- In the subject or body of the email, write "CleanTelligent".
- Include your name, company name, work address, phone number, and e-mail address.
- You will receive a user name, password, and link to log in to CleanTelligent with further instructions.

With CleanTelligent, you'll have even more proof that we are the best contractor for you.

Pricing Proposal

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Annex Building 400 S. Ft. Harrison Ave Clearwater	36	Monthly	\$7,253.00	\$261,108.00
2	Facility Operations 303 Chestnut St. Clearwater	36	Monthly	\$550.00	\$19,800.00
3	Marketing and Communications 333 Chestnut St. Clearwater	36	Monthly	\$1,515.00	\$54,540.00
4	Facility Operations/Real Property/Air Quality 509 East Ave. Clearwater	36	Monthly	\$1,750.00	\$63,000.00
5	Records Retention Warehouse 509 East Ave. Clearwater	36	Monthly	\$1,150.00	\$41,400.00
6	Clerk's IT 509 East Ave. Clearwater	36	Monthly	\$550.00	\$19,800.00
7	Main Courthouse 315 Court St. Clearwater	36	Monthly	\$12,990.00	\$467,640.00
8	Courthouse Parking 315 Court St. Clearwater	36	Monthly	\$415.00	\$14,940.00
9	Utilities Administration Building 14 S. Ft. Harrison Ave. Clearwater	36	Monthly	\$4,000.00	\$144,000.00
10	Old Courthouse 324 S. Ft. Harrison Ave. Clearwater	36	Monthly	\$1,950.00	\$70,200.00
11	Old Courthouse Fitness Center 324 S. Ft. Harrison Ave. Clearwater	36	Monthly	\$450.00	\$16,200.00
12	Code Enforcement 631 Chestnut St. Clearwater	36	Monthly	\$450.00	\$16,200.00
13	Building Services 440 Court St. Clearwater	36	Monthly	\$3,117.00	\$112,212.00
14	Planning Department 310 Court St. Clearwater	36	Monthly	\$1,316.00	\$47,376.00
15	Parking Garage 310 Court St. Clearwater	36	Monthly	\$450.00	\$16,200.00

Pricing Proposal

Clerk of the Circuit Court, Division of Inspector General 510 Bay Ave.				
16	Clearwater Brooker Creek 3611 Fletch Haven	36	Monthly	\$450.00 \$16,200.00
17	Tarpon Springs Brooker Creek Building 1 3940 Keystone Rd.	36	Monthly	\$450.00 \$16,200.00
18	Tarpon Springs Brooker Creek Building 2 3940 Keystone Rd.	36	Monthly	\$555.00 \$19,980.00
19	Tarpon Springs Brooker Creek Building 3 3940 Keystone Rd.	36	Monthly	\$921.00 \$33,156.00
20	Tarpon Springs Public Works Operations- Building 1 Emergency Response 22211 US Hwy 19 N.	36	Monthly	\$450.00 \$16,200.00
21	Clearwater Public Works Operations- Building 1 Warehouse 22211 US Hwy 19 N.	36	Monthly	\$4,156.00 \$149,616.00
22	Clearwater Public Works Operations- Building 2 Vehicle Storage 22211 US Hwy 19 N.	36	Monthly	\$1,299.00 \$46,764.00
23	Clearwater Public Works Operations- Building 2 Vehicle Storage Floor 22211 US Hwy 19 N.	36	Monthly	\$375.00 \$13,500.00
24	Clearwater Public Works Operations- Building 5 Operation Support 22211 US Hwy 19 N.	36	Monthly	\$550.00 \$19,800.00
25	Clearwater Public Works Operations- Building 6 Environmental Management 22211 US Hwy 19 N.	36	Monthly	\$325.00 \$11,700.00
26	Clearwater Public Works Operations- Building 8 Fitness Center 22211 US Hwy 19 N.	36	Monthly	\$275.00 \$9,900.00
27	Clearwater Public Works Operations- Building 10 Environmental Management 22211 US Hwy 19 N.	36	Monthly	\$450.00 \$16,200.00
28	Clearwater	36	Monthly	\$350.00 \$12,600.00

Pricing Proposal

Public Works Operations- Building 15 Drainage & Stormwater 22211 US Hwy 19 N.					
29	Clearwater	36	Monthly	\$300.00	\$10,800.00
Public Works Operations- Building 16 Survey & Construction 22211 US Hwy 19 N.					
30	Clearwater	36	Monthly	\$350.00	\$12,600.00
North County Service Center 29582 US Hwy 19 N.					
31	Clearwater	36	Monthly	\$2,338.00	\$84,168.00
Employee Relations 520 Oak Ave.					
32	Clearwater	36	Monthly	\$255.00	\$9,180.00
County Justice Center 14250 49th St. N.					
33	Clearwater	36	Monthly	\$29,778.00	\$1,072,008.00
County Justice Center, Building 2 14250 49th St. N.					
34	Clearwater	36	Monthly	\$5,872.00	\$211,392.00
Sheriff's Forensic Services, Building 1 4801 145th Ave. N.					
35	Clearwater	36	Monthly	\$792.00	\$28,512.00
Sheriff's Evidence Services, Building 2 4707 145th Ave. N.					
36	Clearwater	36	Monthly	\$1,039.00	\$37,404.00
Sheriff's AFIS Service, Building 3 4645 1145th Ave. N.					
37	Clearwater	36	Monthly	\$1,039.00	\$37,404.00
Weedon Island Education Center 1800 Weedon Dr. NE					
38	St. Petersburg	36	Monthly	\$550.00	\$19,800.00
Mosquito Control Administration, Building 1 4100 118th Ave. N.					
39	Clearwater	36	Monthly	\$650.00	\$23,400.00
Mosquito Control Employee, Building 2 4100 118th Ave. N.					
40	Clearwater	36	Monthly	\$650.00	\$23,400.00
Mosquito Control Helicopter Hanger 4100 118th Ave. N.					
41	Clearwater	36	Monthly	\$300.00	\$10,800.00
Permitted Stormwater Facility 4550 126th Ave. N.					
42	Clearwater	36	Monthly	\$550.00	\$19,800.00
PAL Sports Center 3755 45th Ave. N.					
43	St. Petersburg	36	Monthly	\$450.00	\$16,200.00

Pricing Proposal

	Sheriff's K-9 Complex 11700 34th St. N.				
44	Clearwater	36	Monthly	\$350.00	\$12,600.00
	Sheriff's Shooting Range 11700 34th St. N.				
45	Clearwater	36	Monthly	\$350.00	\$12,600.00
	Facility Operations- Detention (restrooms) 14400 49th St. N.				
46	Clearwater	36	Monthly	\$450.00	\$16,200.00
	Facility Operations- Detention 14400 49th St. N.				
47	Clearwater	36	Monthly	\$450.00	\$16,200.00
	Sheriff's Administrative Support Building (SASB) 14500 49th St. N.				
48	Clearwater	36	Monthly	\$2,715.00	\$97,740.00
	Video Visitation 14500 49th St. N.				
49	Clearwater	36	Monthly	\$550.00	\$19,800.00
	Bayside Clinic 14808 49th St. N.				
50	Clearwater	36	Monthly	\$410.00	\$14,760.00
	Misdemeanor Probation Building 14500 49th St. N.				
51	Clearwater	36	Monthly	\$922.00	\$33,192.00
	Fleet Management Service Center 9685 Ulmerton Rd.				
52	Largo	36	Monthly	\$920.00	\$33,120.00
	Public Safety Campus (buildings 1-5, including garage) 10750 Ulmerton Rd.				
53	Largo	36	Monthly	\$4,550.00	\$163,800.00
	Animal Services 12450Ulmerton Rd.				
54	Largo	36	Monthly	\$3,473.00	\$125,028.00
	Emergency Medical Services 12490 Ulmerton Rd.				
55	Largo	36	Monthly	\$6,110.00	\$219,960.00
	Cooperative Extension Facility 12175 125th St. N.				
56	Largo	36	Monthly	\$2,950.00	\$106,200.00
	Supervisor of Elections 13001 Starkey Rd.				
57	Largo	36	Monthly	\$1,816.00	\$65,376.00
	Tax Collector 13025 Starkey Rd.				
58	Largo	36	Monthly	\$1,550.00	\$55,800.00

Pricing Proposal

59	Botanical Gardens 12520 Ulmerton Rd. Largo	36	Monthly	\$550.00	\$19,800.00
60	Gulf Coast Museum of Art 12211A Walsingham Rd. Largo	36	Monthly	\$692.00	\$24,912.00
61	Utilities Field Services 9837 Ulmerton Rd. Largo	36	Monthly	\$300.00	\$10,800.00
62	Chester Och 4-H Education Center 14602 113th Ave. Largo	36	Monthly	\$225.00	\$8,100.00
63	Heritage Village 11909 125th St. N. Largo	36	Monthly	\$350.00	\$12,600.00
64	Main Tower 501 1st Ave. N. St. Petersburg	36	Monthly	\$5,500.00	\$198,000.00
65	Annex 501 1st Ave. N. St. Petersburg	36	Monthly	\$900.00	\$32,400.00
66	County Garage 501 1st Ave. N. St. Petersburg	36	Monthly	\$1,558.00	\$56,088.00
67	Judicial Building 545 1st Ave. N. St. Petersburg	36	Monthly	\$6,176.00	\$222,336.00
68	Judicial Building Garage 545 1st Ave. N. St. Petersburg	36	Monthly	\$1,550.00	\$55,800.00
69	Human Services 647 1st Ave. N. St. Petersburg	36	Monthly	\$900.00	\$32,400.00
70	South County Connection Center 38775 54th Ave. N. St. Petersburg	36	Monthly	\$450.00	\$16,200.00
71	Tax Collector 1663 Gulf to Bay Blvd. Clearwater	36	Monthly	\$692.00	\$24,912.00
72	Clerk's Print Shop	36	Monthly	\$350.00	\$12,600.00
73	Clerk's Print Shop-Warehouse OMNI 7421 114th Ave.	36	Monthly	\$692.00	\$24,912.00
74	South County Service Center 2500 34th St. Largo	36	Monthly	\$1,247.00	\$44,892.00
75	St. Petersburg	36	Monthly	\$2,771.00	\$99,756.00

Pricing Proposal

Sheriff's North District Station 2494 Bayshore Blvd.					
76	Dunedin	36	Monthly	\$2,075.00	\$74,700.00
Pinellas County Contractor's Licensing Board 7887 Bryan Dairy Rd. Suite 133					
77	Largo	36	Monthly	\$350.00	\$12,600.00
Marine Facility 19305 Gulf Blvd.					
78	Indian Rocks	36	Monthly	\$250.00	\$9,000.00
Main Building #100 7887 Bryan Dairy Rd. Suite 120					
79	Largo	36	Monthly	\$6,250.00	\$225,000.00
Utility Building #200 7887 Bryan Dairy Rd. Suite 120					
80	Largo	36	Monthly	\$450.00	\$16,200.00
Utility Building #500 7887 Bryan Dairy Rd. Suite 120					
81	Largo	36	Monthly	\$5,850.00	\$210,600.00
South Maintenance 6730 142nd Ave.					
82	Largo	36	Monthly	\$2,078.00	\$74,808.00
South Maintenance- Fleet Building 6730 142nd Ave.					
83	Largo	36	Monthly	\$1,850.00	\$66,600.00
North Maintenance 3900 Dunn Rd.					
84	Palm Harbor	36	Monthly	\$450.00	\$16,200.00
North Maintenance- Fleet Building 3900 Dunn Rd.					
85	Palm Harbor	36	Monthly	\$450.00	\$16,200.00
Logan Station- Buildings A & C 1620 Ridge Rd.					
86	Largo	36	Monthly	\$830.00	\$29,880.00
Logan Water Quality Monitoring Lab- Building B 1620 Ridge Rd.					
87	Largo	36	Monthly	\$1,250.00	\$45,000.00
South Cross Bayou- WWTF 7401 54th Ave. N.					
88	St. Petersburg	36	Monthly	\$1,800.00	\$64,800.00
W.E. Dunn- WWTF 4111 Dunn Dr.					
89	Palm Harbor	36	Monthly	\$790.00	\$28,440.00
Keller Station 3665 Keller Circle					
90	Tarpon Springs	36	Monthly	\$1,154.00	\$41,544.00
Ft. Desoto Park					
95		36	Monthly	\$1,500.00	\$54,000.00

Pricing Proposal

Solid Waste- Administration 3095 114th Ave. N.				
96 St. Petersburg	36	Monthly	\$969.00	\$34,884.00
Solid Waste- Scale Houses 3095 114th Ave. N.				
97 St. Petersburg	36	Monthly	\$550.00	\$19,800.00
Solid Waste- Industrial Water Treatment Plan 3095 114th Ave. N.				
98 St. Petersburg	36	Monthly	\$450.00	\$16,200.00
Solid Waste- HEC3 3095 114th Ave. N.				
99 St. Petersburg	36	Monthly	\$450.00	\$16,200.00
Solid Waste- Maintenance 3095 114th Ave. N.				
100 St. Petersburg	36	Monthly	\$400.00	\$14,400.00
			\$176,090.00	\$6,339,240.00

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
101	Janitorial Service Level A	20000	Sqaure Foot	\$.09	\$1,800.00
102	Janitorial Service Level B	10000	Sqaure Foot	\$.08	\$800.00
103	Janitorial Service Level C	1000	Sqaure Foot	\$.07	\$70.00
104	Janitorial Service Level D	5000	Sqaure Foot	\$.065	\$325.00
105	Janitorial Service Level E	5000	Sqaure Foot	\$.08	\$400.00
106	Janitorial Service Level F	1000	Sqaure Foot	\$.09	\$90.00
107	Post Construction Cleaning	5000	Sqaure Foot	\$.31	\$1,550.00
108	Disinfectant Microstatic Spraying	20000	Sqaure Foot	\$.21	\$4,200.00
109	Special Service Janitor	30	Hour	\$18.00	\$540.00
110	Special Service Supervisor	10	Hour	\$24.00	\$240.00
111	Special Service Porter	20	Hour	\$18.00	\$360.00
112	Emergency Activation Porter	100	Hour	\$24.00	\$2,400.00
113	Pre/Post Activation Cleaning	50	Hour	\$22.00	\$1,100.00
	Total				\$13,875.00
114	Unspecified	dollars	\$200,000.00	-7.0%	214,000.00
115	Consumables (cost plus)	dollars	\$300,000.00	-10.0%	330,000.00
					6,867,115.00