

**NOTICE TO BIDDERS
CUSTODIAL SERVICES**

Notice is hereby given that the Board of County Commissioners, of Santa Rosa County, Florida will receive sealed bids for Custodial Services Santa Rosa County Facilities.

All bids must be original and delivered by hand, Fed Ex, or mail to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida, 32570; and must be received by 10:00 a.m., August 12, 2008, at which time bids will be opened and read aloud. All interested parties are invited to attend. Bids are to be sealed and clearly labeled “**BID – CUSTODIAL SERVICES.**” Any bid received after this time will be rejected and returned to the bidder unopened.

Questions should be directed to Building Maintenance Director Thad Allen at (850) 623-1569.

Specifications and bid form may be secured from Santa Rosa County Website (www.santarosa.fl.gov/bids) or at the Santa Rosa County Procurement Department at the above address. Telephone (850) 983-1833.

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

Santa Rosa County does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicap status in employment or provision of service.

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

LEGAL NOTICE

One issue – Press Gazette – July 12, 2008, Navarre Press – July 17, 2008

Bill and proof to Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida, 32570, Attn.: Orrin L. Smith.

July 12, 2008

MEMORANDUM

TO: Company Addressed

FROM: Santa Rosa County Procurement Department

SUBJECT: Custodial Services

Notice is hereby given that the Board of County Commissioners, of Santa Rosa County, Florida will receive sealed bids for Custodial Services Santa Rosa County Facilities.

All bids must be original and delivered by hand, Fed Ex, or mail to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida, 32570; and must be received by 10:00 a.m., August 12, 2008, at which time bids will be opened and read aloud. All interested parties are invited to attend. Bids are to be sealed and clearly labeled "**BID – CUSTODIAL SERVICES.**" Any bid received after this time will be rejected and returned to the bidder unopened.

Questions should be directed to Building Maintenance Director Thad Allen at (850) 623-1569.

Specifications and bid form may be secured from Santa Rosa County Website (www.santarosa.fl.gov/bids) or at the Santa Rosa County Procurement Department at the above address. Telephone (850) 983-1833.

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

Santa Rosa County does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicap status in employment or provision of service.

MINIMUM SPECIFICATIONS CUSTODIAL SERVICES

The Santa County Board of Commissioners is requesting bids for complete Janitorial/Custodial Services for the following facilities:

- *Administrative Annex, (Veteran's Only) 6491 Caroline St, Milton, FL 32570
Animal Services Building, 4451 Pine Forest Road, Milton, FL 32583
- **Bagdad Community Center, 4591 School Street, Bagdad, FL 32583
- *Chumuckla Community Center, 2315 Highway 182, Chumuckla, Fl. 32565
- *Clerk Annex, 6816 Caroline Street Milton, FL 32570
Co-Operative Extension Office, 6263 Dogwood Dr., Milton, FL 32570
- *Council on Aging and Library Admin Center, 6568 Caroline Street,
Suite 101, Milton, Fl. 32570
Courthouse, 6865 Caroline Street, Milton, FL 32570
Emergency Management, 4499 Pine Forest Rd., Milton, FL 32583
Engineering Department, 6051 Old Bagdad Hwy., Suite 300, Milton, FL 32583
- **Fidelis Community Center, 13785 Highway 87 N, Jay, FL 32565
Gulf Breeze Library, 1060 Shoreline Dr., Gulf Breeze, FL 32561
Milton Library, 5541 Alabama St., Milton, FL 32570
Navarre Library, 8484 James M Harvell Rd, Navarre 32566
Pace Library, 5750 Pace Patriot Blvd., Pace, FL 32571
Peter Prince Field Restrooms, 5600 North Airport, Milton, 32583
- *Probation Services, 6568 Caroline St., Suite 99, Milton, FL 32570
Public Defender's Office, 5210 Willing Street Milton, FL 32570
Public Services Buildings, 6051 Old Bagdad Hwy., Milton, FL 32583
(Building Permits, Environmental, Planning and Zoning Offices)
Public Works Building, 6075 Old Bagdad Hwy., Milton, FL 32583
- *Santa Rosa Archives, 6444 Open Rose Drive, Milton, FL 32570
United States Department of Agriculture, 6275 Dogwood Dr., Milton, FL 32583
Veterans Memorial Office, 5191 C Willing Street, Milton, FL 32570

* Denotes Cleaning During Working Hours

** Denotes One Time a Week Cleaning

I. QUALIFICATIONS OF CONTRACTORS:

- A. All prospective firms must have a minimum of five (5) years experience in the janitorial and custodial servicing of buildings and grounds. They must submit with their proposals, evidence of their reliability, ability and experience. ***Copies of licenses are to be attached to the bid form.***

II. INSPECTION OF PREMISES:

- A. Contractors must inspect the buildings and grounds of the proposed buildings in order to be fully aware of the scope of services required. Interested parties must contact the Santa Rosa County Building Maintenance Director, or his designee, at the Santa Rosa County Building Maintenance Office, 4530 Jimmy's Way, Milton, FL 32583 prior to inspecting the facilities. Phone (850) 623-1569

III. CONTRACTORS' INSURANCE REQUIREMENTS and EMPLOYEES:

A. Insurance:

Contractor shall purchase and maintain Commercial General Liability insurance, I.S.O. Form CGOO 01, or an equivalent form acceptable to the county. Such policy shall not be endorsed to exclude contractual liability and products or completed operations. A minimum each occurrence limit of \$300,000 is required. Such policy shall name Santa Rosa County, its elected officials and employees as additional insureds.

Contractor shall purchase and maintain Business Auto Coverage, I.S.O., Form CA 00 01, written to cover all owned, hired and non-owned vehicles, using I.S.O. symbols 2, 8, and 9, or an equivalent non-I.S.O. form acceptable to the County. Limit required is \$300,000 combined single limit, or split limits of 250/500/100.

Contractor shall purchase and maintain statutory worker's compensation coverage.

Any policies written with non-admitted insurance companies shall have a rating of B+ or better. Certificates of insurance with 30 day cancellation clause shall be provided to the County.

B. Indemnity:

Contractor agrees to indemnify, defend and hold harmless Santa Rosa County, its agents, elected officials and employees, from any and all claims arising out of the activities of the contractor in the performance of this agreement.

C. Employees:

Contractors shall employ persons who are honest, capable, trustworthily, and drug free. The task of performing the duties as outlined in the scope of work are not to be taken with haste or disregard to Santa Rosa County's property or its employees' property. Santa Rosa County is expecting the contractor to perform the duties outlined in this contract with no disturbances and problems on the contractor's behalf. All problems should be presented to County Building Maintenance Director or Supervisor.

IV. SCOPE OF WORK:

A. Contract period will be for two years, with possibility of annual renewals.

B. All custodial/janitorial work to be performed under this proposal shall consist of furnishing all equipment, tools, labor, supervision, and insurance necessary to perform this contract. **The use of county equipment and cleaning supplies is strictly prohibited.** Santa Rosa County will provide the paper products, trash liners, hand soap and the metered scent dispensers needed to supply the offices and restrooms. The cleaning equipment and chemicals should be to industry standards. The county reserves the right to require contractor

to replace any equipment, supplies, or chemicals deemed unacceptable. All work under this proposal shall be done after normal business hours, unless so specified in writing and agreed to by both parties.

C. The following areas of work, frequency of work and specified work should be included in your proposal as follows. Bagdad and Fidelis will be cleaned one (1) time a week.

1. Rest rooms:

a. To be cleaned and sanitized three (3) days per week.

2. Hallways and Common Areas:

a. To be vacuumed and/or mopped three (3) days per week.

b. Tile floor areas to be cleaned, waxed and buffed once a month. Floors will be stripped and wax reapplied during the months of March, June, September, and December. County Supervisor will make arrangements to schedule the floor waxing with the contractor. Waxing will take place after hours and on weekends.

c. Public counter tops should be dusted three (3) days per week.

d. Glass entrance windows and doors cleaned three (3) days per week.

3. Office Areas:

a. To be cleaned (dusted, vacuumed, mopped) three (3) days per week.

4. Office Windows:

a. To be cleaned one (1) time per month.

5. All Trash Containers:

a. To be emptied three (3) days per week.

6. Exterior Trash Containers near Entrances and Common Areas:

a. To be emptied three (3) days per week, this includes smoking urns and receptacles.

D. These duties are to be performed on Mondays, Wednesdays, and Fridays, except on holidays when county offices are closed. Scheduling arrangements for holidays must be arranged by county supervisor. Cleanings three (3) times per week are still required. The monthly window cleaning and floor waxing are to be scheduled on the same weekend or after hours by the county supervisor and the contractor.

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

**BID FORM
CUSTODIAL SERVICES**

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

Date _____

Dear Sir:

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

Name & Address of Bidder _____

Administrative Annex	_____	per month
Animal Services Building	_____	per month
Chumuckla Community Center	_____	per month
Clerk Annex	_____	per month
Co-Operative Extension Office	_____	per month
Council On Aging/Library Admin	_____	per month
Court Administration	_____	per month
Courthouse	_____	per month
Emergency Management	_____	per month
Engineering Department	_____	per month
Fidelis Community Center	_____	per month
Gulf Breeze Library	_____	per month
Milton Library	_____	per month
Navarre Library	_____	per month
Pace Library	_____	per month
Peter Prince Field Restrooms	_____	per month
Probation Services	_____	per month
Public Defender's Office	_____	per month
Public Services Buildings	_____	per month
Public Works Building	_____	per month
Santa Rosa Archives	_____	per month
United States Department of Agriculture	_____	per month
Veterans Memorial Office	_____	per month

TOTAL _____ **per month**

Company Representative Signature

Telephone

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

COMMENTS: _____

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

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

1. This sworn statement is submitted to _____
by _____
(print individual's name and title)
for _____
(print name of entity submitting sworn statement)

whose business address is _____ and (if applicable) its Federal Employer Identification Number (FEIN) is _____. If the entity has no FEIN, include the Social Security Number of the individual signing this Sworn Statement: _____.

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of public entity crime.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with legal power to enter into a binding contract and which bids or appeals to bid on contracts for the provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)
- _____ Neither the entity submitting this sworn statement, nor one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- _____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- _____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officers determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (ATTACH A COPY OF THE FINAL ORDER.)

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

(Signature)

Sworn to and subscribed before me this _____ day of _____, 2_____.

Personally known _____

or Produced identification _____ Notary Public – State of _____

_____ My commission expires _____

(Type of identification)

(Printed, typed, or stamped commissioned name of notary public.)



SANTA ROSA COUNTY BOARD OF COMMISSIONERS

Procurement Department



TOM STEWART, District One
ROBERT A. "BOB" COLE, District Two
W. D. "DON" SALTER, District Three
GORDON GOODIN, District Four
JOHN BROXSON, District Five

Santa Rosa Administrative Offices
6495 Caroline Street, Suite G
Milton, FL 32570-4592

Hunter Walker, County Administrator
Thomas V. Dannheisser, County Attorney
Joel D. Haniford, OMB Director

July 30, 2008

To: Company Addressed

From: Santa Rosa County Procurement Department

Subject: **Addendum #1** for Custodial Services

1. Background checks will be required on employees of the selected custodial company before they begin work with Santa Rosa County.
2. Any expense incurred for background checks will be the responsibility of the custodial company.

Procurement Department
850-983-1833