



INVITATION FOR BID

IFB # 42-11-12

Janitorial Services

RESPONSES ARE DUE NO LATER THAN

Tuesday, September 4, 2012 at 3:00 PM (Local Time)

AT

**CITY OF NORTH MIAMI
OFFICE OF THE CITY CLERK
CITY HALL, 1ST FLOOR
776 NE 125TH STREET
NORTH MIAMI, FL 33161-4116**

The responsibility for submitting a response to this solicitation at the Office of the City Clerk on or before the stated time and date will be solely and strictly the responsibility of the proposer. The City of North Miami will in no way be responsible for delays caused by the United States mail delivery or caused by any other occurrence.

Copies of this IFB Document may be obtained by contacting DemandStar by Oniva at www.demandstar.com or calling toll free 1-800-711-1712 and request Document No. 42-11-12

Contact Person: Tiffany Nunn, CPPB Purchasing Agent
Email: tnunn@northmiamifl.gov | Phone: (305) 895-9886 | Fax: (305) 895-1015



SUBJECT: The City of North Miami is requesting bids from qualified bidders to establish a term contract with firm fixed pricing for Janitorial Services for various locations throughout the City of North Miami.

The City further seeks a firm that is a willing participant in the City's goal to develop subcontracting and employment opportunities to local businesses and residents as defined by Section 7-151 of City Ordinance 1244.

The Awarded Bidder will be required to submit, a Community Benefits Plan for approval by the City Manager. The Community Benefit plan shall be exclusive of the City of North Miami's Local Preference requirement, under Section 7-151 of the Code. The successful Bidder's Community Benefits Plan shall be incorporated into and shall become a part of the agreement entered into between the City and the selected Bidder.

Please submit an original bid response, one (1) CD and two (2) copies in response to this Invitation for Bid (IFB). Bid responses are to be submitted in a sealed envelope bearing the name and address of the Bidder as well as the title of the IFB no later than 3:00 P.M. local time **Tuesday, September 4, 2012**. Address your Bid to City of North Miami, Office of the City Clerk, 776 N E 125th Street, North Miami, Florida 33161. Please clearly mark Bids:

The City's tentative schedule for this Request for Bid is as follows:

Opening of Bids	September 4, 2012	
Pre-Bid Meeting	August 22, 2012(A-F)	August 23, 2012 (G-P)
Cut- off Date for Questions	August 31, 2012	
Bid Evaluation	September 7, 2012	
Award / Council Approval	TBD	

The City reserves the right to delay or modify scheduled dates and will notify proposers of all changes in scheduled dates.

Copies of this IFB Document may be obtained by contacting Demandstar by Onvia at www.demandstar.com or calling toll free 1-800-711-1712 and request Document No. 42-11-12 or may be purchased for a non-refundable fee of \$25.00 from the Purchasing Department.

The City of North Miami reserves the right to reject any or all bid responses with or without cause; to waive any and all irregularities with regard to the specifications and to make awards in the best interest of the City.

Please be advised that solicitations(s) issued are subject to the City of North Miami Code Section 2-312 prohibiting certain communications with the City as completely specified in General Conditions of the Invitation to Bid.

We look forward to your active participation in this solicitation.

Sincerely,
Tiffany Nunn
Tiffany Nunn, CPPB
Purchasing Agent

TABLE OF CONTENTS

Section 1	Scope of Work
Section 2	Special Conditions
Section 3	Attachments
Section 4	Bid Form
Section 5	Contract Forms
	A-1 Public Entity Crimes Form
	A-2 Non-Collusive Bid Certificate
	A-3 Local Business Certification
	A-4 Questionnaire
	A-5 Acknowledgement of Addenda
	A-6 Bidder's Disclosure of Subcontractors and Suppliers
	A-7 Insurance Requirements
	A-8 Statement of No Response
	A-10 Performance Bond

All of our forms can now be found on our website at:

<http://www.northmiamifl.gov/departments/purchasing/forms.asp>

These forms are fill –in forms. Please ensure to include all applicable forms with your bid documents signed and notarized as required. Emailed forms will not be accepted.

Section 6	General Guidelines and Information
------------------	---

**SECTION 1.0
SCOPE OF WORK**

SCOPE OF SERVICES / TECHNICAL SPECIFICATIONS

1.0 PURPOSE AND INTENT

The sole purpose and intent of this Invitation for Bid is to establish a firm fixed price term contract for janitorial services at the designated facilities as specified herein.

Service at specified locations shall include cleaning of all offices, conference rooms and common areas, including: lobbies, hallways, waiting areas, janitorial closets, kitchen areas, lunch rooms, elevators, stairwells and landings (if applicable), restrooms and restroom lobby areas.

The awarded bidder shall perform services on each of the specified days, except for City observed holidays. When a City observed holiday falls on a regularly scheduled service day, and the City is not accessible to the Contractor, the contractor shall perform the regularly scheduled services on the next workday following the holiday closure. Exceptions will require arrangements with the City's Facilities Maintenance Supervisor or his or her designee.

Adequate personnel shall be provided to insure that the tasks are completed within a reasonable amount of time.

1.1 SERVICE LOCATIONS

Janitorial services shall be performed at the designed locations below.

ATTACHMENT	LOCATION	ADDRESSES
A	City Hall	776 NE 125 th St
B	Police Station	400 NE 124 th St
C	Museum of Contemporary Art (MOCA)	770 NE 125 th St
D	North Miami Public Library	835 NE 132 th St
E	Motor Pool	1855 NE 142 St
F	Utility Operations Center	1815 & 1817 NE 150 St
G	Enchanted Forest	1735 NE 135 St
H	Griffing Adult Center	12220 Griffing Blvd
I	Sunkist Grove Community Center	12500 NW 13 Ave
J	Keystone Center	13050 Ixora Ct
K	Gwen Margolis Community	1590 NE 123 St
L	Ben Franklin Park	13400 NW 12 Ave
M	Claude Pepper Park	1400 NW 135 St
N	Cagni Park	13498 NE 8 th Ave
O	Joe Celestine Center	1525 NW 135 St
P	Clyde W. Judson, Jr. Community Center	12100 NW 16 Ave

1.2 MATERIALS, SUPPLIES, EQUIPMENT & UTILITIES

- A) Responsibilities of the City of North Miami:
1. Furnish electrical power at existing outlets for the Contractor to successfully complete required tasks.
 2. Furnish hot and cold water as necessary, where available.
 3. Furnish adequate storage space (i.e.-janitor's closet), where available.
- B) Responsibilities of the Awarded Bidder:
1. The Contractor shall furnish, inventory and install all supplies and materials necessary for the performance of its work. These supplies and materials shall include but not be limited to: two-ply toilet tissue, two-ply paper towels, trash liners (all sizes) and hand soap and shall be of a quality and type customarily utilized by other contractors in the janitorial profession. No later than five (5) days prior to the contract starting date, the contractor shall provide to the Facilities Maintenance Supervisor, a list giving the manufacturer, brand name, and each of the materials that he proposes to use in the performance of his work. The Facilities Maintenance Supervisor must approve the contractor's listing of supplies and materials prior to their use. No ammonia, laundry bleach shall be used in the performance of the services, without prior approval of the Facilities Maintenance Supervisor. The Contractor shall provide a copy of all applicable Material Safety Data Sheets (MSDS) for all hazardous materials (products containing CAUTION or WARNING labels). In addition, where applicable, each storage closet designated by the city is required to have an MSDS book listing all supplies contained therein. The Contractor shall stock all chemicals in their original containers that shall bear the original manufacturer's label (or photocopy thereof) that includes the name and address of the manufacturer, instruction for use and any pertinent warning and safety instructions.
 2. The Contractor shall not use any product or material which the Facilities Maintenance Supervisor determines would be unsuitable for the purpose or harmful to the surface to which applied. The cost for any damage caused by any misused products or materials will be deducted from the contractor's monthly invoice.
 3. Any product or material being used that does not achieve desired results will be replaced with a more effective product when so requested by the Facilities Maintenance Supervisor.
 4. All necessary equipment, including but not limited to power driven floor scrubbing machines, waxing and polishing machines, industrial type vacuum cleaners, etc. as required for the performance of the work in this contract. Such equipment shall be of the size and type as customarily used for this work and shall meet with the Facilities Maintenance Supervisor's approval. Any defective equipment shall be repaired or replaced within 72 hours.

1.3 DEFINITIONS OF SERVICES REQUIRED

A) Restroom cleaning:

1. Restrooms are considered clean when all areas are clean and free of dirt, water streaks, mop marks and strings, gum, grease, and tar. All porcelain, chrome, and/or brass and metal fixtures must be clean and free of dust, spots, stains, rust, mold, encrustation and excess moisture.
2. Restroom cleaning shall include: sweeping, scrubbing, and wet mopping all floors, cleaning all fixtures including metal, porcelain, brass, and/or chrome surfaces, water closets, urinals, shelves, washbasins, shower stalls (where applicable), mirrors, waste receptacles, dispensers and wall surfaces. All grout and baseboards are to be free from dirt and grime. Walls under and around sinks and toilets must be scrubbed and disinfected. Floors shall be free of streaks, swirl marks and detergent film and all surfaces including walls and baseboards shall be free of marks and stains. All cleaning is to be done with a substance suitable for cleaning and disinfecting all surfaces. All waste receptacles must be emptied, cleaned (washed or wiped as necessary) and disinfected. New bags must be provided and inserted. If required, all graffiti shall be removed where possible.
3. Restroom cleaning shall also include restocking and supplying paper towels, multi-fold towels, soap, toilet paper, toilet seat protector, feminine hygiene product disposable bags, urinal screens and deodorant blocks. All rolls and dispensers must be filled and trash receptacles must be emptied and supplied with new bags.

B) Floors:

1. Sweeping: Sweeping shall include removing all trash, dirt, cigarette butts, gum and foreign matter from all interior floor surfaces, interior and exterior walkways, stairwells and courtyards. No dirt, debris or litter shall be left in corners, under desks or furniture or behind doors.
2. Damp Mopping: Damp mop all floors suitable for damp mopping. Damp mopping shall include removing all streaks, scuff marks, mop strands and marks, from all baseboards while utilizing a material suitable for the type of floor cleaned. All surfaces must be free of splash marks and the finished area must have a uniform appearance. All floor drains must be cleaned and traps filled with disinfectant to prevent odor. Water used to mop must be fresh and changed after cleaning restrooms.
3. Scrubbing and Re-coating Floors: Remove several layers of wax and dirt using a material suitable for the flooring type. The floor finish shall be uniform in appearance and all corners, edges, baseboards, shall be free from debris and dirt.
4. Stripping Floors: Remove existing floor wax with a material suitable for the floor type. All old wax shall be removed and there shall be no buildup in corners or crevices. The floors shall be uniform in appearance and there shall be no evidence of gum, burns, rust, scuffs or marks.
5. Waxing Floors: Floors shall be free of streaks and skipped areas. In addition, walls, baseboards and other surfaces shall not be streaked or marred and must be free of stains. All floors must be coated evenly and the appearance must be consistent in all areas.
6. Polishing Floors: Polish all floors with equipment and chemicals suitable for the floor type. After polishing, floors shall have a uniform luster and

shall be free of streaks. Walls, baseboards and other surfaces shall not be streaked or marred and must be free of stains. All floors must be evenly polished and the appearance must be consistent in all areas.

7. Vacuuming: All carpeted areas, including interior and exterior rugs shall be vacuumed. Carpet and rugs shall be clean and free from dirt, dust balls and other debris and soil. Light furniture (other than desks, file cabinets, etc.) shall be moved and replaced in original position. A crevice attachment shall be used where required.
8. Carpet Cleaning and Rug Extraction: All carpets and rugs shall be vacuumed prior to extraction. Utilizing a method that is suitable for the type of carpet or rug, remove all soil, spots, stains, smears and spillages. After extracting, carpets or rugs must be thoroughly clean and present uniform appearances. All nap should lie in a uniform direction and there should be no discoloration. Dry cleaning methods should be used whenever appropriate.
9. Spot Cleaning of Carpet: Remove all evidence of excessive build up of dirt, spillages, spots and stains. After removal, carpet shall show no visible signs of discoloration. Cleaned areas must blend with the adjacent carpeted areas.

C) General Cleaning:

1. Damp Wiping and Spot Cleaning of Surfaces: Damp wiping/spot cleaning shall include the removal of all fingerprints, smudges, marks or spots from surfaces with a cleaner suitable for disinfecting. Doors, door frames, window frames, window sills, ledges, walls and metal partitions shall be included. Damp wiping/spot cleaning shall be considered clean when all areas are free from fingerprints, hand marks, smudges, dirt, dust and spots. All areas cleaned must not show any indication of discoloration.
2. Dusting: All dust, spider webs, and debris shall be removed from all fixtures and surfaces from the floor up to and including the ceiling. This includes but is not limited to exposed surfaces of lights, grilles, light fixtures, ledges, chair rungs, table legs, desks, pictures, and other furniture. In addition, the tops of all high book cases, wall shelving, cabinets, air conditioning vents, ceiling molding and other items shall be left free of dust and debris.
3. Cleaning Drinking Fountains: The stainless steel or porcelain surface shall be free of dust, spots, stains, streaks, mold and mildew. The surface shall appear to be bright and have a uniform appearance. All fountains must be kept free of trash, coffee grounds and other foreign matter. Wipe down all surfaces with a disinfectant.
4. Metal Cleaning and Polishing: Clean all stainless steel, chrome, brass and metal surfaces with an appropriate polish. Metal surfaces shall be free of smears, stains, finger and hand prints. All surfaces shall be bright and uniform in luster.
5. Glass Cleaning: Clean all interior and exterior glass to include doors, mirrors and glass desk tops. Glass shall be clean and free of dirt, dust, streaks, watermarks, spots and grime.
6. Window Cleaning: All interior and exterior glass windows, from ground level up to twelve feet (12ft) will be cleaned on a monthly basis (except for Police Department which will be cleaned semi-annually). Additionally, all entrance (interior and exterior) glass doors and windows at floor level will be cleaned daily. All interior and exterior glass and frames shall be clean and free of dirt, dust, streaks, watermarks, spots and grime.

As an optional service, the Bidder shall submit pricing for cleaning exterior windows above twelve feet (12ft). The submitted price shall include all equipment, including scaffolding, equipment lift, etc., if applicable.

7. Cleaning and Dusting Blinds and Mini-Blinds: Clean all blinds and mini-blinds. Defective items must be reported to the Facilities Maintenance Supervisor for replacement. Blinds must be free of dust, dirt and grime.

D) Waste Removal:

1. Trash Removal: The Contractor shall empty and return to all appropriate locations, all interior and exterior waste receptacles, waste baskets, cigarette ash receptacles and any other trash containers. All litter, cans, paper and other containers marked "TRASH" shall be removed. Collected trash shall be disposed to areas as designated by the Facilities Maintenance Supervisor. All containers used for collection must be cleaned inside and outside daily. In addition, Contractor shall provide plastic liners for waste baskets or receptacles and change daily. Empty and clean all ashtrays and cigarette urns, as applicable. All discarded material must be removed from all receptacles and sand shall be replaced when required. Trash removal is considered to be satisfactory when no dirt, grime or residue remains on the inner or outer surface of the receptacles.
2. Recycling Program: The contractor will work with City in assuring that recycling goals are met.

E) Break Room Cleaning:

Empty all trash and waste receptacles in break room, kitchens and/or kitchenettes. Replace all waste can liners. Clean counter tops, sinks, table tops, chairs, exterior of refrigerator, microwave oven and cupboards. Dust and mop floor. Refill soap and paper dispensers, where required.

F) Special Areas / Requirements:

1. Pressure Washing and Cleaning: The Contractor shall, on a quarterly basis, utilize a high pressure washer or other appropriate equipment, to clean all concrete floors, walls, overhangs and adjacent surfaces to entryways. All locations / facilities perimeter walkways and walkway overhangs are to be included. Floors and surfaces should appear clean and free of dirt, water streaks, gum, grease, tar and oil spots. Remove excess water from all floor surfaces.
2. Elevator Cleaning: Clean all interior and exterior surfaces of elevators including doors and floor tracks. Polish all metal surfaces in accordance with the standard for metal polishing as delineated herein. Work shall include but not be limited to sweeping and mopping floors, stripping floors and buffing as required. All elevators shall be free of trash and debris.
3. Janitorial Storage Space or Mop Closets: All storage and mop closets must be kept clean at all times. Storage spaces cannot be used for storing trash. All areas must be kept clean and orderly at all times. All janitorial equipment must be properly stored and closets shall be free from safety hazards and shall contain appropriate MSDS forms.

4. Exercise Equipment: (Police Department): All exercise equipment and fixtures including metal, porcelain, brass and chrome shall be cleaned and disinfected. All cleaning is to be done with a substance that is suitable for cleaning and disinfecting.
5. Holding Cells: Holding cells will be cleaned daily with a disinfectant cleaner. Stainless steel surfaces shall be free of dust spots, stains, streaks, mold and mildew. The surfaces shall be bright and have a uniform appearance. Floor will be swept and damp mopped. Walls will be cleaned and free of fingerprints, smudges, marks and spots. This includes but is not limited to doors, doorframes, molded seating areas. Window or glass view areas will be cleaned and shall present clear, streak-free surfaces. Cleaning times shall be coordinated with Maintenance Mechanic at the Police Department. Cleaning personnel must be trained in Bio-hazardous cleanups by their employer and proof of certification to handle bio-hazardous clean ups must be submitted annually to the Administrative and Support Services Major. Any new cleaning company employee must show proof of certification prior to working at this facility.

G) **Emergency Cleaning Service:**
A separate hourly rate is requested for "Emergency Cleaning Services" (services requested for hours or days not required in the bid document).

H) **Special Events Janitorial Service:**
A separate rate is requested for "Special Events Janitorial Services" (weekends and evenings). The "special events services" will be requested mainly by, but not limited to, the Museum of Contemporary Art (MoCA), Gwen Margolis Community Center, and Keystone Community Center, for events such as exhibit openings, functions, etc. The required services are specified under the related location attachments.

1.4 INITIAL CLEANING REQUIREMENT

In addition to the initial month's services, the Contractor shall bring all facilities to contract standards during the first month of the contract. The initial cleaning will be performed in addition to routine cleaning tasks, but will not be billable as additional services. Failure to successfully complete the initial cleaning phase may be considered a determining factor in discontinuing the services under the contract.

1.5 PERIODIC CLEANING SCHEDULE

Cleaning specified to be performed weekly, bi-weekly, monthly and semi-annually must be pre-scheduled by the Contractor.

By the first of each month, the Contractor must forward to the Facilities Maintenance Supervisor, in writing, a list of cleaning/janitorial services they will perform for that month in accordance with the specifications, listing the starting and completion date for each cleaning task.

The frequency of cleaning listed in the specifications must be performed as specified unless modified in writing by the Facilities Maintenance Supervisor or his designee.

All cleaning methods used to perform the cleaning outlined in the specifications must be those that are universally accepted in the cleaning maintenance field. In addition, each cleaning function shall be completed in a workmanlike manner. All cleaning requirements must be performed in its entirety in accordance with the specifications.

1.6 SUPERVISION

The Contractor shall provide a sufficient number of trained and qualified supervisors capable of providing the necessary supervision in accordance with the contract. Each supervisor shall be capable of written and verbal communication in the English language and shall be able to effectively communicate with the service workers.

The supervisor shall conduct daily inspections of each site to ensure that the work has been satisfactorily completed. A written report shall be submitted each week, detailing work performed in all of the site areas during the week. The Contractor shall ensure that the Facilities Maintenance Supervisor, or his designee, is provided a copy of all such inspections, prior to the end of the work week during which the inspections were conducted. The Facilities Maintenance Supervisor may request the Contractor to remove any supervisor if it is determined that services are not being performed in accordance with the terms and conditions of the contract.

The City reserves the right to inspect the materials and services of the Contractor. If the materials or services supplied to the City are found to be of low quality, defective, or not in conformance with specifications, the City reserves the right to cancel the contract upon thirty (30) days written notice to the Contractor and return and replace the remaining supplies and equipment at Contractor's expense.

Risk of loss or damage of Contractor's supplies and equipment with respect to all items owned by the Contractor that are on City premises, shall be the responsibility of the Contractor.

1.7 BUILDING REPAIRS

The Contractor shall promptly notify the Facilities Maintenance Supervisor and applicable facility representatives, in writing, of needed repairs, and/or damage to soap and / or paper towel dispensers; as well as other damaged or malfunctioning fixtures and building appurtenances which are observed during the performance of services. Any item of a critical priority or emergency nature shall be verbally reported to the Facilities Maintenance Supervisor immediately upon discovery with written notification to follow.

1.8 DISPUTES

In case of any doubt or difference of opinion as to the items and services to be furnished hereunder, the decision of the City shall be final and binding on both parties.

1.9 LEGAL REQUIREMENTS

Federal, State, County and City laws, ordinances, rules and regulations that in any manner affect the items and services covered herein apply. Lack of knowledge by the Contractor will in no way be a cause for relief from this responsibility.

1.10 OSHA

The Contractor warrants that the products and services supplied to the City shall conform in all respects to the standards set forth in the Occupational Safety and Health Act of 1970, as amended, and the failure to comply with this condition will be considered as a breach of contract. Any fines levied because of inadequacies to comply with these requirements shall be borne solely by the Contractor.

1.11 SAFETY PRECAUTIONS

The Contractor is required to strictly adhere to all safety precautions, regulations and requirements. Safety shall be a top priority and the Contractor is required to train its staff on how to handle materials, equipment, supplies, and processes to maximize the safety of the cleaning staff, the City staff, and of the general public within the facilities. This includes, but is not limited to, ensuring all floor surfaces are not slippery, that no trip hazards are left, that no corrosive chemicals are left on surfaces, etc.

The Contractor shall maintain suitable practices, methods, and procedures designed specifically for the prevention of accidents and all minimum safety standards required by municipal, County, State and Federal ordinances and laws shall be strictly adhered to by the Contractor.

In the event of an accident resulting from the negligence of the Contractor, the Contractor shall be fully liable for injuries caused to affected persons and/or property. It is expected that the Contractor will train its staff with respect to safety precautions and maintain a safe working environment on City premises.

1.12 ANTI-DISCRIMINATION

The Contractor certifies compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin. The Contractor also certifies compliance with the Americans with Disabilities Act and the Age Discrimination in Employment Act.

1.13 FORCE MAJEURE

A "Force Majeure Event" shall mean an act of God, act of governmental body or military authority, fire, explosion, power failure, flood, storm, hurricane, sink hole, other natural disasters, epidemic, riot or civil disturbance, war or terrorism, sabotage, insurrection, blockade, or embargo. In the event that either party is delayed in the performance of any act or obligation pursuant to or required by the Agreement by reason of a Force Majeure Event, the time for required completion of such act or obligation shall be extended by the number of days equal to the

total number of days, if any, that such party is actually delayed by such Force Majeure Event. The party seeking delay in performance shall give notice to the other party specifying the anticipated duration of the delay, and if such delay shall extend beyond the duration specified in such notice, additional notice shall be repeated no less than monthly so long as such delay due to a Force Majeure Event continues. Any party seeking delay in performance due to a Force Majeure Event shall use its best efforts to rectify any condition causing such delay and shall cooperate with the other party to overcome any delay that has resulted.

1.14 ACCESS TO CITY FACILITIES

The City only authorizes access to its facilities, only for the purposes of this IFB, to agents or employees of Contractor with a valid background check acceptable to the City, in terms of format and source. The employees must be introduced to the City's Facilities Maintenance Supervisor or his designee, prior to the commencement of any work. All the background checks are to be provided to the City at the sole expense of the Contractor.

The Contractor should provide background checks for any contingent or emergency staff who is slated to "fill in" when an assigned and approved employee is out.

No unauthorized individuals shall be allowed in City facilities by the Contractor, its staff or agents.

Contractor shall be responsible for keys or codes entrusted to them. The keys or codes shall only be given to staff employed by the Contractor who is familiar to the City's Facilities Maintenance Supervisor or his designee.

1.15 Wage Rates

The Contractor shall pay its employees performing services under this IFB it only authorizes access to its facilities, only for the purposes of this IFB, to agents or employees of Contractor with a valid background check acceptable to the City, in terms of format and source. The employees must be introduced to the City's Facilities Maintenance Supervisor or his designee, prior to the commencement of any work. All the background checks are to be provided to the City at the sole expense of the Contractor.

1.16 Indemnification

Contractor agrees to indemnify, defend, save and hold harmless the City its officers, agents and employees, from and against any and all claims, liabilities, suits, losses, fines, and/or causes of action that may be brought against the City, its officers, agents and employees, on account of any negligent act or omission of Contractor, its agents, servants, or employees in the performance of Services under this Agreement and resulting in personal injury, loss of life or damage to property sustained by any person or entity, caused by or arising out of Contractor's negligence within the scope of this Agreement, including all costs, reasonable attorneys fees, expenses, including any appeal, and including the investigations and defense of any action or proceeding and any order, judgment, or decree which may be entered in any such action or proceeding, except for damages specifically caused by or arising out of the negligence, strict liability,

intentional torts or criminal acts of the City, its officer, agents, employees or contractors, which claims are lodged by any person, firm, or corporation.

End of Section 1

SECTION 2.0 SPECIAL TERMS & CONDITIONS

2.1 METHOD OF AWARD

Award of this bid shall be made to the lowest responsive, responsible Bidder whose bid, qualifications and references demonstrate to be the most advantageous to the City of North Miami. The City reserves the right to award to more than one Bidder.

The City of North Miami reserves the right to reject all Bids or any portion of any Bid deemed necessary for the best interest of the City; to accept any item or group of items; to acquire additional quantities at prices quoted on the Bid Form unless additional quantities are not acceptable, in which case the Bid Form must be noted "BID IS FOR SPECIFIED QUANTITY ONLY." All awards made as a result of this bid shall conform to applicable Florida Statutes.

2.2 QUALIFICATION OF BIDDERS

Each bid must be accompanied by a list of three (3) references of similar work within the past five years, which shall include the name of the company, a contact person and the telephone number. **NO BID WILL BE CONSIDERED WITHOUT THIS LIST.** It is the responsibility of the Bidder to ascertain that the contact person will be familiar with the services provided and able to provide feedback based on performance. Bidders shall complete "Form A-6 - Bidder's Disclosure of Subcontractors and Suppliers". Forms must be completed and returned with Bid package.

2.3 EXECUTION OF BID

Manual signature of an authorized representative in the space provided on the Bid Form. Failure to properly sign Bid shall invalidate same and it shall NOT be considered for award. All Bids must be completed in pen or be typewritten. No erasures are permitted. If a correction is necessary draw a single line through the entered figure and enter the corrected figure above it. Corrections must be initialed by the person signing the Bid. Any illegible entries, pencil Bids or corrections not initialed will not be tabulated. The original Bid conditions and specifications CANNOT be changed or altered in any way after submitted to the City.

2.4 TERM OF CONTRACT

A contract shall be executed after award by the City of North Miami, Florida. Awarded Bidder(s) shall start the project within upon receipt of purchase order and notice to proceed. The term of contract shall be three (3) years two (2) twelve month options to renew on a year by year basis.

The City seeks a source of supply that will provide accurate and timely service. The awarded Bidder shall adhere to the critical path method for planning and scheduling of all work to ensure timely completion of services as authorize by the designated City of North Miami Public Works representative. If, in the opinion of the Public

Works Director, the successful Bidder fails at any time to meet the requirements herein, then the contract may be terminated upon written notice.

2.5 OPTION TO RENEW

The initial contract prices resultant from this solicitation shall remain firm and fixed for a three (3) year period from the contract's initial effective date. Prior to, or upon completion, of that initial term, the City shall have the option to renew this contract for an additional two (2) years on a year-to-year basis. Prior to completion of each exercised contract term, the City may consider an adjustment to price based on changes in the following pricing index: Consumer Price Increase, Urban Wage Earners, Miami / Ft Lauderdale.

Should the vendor decline the City's right to exercise the option period, the City may consider the vendor in default which decision may affect that vendor's eligibility for future contracts.

2.6 PRICES

Deduct trade discounts and quote firm net prices. Give both unit price and extended total, when requested. Prices must be stated in units of quantity specified in the Bid specifications. In case of discrepancy in computing the amount of the Bid, the UNIT PRICE quoted will govern. All prices must be F.O.B. destination, freight prepaid (unless otherwise stated in special conditions). Discounts are to be given for prompt payment. Award, if made, will be in accordance with terms and conditions stated herein. Each item must be proposed separately and no attempt is to be made to tie any item or items in with any other item or items. Cash or quantity discounts offered will not be a consideration in determination of award of Bid(s). All prices quoted shall be guaranteed for 60 days from Bid date unless otherwise specified in Special Conditions.

2.7 PAYMENT

Bidder shall provide City copies of all back-up documents with each payment request. Back-up documents shall include but not be limited to: Concrete delivery slips, packing slips for all materials, etc. The City will pay the contract price minus any liquidated damages and/or other damages to the Bidder upon final completion and acceptance.

2.8 PRICES SHALL BE FIXED AND FIRM FOR TERM OF CONTRACT

If the Bidder is awarded a contract under this bid solicitation, the prices quoted by the Bidder on the Bid Form shall remain fixed and firm during the term of this contract; provided, however, that the Bid may offer incentive discounts from this fixed price to the City at any time during the contractual term.

2.9 RECOMMENDED PRE-BID CONFERENCE & SITE VISIT (NON MANDATORY)

A pre-bid conference will be held for the locations identified as Attachments A-F on August 22, 2012 at 10 A.M. and for locations identified as Attachments G-P on August 23, 2012 commencing at North Miami City Hall 776 N.E. 125th Street North Miami, FL 33161; City Council Chambers to discuss the special conditions and specifications included within this solicitation. These dates are the only days available for bidders to visit the designated sites prior to the bid due date.

Vendors are requested to bring this solicitation document to the conference, as additional copies will not be available.

2.10 SAMPLES

Samples of items, when required, must be furnished free of expense and, if not destroyed, will, upon request, be returned at the Bidder's expense. Bidders will be responsible for the removal of all samples furnished within (30) days after Bid opening. All samples will be disposed of after thirty (30) days. Each individual sample must be labeled with Bidder's name. Failure of Bidder to either deliver required samples or to clearly identify samples may be reason for rejection of the Bid. Unless otherwise indicated, samples should be delivered to the Purchasing Department, 776 N.E. 125th Street, North Miami, Florida 33161.

2.11 DELIVERY

Unless actual date of delivery is specified (or if specified delivery cannot be met), show number of days (in calendar days) required to make delivery after receipt of purchase order, in space provided. Delivery time may become a basis for making an award. Delivery shall be within the normal working hours of the City, Monday through Friday, excluding holidays.

2.12 INSURANCE

Bidders must submit with their bid, proof of insurance meeting or exceeding the following requirements or a letter of intent to provide the following requirements if awarded the contract:

- Workers' Compensation Insurance – as required by law and Employer's Liability Insurance - \$500,000 / \$500,000 / \$500,000
- Fidelity / Dishonesty Coverage - \$500,000 per occurrence
- Professional Liability (Errors and Omissions) Insurance –
 - \$1,000,000 per occurrence, \$2,000,000 aggregate on dedicated project limits with a deductible (if applicable) not to exceed \$25,000.00 per claim (audited financial statements required). The certificate of insurance shall reference any applicable deductible;
 - Claims made policy must have an extended coverage reporting period of two years past the coverage completion
 - For Deductible program or Self Insured Retention Program an Irrevocable Letter of Credit or performance Bond for amount of SIR is required.
- Commercial General Liability Insurance - \$1,000,000 for each occurrence / general aggregate, to include personal advertising injury and products/completed operations
- Automobile Liability Insurance – \$1,000,000 combined single limit bodily injury & property damage.

The successful Bidder(s) must submit, prior to signing of contract, a Certificate of Insurance naming the City of North Miami as additional insured for Commercial

General Liability and Auto Liability Insurance. Consultant shall guarantee all required insurances remain current and in effect throughout the term of contract.

2.13 BID CLARIFICATION

Any questions or clarifications concerning this Bid shall be submitted in writing by mail, facsimile or email to the Purchasing Department, 776 N.E. 125th Street, North Miami, Florida 33161, FAX: (305) 891-1015. The bid title/number shall be referenced on all correspondence. All questions must be received no later than **3:00 pm Friday, August 31, 2012**. All responses to questions/clarifications will be sent to all prospective Bidders in the form of an addendum. **NO QUESTIONS WILL BE RECEIVED VERBALLY OR AFTER SAID DEADLINE.**

2.14 FAILURE TO PERFORM

If in the opinion of the City's representative, the Bidder refuses to begin work, improperly perform said work, or shall neglect or refuse to take out or rebuild such work, as shall have been rejected or as being defective or unsuitable, then City's representative may notify the Bidder to repair and replace work immediately or discontinue all work under this Contract.

If at any time the City's representative shall be of the opinion that the said work is being unnecessarily delayed and will not be finished within the prescribed time then City's representative may notify the Bidder to discontinue all work under this Contract. The Bidder shall immediately respect said notice and stop said work and cease to have any rights in the possession of the ground and shall forfeit this contract.

The City may thereupon look to the next lowest and responsive and responsible Bidder to complete the work or advertise for bids and let a contract for the uncompleted work in the same manner as was followed in the letting of this Contract and charge the cost thereof to the original Bidder upon his contract. **Any excess cost arising there from over and above the original contract price shall be charged to the Bidder.**

2.15 BID/PERFORMANCE/PAYMENT BOND

All work order request must be accompanied by a bid bond in the amount of 5% of the total bid submitted, to be in the form of a Cashier's Check, made payable to the City of North Miami; a bond written by a surety company authorized to do business in the State of Florida and shall comply with State Statute 287.0935. The bond, if in the form of a Cashier's Check, of all unsuccessful Bidders will be returned after bid award.

The Awarded Bidder shall furnish to the City of North Miami, a Performance Bond and Payment Bond for 100% of the total bid submitted, to be in the form of a Cashier's Check, made payable to the City of North Miami; a bond written by a surety company authorized to do business in the State of Florida and shall comply with State Statute 287.0935; or an Irrevocable Letter of Credit. If the latter is chosen, it must be written on a bank located Miami-Dade County, be in the amount of the contract and should clearly and expressly state that it cannot be revoked until express written approval has been given by the City of North Miami. The City, to draw on same, would merely have to give written notice to the bank with a copy to the successful Bidder.

2.16 CONDITIONS OF WORK

If property (public or private) is damaged performing work specified or is removed for the convenience of the work, it shall be repaired or replaced at the expense of the Bidder in a manner acceptable to the City of North Miami. Such property shall include but not limited to: roads, driveways (whether concrete or asphalt), approaches (whether concrete or asphalt), sod, walls, fences, water features, footings, underground utilities, shrubs, trees, etc.

2.17 HOURS OF WORK

Services shall be performed as indicated by each location. Holidays are excluded unless prior approval is given by the City. Hours beyond those allotted must be requested in writing and approved by the City of North Miami.

2.18 EMPLOYEES

Bidder shall be responsible for the appearance of all working personnel assigned to the project (clean and appropriately dressed at all times). Personnel must be able to supply proper identification at all times.

All employees of the Bidder shall be considered to be at all times the sole employees of the contactor, under the Bidder's sole direction, and not an employee or agent of the City of North Miami. The Bidder shall supply competent and physically capable employees and the City may require the Bidder to remove any employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose presence on City property is not in the best interest of the City. City shall not have any duty to implement or enforce such requirements.

Bidder shall assign an "On Duty" supervisor who speaks and reads English.

2.20 DEFAULT

The City shall be the sole judge of nonperformance, which shall include any failure on the part of the successful bidder to accept the award, to furnish required documents, and/or to fulfill any portion of this contract within the time stipulated. Upon default by the successful bidder to meet any terms of this agreement, the City will notify the bidder five (5) days (weekends and holidays excluded) to remedy the default. Failure on the contractor's part to correct the default within the required five (5) days shall result in the contract being terminated and upon the City notifying in writing the contractor of its intentions and the effective date of the termination. The following shall constitute default:

- A) Failure to perform the work required under the contract and/or within the time required or failing to use the subcontractors, entities and personnel as identified and set forth, and to the degree specified in the contract.
- B) Failure to begin the work under this contract within the time specified.
- C) Failure to perform the work with sufficient workers and equipment or with sufficient materials to ensure timely completion.
- D) Neglecting or refusing to remove materials or perform new work where prior work has been rejected as non-conforming to the terms of the contract.
- E) Becoming insolvent, being declared bankrupt, or committing act of bankruptcy or insolvency, or making an assignment renders the successful bidder incapable of performing the work in accordance with and as required by the contract.

- F) Failure to comply with any of the terms of the contract in any material respect.

In the event of default of a contract, the successful bidder shall pay all attorney's fees and court costs incurred in collecting any damages. The successful bidder shall pay the City for any and all costs incurred in ensuing the completion of the project.

2.21 CANCELLATION

The City of North Miami reserves the right to cancel this contract by written notice to the contractor effective on the date specified in the notice should any of the following apply:

- A) The contractor is determined by the City to be in breach of any of the terms and conditions of the contract and/or to have failed to perform his/her services in a manner satisfactory to the City. In the event the contractor is found to be in default, the contractor will be paid for all labor and materials provided as of the termination date. No consideration will be given for anticipated loss of revenue or the canceled portions of the contract.
- B) The City has determined that such cancellation will be in the best interest of the City to cancel the contract for its own convenience.
- C) Funds are not available to cover the cost of the services. The City's obligation is contingent upon the availability of appropriate funds.

The City may cancel this contract upon thirty (30) days written notice for reasons other than cause.

2.22 BILLING INSTRUCTIONS

Invoices, unless otherwise indicated, must show purchase order numbers and shall be submitted in DUPLICATE to the City of North Miami, 776 N.E. 125th Street, North Miami, Florida 33161.

2.23 EXCEPTIONS TO SPECIFICATIONS

Exceptions to the specifications shall be listed on the Bid Form and shall reference the section. Any exceptions to the General or Special Conditions shall be cause for the bid to be considered non-responsive.

2.24 CHANGE ORDERS

After the issuance of a purchase order, the successful Bidder agrees if any change orders are necessary price will not exceed actual cost plus five percent (5%).

2.25 COMMUNITY BENEFITS PLAN

The awarded bidder will be required to submit, a Community Benefits Plan for approval by the City Manager. The Community Benefit plan shall be exclusive of the City of North Miami's Local Preference requirement, under Section 7-151 of the Code.

The awarded bidder will be required to document their experience and track record in delivering to a municipality, county or other local government agency a Community Benefits Plan. The Successful Bidder shall be required to demonstrate and provide to the City a proposed Community Benefit Plan which has identifiable and observable

benefit to the community within the City. Bidders are encouraged to be creative in the development of a Community Benefit Plan and the types of benefits their plan is designed to provide. The City Manager, as the City's Chief Executive Officer, shall approve the final Community Benefits Plan proposed by the successful Bidder, as a precondition to the execution of any agreement. The awarded bidder's Community Benefits Plan shall be incorporated into and shall become a part of the agreement entered into between the City and the selected Bidder.

End of Section 2

Section 3.0 Attachments: Service Locations A – P

ATTACHMENT “A”

CITY HALL
776 NE 125 Street
(Approximately 28,000 sq.ft.)

Service Times:

Monday through Friday; 5:30pm – 7:00am

Restrooms:

Thirteen (13) restrooms

Services Required in Accordance with Special Condition 3.3:

Daily Services:

- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Clean all waste receptacles, interior and exterior, and replace liners
- Remove debris from sand urns and clean outside of containers
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Dust window sills and other surfaces
- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- Sweep stairwell, where applicable
- Vacuum all carpeted areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
- Sweep and/or dust mop all non-carpeted areas
- Mop all spillages on non-carpeted areas
- Clean all interior window sills and surfaces up to 12 ft.
- Clean all entrance glass doors and windows, interior and exterior surfaces
- Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
- Thoroughly clean break room, patio areas, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners

Monthly Services:

- Damp wipe all telephones using antiseptic treated cloths
- Dust blinds
- Remove debris and dust top of vending machines
- Vacuum upholstered furniture including fabric office partitions
- Clean & polish fronts & tops of counters.
- Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
- Clean all electric switch plate covers and receptacles.
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
- Dust and wipe clean all window treatments including sills.
- **Clean interior and exterior windows in lobby areas.**
- Dust and wipe exposed air conditioning grills and vents.
- Clean (vacuum) metal strips on ceiling tiles
- Wash baseboards and exposed pipes where applicable.
- Clean floor drains and remove corrosion and tarnish.
- De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces.
- Machine scrub all bathroom floors
- Treat heavy traffic carpeted areas

Quarterly Services:

- Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
- Strip & clean all slate floors.
- Clean refrigerator(s) in basement.

Semi-Annual Services:

- Clean & vacuum all air conditioning vents
- Steam clean upholstered furniture and wall partitions
- Vacuum all draperies where applicable.
- All book stacks/book shelves are to be dusted and wiped clean.
- Wash Naugahyde vinyl or plastic furniture.
- Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
- Wipe and dust all baseboards including under desks, behind furniture, etc.)
- Wash overhead lighting fixtures and lighting glass.
- Wash interior windows

ATTACHMENT "B"

POLICE STATION

700 NE 124 Street

(Approximately 37,000 sq.ft.)

Service Times:

Mnday through Sunday, Twenty-four (24) hours a day

Restrooms:

Two (2) public and eight (8) employee-only restrooms; Holding Cell Area – five (5) lav-toilet combination units; One (1) private shower / restroom in Chief's office.

Services Required in Accordance with Special Condition 3.3:

Daily Services:

- Clean inside and outside all entrances (including mats) and entrance glass doors (front and 2nd floor balcony door). Areas, including sally port must be cleaned and made free of debris. Empty & clean ashtrays & other waste containers, inserting liners as required, empty & sift sand urns and place waste in dumpster.
- Dust & clean all level surfaces of desks, telephones, tables, filing cabinets; other office furniture, window sills, audio/visual & magazine racks & exposed book stack areas where applicable. (Papers on desk, items on window sills & other furniture must not be moved).
- Full vacuum including spot cleaning of carpet where necessary. Vacuuming shall be done when office is not occupied, unless otherwise requested.
- Sweep and/or dust and damp mop all non-carpeted floors including elevators, rubber floor areas in gymnasium, and replace all tables and chairs (when applicable).
- Clean counter tops, glass, chrome handrails, mailboxes & filing cabinets.
- Spot clean walls, baseboards, light switches & door moldings.
- Clean and disinfect drinking fountains.
- Clean and polish all metal, including entrance doors, kick plates and elevators.
- Clean and disinfect public telephone.
- Thoroughly clean all kitchen and lunch areas, including 2nd floor patio area. Clean lunch/kitchen counter tops, cabinets, tables and chairs, stovetop, microwaves, refrigerators & sinks. Mop and disinfect floors. (Dishwashing and refrigerator clean-out is not included).
- Mirrors in restrooms and gymnasium shall be kept free of streaks and cleaned daily.
- Remove any trash from stairwells and landings.
- Mop elevator floors and clean elevator panel boards and threshold.
- Exercise equipment cleaned and disinfected daily.
- Restrooms cleaned and disinfected daily (toilets, urinals, sinks and showers.) Spray shower curtains for mildew as needed.
- Maintain janitorial closet so it is clean and orderly.
- Leave notice advising of any irregularities noted during servicing the facility.
- Turn off all lights except those required to be left on. Report any lights that are not working to the building Maintenance Mechanic.
- Jail/Holding Areas- clean and disinfect each cell to include any bodily fluids utilizing Blood Borne Pathogen clean-up kits as needed. Cleaning personnel

must be trained in Bio-hazardous cleanups by their employer and proof of certification to handle bio-hazardous clean ups must be submitted annually to the Police Department. Any new cleaning company employee must show proof of certification prior to working at this facility.

- **Clean toilet/sinks in each holding cell, using only those chemicals recommended by the manufacturer. NO BLEACH PRODUCTS CAN BE USED ON STAINLESS TOILETS.**

Weekly Services:

- Clean interior and exterior windows within reach.
- Wipe down outdoor tables and sweep the outdoor tile floor on the 2nd floor balcony.

Monthly Services:

- Clean and polish fronts and tops of counters.
- Vacuum upholstered furniture including fabric office partitions.
- Clean and machine polish all non-carpeted floor areas.
- Dust and wipe exposed air conditioning grills, vents.
- Clean floor drains using a cream cleanser, scrub pads and floor drain brush to remove corrosion and tarnish. After cleaning, fill drain trap with germicidal detergent to prevent escape of sewer gas. Cleansers will be those appropriate for tile floors and stainless drains.
- De-scale toilets & urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits, rust stains, etc. from the inside and outside of toilet bowls & urinals
- Machine scrub all bathroom floors
- Treat heavy traffic on carpeted areas.

Quarterly Services:

- Pressure clean & remove soil, grease, oil, gum, tar, etc. by use of high-pressure hot water sprayer/washer in conjunction with degreaser, scrapers, brushes, etc. on all concrete floors, walls, overhangs, & adjacent surfaces to entryways, including sally port. All locations/facilities perimeter walkways and walkway overheads are to be cleaned by same method. If the high-pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
- Thoroughly machine strip, seal, wax and polish, all non-carpeted floor areas, moving desks and furniture to one side, whenever possible, to insure uniform maintenance of all floor areas. Non-skid wax shall be used. Apply one coat of hi-grade sealer and two coats of hi-grade finish/non-skid wax.
- **Dust and wipe clean, all window treatments (blinds)**

Semi-Annual Services:

- Wash interior windows on the entire building, all floors. The Contractor must coordinate the scheduling of this cleaning with the building Maintenance Mechanic.

ATTACHMENT "C"

MUSEUM OF CONTEMPORARY ART (MoCA)

770 NE 125 Street

(Approximately 4,500 sq.ft.)

Service Times:

- Monday through Friday; 9:00am – 5:00pm
- Saturday; 10:30am – 5:00pm
- Sunday; 11:30am – 5:00pm

Restrooms:

Five (5) restrooms

Services Required in Accordance with Special Condition 3.3:

Daily Services:

- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Clean all waste receptacles, interior and exterior, and replace liners
- Maintain toilet seat liners; refill empty dispensers
- Remove debris from sand urns and clean outside of containers
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Dust window sills and other surfaces
- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- Sweep stairwell, where applicable
- Vacuum all carpeted areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
- Sweep and/or dust mop all non-carpeted areas
- Mop all spillages on non-carpeted areas
- Clean all interior window sills and surfaces up to 12 ft.
- Clean all entrance glass doors and windows, interior and exterior surfaces
- Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
- Thoroughly clean break room, patio areas, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners

Monthly Services:

- Damp wipe all telephones using antiseptic treated cloths
- Dust blinds
- Remove debris and dust top of vending machines
- Vacuum upholstered furniture including fabric office partitions
- Clean & polish fronts & tops of counters.
- Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
- Clean all electric switch plate covers and receptacles.
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
- Dust and wipe clean all window treatments including sills.
- Clean interior and exterior windows in lobby areas.
- Dust and wipe exposed air conditioning grills and vents.
- Clean (vacuum) metal strips on ceiling tiles
- Wash baseboards and exposed pipes where applicable.
- Clean floor drains and remove corrosion and tarnish.
- De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces
- Machine scrub all bathroom floors
- Treat heavy traffic carpeted areas

Quarterly Services:

- Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
- Strip & clean all slate floors.
- Clean refrigerator, if applicable

Semi-Annual Services:

- Clean & vacuum all air conditioning vents
- Steam clean upholstered furniture and wall partitions
- Vacuum all draperies where applicable.
- All book stacks/book shelves are to be dusted and wiped clean.
- Wash Naugahyde vinyl or plastic furniture.
- Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
- Wipe and dust all baseboards including under desks, behind furniture, etc.)
- Wash overhead lighting fixtures and lighting glass.
- Wash interior windows

Optional Services:

- MoCA may require additional janitorial services for events (i.e. exhibit openings) to be performed preceding event(s). A supervisor plus a crew of two is recommended for these services.

ATTACHMENT "D"

NORTH MIAMI PUBLIC LIBRARY*

835 NE 132 Street

(Approximately 20,800 sq. ft.)

NOTE: This location is currently under contract and will be added to the contract effective December 1, 2012.

Service Times:

- Monday through Thursday; 9:00pm – 7:00am
- Friday through Saturday; 5:00pm – 6:30am
- Sunday; 5:00pm – 9:30 am

Restrooms:

Four (4) restrooms

Services Required in Accordance with Special Condition 3.3:

Daily Services:

- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Clean all waste receptacles, interior and exterior, and replace liners
- Remove debris from sand urns and clean outside of containers
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Dust shelving, tops of shelves, remove marks and dirt from all desk surfaces.
- Dust window sills and other surfaces
- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- Sweep stairwell, where applicable
- Vacuum all carpeted areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
- Sweep and/or dust mop all non-carpeted areas
- Mop all spillages on non-carpeted areas
- Clean all interior window sills and surfaces up to 12 ft.
- Clean all entrance glass doors and windows, interior and exterior surfaces
- Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
- Thoroughly clean break room, patio areas, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners

Monthly Services:

- **Damp wipe all telephones using antiseptic treated cloths**
- **Dust blinds**
- **Remove debris and dust top of vending machines**
- **Vacuum upholstered furniture including fabric office partitions**
- Clean & polish fronts & tops of counters.
- Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
- Clean all electric switch plate covers and receptacles.
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
- Dust and wipe clean all window treatments including sills.
- **Clean interior and exterior windows in lobby areas.**
- Dust and wipe exposed air conditioning grills and vents.
- Clean (vacuum) metal strips on ceiling tiles
- Wash baseboards and exposed pipes where applicable.
- Clean floor drains and remove corrosion and tarnish.
- De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces.
- Machine scrub all bathroom floors
- Treat heavy traffic carpeted areas

Quarterly Services:

- Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any damage.
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
- Strip & clean all slate floors.

Semi-Annual Services:

- Clean & vacuum all air conditioning vents
- Steam clean upholstered furniture and wall partitions
- Vacuum all draperies where applicable.
- All book stacks/book shelves are to be dusted and wiped clean.
- Wash Naugahyde vinyl or plastic furniture.
- Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
- Wipe and dust all baseboards including under desks, behind furniture, etc.)
- Wash overhead lighting fixtures and lighting glass.
- Wash interior windows

ATTACHMENT "E"

MOTOR POOL 1855 NE 142 Street (Approximately 3,000 sq.ft.)

Service Times:

Monday through Friday; 4:00pm – 7:00am

Restrooms:

Three (3) restrooms

Services Required in Accordance with Special Condition 3.3:

Daily Services:

- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Remove debris from sand urns and clean outside of containers
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Dust window sills and other surfaces
- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all waste receptacles/ replace waste basket liners
- Completely clean areas, including shower area immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- Sweep stairwell, where applicable
- Vacuum all carpeted areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
- Sweep and/or dust mop all non-carpeted areas
- Mop all spillages on non-carpeted areas
- Clean all interior window sills and surfaces up to 12 ft.
- Clean all entrance glass doors and windows, interior and exterior surfaces
- Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
- Thoroughly clean break room, patio areas, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners

ATTACHMENT "E"

MOTOR POOL

-CONTINUED-

Monthly Services:

- Damp wipe all telephones using antiseptic treated cloths
- Dust blinds
- Remove debris and dust top of vending machines
- Vacuum upholstered furniture including fabric office partitions
- Clean & polish fronts & tops of counters
- Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
- Clean all electric switch plate covers and receptacles
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
- Dust and wipe clean all window treatments including sills
- Clean interior and exterior windows in lobby areas
- Dust and wipe exposed air conditioning grills and vents
- Clean (vacuum) metal strips on ceiling tiles
- Wash baseboards and exposed pipes where applicable
- Clean floor drains and remove corrosion and tarnish
- De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces, including shower area
- Machine scrub all bathroom floors
- Treat heavy traffic carpeted areas

Quarterly Services:

- Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
- Strip & clean all slate floors.
- Steam clean all carpet areas

Semi-Annual Services:

- Clean & vacuum all air conditioning vents
- Steam clean upholstered furniture and wall partitions
- Vacuum all draperies where applicable.
- All book stacks/book shelves are to be dusted and wiped clean.
- Wash Naugahyde vinyl or plastic furniture.
- Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
- Wipe and dust all baseboards including under desks, behind furniture, etc.)
- Wash overhead lighting fixtures and lighting glass.
- Wash interior windows

ATTACHMENT "F"

UTILITY OPERATIONS CENTER **1815 & 1817 NE 150 Street** **(Approximately 4,000 sq.ft.)**

Service Times:

Monday through Friday; 4:00pm – 7:00am

Restrooms:

Two (2) restrooms

Services Required in Accordance with Special Condition 3.3:

Daily Services:

- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Remove debris from sand urns and clean outside of containers
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Dust window sills and other surfaces
- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all waste receptacles/ replace waste basket liners
- Completely clean areas, including shower area, immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- Sweep stairwell, where applicable
- Vacuum all carpeted areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
- Sweep and/or dust mop all non-carpeted areas
- Mop all spillages on non-carpeted areas
- Clean all interior window sills and surfaces up to 12 ft.
- Clean all entrance glass doors and windows, interior and exterior surfaces
- Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
- Thoroughly clean break room, patio areas, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners

ATTACHMENT "F"
UTILITY OPERATIONS CENTER
-CONTINUED-

Monthly Services:

- Damp wipe all telephones using antiseptic treated cloths
- Dust blinds
- Remove debris and dust top of vending machines
- Vacuum upholstered furniture including fabric office partitions
- Clean & polish fronts & tops of counters.
- Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
- Clean all electric switch plate covers and receptacles.
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
- Dust and wipe clean all window treatments including sills.
- **Clean interior and exterior windows in lobby areas.**
- Dust and wipe exposed air conditioning grills and vents.
- Clean (vacuum) metal strips on ceiling tiles
- Wash baseboards and exposed pipes where applicable.
- Clean floor drains and remove corrosion and tarnish.
- De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces, including showers
- Machine scrub all bathroom floors
- Treat heavy traffic carpeted areas

Quarterly Services:

- Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
- Strip & clean all slate floors
- Steam clean all carpets

Semi-Annual Services:

- Clean & vacuum all air conditioning vents
- Steam clean upholstered furniture and wall partitions
- Vacuum all draperies where applicable.
- All book stacks/book shelves are to be dusted and wiped clean.
- Wash Naugahyde vinyl or plastic furniture.
- Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
- Wipe and dust all baseboards including under desks, behind furniture, etc.)
- Wash overhead lighting fixtures and lighting glass.
- Wash interior windows

ATTACHMENT "G"

ENCHANTED FOREST COMMUNITY CENTER

1735 NE 135 Street
(Approximately 2,170 sq. ft.)

Service Times:

Monday through Friday; 6:00pm – 8:30pm or Sunset (whichever is sooner)

NOTE: Service required June through August ONLY

Office

- One (1)

Restrooms:

- Two (2) restrooms

Services Required in Accordance with Special Condition 3.3:

Daily Services:

- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Clean all waste receptacles, interior and exterior, and replace liners
-
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including doors, door frames, walls, threshold plates, brass, windows, and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all restroom waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- Vacuum all carpeted areas on wall, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
- Dust and Clean all interior window sills and surfaces up to 12 ft.
- Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
- Thoroughly kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners

ATTACHMENT "G"

ENCHANTED FOREST COMMUNITY CENTER

-CONTINUED-

One-Time Services Required during the First Week of June ONLY:

- Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
- Clean refrigerator, ovens and microwaves
- Steam clean carpet on walls

Monthly Services:

- Clean & polish fronts & tops of counters.
- Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
- Clean all electric switch plate covers and receptacles.
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
- Dust and wipe clean all window treatments including sills.
- **Clean interior and exterior windows in lobby areas.**
- Dust and wipe exposed air conditioning grills and vents.
- Clean (vacuum) metal strips on ceiling tiles
- Wash baseboards and exposed pipes where applicable.
- Clean floor drains and remove corrosion and tarnish.
- De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces
- Machine scrub all bathroom floors
- Damp wipe all telephones using antiseptic treated cloths

ATTACHMENT "H"

GRIFFING ADULT CENTER **12220 Griffing Boulevard** **(Approximately 3,338 sq. ft.)**

Service Times:

Monday through Sunday; 9:00pm – 7:00am

Offices:

Two (2)

Restrooms:

Two (2)

Services Required in Accordance with Special Condition 3.3:

Daily Services:

- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Clean all waste receptacles, interior and exterior, and replace liners
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Dust window sills and other surfaces
- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all restroom waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
-
- Vacuum all wall carpeted areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
- Dust and Clean all interior window sills and surfaces up to 12 ft.
- Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
- Thoroughly clean, patio areas, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners
- Dust Computers, Printers and fax machines where applicable
- Dust Television sets and related equipment
- Wipe down and disinfect water fountains and sinks

ATTACHMENT "H"
GRIFFING ADULT CENTER
-CONTINUED-

Monthly Services:

- Damp wipe all telephones using antiseptic treated cloths
- Dust blinds
- Remove debris and dust top of vending machines
- Vacuum upholstered furniture including fabric office partitions
- Clean & polish fronts & tops of counters.
- Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
- Clean all electric switch plate covers and receptacles.
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
- Dust and wipe clean all window treatments including sills.
- Clean interior and exterior windows in lobby areas.
- Dust and wipe exposed air conditioning grills and vents.
- Clean (vacuum) metal strips on ceiling tiles
- Wash baseboards and exposed pipes where applicable.
- Clean floor drains and remove corrosion and tarnish.
- De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces
- Machine scrub all bathroom floors
- Treat heavy traffic carpeted areas office and walls

Quarterly Services:

- Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
- Strip & clean all slate floors.
- Clean refrigerators, ovens and microwaves

Semi-Annual Services:

- Clean & vacuum all air conditioning vents
- Steam clean upholstered furniture and wall partitions
- Vacuum all draperies where applicable.
- All book stacks/book shelves are to be dusted and wiped clean.
- Wash Naugahyde vinyl or plastic furniture.
- Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
- Wipe and dust all baseboards including under desks, behind furniture, etc.)
- Wash overhead lighting fixtures and lighting glass.
- Wash interior windows

ATTACHMENT "I"

SUNKIST GROVE COMMUNITY CENTER

12500 NW 13TH Avenue
(Approximately 4,544 sq. ft.)

Service Times:

Monday through Sunday; 9:00pm – 7:00am

Office:

One (1)

Restrooms:

Two (2) restrooms

Services Required in Accordance with Special Condition 3.3:

Daily Services:

- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Clean all waste receptacles, interior and exterior, and replace liners
-
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Dust window sills and other surfaces
- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all restroom waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- Vacuum all carpeted wall areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
- Dust and Clean all interior window sills and surfaces up to 12 ft.
-
- Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
- Thoroughly clean, patio areas, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners
- Dust Computers, Printers and fax machines where applicable
- Dust Television sets and related equipment
- Wipe down and disinfect water fountains and sinks

ATTACHMENT "I"
SUNKIST GROVE COMMUNITY CENTER
-CONTINUED-

Monthly Services:

- Damp wipe all telephones using antiseptic treated cloths
- Dust blinds
- Remove debris and dust top of vending machines
- Vacuum upholstered furniture including fabric office partitions
- Clean & polish fronts & tops of counters.
- Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
- Clean all electric switch plate covers and receptacles.
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
- Dust and wipe clean all window treatments including sills.
- Clean interior and exterior windows in lobby areas.
- Dust and wipe exposed air conditioning grills and vents.
- Clean (vacuum) metal strips on ceiling tiles
- Wash baseboards and exposed pipes where applicable.
- Clean floor drains and remove corrosion and tarnish.
- De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces
- Machine scrub all bathroom floors
- Treat carpet walls

Quarterly Services:

- Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
- Strip & clean all slate floors.
- Clean refrigerator, ovens and microwaves

Semi-Annual Services:

- Clean & vacuum all air conditioning vents
- Steam clean upholstered furniture and wall partitions
- Vacuum all draperies where applicable.
- All book stacks/book shelves are to be dusted and wiped clean.
- Wash Naugahyde vinyl or plastic furniture.
- Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
- Wipe and dust all baseboards including under desks, behind furniture, etc.)
- Wash overhead lighting fixtures and lighting glass.
- Wash interior windows

ATTACHMENT "J"

KEYSTONE CENTER **13050 Ixora Court** **(Approximately 864 sq. ft.)**

Service Times:

Monday through Friday; 9:00pm – 7:00am

Office:

One (1)

Restrooms:

Two (2) restrooms

Services Required in Accordance with Special Condition 3.3:

Daily Services:

- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Clean all waste receptacles, interior and exterior, and replace liners
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Dust window sills and other surfaces
- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- Vacuum all carpeted wall areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
- Dust and Clean all interior window sills and surfaces up to 12 ft.
- Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
- Thoroughly clean, patio areas, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners
- Dust Computers, Printers and fax machines where applicable
- Dust Television sets and related equipment
- Wipe down and disinfect water fountains and sinks

ATTACHMENT "J"
KEYSTONE CENTER
-CONTINUED-

Monthly Services:

- Damp wipe all telephones using antiseptic treated cloths
- Dust blinds
- Remove debris and dust top of vending machines
- Vacuum upholstered furniture including fabric office partitions
- Clean & polish fronts & tops of counters.
- Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
- Clean all electric switch plate covers and receptacles.
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
- Dust and wipe clean all window treatments including sills.
- Clean interior and exterior windows in lobby areas.
- Dust and wipe exposed air conditioning grills and vents.
- Clean (vacuum) metal strips on ceiling tiles
- Wash baseboards and exposed pipes where applicable.
- Clean floor drains and remove corrosion and tarnish.
- De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces.
- Machine scrub all bathroom floors
- Treat heavy traffic wall carpeted areas

Quarterly Services:

- Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
- Strip & clean all slate floors.
- Clean refrigerators, ovens and microwaves

Semi-Annual Services:

- Clean & vacuum all air conditioning vents
- Steam clean upholstered furniture and wall partitions
- Vacuum all draperies where applicable.
- All book stacks/book shelves are to be dusted and wiped clean.
- Wash Naugahyde vinyl or plastic furniture.
- Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
- Wipe and dust all baseboards including under desks, behind furniture, etc.)
- Wash overhead lighting fixtures and lighting glass.
- Wash interior windows

ATTACHMENT "K"

GWEN MARGOLIS COMMUNITY CENTER 1590 NE 123rd Street (Approximately 2,806 sq. ft.)

Service Times:

- Monday through Thursday ; 11:00pm – 7:00am
- Friday, Saturday and Sunday; 2:00am – 7:00am

Office:

One (1)

Restrooms:

Two (2) restrooms

Services Required in Accordance with Special Condition 3.3:

Daily Services:

- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Clean all waste receptacles, interior and exterior, and replace liners
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Dust window sills and other surfaces
- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all restroom waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- Vacuum all wall carpeted areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
-
- Dust and Clean all interior window sills and surfaces up to 12 ft.
- Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
- Thoroughly clean, patio areas, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners

ATTACHMENT "K"
GWEN MARGOLIS COMMUNITY CENTER
-CONTINUED-

Monthly Services:

- Damp wipe all telephones using antiseptic treated cloths
- Dust blinds
- Remove debris and dust top of vending machines
- Vacuum upholstered furniture including fabric office partitions
- Clean & polish fronts & tops of counters.
- Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
- Clean all electric switch plate covers and receptacles.
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
- Dust and wipe clean all window treatments including sills.
- Clean interior and exterior windows in lobby areas.
- Dust and wipe exposed air conditioning grills and vents.
- Clean (vacuum) metal strips on ceiling tiles
- Wash baseboards and exposed pipes where applicable.
- Clean floor drains and remove corrosion and tarnish.
- De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces.
- Machine scrub all bathroom floors
- Treat wall carpeted areas

Quarterly Services:

- Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
- Strip & clean all slate floors.
- Clean refrigerators, ovens and microwaves

Semi-Annual Services:

- Clean & vacuum all air conditioning vents
- Steam clean upholstered furniture and wall partitions
- Vacuum all draperies where applicable.
- All book stacks/book shelves are to be dusted and wiped clean.
- Wash Naugahyde vinyl or plastic furniture.
- Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
- Wipe and dust all baseboards including under desks, behind furniture, etc.)
- Wash overhead lighting fixtures and lighting glass.
- Wash interior windows

ATTACHMENT "L"

BEN FRANKLIN PARK
13400 NW 12th Avenue
(Approximately 864 sq. ft.)

Service Times:

Friday, Saturdays and Holidays; 9:00pm – 7:00am (Restrooms Only)

Restrooms:

Two (2) restrooms

Services Required in Accordance with Special Condition 3.3:

Twice- Weekly Services:

- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all restroom waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces

ATTACHMENT "M"

CLAUDE PEPPER PARK
1400 NW 135th Street

Service Times:

- Friday, Saturdays and Holidays; 9:00pm – 7:00am (Restrooms Only)

Restrooms:

- Two (2) restrooms

Services Required in Accordance with Special Condition 3.3:

Twice- Weekly Services:

- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all restroom waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- all liners

ATTACHMENT "N"

CAGNI PARK
13498 NE 8th Avenue
(Approximately ---- sq. ft.)

Service Times:

Friday, Saturdays and Holidays; 9:00pm – 7:00am (Restrooms Only)

Restrooms:

Two (2) restrooms

Services Required in Accordance with Special Condition 3.3:

Twice- Weekly Services:

- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces

ATTACHMENT "O"

JOE CELESTINE CENTER **1525 NW 135 Street** **(Approximately 20,000 sq. ft.)**

Service Times:

- Monday through Thursday; 11:00pm – 7:00am
- Friday, Saturday and Sunday; 2:00am – 9:00am

Office:

One (1)

Restrooms:

- Two (2) restrooms
- Two (2) locker rooms

Services Required in Accordance with Special Condition 3.3:

Daily Services:

- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Maintain toilet seat liners; refill empty dispensers
- Clean all waste receptacles, interior and exterior, and replace liners
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Dust window sills and other surfaces
- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all restroom waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- Vacuum all wall carpeted areas, including edges, corners, rugs, and all floor matting; spot clean where necessary, including removal of gum
- Dust and Clean all interior window sills and surfaces up to 12 ft.
- Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
- Thoroughly clean, patio areas, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners
- Dust Computers, Printers and fax machines where applicable
- Dust Television sets and related equipment
- Wipe down and disinfect water fountains and sinks

ATTACHMENT "O"

JOE CELESTINE CENTER -CONTINUED-

Monthly Services:

- Damp wipe all telephones using antiseptic treated cloths
- Dust blinds
- Remove debris and dust top of vending machines
- Vacuum upholstered furniture including fabric office partitions
- Clean & polish fronts & tops of counters.
- Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
- Clean all electric switch plate covers and receptacles.
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
- Dust and wipe clean all window treatments including sills.
- Clean interior and exterior windows in lobby areas.
- Dust and wipe exposed air conditioning grills and vents.
- Clean (vacuum) metal strips on ceiling tiles
- Wash baseboards and exposed pipes where applicable.
- Clean floor drains and remove corrosion and tarnish.
- De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces.
- Machine scrub all bathroom floors
- Treat wall carpeted areas

Quarterly Services:

- Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
- Strip & clean all slate floors.
- Clean ice machine, refrigerators, ovens and microwaves

Semi-Annual Services:

- Clean & vacuum all air conditioning vents
- Steam clean upholstered furniture and wall partitions
- Vacuum all draperies where applicable.
- All book stacks/book shelves are to be dusted and wiped clean.
- Wash Naugahyde vinyl or plastic furniture.
- Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
- Wipe and dust all baseboards including under desks, behind furniture, etc.)
- Wash overhead lighting fixtures and lighting glass.
- Wash interior windows

ATTACHMENT "P"

JUDSON COMMUNITY CENTER **12100 NW 16 Avenue** **(Approximately 1,000 sq. ft.)**

Service Times:

Monday through Friday; 9:00pm – 7:00am

Office

One (1)

Restrooms:

Two (2) restrooms

Services Required in Accordance with Special Condition 3.3:

Daily Services:

- Empty all wastebaskets, interior and exterior, and other trash receptacles, removing contents to designated areas
- Maintain toilet seat liners; refill empty dispensers
- Clean all waste receptacles, interior and exterior, and replace liners
- Dust office furniture and damp wipe or polish all desktops where papers are cleared
- Dust window sills and other surfaces
- Clean all janitorial closets
- Remove dirt and streaks from all surfaces (including glass doors, door frames, walls, threshold plates, brass, windows, partitions and light switches)
- Empty all restroom wastebaskets and other trash receptacles, including sanitary napkin dispensers
- Clean all waste receptacles/ replace waste basket liners
- Completely clean areas immediately around toilets and urinals. Clean, disinfect and deodorize all fixtures using a germicidal cleaner
- Damp clean or polish and refill all dispensers
- Sweep and mop all floors using germicidal cleaner
- Clean and polish mirrors, fixtures and enamel surfaces
- Clean all floor matting; spot clean where necessary, including removal of gum
- Dust and Clean all interior window sills and surfaces up to 12 ft.
- Remove all debris and trash from entryways, exterior grounds, parking lots and landscape areas
- Thoroughly clean, patio areas, and kitchenette/kitchen areas: wipe counter tops, tables, chairs; sweep and mop floors; empty waste baskets and replace all liners
- Dust Computers, Printers and fax machines where applicable
- Dust Television sets and related equipment
- Wipe down and disinfect water fountains and sinks

ATTACHMENT "P"

JUDSON COMMUNITY CENTER **-CONTINUED-**

Monthly Services:

- Damp wipe all telephones using antiseptic treated cloths
- Dust blinds
- Remove debris and dust top of vending machines
- Vacuum upholstered furniture including fabric office partitions
- Clean & polish fronts & tops of counters.
- Clean picture frames & wash glass, if any. Wash ends of book racks and clock face glass.
- Clean all electric switch plate covers and receptacles.
- Clean, wax (non-skid) and machine polish all non-carpeted floor areas.
- Dust and wipe clean all window treatments including sills.
- Clean interior and exterior windows in lobby areas.
- Dust and wipe exposed air conditioning grills and vents.
- Clean (vacuum) metal strips on ceiling tiles
- Wash baseboards and exposed pipes where applicable.
- Clean floor drains and remove corrosion and tarnish.
- De-scale toilets and urinals with non-acid bowl cleaner to remove scale, scum, mineral deposits and rust stains, etc. from all surfaces.
- Machine scrub all bathroom floors
- Treat heavy traffic wall carpeted areas

Quarterly Services:

- Pressure clean and remove soil, grease, oil, gum, tar, etc. from perimeter walkways and walkway overheads. If the high pressure method will result in damage to paint, structures, etc. it should be substituted by a method which will effectively clean areas described without any resultant damage.
- Machine strip, seal, wax with non-skid wax and polish all non-carpeted floor areas, moving desks & furniture to one side to insure uniform maintenance of all floor areas.
- Strip & clean all slate floors.
- Clean refrigerators, ovens and microwaves

Semi-Annual Services:

- Clean & vacuum all air conditioning vents
- Steam clean upholstered furniture and wall partitions
- Vacuum all draperies where applicable.
- All book stacks/book shelves are to be dusted and wiped clean.
- Wash Naugahyde vinyl or plastic furniture.
- Wipe and dust under all upholstered furniture (including furniture legs & bottoms).
- Wipe and dust all baseboards including under desks, behind furniture, etc.)
- Wash overhead lighting fixtures and lighting glass.
- Wash interior windows

End of Section 3.0

**SECTION 4.0
BID FORMS (CONTINUED)
42-11-12**

FEIN NO. : ____/____-____/____/____/____/____/____/____
(Bidder Federal Employer Identification Number) If none, Bidder Social Security Number.

- LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, a "local business" is a business located within the limits of City of North Miami that conforms with the provisions of Section 5.30 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. Place a check here only if affirming bidder meets requirements for Local Preference. **Failure to complete this certification at this time (by checking the box above) shall render the Bidder ineligible for Local Preference.**

OR

- WORKFORCE LOCAL PREFERENCE CERTIFICATION:** The local preference may be applied to firms with a least ten percent (10%) of its total workforce residing within the geographical boundaries of the City. Place a check here only if affirming bidder meets requirements for workforce Local Preference. **Failure to complete this certification at this time (by checking the box above) shall render the Bidder ineligible for Workforce Local Preference.**

OR

- SUBCONTRACTOR LOCAL PREFERENCE CERTIFICATION:** The local preference may be applied to firms that subcontract at least ten percent (10%) of the contractual amount of a City project to subcontractor who are physically located within the City of North Miami. **(Must complete forms A-3a Statement of Intent & A-3b Participation Schedule.)** Place a check here only if affirming bidder meets the requirements for Subcontractor Local Preference. **Failure to complete this certification at this time (by checking the box above) shall render the Bidder ineligible for Subcontractor Local Preference.**

All referenced forms can be found on the City's website at:
<http://www.northmiamifl.gov/departments/purchasing/forms.asp>

The undersigned bidder certifies that this bid is submitted in accordance with the bid specifications and conditions governing this bid, and that the bidder will accept any award(s) made to him as a result of this bid.

FIRM NAME _____

STREET ADDRESS _____

CITY/STATE/ZIP CODE _____

TELEPHONE NO. _____ **FAX NO.** _____ **E-MAIL** _____

By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract.

***AUTHORIZED SIGNATURE** _____ **Date** _____

***PERSON AUTHORIZED TO ENTER INTO CONTRACTUAL AGREEMENT**

PRINT NAME OF AFFIANT _____

TITLE OF OFFICER _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER TO BE BOUND BY THE TERMS OF ITS BID. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY BID THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS OFFER.

End of Section 4

SECTION 5.0 Contract Forms

The following forms are required to be submitted with this IFB.

Form A-1	Public Entity Crimes Affidavit
Form A-2	Non-Collusive Respondent Certificate
Form A-3	Local Preference (if applicable)
Form A-4	Questionnaire
Form A-5	Acknowledgement of Addenda
Form A-6	Bidder's Disclosure of Subcontractors and Suppliers
Form A-7	Insurance Requirements
Form A-8	Statement of No Response
Form A-10	Performance Bond
Form A-14	References

All of our forms can now be found on our website at: <http://www.northmiamifl.gov/departments/purchasing/forms.asp>. **These forms are fill –in forms. Please ensure to include all applicable forms with your IFB documents signed and notarized as required. Emailed forms will not be accepted.**

End of Section 5

Section 6.0 General Guidelines and Information

6.1 DEFINITION

- a) "City" The City of North Miami.
- b) "Contract" a binding written agreement, including purchase orders, containing terms and obligations governing the relationship between the City and the other party.
- c) The word "Department" to mean a department of The City of North Miami.
- d) "Awarded Bidder" or "Contractor" means the bidder or bidders that receive any award of contract from the City as a result of this 'Invitation to Bid'
- e) The word "Bid" means the documents timely remitted by Bidder or Respondent, in response to this solicitation.
- f) "Bidder" or "Respondent." All contractors, consultants, organizations, firms or other entities submitting a response to this IFB.
- g) The words "Scope of Services" or "Scope of Work" to mean section 1.0 of this solicitation, which details the work to be performed by the contractor or consultant.
- h) The word "Solicitation" to mean this Request for Bid (IFB) document, and all associated addenda and attachments.
- i) The words "Subcontractor" or "Sub-consultant" to mean any person, firm, entity or organization, other than the employees of the contractor, who contracts with the contractor to furnish labor, or labor and material, in connection with the services to the city, whether directly or indirectly, on behalf of the contractor.

6.2 CITY OVERVIEW

North Miami, Florida (pop. 60, 000) is a diverse community, ideally located midway between Miami and Fort Lauderdale and encompasses approximately 9.5 square miles. As the fifth largest city of Miami-Dade County, North Miami is committed to growth in its business community, while also focusing on issues such as education, the arts, leisure activities and sustainability to provide a viable future for our

residents and preserve the City's rich history since its incorporation in 1926.

The City currently has 550+ employees and provides a wide range of governmental services including public safety / police services, parks and recreation, public works, water and sewer, planning, building and zoning, code enforcement, and community development to its citizens.

The City is a very large consumer of goods and services and the purchasing decisions of our employees and contractors can positively or negatively affect the environment. By including environmental considerations in our procurement decisions, along with our traditional concerns with price, performance and availability, we will remain fiscally responsible while promoting practices that improve public health and safety, reduce pollution, and conserve natural resources.

6.3 INVITATION

This invitation is extended to firms and organizations that can provide the requirement(s) specified herein. The requirements presented in this solicitation represent the City's anticipated needs.

6.4 PUBLIC ENTITY CRIMES AFFIDAVIT

The *Public Entity Crime Affidavit, (Form "A-1")* attached to this solicitation, includes documentation that shall be executed by an individual authorized to bind the Respondent. If the *Public Entity Crime Affidavit* is not submitted as part of the Respondent's Bid package, is altered in any manner or is not fully completed, the Respondent shall be deemed non-responsive to the solicitation requirements.

6.5 PUBLIC ENTITY CRIME/ DISCRIMANATORY VENDOR LIST

Any Respondent, or any of its suppliers, subcontractors, or consultants who shall perform work which is intended to benefit the City, shall not be a convicted vendor or included on the discriminatory vendor list. If the Respondent or any affiliate of the Respondent has been convicted of a public entity crime or has been placed on the discriminatory vendor list, a period longer than 36 months must have

passed since that person was placed on the convicted vendor or discriminatory vendor list. The Respondent further understands and accepts that any contract issued as a result of this solicitation shall be either voidable or subject to immediate termination by the City. The City in the event in such termination, shall not incur any liability to the Respondent for any work or materials furnished.

6.6 LOBBYING

All Bidders, their agents and proposed sub consultants or subcontractors, are hereby placed on notice that neither the City Council Members, any evaluation committee members, employees of the City or employees of any other project sponsoring agencies shall be lobbied either individually or collectively regarding this solicitation. Bidders, their agents and proposed sub-consultants or subcontractors are hereby placed on notice that they are prohibited from contacting any of these individuals for any purpose relating to the solicitation (e.g., general information, meetings of introduction, meals, etc.). Any Bid submitted by a Respondent, its agents and potential sub consultants or subcontractors who violate these guidelines will not be considered for review. The Procurement Director or Contract Specialist (identified on the cover page of this solicitation) shall be the only point of contact for questions and/or clarifications concerning the solicitation, the selection process and the negotiation and award procedures.

6.7 SUSPENSION OF CONTRACTORS FOR MATERIAL BREACH OF CITY CONTRACTS

Pursuant to Sec 7-160 (a), (b) & (c) upon recommendation by the Director of Procurement, may temporarily or permanently suspend contractors from doing business with the city whenever a contractor materially breaches its contract with the City. Any Bid submitted by a Respondent, its proposed subcontractors or sub consultants who are included on the City's Suspension List shall not be considered for review.

In addition, the principals of any Bidders or its proposed subcontractors or sub consultants shall not attempt to do business with the City under a different name or form a new legal entity in order to do business with the City while

the principals of the Respondent or its proposed subcontractors or sub consultants remain on the Suspension List. In the event there is any intentional misrepresentation, the Respondent further understands and accepts that any contract issued as a result of this solicitation shall be subject to immediate termination for default and suspension procedures by the City. The City, in the event of such termination, shall not incur any liability to the Respondent for any work or material furnished.

6.8 POINT OF CONTACT TIMETABLE FOR INQUIRES

Bidders shall contact the Purchasing Agent, identified on the cover page of this solicitation, for all inquiries relating to this solicitation. All Bidders' technical inquiries shall be confirmed in writing either through the mail, via facsimile transmission or electronic mail.

Technical questions will not be entertained beyond the cut-off date indicated on the cover page so that answers to substantive questions, in the form of written addenda, can be posted on the City's web site (www.northmiamifl.gov) and Demand Star by Onvia at www.demandstar.com or calling toll free 1-800-711-1712 and requesting the corresponding documents number.

6.9 ORAL REPRESENTATION

No oral representation made by the City staff shall be binding. The contents of this IFB and any subsequent addenda issued by the City shall govern all aspects of this solicitation.

6.10 ADDENDA

If any solicitation revisions become necessary (other than changes to the deadline for response submission), the City will post written addenda on the City web's site at (www.northmiamifl.gov) and on Demand Star by Onvia at www.demandstar.com or calling toll free 1-800-711-1712 and requesting the corresponding document number at least seven (7) calendar days before the date scheduled for opening the responses. The City may revise the deadline for response submission at any time prior to the date and time scheduled for opening the responses. **It is the responsibility of all Bidders to ascertain whether any addenda have been issued before the solicitation**

deadline by either calling or checking the City's web site (www.northmiamifl.gov) and Demand Star and by Onvia at www.demandstar.com or calling toll free 1-800-711-1712 and requesting the corresponding document number. All addenda placed on the Demand Star can be down loaded.

6.11 CANCELLATION OF THE SOLICITATION

The City reserves the right to cancel this solicitation and/or re-advertise and re-solicit the requirements at any time when determined to be in the best interest of the city.

6.12 BID PROTEST

A Respondent may protest any portion of the solicitation document by submitting a written protest with the City Clerk within five (5) business days (excluding weekends and City observed holidays) prior to the date set for the opening of Bids, pursuant to Section 7-158, City Code. A written protest is considered filed when it is received by the City Clerk within the time provided and with the appropriate fee.

6.13 CONTRACT

The selected Awarded Bidder understands that this solicitation or the bid response shall not constitute a contract with the City. No contract is binding or official until responses are reviewed and accepted by appointed City Staff, approved by the appropriate level of authority within the City and an official contract is duly executed by the parties. The selected Respondent shall be required to sign a contract which the city determines to be fair, competitive and reasonable.

6.14 DEVELOPMENT COSTS

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission or presentation of a response to this solicitation. All information in the response shall be provided at no cost to the City.

6.15 TAX EXEMPT STATUS

The City is exempt from Florida Sales and Federal Excise taxes on direct purchase of tangible property.

6.16 RESPONSE SUBMISSION AND OPENING

All bid responses shall be submitted in a sealed envelope by the deadline indicated on the cover page of this solicitation. The response shall identify the solicitation number and title specified on the cover page of this solicitation. Reference information shall also be marked on the outside of the sealed envelope, including the Respondent's return address. The City assumes no responsibility for responses not properly marked.

The City will not accept responses delivered after the established deadline. If the response is delivered after the established deadline, a Bidder shall be deemed non-responsive to the solicitation requirements.

Receipts of a response by any City office, receptionist or personal other than the Clerk's Office will not constitute "delivery" as required by this solicitation. The City will not accept or consider responses submitted via facsimile transmission. The public is welcome to attend the solicitation opening.

6.17 ASSIGNMENT OF RESPONSE

A Bidder shall not transfer or assign its response to a third party following submission of a Bid to the City.

6.18 WITHDRAWL OF RESPONSE

Bidders shall withdraw their submitted Bid by notifying the City either in writing or in person through an authorized representative at any time prior to the submission deadline. Individuals making the withdrawal shall provide evidence of serving as an authorized representative of the Respondent. Responses, once received, become the property of the City, and will not be returned to Bidders even when they are withdrawn from consideration.

Responses, once opened, shall not be withdrawn or modified except to the extent agreed to by the City during subsequent contract negotiation.

6.19 PUBLIC RECORDS AND EXEMPTIONS

Upon receipt, responses become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Bidders shall invoke the exemptions to

disclosure provided by law, in the response to the solicitation, by providing the specific statutory authority for the claimed exemption, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary. Responses will be made available for public inspection at the time the City posts notice of its decision or intended decision concerning contract awards, or ten (10) days after the response opening, whichever is earlier.

6.20 REJECTION OF RESPONSES

Pursuant to Section 7-136 of the City Ordinance the City reserves the right to reject any and all Bids for reasons including, but not limited to, the following: (1) when such rejection is in the interests of the City; (2) if such Bid is deemed non-responsive; (3) if the Respondent is deemed non-responsible; or (4) if the Bid contains any materials irregularities. Minor irregularities contained in response will be waived by the City. A minor irregularity is a variation from the solicitation that does not affect the price of the contract nor does it give a Respondent an advantage or benefit not enjoyed by other Bidders and does not adversely impact the City.

6.21 WRITTEN BID EVALUATION / ORAL PRESENTATIONS

The selection committee members will independently score the Bid on the basis of their qualifications and technical merit in accordance with the evaluation criteria included in Part 4 of this solicitation. Following the submission and evaluation of the written Bids, the City may request the highest ranked Bidders to provide oral presentation explaining and/or demonstrating each Bid. All oral presentation will be scheduled and publicly noticed by the City. Following the completion of oral presentations, the selection committee members will score each presentation. Final ranking after oral presentations will be based on the summary of raw scores from the oral discussions for each Respondent.

6.22 REVIEW OF BID FOR RESPONSIVE

Each Bid will be reviewed to determine if the Bid is responsive to the submission requirements outlined in the IFB. A responsive Bid is one which follows the requirements of the IFB,

includes all documentation, is of timely submission, and has the appropriate signature as required on each document. Failure to comply with these requirements may result in a Bid being deemed non-responsive.

6.23 CITY COUNCIL REVIEW

The Purchasing Director will report the result of this IFB to the City Council for final approval in accordance with the City's Procurement Ordinance to enter into contract Negotiation. The City Council reserves the right to reject all Bids.

6.24 CONTRACT AWARD

The City anticipates the award of one contract, but reserves the right not to make any award whatsoever, if determined to be in the interest of the City.

Prior to contract award, the Bidder(s) shall submit documentation reflecting any required insurance coverage. The contract number shall be included on the insurance documentation submitted to the City at the time of award execution and for all subsequent updates to the insurance coverage throughout the contract period. Failure to execute the contract and/or to provide evidence of any required insurance coverage shall be just cause for the termination of the award.

6.25 CONE OF SILENCE

This IFB is issued pursuant to the City of North Miami Ordinance Section 7-193 which prohibits certain types of communications: (a) A Cone of Silence shall be imposed upon each IFB, IFB and IFB after the advertisement of said IFB, IFB or IFB. At the time of imposition of the cone of silence, the director of the purchasing department or designee shall provide for public notice of the cone of silence. The director of the purchasing department shall issue a written notice thereof to the affected departments, file a copy of such a notice with the city clerk, with the copy thereof to each city council member, and shall include in any public solicitation for supplies or services a statement disclosing the requirements of this ordinance. Notwithstanding any other provision of this section, the imposition of a cone of silence on a particular IFB, IFB or IFB shall not preclude Purchasing staff from obtaining industry

comment or performing market research provided all communication related thereto with a potential offeror, service provider, bidder, lobbyist, or consultant are in writing or are made at a duly noticed public meeting.

The ordinance does not apply to oral communications at pre-Bid conference, oral presentations before selection committees, contract negotiations, public presentations made to the City Council during any duly noticed public meeting or communications in writing at any time with any City Council unless specifically prohibited by the applicable IFB, IFB, or bid documents. A copy of all written communications must be filed with the City Clerk.

6.26 RESPONDENT'S DISCLOSURE OF SUBCONTRACTORS AND SUPPLIERS

This IFB shall require that the Respondent submits with its Bid a listing of all first-tier subcontractors or sub consultants who will perform any part of the contract work and all suppliers who will supply materials for the contract work direct to the selected Respondent. **Failure to comply with this requirement shall render the Bid non-responsive.** In addition, the selected Respondent shall not change or substitute subcontractors or suppliers from those listed in the Bid except upon written approval of the City (See "Form A-6").

6.27 BUSINESS ENTITY REGISTRATION

The City of North Miami requires business entities to complete registration application before doing business with the City. Bidders need not register with the City to Present a Bid; however, the selected Bidder(s) must register prior to award of a contract as failure to register may result in the rejection of the Bid. To register, contact the Purchasing Department at (305) 895-9886 or you may download the application (*revised 7/09*) from our website at www.northmiamifl.gov it is the responsibility of the business entity to update and renew its application concerning any changes such as new address, telephone number, commodities, etc. during the performance of any agreement obtained as a result of this IFB.

6.28 EXCEPTION TO THE IFB

Bidders may take exceptions to any of the terms of this IFB unless the IFB specifically states where exceptions may not be taken. Should a Respondent take exception where none is permitted, the Bid will be rejected as non-responsive. All exceptions taken must indicate clearly what alternative is being offered to allow the City a meaningful opportunity to evaluate and rank Bids, and the cost implications of the exception (if any). Where exceptions are taken, the City shall determine the acceptability of the proposed exceptions. The City, after completing evaluations, may accept or reject the exceptions. Where exceptions are rejected, the City may insist that the Respondent furnish the services or goods described herein or negotiate an acceptable alternative.

All exceptions shall be referenced by utilizing the corresponding section, paragraph and page number in this IFB. However, the City is under no obligation to accept any exceptions. If no exception is stated, the City will assume that the Respondent will accept all terms and conditions.

6.29 PROPRIETARY/ CONFIDENTIAL INFORMATION

Bidders are hereby notified that all information submitted as part of, or in support of, Bids will be available for public inspection after opening of Bids, in compliances with Chapter 119, Florida Statutes, popularly known as the "Public Records Law."

6.30 LOCAL PREFERENCE / 10% TOTAL WORKFORCE CONSISTING OF NORTH MIAMI RESIDENTS / SUBCONTRACT WITH LOCAL VENDORS

The evaluation of competitive bids is subject to section 7-151 of Ordinance 1244 which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or Bid submission date stated in the solicitation. A local business shall be defined as:

a) A business that has a valid local business tax receipt, issued by City of North Miami at least one year prior to bid or Bid submission, that is appropriate for the goods, services or construction to be purchased; or

b) A business that has a physical business address located within the limits of the City of North Miami from which the vendor operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address; or A business has at least ten percent (10%) of its total workforce residing in the city prior to the city's issuance of the solicitation for supplies or services; or

c) The local preference may be applied to firms that subcontract at least ten percent (10%) of the contractual amount of a City project to subcontractor who is physically located within the City of North Miami **(Must complete Form A-3a & A-3b)**

The preference is used to evaluate the submittals received from Bidders are assigned point totals, a preference of ten (10) percent of the total evaluation point, or ten (10) percent of the total price, shall be given to the local business. **(See Form A-3)**

6.31 RULES, REGULATED AND LICENSING REQUIREMENTS

The Respondent shall comply with all laws; ordinances and regulations applicable to the services contemplated herein, especially those applicable to conflict of interest and collusion. Respondent are presumed to be familiar with all Federal, State and Local laws, ordinances, codes, rules and regulations that may in any way affect the goods or services offered.

END OF SECTION 6