



City of Lake Worth
FINANCE DEPARTMENT

INVITATION FOR BID

IFB # 15-111

CUSTODIAL SERVICES FOR CITY OWNED BUILDINGS



FINANCE OFFICE
7 North Dixie Highway
Lake Worth, FL 33360
TEL: 561-586-1651

CUSTODIAL SERVICES FOR CITY OWNED BUILDINGS IFB # 15-111

Bid Submission Deadline

Day/ Date: July 15, 2015
Time: 3:00 PM
Location: Finance Office
7 North Dixie Highway
2nd Floor
Lake Worth, FL 33460

Pre-Bid Conference Meeting

Day/ Date: June 23, 2015
Time: 9:00 AM
Location: City Hall Conference Room
1st Floor
7 North Dixie Highway
Lake Worth, FL 33460



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Lake Worth, FL 33360
TEL: 561-586-1651

INVITATION FOR BID
IFB # 15-111

CUSTODIAL SERVICES FOR CITY OWNED BUILDINGS

The City of Lake Worth is soliciting bids from responsible and experienced companies to perform custodial services at City owned buildings. The scope of work is described in Exhibit A "Scope of Services".

Bid documents may be downloaded at the City's website at www.LakeWorth.org. Hard copies of bid documents may also be acquired from the Finance Office at 7 North Dixie Highway, Lake Worth, FL 33460.

Time is of the essence. Any bid received after **3:00 PM on Wednesday, July 15, 2015**, whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time clock located in the Finance Office. Bids shall be placed in a sealed envelope, marked in the lower left-hand corner with the bid number, title, date, and hour bids are scheduled to be received. Bidders are responsible for insuring that their bid is stamped by office personnel by the deadline indicated.

A Pre-Bid meeting is scheduled for **Tuesday, June 23, 2015 at 9:00 AM** located at City Hall, City Hall Conference Room, First Floor, 7 North Dixie Highway, Lake Worth, FL 33460.

All bids must be delivered or mailed to:

City of Lake Worth
Finance Office – 2nd Floor
7 North Dixie Hwy.
Lake Worth, FL 33460

ENVELOPES CONTAINING BIDS MUST BE IDENTIFIED AS BID # 15-111. Business participation is strongly encouraged.



Hirut Darge, Purchasing Agent

PUBLISH: West Palm Beach Post
June 7, 2015

SECTION 1 – SCOPE OF WORK AND TENTATIVE BID SCHEDULE

**CUSTODIAL SERVICES AT CITY OWNED BUILDINGS
IFB #15-111**

The City of Lake Worth is soliciting bids from responsible and experienced companies to perform custodial services at City owned buildings. The scope of work is described in Exhibit A “Scope of Services”.

TENTATIVE BID SCHEDULE

Listed below are the tentative dates and times of the project and schedule by which the actions noted must be completed. If the City finds it necessary to change any of these dates and/or times, the change will be accomplished by addenda. All dates and times are subject to change at the City’s discretion.

ACTION

COMPLETION DATE

Pre-Bid Meeting

June 23, 2015, 9:00 AM

Final Questions Due

June 26, 2015, 3:00 PM

Addenda Published

July 1, 2015, 3:00 PM

Proposals Due

July 15, 2015, 3:00 PM

SECTION 2 – SPECIAL TERMS

1. Licenses

Proposers shall provide proof of required licenses for the firm and scope of services to be performed. This shall include:

- Proof of all applicable licenses for services to be rendered
- Statement or proof of required insurance; and,
- Each Bidder will also be required, at the time of contract execution, to have a business tax receipt or certificate of registration in accordance with the following:
 - No person, contractor or subcontractor may conduct business within the City without a business tax receipt or certificate of registration.
 - A contractor who holds a valid countywide contractor's license, in addition to a county business tax receipt shall register with the City.
 - Any person engaging in any business, occupation or profession within the City without a permanent business location or branch office in the City, but holding a valid and currently effective business tax receipt issued by the county or another incorporated municipality, shall be issued a certificate of registration upon registering with the business tax official.

2. Insurance.

Prior to execution of the resulting contract derived from this IFB, the awarded Bidder shall obtain and maintain in force at all times during the term of the resulting contract insurance coverage as required herein. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Certificates shall clearly indicate that the selected Bidder has obtained insurance of the type, amount, and classification as required for strict compliance with this provision and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the City. Compliance with the foregoing requirements shall not relieve the selected Bidder of its liability and obligations under the resulting contract.

- A. The selected Bidder shall maintain, during the life of the contract, commercial general liability, including public and contractual liability insurance in the amount of \$1,000,000.00 per occurrence (\$2,000,000.00 aggregate) to protect the Bidder from claims for damages for bodily and personal injury, including wrongful death, as well as from claims of property damages which may arise from any operations under the contract, whether such operations be by the Bidder or by anyone directly or indirectly employed by or contracting with the Bidder.
- B. The selected Bidder shall maintain general automobile liability insurance for owned and hired vehicles (optional / per case basis) of at least \$1,000,000 combined single limit.
- C. The selected Bidder shall carry Workers' Compensation Insurance and Employer's Liability Insurance for all employees as required by Florida Statutes.

All insurance, other than Workers' Compensation, to be maintained by the selected Bidder shall specifically include the CITY as an "Additional Insured".

END OF SECTION 2 - SPECIAL TERMS

SECTION 3 - INSTRUCTIONS TO BIDDERS

To ensure acceptance of your bid, Bidders must comply with the following instructions:

1. HOW TO SUBMIT A BID.

a. **The original and two (2) copies** of your bid must be submitted in a sealed envelope, marked on the outside lower left-hand corner of the envelope with the bid number, title, and date and hour bids are scheduled to be received. Sealed bids shall be mailed or hand-delivered to:

**City of Lake Worth
Finance Office – 2nd Floor
7 North Dixie Highway
Lake Worth, FL 33460**

b. Time is of the essence and any bid received after the closing date and time indicated on the cover of this IFB, whether by mail or otherwise, will be returned unopened and will not be considered. The time of receipt shall be determined by the time clock located in the Finance Office. Bidders are responsible for insuring that their bid is stamped by City personnel by the deadline indicated. The City shall in no way be responsible for delays caused by any occurrence.

c. Bids submitted by telephone, telegram facsimile or email shall not be accepted.

d. Submission of a bid implies a full understanding of this IFB. Any misunderstanding as to such terms by the Bidder will not relieve the Bidder from performance.

e. This IFB consists of this document along with all plans, drawings and/or technical specifications incorporated or attached to this IFB, all of which are incorporated herein by this reference.

2. THE BID PACKAGE.

Each bid submitted in response to this IFB shall contain the following documents:

- B1 Bid Package Cover Sheet
- B2 Bid
- B3 Schedule of Bid Items
- B4 Schedule of Subcontractors
- B5 Contractor Verification
- B6 List of References
- B7 Affidavit of Prime Bidder Re Non-Collusions
- B8 Drug Free Certification

AVOID BID REJECTION: Bids may be rejected for noncompliance to requirements after review by the Procurement Office. All bids must be submitted on the provided Bid forms and **signed in ink by an officer authorized to bind the Bidder where applicable.**

3. COMPLETION OF BID SUBMISSION PACKAGE.

a. It is the responsibility of the Bidder to insure that all pages are included. All Bidders are advised to closely examine this IFB.

b. **All bids must be submitted on the provided bid forms.** Bids submitted on Bidder's letterhead or quotation forms will not be accepted.

c. Bid forms must be neatly written in ink or typed, and must be signed in ink by an officer or employee having authority to bind the Bidder (where a signature is required). **Failure to submit a duly signed bid shall be cause for rejection of the bid.**

4. ERRORS/ERASURES/CORRECTIONS

a. **Bids having erasures or corrections must be initialed in ink by the Bidder.** If a correction is necessary, draw a single line through the entered figure and enter the corrected figure above it and initial the correction. Any illegible entries, pencil bids or corrections not initialed may not be accepted.

b. In the event of mathematical extension error(s), the unit price will prevail and the Bidder's total offer will be corrected accordingly. In the event of addition errors, the extended line item will prevail and the Bidder's total will be corrected accordingly.

c. Bidders shall not be allowed to modify their bids after the bid opening time and date. Bid files may be examined during normal working hours, after bid opening, by appointment only.

d. Bidder represents that it has taken all necessary steps to ascertain the nature and location of the work and that it has investigated and satisfied itself as to the general and local conditions which can affect the performance of the work, including: (i) conditions relating to access, egress, transportation, debris disposal, parking and storage of materials; (ii) availability of labor; and (iii) physical conditions at the site. Any failure by Bidder to take these steps will not relieve the Bidder from the responsibility for estimating properly the difficulty and cost of successfully performing the work without additional expense to Owner.

5. BID PRICES.

All prices shall remain valid for ninety (90) days after the date of bid closing or other time stated in the Special Terms. Prices must be stated in the units specified on the Bid form. Bidders may offer a cash discount for prompt payment; however, such discounts should not be considered in the unit price bid unless otherwise specified in special conditions.

6. SUBSTITUTIONS.

If Bidder wishes to offer a substitution for a specified item of materials or equipment, the proposed substitution must be listed on the Substitution Sheet. In each case, the difference in price between the base bid and the price for the proposed substitution shall be specified or if there is no price difference that shall be specifically indicated. The Bid shall reflect the Bidder's price for the item specified in the Schedule of Bid items; not the proposed substitution. The best value bid will be established considering the base Bid, not any proposed substitution.

7. SUBCONTRACTING.

If a Bidder intends to subcontracts any portion of the work, the Schedule of Subcontractors form must be fully completed and submitted with the bid. The name, address, phone number and extent of work and value of the work to be performed should be included for all sub-contractors. The City reserves the right to reject any bid if the bid names a subcontractor who has previously failed in the proper performance of an award, or failed to deliver on time contracts of a similar nature, or who is not in a position to perform under this award. The City reserves the right to inspect all facilities of any subcontractor in order to make a determination as to the foregoing.

8. CERTIFICATION AND LICENSES.

Bidder must include with its bid package a copy of all applicable certificates and licenses and a current Business Tax Receipt in the name of the Bidder submitting the Bid from the County in which the Bidder's principal place of business is located. If awarded the contract, any Bidder who is not required to have a Business License from the City will be required to obtain a Certificate of Registration from the City of Lake Worth prior to contract execution.

9. NO LOBBYING – CONE OF SILENCE.

In accordance with the Palm Beach County Lobbyist Registration Ordinance and Section 2-112(k) the City's procurement code, the City's procurement cone of silence will be in effect as of the due date for proposals in response to this IFB. A complete copy of the City's procurement code is available on-line at municode.com under the City's code of ordinances (sections 2-111 – 2-117). All Bidders are highly encouraged to review the same. In summary, the cone of silence prohibits communication between certain City officials, employees and agents and any entity or person seeking to be awarded a contract (including their representatives, lobbyists and potential subcontractors). The cone of silence terminates at the time of award, rejection of all response or some other action by the City to end the selection process

10. CONFLICT OF INTEREST AND ETHICS REQUIREMENTS.

This IFB is subject to the State of Florida Code of Ethics and the Palm Beach County Code of Ethics. Accordingly, there are prohibitions and limitations on the employment of City officials and employees and contractual relationships providing a benefit to the same. Bidders are highly encouraged to review both the Florida Code of Ethics and the Palm Beach County Code of Ethics in order to insure compliance with the same.

Further, any Bidder coming before the City Commission for an award of a contract and who has made an election campaign contribution in an amount that is more than one hundred dollars (\$100.00) to any elected official of the City Commission, who is a current sitting member of the Commission, must disclose such election campaign contribution, verbally and in writing, in their responsive proposal to this IFB.

11. PUBLIC ENTITY CRIMES.

Pursuant to section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list maintained by the State of Florida may not submit a bid to the City as agent for the ECR Board for 36 months following the date of being placed on the convicted vendor list.

12. INQUIRIES AND ADDENDA. Any and all inquiries on the scope of work, specifications, additional requirements, attachments, terms and general conditions or instructions, or any issue, must be directed in writing, by US mail, fax or email to:

Hirut Darge
City of Lake Worth, Finance Office
7 N. Dixie Hwy.
Lake Worth, FL 33460
E-mail: hdarge@lakeworth.org
(561) 586-1654

Any addenda or other modification to the bid documents will be issued by the City prior to the date and time of bid closing, as a written addenda distributed to all prospective Bidders who have obtained the bid package directly from the City or its authorized representative. Such written addenda or modification shall be part of the bid documents and shall be binding upon each Bidder. Each Bidder is required to acknowledge receipt of any and all addenda in writing and submit with their bid. No bidder may rely upon any oral or verbal modification or interpretation in preparing its bid. No interpretation of this IFB will be made for any Bidder, except by written addendum.

13. ACCEPTANCE; REJECTION; CANCELLATION.

In accordance with the City's procurement code, this IFB may be cancelled and may or may not be re-bid when determined to be in the best interests of the City. Any or all bids may be accepted or rejected in whole or in part, when determined to be in the best interests of the City. The City also reserves the right to reject the bid of any Bidder who has previously failed in the performance of an award or to deliver contracts of a similar nature on time or who is not in a position to perform properly under this award. The City reserves the right to inspect

all facilities of Bidders. Any bid received without an authorized signature or past the submittal deadline will be rejected.

Any withdrawal or cancellation of this Invitation for bid, either before or after selection of a Bidder, shall be without liability or obligation on the part of the City or its employees. Any action, selection or failure to select a successful Bidder to this Invitation for Bid shall be without any liability or obligation of the part of the City or its employees.

The City reserves the right to waive any non-material irregularities and technicalities, except timeliness and signature requirements. Additionally, bids may be considered irregular and may be rejected if the bid: 1) does not strictly conform to the requirements of this IFB; 2) is incomplete; 3) any bid form is altered; 4) contains additions not called for; 5) is conditional; 6) contains prices that are, in the opinion of the City, unbalanced either in excess or below the reasonable cost analysis values; 7) bids is in excess of the approved budget for the project.

14. SELECTION OF BIDDER WITH WHOM TO CONTRACT.

The selection of a Bidder with whom to contract shall be based on the "best value" to the City using the following criteria:

1. Qualifications;
2. Skill and experience based on reference verification;
3. Amount of the bid in relation to the needed goods & services and in relation to other bids received; and,
4. Adherence to the specifications and requirements of the IFB.

The above criteria are equally weighted.

15. POSTING OF AWARD TABULATIONS.

The selected Bidder will be notified in writing with intent to award a contract. Recommended awards will be available for review by interested parties at the Finance Office.

16. CONTRACT.

The City and successful Bidder will be contractually bound only if and when a written contract between the parties is executed by the City. In the event a contract is not executed with the selected Bidder and City reserve the right to select the next "best value" Bidder based on the bid tabulation and to contract with said Bidder.

17. PROCUREMENT CODE.

The City's Procurement Code, sections 2-111 to 2-119 of the City's Code of Ordinances, shall govern this IFB. If there are any inconsistencies between this IFB and the Procurement Code, the Procurement Code shall take precedence.

18. COSTS.

All costs incurred by any party in responding to this Invitation for Bid are the sole responsibility of the Bidder including any costs, fees or expenses associated with a protest.

19. PROTEST PROCEDURE.

Please see section 2-115 of the City's Procurement Code for the procedure.

20. CITY IS DOCUMENT GATEKEEPER.

This IFB is issued directly by the City and the City shall be the sole distributor of all addenda and/or revisions to these documents. It is the responsibility of the Bidder to confirm the legitimacy of procurement opportunities or notices directly with the Finance Office. The City is not responsible for any solicitations advertised by subscriptions, publications, websites (other than the City's) or other sources not connected with the City and the Bidder should not rely on such sources for information regarding any solicitation made by the City of Lake Worth.

21. SMALL BUSINESS AND LOCAL BUSINESS PREFERENCE.

Section 2-117 of the City's Procurement Code shall govern the application of a small business and/or local business preference for this IFB. **Documentation to support a Bidder as a small business and/or local business must be submitted with a Bidder's bid in response to the IFB.** Documentation submitted after the bid deadline will be rejected.

22. PROPERTY OF THE CITY.

All materials submitted in response to this RFP become the property of the City. The City has the right to use any or all ideas presented in any response to this RFP, whether amended or not, and selection or rejection of a proposals does not affect this right. No variances to this provision shall be accepted.

23. DISCLOSURE AND DISCLAIMER.

The information contained herein is provided solely for the convenience of the Bidders. It is the responsibility of each Bidder to assure that information contained herein is accurate and complete. Neither the City, nor its advisors provide any assurances as to the accuracy of any information in this IFB. Any reliance on the contents of this IFB regarding the project or scope of thereof, or on any oral communications with City representatives or advisors, shall be at each Bidder's own risk. Bidders should rely exclusively on their own investigations, interpretations and analyses in connection with this matter. This IFB is being provided by the City without any warranty or representation, express or implied, as to its content; accuracy or completeness and no Bidder or other party shall have recourse to the City if any information herein contained shall be inaccurate or incomplete. No warranty or representation is made by the City that any bid or proposal conforming with these requirements will be selected for consideration, negotiation or approval.

Any action taken by the City in response to bids or proposals made pursuant to this IFB or in making any award or failure or refusal to make any award pursuant to such bids or proposals, or in any cancellation of award, or in any withdrawal or cancellation of this RFP, either before or after issuance of an award, shall be without any liability or obligation on the part of the City, or their advisors.

Any recipient of this IFB who responds hereto fully acknowledges all the provisions of this discloser and disclaimer and agrees to be bound by the terms hereof. Any proposal submitted pursuant to this IFB is at the sole risk and responsibility of the party submitting such proposal.

24. COMPLIANCE.

All bids or proposals received in accordance with this IFB shall be subject to applicable Florida Statutes governing public records including without limitation Chapter 119, Florida Statutes.

END OF SECTION 3 - INSTRUCTIONS TO BIDDERS

EXHIBIT A - SCOPE OF SERVICES

PURPOSE

The purpose of this IFB is to solicit bids for the provision of an Annual Contract for Custodial Services for City Owned Buildings. (*Subsequent to Contract award and prior to the commencement of work, the winning Bidder will be required to include a timetable acceptable to the City of Lake Worth, detailing the annual schedule of custodial services which will be performed, reflecting timeframes based on the frequency's applicable to each service as described below*).

The **City of Lake Worth** will not be responsible for a contractor's misunderstanding regarding the types of services being requested, nor the areas which need to be maintained. Monthly reports must be submitted to the City's project manager and shall include a list of work provided with dates and the condition of the various areas.

A) Locations (buildings to be serviced in the City of Lake Worth)

Location #1

City Hall

7 North Dixie Highway

Tile: 1,140 S/F, Carpet: 11,852 S/F, Number of bathrooms – 4

*Paper towels will need to be provided in the Break Room (2nd floor)

Location #2

City Hall Annex

414 Lake Avenue

Tile: 2,684 S/F, Carpet: 10,582 S/F, Number of bathrooms – 2

*Paper towels will need to be provided in the Break Room

Location #3

Public Safety Complex*

120 North G Street

Tile: 8,000 S/F, Carpet: 21000 S/F, Number of bathrooms – 10

*** Staff must be able to pass PBSO background check prior to entering building**

Location #4

City of Lake Worth Shuffleboard Courts Building

1121 Lucerne Avenue

Tile: 5,900 S/F, Carpet: -0-, Number of bathrooms - 3

Location #5

Public Services Administration Trailers

1749 3rd Avenue South

Tile: 1,050 S/F, Carpet: 330 S/F, Number of bathrooms - 3

Location #6

City of Lake Worth Public Library

15 North M. Street

Tile: 8,164 S/F, Carpet: -0-, Number of bathrooms – 5

Flooring requires 3 days/week, Restrooms 4 days/week

Location #7

City of Lake Worth Wimbley Gymnasium

1515 Wingfield Street

Tile: 1,408 S/F, Tile, Number of bathrooms – 2

Flooring requires 3 days/week

Location #8

City of Lake Worth Osborne Center
1699 Wingfield Street
Tile: 5,773 S/F, Carpet: 720 S/F, Number of bathrooms – 2
*Bathrooms require 4 days/week, Flooring requires 3 days/week

Location #9

For the Children Building
1701 Wingfield Street
Carpet: 2,000 SF, Tile: 100 S/F, 1 Bathroom
*Bathrooms require 3 days a week, Flooring requires 3 days a week
*Requires morning service prior to noon

Location #10

City of Lake Worth Utilities Complex
1900 2nd Avenue North
Tile: 4,452 S/F, Carpet: 4,476 S/F, Number of bathrooms – 5
*Paper towels will need to be provided in the Break Room

Location #11

City of Lake Worth Golf Course Pro Shop and Clubhouse
1 7th Avenue North
Tile: 526 S/F, Carpet: 4,857 S/F, Number of bathrooms – 7
*Bathrooms January – April requires 7 days/week, Flooring requires 4 days/week
*Bathrooms May – December requires 5 days/week, Flooring 4 days/week

Location #12

CLW Public Services Sanitation & Street Divisions
1880 2nd Avenue North
Tile: 4,600 S/F, Carpet: -0-, Number of bathrooms - 2

Location # 13

CLW Utilities Water Division Trailers
1880 2nd Avenue North
Tile: 150 S/F, Carpet: 5,284 S/F-, Number of bathrooms - 4

Location #14

Community Redevelopment Agency Building
29 South J Street
Tile: -0-, Carpet: 1,692 S/F, Number of bathrooms – 2

Location #15

City Garage
1749 3rd Avenue South
Number of bathrooms – 3

Location #16

Facilities Maintenance Building
1749 3rd Avenue South
Tile: 500 S/F
Number of bathrooms - 1

B) Scheduled maintenance (requirements and application rates):

Tile Floors:

- a) Strip and wax twice each year (January and June)
- b) Buff every six months (April and September)
- c) Sweep / mop twice each week unless otherwise noted

Carpet:

- a) Vacuum twice each week unless otherwise noted
- b) Steam clean annually (May)

Bathrooms:

- a) Cleaned and sanitized in their entirety three times per week unless otherwise noted. This would include but not be limited to sweeping, mopping, and cleaning and sanitizing of sinks, toilets, urinals, floors, walls, countertops, mirrors, etc.
- b) Supply all paper products and soaps

Interior Windows:

Cleaned as needed.

Trash:

Please provide for trash and recycling removal at each location from both:

- A:** Common areas
- B:** Office areas

Alternative #1 – Golf Course:

Please provide an Alternative for the following additional services at the golf course above and beyond the cost that will be provided for Location #11 above:

a) Drink Fountains and Ice Dispensers

To be sprayed with germicidal detergent on a daily basis to remove all soil, streaks, smudges, corrosion, and algae from fountains and cabinets both in clubhouse and on golf course. Stainless steel cleaner shall be used as needed. Apply germicidal detergents to all surfaces of wash, basins, toilets, urinals, shower, faucets, handles, and valves and adjacent surfaces.

b) Drains and Floors

Brush and cloths should be used to clean floor drains to remove corrosion and tarnish. Solutions of germicidal detergent should be poured down floor drain on a weekly basis to fill the drain trap and prevent the escape of sewer gas.

c) Non-Carpet Floors

Daily cleaning of floors and baseboards. Putty knives should be used to remove gum, tar or other sticky substances from the floor. Bidder shall clean exterior entrance mats by sweeping, vacuuming, or hosing with water. Tile floors should be buffed every 3 months

d) Carpet Floors

Daily vacuum of clubhouse floors from main entrance of clubhouse and down the hallway where bathrooms are located and out the side door to include carpeting in both locker rooms. All carpets within the clubhouse should be professionally steam cleaned once per year. Approximately 5100 sq. ft.

e) Surfaces

Surfaces should be cleaned daily with detergent and damp wipes should be used to disinfect all surfaces, dusting or vacuuming to remove dust, dirt, etc. from surfaces including but not limited to furniture, lockers, fixtures, walls, partitions, counters, cabinets shelves doors, ledges, window sills, fire extinguishers, baseboards, and other fixtures that are located within 10 feet of floor surfaces. Bidder shall clean the interior and exterior of entry way surfaces up to 20 feet from floor surface.

f) Trash

Empty all waste baskets, cigarette receptacles, and other trash on a daily basis. Trash liners should be replaced daily and be uniform in manner. Damp cloths of detergents should be used to remove non-permanent stains and solid from both interior and exterior of trash receptacles.

g) Stainless and Chrome

Shall be polished with appropriate polish on a weekly basis.

h) Deodorizer

Time-released deodorizer shall be installed in all bathrooms and shall be replaced on a monthly basis or as needed.

i) Glass

Include exterior cleaning as well as interior.

END OF EXHIBIT A - SCOPE OF SERVICES

SECTION D- REQUIREMENTS OF CONTRACTOR

1) Quality Assurance

- a. The contractor shall provide all supervision, labor, equipment and cleaning supplies necessary to undertake the services identified herein. Contractor shall have a phone number at which they can be immediately contacted twenty-four hours a day.
- b. The contractor shall work with designated City employees to develop cleaning schedules for the respective locations. The work shall be scheduled such that it does not disrupt City functions and normal day-to-day operations of the City.
- c. Project Manager – The contractor shall provide a project manager who shall be responsible for the overall management and coordination of this contract and who shall act as the central point of contact with the City.
- d. On-Site Supervisor – The contractor shall provide supervisory personnel essential to accomplish all work required. On-site supervisor must be trained and possess the necessary competency to make sufficient daily inspections to insure that work has been and is being performed as required under this contract.

2) Contractor's Employees

- a. All employees of the contractor must be bondable under the company name and proof of bonding shall be submitted with executed contract.
- b. Identification badges shall be furnished by the contractor and shall be worn by all contractor employees while on City premises for the performance of services under this contract.

3) Conduct

- a. The City has the sole right to request removal of any contracted employee for reasonable cause. The contractor's supervisor shall be responsible for the conduct and performance of the contractor's employees and compliance with the following rules:
- b. No loud, boisterous or disruptive conduct will be permitted (including radios).
- c. Contractor's employees will not open desk drawers or cabinets at any time.
- d. Contractor's employees are not to use or tamper with any office machines, equipment, computers or employee's personal property.
- e. Use of City telephones for personal calls is prohibited.
- f. Only personnel employed by the contractor designated for work at the City shall be allowed on the job site.
- g. Lights in unoccupied areas shall be turned off, windows and doors returned as found, and unoccupied areas locked.
- h. The contractor will replace consumable items at the various locations as necessary.
- i. Contractor employees will meet acceptable standards of personal hygiene, neatness, bearing and demeanor.

BID PACKAGE COVER SHEET

IFB # 15-111	PROJECT TITLE: CUSTODIAL SERVICES FOR CITY OWNED BUILDINGS
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Bidder Company Name:

Enclose the following documents:

- _____ 1. Bid Package Cover Sheet (B1)
- _____ 2. Bid (B2) **Must be signed**
- _____ 3. Schedule of Bid Items (B3) **Must be signed**
- _____ 4. Schedule of Sub-contractors (B4) - If none, mark "none".
- _____ 5. Contractor Verification (B5) - Check the license and insurance requirements to ensure that you will comply and attach copies of current licenses.
- _____ 6. List of References (B6)
- _____ 7. Affidavit of Prime Bidder Re Non-collusion (B7)
- _____ 8. Drug Free Certification (B8)

Clearly mark the outside lower left corner of the envelope with the Invitation for Bid number and title, and the date and time for the bid closing deadline.

THIS PAGE AND THE FOLLOWING PAGES ARE TO BE RETURNED WITH YOUR BID.

Submit ONE (1) ORIGINAL and TWO (2) PHOTOCOPIES of your bid package.

AVOID BID REJECTION:

All bids must be submitted on the provided bid forms with each form completed and signed where requested. Signatures must be in ink and by a person authorized to bind the Bidder.

BID

**CUSTODIAL SERVICES FOR CITY OWNED BUILDINGS
IFB # 15-111**

Proposal of: _____
(Bidder Name)

Bid Amount: \$ _____

(Write Dollar Figure Here)

By signing the foregoing, the Bidder agrees to furnish, unless otherwise provided, all implements, machinery, equipment, transportation, tools, materials, supplies, labor and other things necessary for the performance and completion of the work for the amount indicated above.

The undersigned Bidder hereby declares that:

1. This bid is made in good faith, without collusion or fraud and is fair and competitive in all respects.
2. The Bidder has carefully and to his full satisfaction examined the attached Scope of Work, Special Terms, General Conditions, technical specifications, and form of bonds, if applicable, together with the accompanying plans, and Bidder has read all issued addenda issued.
3. Bidder has made a full examination of the site and is familiar with the site conditions that may impact its performance.
4. Upon receipt of a Notice of Intent to Award the contract, the Bidder shall: 1) commence obtaining a Performance Bond, Labor and Material Bond, and Certificate(s) of Insurance and 2) commence obtaining a Certificate of Registration or Business License for engaging in business from the City, as such documents are required to commence the work.
5. Bidder understands that the contract time starts on the date of Notice to Proceed.
6. Bidder furthermore agrees that, in case of failure on his/her part to execute a Contract and provide all required documents within ten (10) calendar days of receipt of the Contract for execution, the offer to contract may be withdrawn and the check, bond, or other security accompanying his bid and the money payable thereon, shall become the property of the City, by forfeit as agreed liquidated damages.
7. The Bidder states that this bid is the only bid for this project in which Bidder is interested; and Bidder shall not be a sub-contractor or sub-subcontractor on this project.
8. All debris is to be legally disposed of at a licensed disposal site in accordance with city, state, and federal standards.
9. The City reserves the right to select and include one or more alternates in the Project and work.

10. The following officer, director or agent of the Bidder is also an employee of the City of Lake Worth.

Name Address

11. The following employee(s) of the City of Lake Worth, either directly or indirectly, an interest of 10% or more of Bidder or its affiliates or subsidiaries:

Name Address

12. Bidder and all affiliates, suppliers, subcontractor or consultants who will perform the work have not been placed on the Public Entity Crimes convicted vendor list maintained by the State of Florida within the 36 months immediately preceding the date of this Bid.

13. Bidder acknowledges that ADDENDA NO(S). _____ have been RECEIVED and are ATTACHED HERETO and are signed by a duly authorized officer of Bidder.

14. By signing and submitting this bid, Bidder represents that all Bid Forms are fully complete and accurate.

15. Bidder acknowledges that the bid may be rejected if all bid forms are not fully complete, not accurate or if forms are not signed by properly authorized signatures where required.

Name of Bidder: _____

HQ Address: _____ ST _____ Zip _____

Phone: (____) _____ Email: _____

FEIN: _____ State of Incorporated: _____

Print Name: _____ Title: _____

SIGNATURE: _____ Date: _____

Sales Office: _____ ST _____ Zip _____

Sales Contact Name: _____ Title: _____

Phone: (____) _____ Email: _____

Failure to fully complete and sign this bid form may result in rejection of the bid.

CUSTODIAL SERVICES FOR CITY OWNED BUILDINGS
IFB# 15-111

SCHEDULE OF BID ITEMS

In accordance with the scope of work and specifications noted in this IFB document, following are the fixed prices to provide all required services.

RATES PER SCOPE OF SERVICES:

ITEM	UNIT	RATE
LOCATION #1	MTH	\$
LOCATION #2	MTH	\$
LOCATION #3	MTH	\$
LOCATION #4	MTH	\$
LOCATION #5	MTH	\$
LOCATION #6	MTH	\$
LOCATION #7	MTH	\$
LOCATION #8	MTH	\$
LOCATION #9	MTH	\$
LOCATION #10	MTH	\$
LOCATION #11	MTH	\$
LOCATION #12	MTH	\$
LOCATION #13	MTH	\$
LOCATION #14	MTH	\$
LOCATION #15	MTH	\$
LOCATION #16	MTH	\$
Alternative #1 – Golf Course	MTH	\$

Name of Bidder: _____

Address: _____ ST _____ Zip _____

Phone: (____) _____ Email: _____

Print Name: _____ Title: _____

SIGNATURE: _____ **Date:** _____

**CUSTODIAL SERVICES FOR CITY OWNED BUILDINGS
IFB # 15-111**

SCHEDULE OF SUBCONTRACTORS

The following is a complete list of all sub-contractors utilized for this project:

		Dollar amount of subcontract work
1.	_____	\$ _____
	(company name)	(type of work)
	_____	_____
	(address)	(tel. #)
	_____	_____
	(zip code)	(federal I.D. #)
2.	_____	\$ _____
	(company name)	(type of work)
	_____	_____
	(address)	(tel. #)
	_____	_____
	(zip code)	(federal I.D. #)
3.	_____	\$ _____
	(company name)	(type of work)
	_____	_____
	(address)	(tel. #)
	_____	_____
	(zip code)	(federal I.D. #)
Total dollar amount to be awarded to sub-contractors (this page)		\$ _____

Authorized Signature: _____

Note: The above schedule of subcontractors will become a part of the Contract documents. Changes made to the above schedule of subcontractors after the contract has been executed must be submitted in writing to the Project Engineer for approval prior to that subcontractor performing any work.

CUSTODIAL SERVICES FOR CITY OWNED BUILDINGS
IFB # 15-111

CONTRACTOR VERIFICATION FORM

PRIME BIDDER:

Name of Firm: _____

Address: _____

Telephone: () _____

Fax: () _____

Email: _____

CONTRACTOR OF RECORD:

Name: _____

Address: _____

Telephone: () _____

Email: _____

State License # _____ (ATTACH COPY)

County License # _____ (ATTACH COPY)

Type of License: _____

Unlimited _____ (yes/no)

If "NO", limited to what trade? _____

Is the licensee a full-time employee of Prime Bidder?

_____ Yes _____ No

Will the Licensee be in responsible charge of the work performed and installed under this contract?

_____ Yes _____ No

City License: **(ATTACH COPY OF CITY REGISTRATION OR BUSINESS TAX RECEIPT – May be obtained from City Construction Services)**

Failure to fully or accurately complete this form may be cause for rejection of the bid.

**CUSTODIAL SERVICES FOR CITY OWNED BUILDINGS
IFB # 15-111**

LIST OF REFERENCES

1. Owner's Name & Address: _____

Project: _____

Contact Person: _____

Telephone: () _____ Fax: () _____ E-Mail: _____

2. Owner's Name & Address: _____

Project: _____

Contact Person: _____

Telephone: () _____ Fax: () _____ E-Mail: _____

3. Owner's Name & Address: _____

Project: _____

Contact Person: _____

Telephone: () _____ Fax: () _____ E-Mail: _____

**CUSTODIAL SERVICES FOR CITY OWNED BUILDINGS
IFB# 15-111**

AFFIDAVIT OF PRIME BIDDER
Re Non-collusion and Public Entity Crime

State of _____ }
County of _____ }

_____, being first duly sworn, disposes and says that:
(Name)

1. I am the _____ of _____, the
(Title) (Name of Company)
Bidder that has submitted the attached bid;
2. I am fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Lake Worth, or any person interested in the proposed Contract; and
5. The following Officer, director or agent of Bidder is also an employee of the City of Lake Worth.
_____ (if none, write "None").
6. The following employees of the City of Lake Worth, own, directly or indirectly, an interest of 10% or more in Bidder firm or any of its affiliates or subsidiaries: _____ (if none, write "None").
7. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.
8. Neither the Bidder nor any officer, director, partner, shareholder, employee, member or agent, who is active in the management of Bidder, or any affiliate or subsidiary of Bidder has been convicted of a public entity crime or action regarding antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation with respect to any bid or contract for goods or services to be provided to any public entity, or has been listed on the state Convicted Vendor List, within thirty-six months prior to the date of Bidder's Bid.

(Signed) _____
(Print Name) _____
(Title) _____

The foregoing Affidavit of Bidder regarding Non-Collusion and Public Entity Crime was acknowledged before me
this _____ day of _____, 2015 by _____, who is _____ (title) of
_____ and who is personally known to me or who has produced
_____ as identification.

Notary Public

**CUSTODIAL SERVICES FOR CITY OWNED BUILDINGS
IFB# 15-111**

DRUG FREE WORKPLACE CERTIFICATION

The undersigned Bidder, in accordance with Florida Statute 287.087 hereby certifies that

_____ does:
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities, or contractual services that are under bid, the employee will abide by the terms of the statement, and will notify the employer of any conviction of, or plea of guilty, or *nolo contendere* to any violation of Chapter 1893, or of any controlled substance law of the United States, or any State, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance, or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Bidders Authorized Signature

Print Name: _____

Date