



March 28, 2016

Dear Vendor:

The Pasco-Hernando Workforce Board, Inc. dba CareerSource Pasco Hernando, hereafter referred to as the "Board", is seeking written quotes for the general maintenance and cleaning services of two physical sites Pasco and Hernando counties. The "Vendor" will be responsible for providing services in all geographical areas. The Vendor may subcontract any of the services but the Vendor will be responsible for workers compensation, all liabilities incurred and for ensuring adequate service. The proposed subcontractor is subject to approval by the Board. You are invited to submit a bid. Minority and women-owned businesses are encouraged to apply.

Cleaning Services will include the following:

Daily (five day) Service

- Empty and clean ashtrays {exterior break area}, waste baskets, and trash receptacles. Insert new liners
- Sweep or dust floors, dust and clean level services of desks, telephones, chairs, tables, filing cabinets and other furniture.
- Clean countertops and drinking fountains
- Vacuum all carpeting. Damp mop floors as needed
- Clean glass on lobby entrances. Sweep entrance side walks
- Remove and deposit trash in designated containers
- Maintain janitorial closet
- Spot clean carpets as needed

Restroom (five day) Service

- Stock towels, tissue and hand soap
- Clean and sanitize commodes, urinals, and soap dispensers

- Clean mirrors and bright work
- Dust other surfaces. Remove splash marks form walls

Weekly Services

- Completely dust desks, chairs, filing cabinets, partitions, ledges, moldings and other furniture
- Wash exterior of water coolers, vending machines, and trash containers
- Clean and polish bright metal, kick and push plates
- Clean and dust supply, record and storage rooms

Monthly Service

- Clean and disinfect telephones, dust blinds, and wood surfaces
- Vacuum upholstered furniture
- Clean all interior, glass partitions and glass doors
- Clean all windows inside and out

Six Month Service

- Clean all carpets
- Brush down and remove all cobwebs
- Strip and wash floors with non-slip finish

Dade City Location-15000 Citrus Country Drive, 33525

Daily (two day) Service

- Empty and clean ashtrays {exterior break area}, waste baskets, and trash receptacles. Insert new liners
- Sweep or dust floors, dust and clean level services of desks, telephones, chairs, tables, filing cabinets and other furniture.
- Clean countertops and drinking fountains
- Vacuum all carpeting. Damp mop floors as needed
- Clean glass on lobby entrances. Sweep entrance side walks
- Remove and deposit trash in designated containers
- Maintain janitorial closet
- Spot clean carpets as needed

Restroom (two day) Service

- Stock towels, tissue and hand soap
- Clean and sanitize commodes, urinals, and soap dispensers
- Clean mirrors and bright work

- Dust other surfaces. Remove splash marks form walls
- Damp mop and sanitize floors

Weekly Services

- Completely dust desks, chairs, filing cabinets, partitions, ledges, moldings and other furniture
- Wash exterior of water coolers, vending machines, and trash containers
- Clean and polish bright metal, kick and push plates

Monthly Service

- Clean and disinfect telephones, dust blinds, and wood surfaces
- Vacuum upholstered furniture
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Six Month Service

- Clean all carpets
- Brush down and remove all cobwebs
- Strip and wash floors with non-slip finish

The Vendor must obtain all necessary permits and licenses, and pay any fees and taxes required to comply with local ordinances, state and federal laws, rules and regulations applicable to cleaning and maintenance services.

The Vendor will operate as an independent contractor and will be responsible for his/her staff. The Board assumes no employer/employee relationship with the Vendor or anyone employed by the Vendor. The Vendor must carry Workers' Compensation on all employees.

The Vendor must attach proof of theft, damage and liability insurance and bonding of the company and its employees with the proposal and maintain said insurance and bonding during the contract period.

Intentions to subcontract with another party for all or part of the above services must be acknowledged at the time of the bid and contact information for the subcontractors must be provided (see attached Quote Sheet).

The contract, if awarded, will be from July 1, 2016 through June 30, 2017 and is dependent upon performance. Contract may be renewed for an additional two, one year periods. The Board may terminate this agreement at any time prior to June 30, 2017 upon written notice 30 days prior to

the actual termination if it is determined that performance is unacceptable, a condition defined by the Board. The Board anticipates location changes possibly during the term of this contract 2016 and 2019. When location changes occur, the provider will be notified immediately and modifications will be made to the existing contract.

Bids must be submitted on the attached Quote Sheet and returned in a sealed envelope marked "CLEANING BID ENCLOSED" to the CareerSource Pasco Hernando, Attn: Glenn Swanson, 7361 Forest Oaks Blvd., Spring Hill, Florida 34606, by 3:30 p.m. on Friday, April 29, 2016. In addition to the quote sheet, bidders may enclose letters of reference, or other information, which attests to their quality of work.

This request for bids does not obligate the Board to award a contract, nor will the Board pay any costs incurred in the preparation of a bid. The Board reserves the right to accept or reject any or all proposals received. Questions regarding the request for bids should be directed to Glen Swanson, Facilities/CSR at gswanson@careersourcepascohernando.com. Questions will be posted on our web-site www.careersourcepascohernando.com. We look forward to receiving a bid from you.

Sincerely,

Brenda Gause

Sr. VP of Operations

Enc: Quote Sheet (3 pages)

QUOTE

TYPE OF SERVICE: **Cleaning & Maintenance**

NAME OF COMPANY: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

CONTACT PERSON: _____ TITLE: _____

ANNUAL FEE (total cost of service): \$ _____

MONTHLY FEE: (excludes semi-annual and annual cleaning fee) \$ _____

SQUARE FOOT FEE: (total cost / square foot) \$ _____

SEMI-ANNUAL & ANNUAL CLEANING FEE:
(Included in annual fee but not monthly fee) \$ _____

SUBCONTRACTING: ___ YES ___ NO

If YES, list the subcontractors' business names, addresses, telephone, and contact persons:

NAME: _____

ADDRESS: _____

TELEPHONE: _____ CONTACT PERSON: _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____ CONTACT PERSON: _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____ CONTACT PERSON: _____

LIST THREE REFERENCES:

NOTE: References will be contacted.

<u>NAME</u>	<u>COMPANY</u>	<u>TELEPHONE</u>
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1.

2.

3.

By my signature below, I, _____, as representative for the above named company, attest that I am authorized to bid on the above service and that the above quote was arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, and that I have not (1) knowingly disclosed the above price to any other bidder or potential bidder, (2) discouraged any other potential bidder, and (3) been disbarred or suspended under federal and/or state rulings from participating in receipt of government funds under any contract resulting from my bid, and that I fully understand all of the information contained in the request for bid, including the full scope of services outlined in the request for bid, and agree that the quote covers all of the named services.

_____/_____
Signature Date

DATE/TIME RECEIVED IN THE BOARD'S OFFICE: _____