

AGREEMENT

THIS AGREEMENT, by and between LEON COUNTY, a charter county and a political subdivision of the State of Florida, hereinafter referred to as the "County" and NELSONIC, INC., hereinafter referred to as the "Contractor."

WHEREAS, the County has determined that it would be in the best interest of the citizens of Leon County, Florida, that the County be able to utilize the services of private persons when such services cannot be reasonably provided by the County; and

WHEREAS, the County has determined that it would be better to contract for these services than to hire the necessary personnel to satisfy the needs of the County; and

WHEREAS, in order to secure the lowest cost for these services, the County has sought and received competitive bids from contractor for such services.

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES TO BE PROVIDED

The Contractor hereby agrees to provide to the County Custodial Services, Groups 3 & 5, in accordance with: 1) Custodial Services County Wide, Continuing Services, Bid# BC-03-10-15-13 which is attached hereto and incorporated herein as Exhibit A, to the extent that it is not inconsistent with this Agreement; and 2) the Contractor's bid submission, which is attached hereto and incorporated herein as Exhibit B, to the extent that it is not inconsistent with this Agreement or with Exhibit A.

2. WORK

Any work to be performed shall be upon the written request of the County Administrator or his representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed.

The performance of Leon County of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of this Agreement for the current and any future periods provided for within the bid specifications.

3. PAYMENT AND PERFORMANCE BOND

A performance bond in the amount of one (1) month's billing is required of the contractor. The performance bond shall be held for the life of the contract in order to insure contractor performance and to limit the County's liability in case the contractor is unable to perform as specified herein. The contractor's performance bond may be forfeited at the sole discretion of the County based on the standards set forth herein.

The performance bond requirement may be satisfied by providing either of the following:

- A. Performance bond from a surety company.
- B. An irrevocable letter of credit from a bank or other acceptable financial institution.
- C. Cash deposit made to and held by Leon County, Florida

If a Performance Bond is provided, it shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida. The performance bond **must** contain a clause stating the following:

In the event of non-performance on the part of the contractor this performance / payment and materials bond can be presented for honor and acceptance at _____ (address) _____, which is located in Tallahassee, Florida. "

4. TIME:

The Agreement shall be for a period of one (1) year, commencing on July 1, 2015, and shall continue until June 30, 2016. After the initial One (1) year period, at the sole option of the County, this Agreement may be extended for no more than four (4) additional one (1) year periods. Such one (1) year extensions will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the then current term.

5. CONTRACT SUM

The Contractor agrees that for the performance of the Services as outlined in Section 1 above, it shall be remunerated by the County according to the unit prices contained in the Contractor's bid proposal, Exhibit B, which is attached hereto.

6. PAYMENTS

Payments to the Contractor shall be made according to the requirements of the Local Government Prompt Payment Act, sections 218.70 - 218.79, Florida Statutes.

7. PROMPT PAYMENT INFORMATION REQUIREMENTS

A. The County Project Manager is:

Name: Shelly Cason
Street Address: 1907 S. Monroe Street
City, State, Zip Code Tallahassee, FL 32301
Telephone: 850-606-5000
E-mail: casons@leoncountyfl.gov

B. The Contractor's Project Manager is:

Name:
Street Address:
City, State, Zip Code
Telephone:
E-mail:

C. Proper form for an invoice is:

A numbered invoice document with date of invoice; reference of the County purchase order number; itemized listing of all goods and services being billed with unit prices and extended pricing; vendor's name, address, billing contact person information, and Federal tax identification number. The invoice must be properly addressed to the Division listed on the County purchase order and delivered to that address. Delivery to another County address will void the invoice.

8. STATUS

The contractor at all times relevant to this Agreement shall be an independent contractor and in no event shall the Contractor nor any employees or sub-contractors under it be considered to be employees of Leon County.

9. INSURANCE

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
3. Workers' Compensation and Employers Liability: Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.

B. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

C. Other Insurance Provisions The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).
 - a. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
 - b. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
 - c. Any failure to comply with reporting provisions of the policies shall not affect coverage

provided to the county, its officers, officials, employees or volunteers.

- d. The Contractor's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

- D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
- E. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time.
- F. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

10. PERMITS

The Contractor shall pay for all necessary permits as required by law.

11. LICENSES

The Contractor shall be responsible for obtaining and maintaining his city or county occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Should the Contractor, by reason of revocation, failure to renew, or any other reason, fail to maintain his license to operate, the contractor shall be in default as of the date such license is lost.

12. ASSIGNMENTS

This Agreement shall not be assigned or sublet as a whole or in part without the written consent of the County nor shall the contractor assign any monies due or to become due to him hereunder without the previous written consent of the County.

13. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the County, its officials, officers and employees from and against all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fee, to the extent caused by negligence, recklessness, or intentionally wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this agreement.

The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that the sum of ten dollars (\$10.00) of the amount paid to the Contractor constitutes sufficient consideration for the Contractor's indemnification of the County, its officials, officers and employees..

The Contractor shall be liable to the County for any reasonable costs incurred by it to correct, modify, or redesign any portion of the project, which is the subject of the services provided under this Agreement, that is found to be defective or not in accordance with this Agreement, as a result and to the extent caused by

the negligence, recklessness, or intentional wrongful conduct on the part of the Contractor and other persons employed or utilized by the Contractor in the performance of this Agreement.

14. AUDITS, RECORDS, AND RECORDS RETENTION

The Contractor agrees:

- a. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this Agreement.
- b. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.
- c. Upon completion or termination of the Agreement and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
- d. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
- e. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider's Agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- f. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

15. MONITORING

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this Agreement, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this Agreement.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this Agreement. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this Agreement; (2) the withholding of payments to the provider by the County; and (3) the termination of this Agreement for cause.

16. TERMINATION

Leon County may terminate this Agreement without cause, by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder, or if in the County's opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the Agreement by mailing a notice of termination to the Contractor.

17. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Section 287.133, Florida Statutes, Contractor hereby certifies that to the best of his knowledge and belief neither Contractor nor his affiliates has been convicted of a public entity crime. Contractor and his affiliates shall provide the County with a completed public entity crime statement form no later than January 15 of each year this Agreement is in effect. Violation of this section by the Contractor shall be grounds for cancellation of this Agreement by Leon County.

18. UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County.

19. NON-WAIVER

Failure by the County to enforce or insist upon compliance with any of the terms or conditions of this Agreement or failure to give notice or declare this Agreement terminated shall not constitute a general waiver or relinquishment of the same, or of any other terms, conditions or acts; but the same shall be and remain at all times in full force and effect.

20. REVISIONS

In any case where, in fulfilling the requirements of this Agreement or of any guarantee, embraced in or required thereby it is necessary for the Contractor to deviate from the requirements of the bid, Contractor shall obtain the prior written consent of the County.

21. VENUE

Venue for all actions arising under this Agreement shall lie in Leon County, Florida.

22. CONSTRUCTION

The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

23. CONFLICTING TERMS AND CONDITIONS

In the instance that any other agreement exists concerning the matters herein, then the terms and conditions in this Agreement shall prevail over all other terms and conditions.

ORDER OF PRECEDENCE

1. Agreement
2. Solicitation Document
3. Vendor Response

ATTACHMENTS

- Exhibit A - Solicitation
- Exhibit B - Vendor Response
- Exhibit C - Tab Sheet

The remainder of this page intentionally left blank.

WHERETO, the parties have set their hands and seals effective the date whereon the last party executes this Agreement.

LEON COUNTY, FLORIDA

By: _____
Vincent S. Long
County Administrator

Date: _____

NELSONIC, INC.

By: _____
President or designee

Printed name

Title: _____

Date: _____

ATTEST:
Bob Inzer, Clerk of the Circuit Court & Comptroller
Leon County, Florida

BY: _____

Approved as to Form:
Leon County Attorney's Office

BY: _____
Herbert W. A. Thiele, Esquire
County Attorney

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM
Location: 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308

I. INSTRUCTION TO BIDDERS

To Insure Acceptance of Your Bid, Please Follow These Instructions:

1. Items listed on the bid checklist in this form and all other items required within this invitation to bid must be executed and/or submitted in a sealed envelope. Address your sealed envelope as follows:

*Bid No. _____
Board of County Commissioners
Leon County Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308*

2. Bid must be typed or printed in ink. All corrections made by the bidder prior to the opening must be initialed and dated by the bidder. No changes or corrections will be allowed after bids are opened.
3. Bid must contain an original, manual signature of an authorized representative of the company.
4. The bid opening shall be public on the date and time specified on the bid. It is the bidder's responsibility to assure that the bid is delivered at the proper time and location. Bids which are received after the bid opening time will be returned unopened to the bidder.
5. Bidders are expected to examine the specifications, delivery schedule, bid prices and extensions and all general and special conditions of the bid prior to submission. In case of error in price extension, the unit price will govern.
6. Special Accommodation: Any person requiring a special accommodation at a Pre-Bid Conference or Bid opening because of a disability should call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Bid Conference or Bid opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).

NOTE: ANY AND ALL CONDITIONS OR REQUIREMENTS ATTACHED HERETO WHICH VARY FROM THE INSTRUCTIONS TO BIDDERS WILL BE PRECEDENT.

PURPOSE:

Leon County is seeking the services of qualified vendors for custodial services at the locations specified in Table 1 below and performed in accordance with the attached specifications (Attachment A). The County has a commitment to operating all of its facilities in a sustainable manner which includes utilizing green or environmentally preferred products, as well as recycling.

Table 1

Group 1 - Courthouse	Address	Building Square Footage	Cleaning Square Footage	Restrooms
Courthouse	301 S. Monroe St.	295,768	279,512	56

Group 2 - Class Facilities	Total Square Footage	255,793	228,318	
Government Annex (BOA)	315 S. Calhoun St.	128,191	122,910	20
Government Annex (BOA) Bldg @	311 S. Calhoun St.	18,202	17,822	10
Welcome Center	106 E. Jefferson St.	9,400	8,250	8
Public Safety Complex	Open 24/7			
Main Bldg	911 Easterwood Dr.	76,000	59,703	8
Logistics - EMS	911 Easterwood Dr.	24,000	19,633	5

Group 3 - Libraries	Total Square Footage		149,320	
Main Library	200 W. Park Avenue	88,230	78,753	10
BL Perry Branch Library	2817 S. Adams St.	16,066	15,694	4
Eastside Branch Library	1583 Pedrick Rd.	13,419	12,000	6
Ft. Braden Branch Library	16327 Blountstown Hwy	5,660	5,288	4
Lake Jackson Branch Library	3840 N. Monroe St. Suite 300	12,372	12,000	4
NE Branch Library	5513 Thomasville Rd.	19,000	18,789	4
Tax Collectors Lake Jackson	3840 N. Monroe St. Suite 103	4,796	4,796	2
Woodville Branch Library	1492 J. Lewis Hall Sr. Rd.	2,000	2,000	4

Group 4 - Clinical Facilities	Total Square Footage		66,710	
Health Depts.				
Robert Stevens Clinic	1515 Old Bainbridge Rd.	17,963	15,963	6
Southside Health Clinic	872 W. Orange Rd.	15,500	15,128	6
Main Health Dept.	2965 Municipal Way	21,928	21,184	8
Amtrak Dental Clinic	912 Railroad Ave.	4975	4975	4
Community Services Bldg/UA Trailer		8432	8060	6

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Group 5 - General Services Facilities	Total Square Footage		84,359	
Ag Center	615 Paul Russell Rd.	13,289	11,150	4
Amtrak Station Bldg	918 Railroad Avenue	9,794	7,197	6
Elections Voting Center Warehouse	2990 Apalachee Pkwy	31,332	6,581	4
Facilities Management & Shop bathrooms	1907 S. Monroe St.	4,591	4,291	4
Fleet Mgt. Office/Bays	1800-1 Blairstone Rd.	14,685	1,300	2
Public Works Bldg	2280 Miccosukee Rd.	24,240	23,668	7
Purchasing/MBE/Sign Shop	1800-3 Blairstone Rd.	4,471	3,822	3
Solid Waste Facility 4 buildings	7550 Apalachee Pkwy	11,425	7,495	5
Traffic Court	1920 Thomasville Rd.	15,874	14,842	6
Transfer Station	4900 Gum Rd.	3,000	2,600	4
Truck Sheds Office/Bathroom	1800-8 Blairstone Rd.	2,061	1,413	4

Vendor Restrictions:

It is the intent of Leon County to award each of the five groups individually or in groups imparting price reduction, except that no vendor to be awarded more than two to three groups totaling over 300,000 sf (approximately). Vendors are invited to place bids on as many groups or pairings of groups as they wish to increase the possibility of securing one or more of the groups offered.

Hours of Work:

The County is seeking bid prices (per square foot per month) for scheduled custodial services in the evenings with various hours/days:

Information on the facilities and their initial square footage is contained in Attachment B. Bidder should take note that the County reserves the right to amend spaces to be cleaned and to change the cleaning times when necessary with only verbal notice provided to contractor.

Term of Agreement:

The initial contract term shall be for a period of one year with an anticipated start date of July 1, 2015 and shall continue until June 30, 2017. After the initial period, at the discretion of the County, the contract may be extended for no more than four (4) additional (1) year periods. Such one (1) year extensions will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the then-current period. In the event of suspending services with a vendor, the County may award those services to another vendor or vendors, or re-bid the work.

Price Adjustments:

At the discretion of the County, price adjustments may be negotiated annually beginning with the first extension period. It is the intent of Leon County to not have any price adjustment exceed changes in the Consumer Price Index for all Consumers (CPI-U), for the twelve (12) month period prior to the contract extension. However, changes in CPI alone shall not warrant price adjustments to these contracts.

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Bid Pricing:

Bidders will be required to provide bid pricing per square foot per month. The contract shall include all services and the provision of all paper products, hand sanitizers and hand soap being supplied by the vendor as specified in the Leon County Facilities Management Custodial Services Performance Specifications and Forms attached or enclosed.

Bidder Minimum Qualifications:

Bidders must have been in the cleaning business a minimum of 5 years. Also, the bidder must have cleaned a facility of similar size and scope to those required by this bid. For bids on more than two groups, the bidder shall demonstrate cleaning of comparable aggregate square footages within past five years. For size consideration, the bidder should combine 2 buildings that have been cleaned simultaneously to meet the stated square footage requirements. Further, the management staff to be assigned to this contract must have a minimum of no less than three (3) years' experience in the custodial business with proven supervisory experience. Bidders shall be presently conducting cleaning services of the type sought under this bid. To verify this, a listing of at least three facilities currently being serviced that County staff as an option may visit to evaluate a representative sampling of the bidder's performance. The facilities shall be identified by Company name, address, contact person, telephone number, and square footage being serviced.

In order to demonstrate financial capability and capacity, Bidders are required to submit as a part of their bid the following items:

1. A letter from their bank or accountant stating their financial capability to handle this contract (meet payroll and adequately secure supplies and equipment)
2. Proof of insurance capacity by completion of the Insurance Certification form contained in this invitation to bid.
3. Such financial and business information shall be routinely verified by the County subsequent to bid award to insure that the vendor(s) remain financially solvent, insured against applicable risks, and to ensure that business factors affecting the County decision to contract with vendor have not been changed.

BIDDER EXPERIENCE

- A. All bidders shall submit the below listed items with the bid. If incomplete information is provided, the bid will be determined to be non-responsive. Bidders not meeting the minimum experience requirements as set out herein will be determined to be non-responsive and the bid will not be considered.
- B. All bidders shall provide the reference information requested below for the ~~two largest~~ all projects of the same or a similar nature (square footage, high traffic volume, and large number of restrooms) that you have serviced in the last five years. In addition, all bidders must provide a minimum of five (5) additional references. At least two (2) references must be current customers of the bidder. At least one (1) reference must be for a contract that provided for the commercial cleaning of a building or buildings that totaled a minimum of 10,000 square feet with the contract not having been expired for more than 2 years.

Each reference shall contain the following:

- 1) Name and address of company.
 - 2) Site of work under contract (address and brief description of facility including square footage).
 - 3) Person to contact and telephone number (Contract Manager, address and phone number).
 - 4) How long you have had the contract. (contract term; starting and ending dates)
 - 5) A written summary of the types of services provided under this contract, including Agreen® cleaning methods and practices used.
- C. All bidders must list all contracts held, including any contracts that have been terminated or lost, due to unsatisfactory performance, within the last five (5) years. These contracts shall be reported in the same format as a reference as outlined above. Failure to comply with this provision will be grounds for denial of or immediate termination of the contract.

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BID AWARD CRITERIA:

The bid will be awarded as soon as possible based to the most responsible, and responsive bidder as determined by the following evaluation criteria:

A. Preliminary Bid Criteria - 75 Points; The following factors will be evaluated and sub-totaled to determine which bidders will be evaluated in the Final Bid Criteria.

1. Cost - 35 Points

The vendor with the adjusted lowest price per square foot per month will receive the full 35 points in the Bid Evaluation. All remaining vendors will be given a percentage of the points value calculated by the percentage of pricing against the lowest bid. In other words, if the low bid was \$1.00 per square foot and the next bidder was \$1.10, the second bidder would be receiving 31.8 points or 91% of the score. Example:

$$\frac{\text{Low Bid}}{\text{Bid Amount}} \times 35 = \text{Point Score for Cost}$$

The cost may be adjusted as provided by the Leon County local preference ordinance detailed elsewhere in this document.

2. Contractor's qualifications and experience - 20 Points

- a. Length of time company has operated; length of time providing services similar to those being bid; qualifications of key personnel to be assigned to this project; extent of Contractor current and prior similar contracts; location(s) of Contractor-s office(s); and current and past project references.
- b. Company has considerable and readily quantified experience in providing similar services.
- c. Company has a proven ability to effectively manage multiple sites. Company shall provide relevant experience data and references.
- d. Employee training; benefits; standard of conduct; supervisor plan and policy; uniform policy; reporting plans; procedures; documents; staffing; and subcontractors.
- e. Company's policy in recruitment and assignment to ensure that only qualified persons are hired and that the appropriate skill sets are deployed to fit any site specific needs.
- f. Equipment owned/leased by the company and readily available to be assigned to use under the terms of the contract.
- g. Experience and knowledge of green cleaning practices.

3. Operations & Management Plan - 20 Points

Contractor-s staffing and approach to providing the services under this bid as indicated by:

- a. Staffing - An adequate number of employees and two day-time porters(where applicable) The quantity of labor hours and supervision assigned to the facility to successfully complete the work. The Contractor-s proposed supervisor(s) experience, training and other qualifications to be included in the evaluation.
- b. Process - Contractor-s plan to perform the services required in the Custodial Services Performance Specifications. The systems, procedures and forms used by Contractor to monitor the quality of custodial services.

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- c. Turnaround cleaning services – Contractor’s plan to provide immediate, corrective, detailed cleaning of the entire facility for purposes of making an immediate and noticeable impact upon cleanliness and presentation aspects of the facility. These services are to be included in the contractor’s bid price per square foot. The contractor shall state both time and performance aspects of this item in their Cleaning Plan.
- d. Construction cleaning – Contractor’s capabilities, experience, staff, track record, etc., for follow-up to periodic construction work areas.
- e. Emergency Services – Contractor’s strategy, qualifications, methods, responsiveness and effectiveness to periodic emergency needs.

At its option, the County may total the points from Part A only and forego the Final Bid Criteria appearing in Part B, and use those sub-part scores as basis for making its recommendations for bid awards.
Sub-total 75 Points (Maximum)

B. Final Bid Criteria - 25 points (optional)

1. Presentation - 25 points:

Interviews - Following the evaluation of the items listed above, the County has the option to interview the top three to five bidders in any of the bid groups having the highest subtotals. Bidders shall include a detailed presentation of the Operation and Maintenance plan of the company as a minimum and may present any information that the bidder deems important to display their product and promote their businesses. The bidders shall also respond to any questions as asked by County staff. As a part of the interview or separately if interviews not completed, the bidder must provide representative samples of toilet paper, hand towels, toilet seat cover, hand sanitizer and hand soap that can be left with the County for evaluation.

If Part B is used, the points from Part A & B shall be combined to produce a vendor’s final bid score. These scores shall then be ranked in order by each of the bid groups or pairings thereof. Staff may select the individual or paired bid groups that impart the overall lowest cost onto the County from this final short-list of vendors.

Total 100 Points (maximum)

SCHEDULE OF EVENTS

Below in Table 1 is the current schedule of the events that will take place as part of this solicitation. Leon County reserves the right to make changes or alterations to the schedule as the Leon County determines is in the best interests of the public. If any changes to the Schedule of Events are made, Leon County will post the changes on the Leon County website either as a public meeting notice, or as an addendum, as applicable. **It is the responsibility of Registered Planholders and other interested persons and parties to review the Purchasing Division’s website to stay informed of the Schedule of Events, addenda issued, and public meetings scheduled.** The website addresses follow:

Addenda: <http://www.leoncountyfl.gov/procurementconnect/>

Public Meetings: <http://www.leoncountyfl.gov/procurementconnect/>

Table 1 - Schedule of Events	
Date and Time (all eastern time)	Event
February 12, 2015	Release of the ITB
February 25, 2015 at 10:00 a.m.	MANDATORY PRE-BID MEETING: Date and time a mandatory pre-bid meeting will be held at Leon County Purchasing’s offices, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308.

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Bid No: BC-03-10-15-13
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<p>Not later than: February 27, 2015 at 5:00 p.m.</p>	<p>QUESTIONS/INQUIRIES DEADLINE: Date and time by which questions and inquiries regarding the ITB must be received by Leon County.</p>
<p>Not later than: March 10, 2015 at 2:00 p.m.</p>	<p>BID SUBMISSION DUE DATE/OPENING OF RESPONSE: Date and time by which Bid Submissions must be received by the Leon County Purchasing Division, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308.</p>

BID INFORMATION AND CLARIFICATION:

Questions pertaining to bid procedures or regarding the specifications should be addressed to Shelly Kelley and Don Tobin, phone(850) 606-1600; fax (850) 606-1601; E-mail kelleys@leoncountyfl.gov and tobind@leoncountyfl.gov. **Bidders are requested to send such requests to both representatives of the Purchasing Division.** Email inquiries are preferred.

Each Bidder shall examine the solicitation documents carefully; and, no later than seven days prior to the date for receipt of bids, he shall make a written request to the County for interpretations or corrections of any ambiguity, inconsistency or error which he may discover. All interpretations or corrections will be issued as addenda. The County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of proposers.

ADDENDA TO SPECIFICATIONS

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at: <http://www.leoncountyfl.gov/procurementconnect/>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered bidders (those who have been registered as receiving a bid package) receive the documents. It is the responsibility of the bidder prior to submission of any bid to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the bid response sheet.

PROHIBITED COMMUNICATIONS

Any Form of communication, except for written correspondence with the Purchasing Division requesting clarification or asking questions, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

1. Any person or person-s representative seeking an award from such competitive solicitation; and
2. Any County Commissioner or Commissioner’s staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person-s representative shall include, but not be limited to, the person-s employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

The prohibited communication shall be in effect as of the release of the competitive solicitation and terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any

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employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence with any employee, County Commissioner, or decision-making board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The penalties for an intentional violation of this article shall be those specified in '125.69(1), Florida Statutes, as amended, and shall be deemed supplemental to the penalties set forth in Section 1-9 of the Code of Laws, Leon County, Florida.

REGISTRATION:

Bidders obtain solicitation documents from sources other than the Leon County Purchasing Division MUST officially register with the County Purchasing Division in order to be placed on the planholders list for the solicitation. Bidders should be aware that solicitation documents obtained from sources other than those listed above may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register through the Purchasing Division may cause your submittal to be rejected as non-responsive.

PREPARATION AND SUBMISSION OF BID:

Each Bidder shall submit Bid Prices and other requested information, including alternates or substitutions if allowed by this invitation to bid, on the proper forms and in the manner herein prescribed. Any erasures or other corrections in the Bid must be explained or noted over the signature of the Bidder. Bids containing any conditions or irregularities of any kind may be rejected by the County. All bids must be submitted in a sealed envelope or other appropriate container. Facsimiles will not be accepted. It is the intention of the County to award this bid based on the low total bid price and/or other criteria herein contained meeting all specifications.

REJECTION OF BIDS:

The County reserves the right to reject any and/or all bids when such rejection is in the best interest of the County.

RECEIPT AND OPENING OF BIDS:

Bids will be opened publicly at the time and place stated in the Invitation to Bid. The person whose duty it is to open them will decide when the specified time has arrived and no bids received thereafter will be considered. No responsibility shall be attached to any person for the premature opening of a Bid not properly addressed and identified. At the time fixed for the opening of bids, the bids will be made public and posted on the Purchasing Division website at: <http://www.leoncountyfl.gov/procurementconnect/>. A bidder may request, in their bid submittal, a copy of the tabulation sheet to be mailed in a bidder provided, stamped self-addressed envelope for their record.

Sealed bids, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from public records requirements until such time as the County posts an intended decision or until 30 days after opening of the documents, whichever is earlier.

WITHDRAWAL OF BIDS:

Bids may be withdrawn by written or telegraphic request received from Bidders prior to the time fixed for opening. Negligence on the part of the Bidder in preparing the Bid confers no right for the withdrawal of the bid after it has been opened.

AWARD OF BIDS/BID PROTEST:

The bid will be awarded to the lowest responsive, responsible bidder, unless otherwise stated elsewhere in this document. The County reserves the right to waive any informality in bids and to award a bid in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the Intended Decision will be posted on the Leon County website at: <http://www.leoncountyfl.gov/procurementconnect/> for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Failure to file a protest within the time prescribed in Leon County

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Policy No. 96-1, Purchasing and Minority, Women and Small Business Enterprise Policy, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings. Notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308. The bidder shall be responsible for inquiring as to any and all award recommendation/postings.

Should concerns or discrepancies arise during the bid process, bidders are encouraged to contact the Purchasing Division prior to the scheduled bid opening. Such matters will be addressed and/or remedied prior to a bid opening or award whenever practically possible. Bidders are not to contact departments or divisions regarding the bidder complaint.

PLANHOLDERS

As a convenience to bidders, Leon County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at: <http://www.leoncountyfl.gov/procurementconnect/> by simply clicking the planholder link at the bottom of the list of documents for each respective solicitation. A listing of the registered bidders with their telephone and fax numbers is designed to assist bidders in preparation of their responses.

OCCUPATIONAL LICENSES AND REGISTRATIONS:

The contractor shall be responsible for obtaining and maintaining throughout the contract period any required occupational license and other licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. The bidder shall submit with the bid a copy of the company's local business or occupational license(s) or a written statement on letterhead indicating the reason no license exists.

If the bidder is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State shall submit a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

Failure to provide the above required documentation may result in the bid being determined as non-responsive.

UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, please complete and submit the attached form AAFFIDAVIT CERTIFICATION IMMIGRATION LAWS.

MINORITY and WOMEN BUSINESS ENTERPRISE AND EQUAL OPPORTUNITY POLICIES

- A. Minority Business Enterprise (MBE) and Women (WBE) Business Enterprise Requirements
1. There is no Minority and Women Business Enterprise aspirational target prescribed for this solicitation.
 2. The purpose of the Minority and Women-Owned Business Enterprise (MWBE) Program is to effectively communicate Leon County procurement and contracting opportunities, through enhanced business relationships, to end disparity and to increase participation opportunities for certified minority and women- owned business enterprises in a competitive environment. This program shall:
 - a. Eliminate any policies and/or procedural barriers that inhibit MBE and WBE participation in our procurement process.

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- b. Established targets designed to increase MBE and WBE utilization proportionate to documented underutilization.
 - c. Provide increased levels of information and assistance available to MBE-s and WBEs.
 - d. Implement mechanisms and procedures for monitoring MBE and WBE compliance by prime contractors.
3. Each Respondent is strongly encouraged to secure MBE and WBE participation through the purchase of those goods or services when opportunities are available. For additional information regarding Leon County's Minority, Women and Small Business Enterprise Policy, or to obtain a listing of certified MWBE-s, please contact Shanea Wilks, MWSBE Director, at 1800-3 N. Blair Stone Road, Tallahassee, FL 32308, by telephone at (850) 606-1650; fax (850) 606-1651 or by e-mail wilkssh@leoncountyfl.gov.

B. Equal Opportunity/Affirmative Action Requirements

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national origin, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

LOCAL PREFERENCE IN PURCHASING AND CONTRACTING

1. Preference in bidding. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures in which pricing is the major consideration, the authorized purchasing authority of Leon County may give a preference to local businesses in making such purchase or awarding such contract, as follows:
 - a) Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of five percent of the bid price.
 - b) Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three percent of the bid price.

The maximum cost differential shall not exceed \$20,000.00. Total bid price shall include the base bid and all alternatives or options to the base bids which are part of the bid and being recommended for award by the appropriate authority.

2. Preference in bidding for construction services in projects estimated to exceed \$250,000. Except where otherwise prohibited by federal or state law or other funding source restrictions, in the purchasing of, or letting of contracts for procurement of construction services for improvements to real property or existing structures that are estimated to exceed \$250,000 in value, the County may give preference to local businesses in the following manner:
 - a) Under a competitive bid solicitation, when the lowest responsive and responsible bid is submitted by an individual or firm that is not a local business, then the local business that submitted the lowest responsive and responsible bid shall be offered the opportunity to perform the work at the lowest bid amount, if that local business's bid was not greater than 110% of the lowest responsive and responsible bid amount.

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- b) All contractual awards issued in accordance with the provisions of this subsection (paragraph 2) shall contain aspirational trade contractor work targets, based on market and economic factors, of 85 percent as follows: The successful individuals or firms shall agree to engage not less than 85 percent of the dollar value of trade contractor work with local businesses unless the successful individuals or firms prove to the County's satisfaction, that the trade contractor work is not available locally with the Leon, Gadsden, Wakulla or Jefferson County area. The term "trade contractor" shall mean a subcontractor who contracts with the prime contractor and whose primary activity is performing specific activities (e.g., pouring concrete, masonry, site preparation, framing, carpentry, dry wall installation, electrical, plumbing, painting) in a construction project but is not responsible for the entire project.
3. Local business definition. For purposes of this section, "local business" shall mean a business which:
 - a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
 - b) Holds any business license required by the County, and, if applicable, the City of Tallahassee; and
 - c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.
 3. Certification. Any bidder claiming to be a local business as defined, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a bidder meets the definition of a "local business."

INSURANCE:

Bidders- attention is directed to the insurance requirements below. Bidders should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. The Insurance Certification Form attached hereto is to be completed and submitted as part of your bid response. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder may be disqualified from award of the contract.

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

1. Minimum Limits of Insurance. Contractor shall maintain limits no less than:
 - a. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
 - b. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
 - c. Workers- Compensation and Employers Liability: Workers- Compensation insurance covering all employees and meeting statutory requirements in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.

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2. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

3. Other Insurance Provisions The policies are to contain, or be endorsed to contain, the following provisions:

a. General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).

1. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured-s general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.

2. The Contractor-s insurance coverage shall be primary insurance as respects the County, it officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor-s insurance and shall not contribute with it.

3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.

4. The Contractor-s insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer-s liability.

b. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days- prior written notice by certified mail, return receipt requested, has been given to the County.

4. Acceptability of Insurers. Insurance is to be placed with insurers with a Best-s rating of no less than A:VII.

5. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time. Certificates of Insurance acceptable to the County shall be filed with the County prior to the commencement of the work. These policies described above, and any certificates shall specifically name the County as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the County.

Cancellation clauses for each policy should read as follows: *Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.*

6. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

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AGREEMENT:

After the bid award, the County will, at its option, prepare a purchase order or an agreement specifying the terms and conditions resulting from the award of this bid. Every procurement of contractual services shall be evidenced by a written agreement. The bidder will have five calendar days after receipt to acknowledge the purchase order or execute the agreement.

The performance of Leon County of any of its obligations under the purchase order or agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the purchase order or agreement for the current and any future periods provided for within the bid specifications.

PUBLIC ENTITY CRIMES STATEMENT:

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal in response to this document, the vendor certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.

PURCHASES BY OTHER PUBLIC AGENCIES:

With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other governmental agencies or political subdivisions within the State of Florida. Such purchases shall be governed by the same pricing, terms and conditions stated herein with no deviations allowed. This agreement in no way restricts or interferes with the right of any public agency or political subdivision to bid any or all of the items or services independently.

MANUFACTURERS' NAME AND APPROVED EQUIVALENTS:

Manufacturers' names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The bidder may offer any brand for which he is an authorized representative, which meets or exceeds the specifications for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and catalog number. Bidder shall submit with his bid, cuts, sketches, and descriptive literature and/or specifications. The bidder should also explain in detail the reason(s) why and submit proof that the proposed equivalent will meet the specifications and not be considered an exception thereto. The Leon County Board of County Commissioners reserves the right to be the sole judge of what is equal and acceptable. Bids which do not comply with these requirements are subject to rejection. If Bidder fails to name a substitute it will be assumed that he is bidding on, and he will be required to furnish goods identical to bid standard.

IDENTICAL TIE BIDS:

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. Bidder must complete and submit as part of the bid response the attached IDENTICAL TIE BID form. Failure to submit a completed form may result in the bid being determined as non-responsive.

ETHICAL BUSINESS PRACTICES

- A. Gratuities. It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement

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standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.

- B. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

II. CONTRACT PROVISIONS

PAYMENT AND PERFORMANCE BOND

A performance bond in the amount of one (1) month's billing is required of the contractor. The performance bond shall be held for the life of the contract in order to insure contractor performance and to limit the County's liability in case the contractor is unable to perform as specified herein. The contractor's performance bond may be forfeited at the sole discretion of the County based on the standards set forth herein.

The performance bond requirement may be satisfied by providing either of the following:

- A. Performance bond from a surety company.
- B. An irrevocable letter of credit from a bank or other acceptable financial institution.
- C. Cash deposit made to and held by Leon County, Florida

If a Performance Bond is provided, it shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida. The performance bond **must** contain a clause stating the following:

In the event of non-performance on the part of the contractor this performance / payment and materials bond can be presented for honor and acceptance at _____ (address) _____, which is located in Tallahassee, Florida. "

TIME

The initial contract term shall be for a period of one year with an anticipated start date of July 1, 2015 and shall continue until June 30, 2016. After the initial period, at the discretion of the County, the contract may be extended for no more than four (4) additional (1) year periods. Such one (1) year extensions will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the then-current period.

PAYMENTS

Payments to the Contractor shall be made according to the requirements of the Local Government Prompt Payment Act, sections 218.70 - 218.79, Florida Statutes.

The form of payment for this Contract may be through a County-issued purchase order and a check upon receipt and approval of invoices, or through a government credit card. Leon County has implemented a purchasing card program, using the Visa platform. Contractors may receive payment from County personnel by the purchasing card in the same manner as other Visa purchases.

STATUS

The Contractor shall at all times, relevant to this contract, be an independent contractor and in no event shall the Contractor, nor any employees or sub-contractors under it, be considered to be employees of Leon County.

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AUDITS, RECORDS, AND RECORDS RETENTION

The Contractor agrees:

1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this contract.
2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
3. Upon completion or termination of the contract and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 & 2 above.
4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
5. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider-s contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

MONITORING

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider-s performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider-s failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the County; and (3) the termination of this contract for cause.

RIGHT TO INSPECT PLANT

The County may, at its discretion, inspect the part of the plant or place of business of a contractor or any subcontractor which is related to the performance of any contract awarded, or to be awarded, by Leon County. The right expressed herein shall be included in all contracts or subcontracts that involve the performance of any work or service involving Leon County.

TERMINATION

The County may terminate this Agreement without cause, by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder, or if thin the County-s opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the Agreement by mailing a notice of termination to the Contractor.

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This Agreement may be terminated by the County if the Contractor is found to have submitted a false certification as required under section 215.471 (5), Florida Statutes, been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria.

WARRANTIES:

Bidder will warrant title to all goods sold as provided for in Section 672, Florida Statutes.

WORK

Contractor understands that no amount of work is guaranteed to it nor is the County under an obligation to utilize the services of the Contractor in those instances where the work to be performed can be done by County personnel or under separate contract. Any work to be performed shall be upon the written request of the County Administrator or his representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed.

PERMITS

The Contractor shall pay for and obtain all necessary permits as required by law.

CONFLICTING TERMS AND CONDITIONS

In the instance that terms, conditions, specifications, or other instruments are provided by architects, engineers, or persons other than County Procurement concerning the matters herein, then the terms and conditions in this Solicitation document shall prevail over all other terms and conditions.

ASSIGNMENT

This contract shall not be assigned or sublet as a whole or in part without the written consent of the County, nor shall the Contractor assign any monies due or to become due to him hereunder without the previous written consent of the County.

INDEMNIFICATION

The Contractor agrees to indemnify, defend and hold harmless the County, its officials, officers, employees and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Contractor, its delegates, employees and agents, arising out of or under this Agreement, including reasonable attorney-s fees. The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the amount paid to the Contractor is sufficient consideration for the Contractor's indemnification of the County.

PENALTIES:

BIDS MAY BE REJECTED AND/OR Bidder(S) DISQUALIFIED FOR THE FOLLOWING REASONS:

1. Consistent failure to respond to bid invitation for three (3) consecutive instances.
2. Failure to update the information on file including address, product, service or business descriptions.
3. Failure to perform according to contract provisions.
4. Conviction in a court of law of any criminal offense in connection with the conduct of business.
5. Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.
6. Clear and convincing evidence that the bidder has attempted to give a Board employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Board's purchasing

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

activity.

7. Other reasons deemed appropriate by the Board of County Commissioners.

BID CHECKLIST:

Please submit the items on the following list **and any other items required by any section of this invitation for bids.** The checklist is provided as a courtesy and may not be inclusive of all items required within this invitation for bids.

- _____ Completed Bid Response Sheet with Manual Signature
- _____ Affidavit Immigration Laws
- _____ Identical Tie Bid Statement
- _____ Insurance Certification Form
- _____ Certification/Debarment Form
- _____ Applicable Licenses/Registrations

BID RESPONSE SHEET

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Shelly W. Kelley
Purchasing Director

Mary Ann Lindley
Chairman

This proposal is submitted by the below named firm/individual by the undersigned authorized representative.

BY _____
(Firm Name)

_____ (Authorized Representative)

_____ (Printed or Typed Name)

ADDRESS _____

EMAIL ADDRESS _____

TELEPHONE _____

FAX _____

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated _____ Initials

Addendum #2 dated _____ Initials

Addendum #3 dated _____ Initials

GROUP 1 - PER MONTH PER SQUARE FOOT PRICE : _____

GROUP 2 - PER MONTH PER SQUARE FOOT PRICE : _____

GROUP 3 - PER MONTH PER SQUARE FOOT PRICE : _____

GROUP 4 - PER MONTH PER SQUARE FOOT PRICE : _____

GROUP 5 - PER MONTH PER SQUARE FOOT PRICE : _____

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

BID RESPONSE SHEET

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Shelly W. Kelley
Purchasing Director

Mary Ann Lindley
Chairman

This proposal is submitted by the below named firm/individual by the undersigned authorized representative.

BY Nelsonic Inc
(Firm Name)

Patrick Nelson
(Authorized Representative)

Patrick Nelson
(Printed or Typed Name)

ADDRESS 441 FAMU way
Tallahassee, FL

EMAIL ADDRESS nelsonicinc@yahoo.com

TELEPHONE 850-391-9096

FAX 850-391-9098

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated PN Initials

Addendum #2 dated PN Initials

Addendum #3 dated PN Initials

GROUP 1 - PER MONTH PER SQUARE FOOT PRICE : No Bid

GROUP 2 - PER MONTH PER SQUARE FOOT PRICE : \$22,849.32 @.0985/sq ft.

GROUP 3 - PER MONTH PER SQUARE FOOT PRICE : \$15,902.58 @ .1065/sq ft.

GROUP 4 - PER MONTH PER SQUARE FOOT PRICE : \$14,342.65 @.2150/ sq ft

GROUP 5 - PER MONTH PER SQUARE FOOT PRICE : \$10,080.90 @.1195/ sq ft.

RECEIVED
2014 MAR 10 AM 11: 54
PURCHASING DIVISION
LEON COUNTY

Custodial Services Coun
Wide, Continuing Servic

Nelsonic Inc

Bid No: BC-03-10-15-13

441 FAMU Way
Tallahassee, FL 32301

Phone: 850.391.9096

Fax: 850.391.9098

3/10/2015

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Tab 1: Current and Past Project References

Nelsonic Inc. has been one of your premier 24 hour service-oriented janitorial and building maintenance companies to service all of North Florida. Our staff and management team has over 65 years of combined building maintenance experience. Nelsonic has extensive knowledge and ongoing partnerships with Leon County, Florida State University, Florida A&M University, North Florida Community College, Madison County Facilities, and Fringe Benefits Company. It is our stance that Nelsonic has the knowledge, skills and proven abilities to maintain Leon counties facilities. We have a highly trained management and staff that are dependable, reliable and responsive. Since 2006, Nelsonic has provided outstanding custodial services and lawn care services to North Florida Community College located in Madison, Florida. This beautiful 50 acre campus has over 220,000 sq ft to include a library, student center, gymnasium, nursing/biology department, classrooms, auditorium and administrative offices. North Florida Community College has over 120 staff members and an enrollment of 3,700 students. The scope of this contract involves level two staffing and hiring. Our staff currently includes, 1 general manager, 2 managers, 2 day-porters and 8 night staff to complete all the duties listed in the scope of this contract. Our reputation and attention to details has led to our expansion in Madison County. For the past 3 years, Nelsonic has provided services to the Madison County Court House, Governmental Annex Office Complex, Waste Management Division and Community Outreach Buildings. The scope of this contract involves level two screening and hiring of all cleaning staff. The operation management for this contract includes 1 general manager, 2 day- porters and 4 night staff.

We also have a proven track record in Leon County with annual and seasonal contracts with Leon County Facilities Florida State University, Florida A&M University and Fringe Benefits company. Since 2006, Nelsonic has provided janitorial services to the WFSU television and radio station, and FSU film school. The operational and management plan for these two locations requires 1 manager and 4-6 night staff to complete all duties listed under the scope of these contracts.

For the past 8 years, Nelsonic holds annual and seasonal contracts with Florida A&M University facilities department, housing department and athletic department. The scope of this contract include daily janitorial services, seasonal housing

needs: including carpet cleaning, stripping and waxing. Nelsonic believes that no job is too big or too small for us to handle. Our mission is to simply offer an affordable solution and approach that is straight forward and customized to meet all our client's needs. We ask that you challenge us with this opportunity. (See additional reference listings of Nelsonic, qualifications and similar services).

Tab 2: Key Personnel and Management Experience

Chief Executive Officer

- *Patrick Nelson* - Founder and CEO; 19 years of janitorial experience in commercial , residential cleaning, building maintenance, and floor services

Vice President

- *Bria Nelson* – 10 years of janitorial experience; Administrative responsibilities; Site management training; Personnel recruitment and hiring

General Managers

- *Julian Green* – 5 years of janitorial and management experience; General site manager and quality assurance manager of the Central Florida Area; Oversees contractual obligations; Reviews managers quality assurance reports; Facilitates special cleaning and corrective procedures
- *Gerald Nelson* – Site evaluation and quality assurance consultant; Personnel training; Supply, repair and equipment liaison; 30 years experience with machine and building maintenance and repairs

Managers

- *Cory Strawter* -10 years of management experience; Supervising and training staff; Night quality assurance manager
- *Cassandra Sims* -15 years of janitorial experience; Supervising and training new staff
- *Mike Walker*-10 years of janitorial experience, 5 years of management experience; Execution of daily contractual scope
- *Kenny Donaldson*- 10 years of management, 5 years of janitorial experience; Product distribution manager, Quality Assurance Specialist
- *Jonkyra Jones*- 5 years contract management, personnel development , Office manager

Tab 3: Cleaning Plan

- A. Night Office Cleaning**- All night offices listed under the scope of this contract will undergo a deep cleaning to make an immediate and noticeable impact. Once the initial deep cleaning is completed and approved by the facility director, our management team will develop a master schedule outlining the next date of service. This master schedule will be given to the site director monthly with a detailed summary of the quality assurance check list(s) and the nightly inspection forms. The handling of these quality assurance forms will be managed by the office manager and general manager.
- B. Common Area Cleaning** - All common areas listed under the scope of this contract will undergo a deep cleaning to make an immediate and noticeable impact. It is our goal to formulate an action plan that will give special priority to high traffic areas and problems areas. The day porter will clean all common areas, restock and clean rest rooms, and perform emergency cleaning and any other duties that do not interfere with the normal flow of business. The common areas in all other locations will be cleaned by the night staff.
- C. Hard Floor Maintenance** - Within the first 60 – 90 days, Nelsonic will perform a detailed floor cleaning and establish a flooring crew to focus on carpet, tile floors and all other hard surfaces, including buffing and waxing. To ensure quality control, a check list will be formulated and updated daily by the site supervisor.
- D. Carpet Maintenance** – All carpet maintenance will be cleaned according to the scope of the contract. Prior to commencing carpet cleaning, Nelsonic will alert staff of areas to be serviced to ensure proper drying techniques and the safety of employees.
- E. Restroom Cleaning** - During the initial detailed cleaning, all restrooms and tile floors will be deep cleaned with an approved, aggressive green seal bathroom and tile restoration cleaner. Once this is accomplished, Nelsonic Inc.,

will formulate an action plan that will correlate with the list of duties and frequencies listed in the scope of this contract.

F. Day Custodial Cleaning– Aside from the Main Library, any day custodial cleaning (i.e., special cleaning, detailed cleaning, or hard surface cleaning) will be scheduled by the general manager or supervisor.

G. Recycling - Nelsonic is committed to maintaining environment-friendly practices. Chemicals used in all buildings will be non-toxic and biodegradable. All recycling measures and GO GREEN efforts outlined in this contract will be managed by the day porters or the site manager at each location.

H. (Deep) Carpet Cleaning - Within the first 60 – 90 days, Nelsonic will perform a detailed floor cleaning and establish a flooring crew to focus on carpet, tile floors and all other hard surfaces, including buffing and waxing. To ensure quality control, a check list will be formulated and updated daily by the site supervisor.

I. Window and Blind/ Dusting - All windows and blinds listed under the scope of this contract will undergo a thorough cleaning to make an immediate and noticeable impact. After the initial detailed cleaning, a quality assurance check list will be formulated and updated daily by the general manager and logged. For the duration of the contract, dusting and window blind cleaning will be completed by the day porter and night staff.

J. Dusting Cleaning - All building will undergo a thorough dusting to make an immediate and noticeable impact. After the initial detailed dusting, a quality assurance check list will be formulated and updated daily by the general manager and logged. For the duration of the contract, dusting will be completed by the day porter and night staff.

K. Special Cleaning - All special cleaning will be arranged by the general manager and the site director. In the event that these services require additional cost, the vendor will provide in writing to the site director the cost associated before services are rendered.

Tab 4: Staffing Plans & Policies

A. Employee Training

Nelsonic's training and evaluation consists of a 60-day evaluation period. New hires will work under the close supervision of a manager to ensure that all new staff members understand the scope of the contract, learn Nelsonic practices and procedure and application of all cleaning products. Nelsonic trains and evaluates each staff member on a quarterly basis and allows a site manager or designated facility representative to provide feedback on the areas that have been challenging in the past and to evaluate our progress as it relates to the scope of the contract.

Nelsonic takes a strong stance against the spread of infectious diseases. All employees are routinely trained on how to properly dispose of hazardous materials, including blood pathogens and bodily fluids. Additionally, each designated work area is stocked with Material Safety Data Sheets (MSDS) to ensure proper administration and handling of chemicals.

B. Standards of Conduct

In order to uphold the integrity and reputation of the company, it is in the best interest of Nelsonic to incorporate a zero tolerance policy in any instance of misconduct by any person employed by the company. During the recruitment process, Nelsonic screens all employees, including general managers and staff. All persons associated with Nelsonic are given an employee handbook outlining company standards as well as the company's zero tolerance policy on improper dress, non-acceptable work conduct, sexual harassment, work ethics, and other rules and procedures. The employee handbook and code of conduct expectations are reviewed annually by all employees to reinforce Nelsonic zero-tolerance stance. To protect our clients and our worker's safety, Nelsonic provides routine training on workplace safety, including proper ways to lift, climb ladders, and uniform attire.

Tab 5: Operations & Management Policies

A. Performance Standards

Nelsonic will maintain Leon County facilities based on Association Physical Plant Administrators (APPA) standards. Over the last 5 years, the APPA standards has assisted Nelsonic and proven vital in project design and facility management, these standards keeps Nelsonic abreast of trends in the field and how to enhance performance and grow professionally.

Nelsonic will provide a management teams that strive for continuing professional development who will go beyond compliance and strive to exceed expectations, innovative training program that promotes team work with-in our the staff and Leon Count facilities, enhanced facility research and practices that promotes safety, cost saving methods and a facility quality performance tracking program that will address the Custodial needs of Leon County. Nelsonic believes the above summation of standards, professional codes and practices will be the frame work that impacts the level of services at the highest level.

B. Quality Control Procedures

Nelsonic prides itself on formulating an aggressive communication plan. General Managers and supervisors are equipped with Smart-phones with internet access to ensure immediate communication and correspondence between all parties and designated facilities director.

C. Quality Assurance Forms

To ensure all requirements of the contract are met, Nelsonic will establish a complete quality control program to include:

- I. A Performance tracking program that assures the scope and bench marks of the contract are completed.
- II. A method of identifying and recording deficiencies in the quality of services performed.
- III. Corrective Action/ Employee Training
- IV. Employee conduct

IV. Weekly meeting with Facility director

To maintain adequate progress, the general manager or shift supervisor is required to complete the Performance Tracking inspection sheet daily (See attachment I). During the tenure of this contract, nightly inspection checklists will be completed by the supervisors and reviewed by the general manager bi-weekly to ensure that all quality standards are being met and maintained. It is the responsibility of the General Manager (GM) to ensure the quality assurance measures are properly administered and that all duties outlined in the scope of this contract are upheld. The general managers will also use the log form to indicate discrepancies from routine work, equipment conditions, and any incidents that should be reported (See attachment II Daily Log Form). General Managers will also conduct routine meetings with the site manager at the beginning of each work-week to address any quality issues, special projects, workplace conduct, or personnel concerns.

D. Corrective Procedures

Based on our experience, we know that with the proper management team and staff the job can and will get done. In the event of corrective procedure, all issues will be handled with urgent care. Small, new corrective cleaning assignments will be addressed immediately by the on-site supervisor and/or day porter. Large corrections will be immediately handled to bring the facility to normal operation and functionality. Additional services required to resolve large corrections will be performed after hours in an effort to not disrupt business as usual at the facility. Additionally, Nelsonic will provide a designated site representative with list of all on-call staff and supervisors that will respond to an emergency within 24 - 36 hours. At Nelsonic our daily goal will be to honor our mission statement and to be thorough from start to finish.

E. Emergency Services, Construction Cleaning

We know that our cleaning schedule must remain flexible and will change from time to time. In the event of special or unusual conditions, Nelsonic will provide additional janitorial services not covered under the scope of the contract. The

cost of these services will be negotiated and billed once the services have been rendered. All work orders will be given directly to the general manager to be placed on the master schedule for additional services. 24 hours prior to the event all cost and man hours must have all required signature of all parties involved.

F. EQUIPMENT AND SUPPLIES LIST

Equipment to be used for this contract (such as floor machines, vacuum cleaners, carpet extractors and carpet dryers) and kept on account.

Number	Description	Manufacturer	Size/Capacity
20-30	Vacuum Cleaners	Sanitaire/Advanced	15-17"
15	Vacuum Cleaners	Advanced Backpack	15-17"
5	Portable Carpet Cleaners	Advanced	17" cleaning capacity
10	Floor Scrubbers	Advanced	20"
5	Walk-Behind Floor Scrubbers	Advanced	20-26"
4	Truck Mounted Carpet Vans	Butler Systems	
10	Carpet Dryers	Tornado	

Tab 6: Operations & Management Plan

Group 2

The Government Annex Buildings (BOA), Public Safety Complex, Welcome Center

Government Annex Buildings (BOA)

It is our goal to formulate an action plan that will give special priority to high traffic areas and problems areas within the first 60 to 90 days, all monthly, quarterly and semi-annual duties will be completed. Once the initial deep cleaning is completed and approved by the facility director, our management team will develop a master schedule outlining the next date of service. This master schedule will be given to the site director monthly with a detailed summary of the quality assurance check list(s) and the nightly inspection forms generated by the general manager. The cleaning plan for the Government Annex Building, one manager, one(1) day porter and 8-10 night staff that will complete all of the listed duties under the scope of this contract.

Public Safety Complex

For the past two years, Nelsonic provided a customized service to this new facility. Our cleaning plan consisted of two (2) managers, two (2) day porters, and 4-6 night staff to complete duties listed under the scope of this contract. Our management team has developed a master schedule that includes day porter duties, carpet care, quality assurance check list, and night staff check list. We believe this 24 hour facility needs constant attention. Our management team for this location has over 20 years of cleaning experience that is a reflection of our commitment to this high profile building. (See day-porter checklist).

Welcome Center

Our cleaning plan consisted of two (2) staff member that will clean this entire facility and perform all daily, weekly, monthly and annual duties listed in the scope of this contract.

Group 3

Main library, B.L Perry, Eastside, Ft. Braden, Lake Jackson, Northeast, Woodville Library, and Tax collectors Lake Jackson

Nelsonic has provided services to the Leon County Libraries for the past 5 years. During this time we expanded the day porter services to the Main Library, B.L. Perry and Eastside Library. It is our stance that our partnership with all our clients must be flexible to ensure that the maximum amount of coverage for the different locations. In our society today the local libraries are more than a place to research and find books. The local libraries serve as meeting place for the public, leisure and educational resource center for the community and office space for a small business that provides outreach programs such as tutoring and self help groups and much more. Therefore, Nelsonic firmly believes that a cleaning plan for the Leon County Libraries must include expanded coverage that will be cost effective for both parties, safe to the public and a professional service that is able to manage emergencies without disturbing the public use of the facility.

Main Library

Our cleaning plan for the main library will include (1) full time day porter, (1) mid shift day porter, (1) weekend porter and a (6-8) night staff that will service the entire facility nightly. This plan will give this location full custodial service from open to close.

The full time day porter shift will begin at 9:30-6. They will be required to restock and clean all restrooms, perform emergency cleaning and ensure that the library tables, chairs, computes and meeting rooms are cleaned and disinfected throughout the day. See attachment (Day porter duties).

The mid-shift day porter will be 6 pm- close. This unique position was an added position that was introduced by Nelsonic. The management staff at this location expressed a need for services that extended during the evening hours. This additional position has been cost effective for both parties, safe to the public, and we were able to manage

emergencies without disturbing the public use of the facility and provide additional cleaning to the administrative and employee areas that closed at 6pm.

The Weekend day porter shift will be from open to close .It has been our experience that this additional position will prove cost effective for both parties and safe to the public. Our staff will be required to restock and clean all restrooms, perform emergency cleaning and ensure that the library tables, chairs, computes and meeting rooms are cleaned and disinfected throughout the day. See attachment (Day porter duties)

Night staff will deep clean the entire facility and perform all daily, weekly, monthly and annual duties listed in the scope of this contract.

Branch Libraries

Eastside, Lake Jackson, B L. Perry North east Library, and Tax Collectors

Our cleaning plan will include one manager, one roaming day porter and 4-6 night staff.

The Roaming day porter-Based on our past experience we believe this new position will improve our overall service to the individual branch. The roaming day porter will provide daily services from 1pm to 6pm Tuesday- Friday to the branch libraries listed in the above caption. Nelsonic will provide 1 hour of daily service to each of these locations. During this time our staff will perform quality check to the each location, restock and clean all restrooms, perform any emergency cleaning and ensure that the library tables, chairs, computers and meeting rooms are cleaned and disinfected and act as a liaison to the individual branch manager.

Management team/Night staff- This team will consist of 1 manager and 2-4 staff members that will clean the entire facility and perform all daily, weekly, monthly and annual duties listed in the scope of this contract.

Woodville, and Fort Braden Library

The cleaning plan for these locations will include (1) manager and 2-4 staff members that will clean the entire facility and perform all daily, weekly, monthly and annual duties listed in the scope of this contract.

Group 4

Robert Stevens Clinic, Southside Clinic, Main Health Clinic, Amtrak Clinic, and Community Service Buildings/UV Trailer

All Facilities

Nelsonic has provided services to the Leon County Clinical Facilities for the past 3 years. It is our stance that our partnership with our clients must be flexible to ensure that the maximum amount of coverage for the different locations. Our cleaning plan for the Leon county clinics will include a day-porter to Robert Stevens Clinic, Southside Clinic, and Main Health Departments to meet the daily needs of the facility without disturbing the daily procedures of business.

Nelsonic will introduce a roaming day-porter at the UA Trailer and Community services building to perform quality checks to the each location, restock and clean all restrooms, perform any emergency cleaning and ensure that the facility tables, chairs, meeting rooms, common areas are cleaned and disinfected and act as a liaison to facility management staff at each location.

Floor Team/Night staff- This team will consist of 1 manager and 2-4 staff members that will clean the entire facility and perform all daily, weekly, monthly and annual duties listed in the scope of this contract. The Floor team will be managed by the general manager, who will coordinate all floors projects, emergency cleaning, carpet care and annual stripping and waxing.

Group 5

Ag Center, Amtrak Station Building, elections Voting Center& Warehouse, Facilities Management office/Bays, Public Works Building, Purchasing/MBE/Sign Shop, Solid Waste Facility 4, Traffic Court, Transfer Station, Truck shed Office/Bathroom

All Facilities

Nelsonic has provided services to the Leon County General Services Facilities for one year. During our first year our teams install Jr. Jumbo toilet paper dispensers and hard wound rolls to many of these facilities because they did not receive daily services. Our customized cleaning plan would involve 1 project manager, 2 manager and 8-10 night staff members that will clean the entire facilities and perform all daily, weekly, monthly and annual duties listed in the scope of this contract. The project manager that will be assigned to this group will inspect the building daily to ensure that all duties listed in the scope of this contract is completed and perform quality assurance check and coordinate all carpet care and hard floor schedule

Floor Team/Night staff- The night staff will consist of 1 manager and 2-4 staff members that will clean the entire facility and perform all daily, weekly, monthly and annual duties listed in the scope of this contract. The Floor team will be managed by the general manager, who will coordinate all floors projects, emergency cleaning, carpet care and annual stripping and waxing.

Tab 7: Reference List

North Florida Community College

Location: Madison, Florida

Approx Sq. ft- 230,000

Start date July 1, 2007 to present

Cleaning times Mon - Sat

Duties include providing a full custodial service and building maintenance for the 50 acre campus of North Florida Community College. The campus consists of 38 building, general classroom, administrative offices, student center, and auditorium, gymnasium and executive service center. Duties include clean all offices, lounge area and restrooms. Restock all paper products and hand soaps in all designated areas. Empty and clean all trash receptacles and replace liners, vacuum all carpet, sweep and mop all floors, dust all common areas, windows ceilings, light fixtures and lock and secure building nightly. Quarterly scrub and recoat all tile floors, Semi- Annually pressure wash all 38 building and main sidewalks, Steam cleaned carpet two times per year, Pressure all exterior building Yearly strip and wax tile floors.

- *Contact: W.H. "B" Hunter, Executive Director Human Resources, (850) 973-9448*

Florida State University - WFSU/TV

Location: Tallahassee, Florida

Approx. sq. -ft 50,000

Start Date Jan. 2006 to present

Monday- Friday

Duties include clean all offices, lounge area and restrooms. Restock all paper products and hand soaps in all designated areas. Empty and clean all trash receptacles and replace liners, vacuum all carpet, sweep and mop all floors, dust all common areas, windows ceilings, light fixtures and lock and secure building nightly. Quarterly scrub and recoat all tile floors. Steam cleaned carpet two times per year. Yearly strip and wax tile floors.

- *Contact: Roberta Williams, Facilities Director, (850) 644-7642*

Leon County Libraries

Location: Tallahassee, Florida

Total Approx Sq. ft – 158,587

State date March 1, 2011 to present / Sunday - Saturday

Duties include providing 1 day porter, 2 supervisors, and 6-10 evening staff workers. The Main Library requires 1 day porter from 9am until 6pm to facilitate cleanliness without disrupting normal Library functions and business. Day porter duties include cleaning and restocking 12 restrooms, emptying trash, maintaining main lobby, and responding to cleaning emergencies or unexpected events. The evening staff shift begins after the libraries are closed. Evening staff are responsible for the cleanliness of Leroy Collins Library, BL Perry Library, Northeast Library, Fort Bradenton Library, and Lake Jackson Library. Duties include cleaning all offices, lounge area and restrooms. Restock all paper products and hand soaps in all designated areas. Empty and clean all trash receptacles and replace liners, vacuum all carpet, sweep and mop all floors, dust all common areas, windows ceils, light fixtures and lock and secure building nightly. Monthly scrub and recoat all tile floors. Steam cleaned carpet. Annual strip and wax tile floors.

- *Contact: Ms. Shelley Cason, Facilities Operations Manager, (850)606-5012, Casons@leoncountyclibrary.org*

Leon County Health Departments

Location: Tallahassee, Florida

Total Approx Sq. ft – 58,700

State date September 2011- Present

Duties include providing 1 supervisor, 3 fulltime day porters at each location and 6-8 evening staff workers. Duties include cleaning and restocking restrooms, emptying trash, maintaining main lobby, and responding to cleaning emergencies or unexpected events. Evening staff are responsible for the cleaning of South side Clinic, Old Bainbridge Clinic, and Municipal Way. Duties include deep cleaning of all offices, lounge area and restrooms. Restock all paper products and

hand soaps in all designated areas. Empty and clean all trash receptacles and replace liners, vacuum all carpet, sweep and mop all floors, dust all common areas, windows ceils, light fixtures and lock and secure building nightly. Monthly scrub and recoat all tile floors. Steam cleaned carpet. Annual strip and wax tile floors.

- *Contact: Holly Kirsch, Manager of the Leon county Health Departments, (850) 606-8229*

FBMC Benefits Management

Location- Tallahassee, Florida

Approx. Sq. ft 60,000

January 1, 2012 to present

Duties include a mid Day porter to clean and restock all rest rooms, emptied all trash receptacles and replaced liners, and handle any emergency or work orders during business hours as well as a night staff to swept, mopped, buffed, waxed all tile floors, vacuumed carpet areas, dusted common areas, window ceils, mirrors, glass doors in all offices, conference rooms and locked and secured all exiting building doors, and interior offices .

Quarterly- steamed all carpet areas and scrubbed and recoated all tile in offices and classrooms.

Yearly- services included stripped and waxed all tile floors and cleaned all exterior windows.

- *Contact: Dalton Lewand , Facilities Management Team Leader , (850) 425-6200*

Florida A&M University (Perry Paige)

Location- Tallahassee, Florida

Approx. Sq. ft 70,000

August 2013 to Present

Duties included cleaned and restocked all rest rooms, emptied all trash receptacles and replaced liners, swept, mopped, buffed, waxed all tile floors, vacuumed carpet areas, dusted common areas, window ceils, mirrors, glass doors in all offices, classrooms and locked and secured all exiting building doors, interior offices and classrooms.

Quarterly- steamed all carpet areas and scrubbed and recoated all tile in offices and classrooms.

Yearly- services included stripped and waxed all tile floors and cleaned all exterior windows.

- *Contact: Mr. Mike Smith, Director of Auxiliary Services at Florida A&M University, (850) 321-0778*

Tab :8 Attachments

1. Day-porter Detailed Checklist
2. Night staff Checklist
3. Daily Report Log
4. Quality Evaluation Form
5. Performance Tracking Assessment

DAYPORTER'S DAILY ROUTINE/DETAIL CHECK LIST

Main duties (Hot Spots)

Maintain ALL restrooms [stocked, cleaned, remain in working order]

Maintain ALL elevators [clean, free of debris]

1ST FLOOR-main entrance[glass(in/out), window seals (in), payphones], auto glass doors, security walk thru, all wood at entrance, long hallway [windows ,pictures, window seals], outside handicap elevator, gift shop area

2nd FLOOR- glass [in/out], window, window seals, security walk thru, pledge all wood

Basement- loading zone free of debris, all spider web gone,

Day	Duties	Initials		Comments
MONDAY	Clean stalls in all restrooms (RR)			
	Clean all doors & door frames(include metal hydraulic closer)			
	Clean baseboards in all RR			
	Dust all vents (ceiling & doors) from debris			
	Dust stairwells and landing(fire extinguishers)			
TUESDAY	Dust all window seals, frames and bases(1 st)			
	Dust window seals, frames and based (2 nd)			
	Dust all horizontals on outside walls (1 st & 2 nd)			
	Dust all wood on staircase (1 st -3 rd)			
	Dust white area on stairwells (1 st -3 rd)			
WEDNESDAY	Complete Monday's RR duties(vents/stall/base)			
	Dust window seals in offices (basement & 3 rd)			
	Dust vents in offices (basement & 3 rd)			
	Dust baseboards in offices (basement&3 rd)			
	Dust blinds in offices (basement&3 rd)			
THURSDAY	Complete dusting duties from Tuesday			
	Dust artifacts, picture in employee lounge (EL)			
	Clean all tables, tables bases, chair legs in EL			
	Wipe clean trashcans in common areas			
FRIDAY	Complete RR duties from Wednesday			
	Complete other tasked missed during the week			
	Dust stairwells and landings			
REPORT NEEDED REPAIRS, & CONCERNS THAT CAN'T BE COMPLETED DURING THE DAY [stains, broken fixtures]				

Nightly Staff Checklist

Attachment #3

Page 26 of 70

ASSIGNMENT	EMPLOYEE INITIALS				
	M	T	W	TH	FR
LOBBY					
High & Low Dusting(if needed)					
Empty Trash and replace Bag- wipe inside & outside of cans					
Baseboards(once a week)					
Glass Clean Entrance Doors & Frames					
Glass Clean Display Case					
Sanitize Water Fountain					
Wipe all ledges dust free(if needed)					
Clean and Organize Magazine Racks(once a week)					
Check hand sanitizer- replace if needs to be refilled					
RESTROOMS- WOMEN & MEN					
Empty Trash and replace Bag					
Refill Soap Dispensers, Paper Products(if needed)					
Empty Feminine Trash & replace bag					
Wipe Clean Each sides of Stall Partitions					
Clean Toilet & all sides					
Wipe tops of stalls dust free					
Clean Sinks					
Glass Clean Mirrors					
Polish all stainless steel					
Vents & Light Fixtures					
OFFICE AREAS					
Empty Trash and replace Bag					
Glass Windows					
Clean computer and behind					
Desk / Counters / File Cabinets					
Blinds					
Baseboards					
Above Door and around trim					
Light Switch Plate- clean free of finger prints					
Vacuum Carpets					
EMPLOYEE KITCHEN AREA					
Empty Trash and replace Bag					
Blinds					
High / Low Dusting					
Clean Sinks					
Wipe Countertops clean					
Polish all stainless steel					
Vents & Light Fixtures					
Wipe Clean Tables					
Wipe Refrigerator clean of finger prints					
Clean Walls- ensure free of dirt and finger prints					
Glass Clean Entrance Doors & Frames					
Refill Soap Dispensers, Paper Products					
Wipe all ledges dust free					
CIRCULATION DESK					
Low Dusting / High Dusting (bookshelf tops, behind computers, printers)					
Wipe down table tops					
Desk / Counters / File Cabinets					
Empty Trash and replace Bag- wipe outside of cans					
Baseboards					
Dust Mop (under desk area)					
Wipe clean light switch					
Check for spider webs behind desk and on walls					
Dust empty shelving					
COMPUTER LAB AREA					
Inside all Glass windows					
Baseboards					
Window Ledges inside and out					
Wipe down table tops					

Low Dusting / High Dusting (bookshelf tops, behind computers, printers)					
Empty Trash and replace Bag- wipe outside of cans					
Desk / Counters / File Cabinets					
Check for spider webs behind desk and on walls					
Blinds					
Wood Polish Chairs					
Wipe Chairs Clean					
Pick up any receipt printings					
Dust Mop & Mop					
TUTOR ROOMS					
Inside and out all Glass windows					
Baseboards					
Window Ledges inside and out					
Wipe down table tops					
Low Dusting / High Dusting (bookshelf tops, behind computers, printers)					
Empty Trash and replace Bag					
Desk / Counters / File Cabinets					
Check for spider webs behind desk and on walls					
Blinds					
Wood Polish Chairs					
Wipe Chairs Clean					
Pick up any receipt printings					
Dust Mop & Mop					
Light Switch Plate- clean free of finger prints					
EMPLOYEE RESTROOM					
Empty Trash and replace Bag					
Refill Soap Dispensers, Paper Products					
Empty Feminine Trash & replace bag					
Wipe Clean Each sides of Stall					
Clean Toilet & all sides					
Clean Sinks					
Glass Clean Mirrors					
Polish all stainless steel					
High / Low dusting					
Vents					
Dust Sweep & Mop					
Light Switch Plate- clean free of finger prints					

Supervisor Signature

DAILY REPORT LOG FORM

Employee Names	Time In	Time Out	Badge ID #

Today's Date: _____

Building: _____

Discrepancies from Routine Work:

Property or Equipment not Serviceable or Operating Condition:

Note any Damage, Vandalism, and Broken Windows, Graffiti (Please note location and description):

Problems / Complaints / Resolutions (Please give summary of incident below:

All Security badges verified and returned (List any broken, lost badges):

_____ Supervisor Signature

Quality Evaluation

Restrooms	Initials	Comments
Floor/Grout		
Baseboards		
Walls/grout		
window frames and sills		
Toilets and urinals		
Sinks/faucets/pipes/mirrors		
Towel dispensers		
Waste receptacles		
Counter/baby changing station		
Soap dispensers		
Tissue paper holders		
Stalls		
Vents		
Doors and frames		
Office area		
Odor		
Floor/carpet		
Baseboards/walls		
Window frames and sills		
Blinds/ vents		
Desk/counter/file cabinets		
Low dusting		
High dusting		
Waste receptacles		
Public Areas		
Light fixtures		
Door entrances		
Entrance litters		
Elevator tracks		
Drinking fountain		
Stairwells and landings		
Loading Zones litter		
Service Closets		
Supply and Equipment		
Mop		

Signatures _____

Program Tracking Inspection

Date Inspected:	Rating Scale
Building Inspected:	1= Needs immediate attention
Inspected by:	2=Needs attention
	3= Satisfactory

Items Inspected	Rating (1-3)	Items Inspected	Rating (1-3)
<u>Restrooms</u>		<u>Public Areas</u>	
Floors/Grout/Drains		Entrances/Glass Door	
Baseboards/ Molding		Entrance Litter	
Walls/ Grout/Stalls		Elevators Floors and Tracks	
Toilet/Urinals		Directories	
Sinks/ Faucets/Pipes		Drinking Fountains	
Mirrors		Stairwells and landings	
Paper/ Soap Dispenser		Trash Receptacles	
Paper Products		Floors/ Carpet	
Waster/ Sanitary Receptacles		Dusting	
Counter/ Baby Station		Windows	
Doors/ Frames		Total Points:	/30
Total Points:	/42		
<u>Office Area</u>		<u>Break Rooms</u>	
Floors/ Carpets		Sinks/ Faucets/pipes	
Desks/Counter/ File		Tables/Counters	
Dusting		Floors/ Carpets	
Waste Receptacles		Door Frames	
Sinks/ Faucets/ Pipes		Dusting	
Total Points:	/27	Trash Receptacles	
		Paper Towel Holders	
<u>Service Closets</u>		Baseboard moldings	
Supplies & Equipment		Total Points:	/27
Mops/ Vacuums			
Cleanliness			
Total Points:	/15		

Comments _____

Tab 9: Certificates and Licenses

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

**AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS**

Leon County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) {Section 274a(e) of the Immigration and Nationality Act (INA)}.

Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

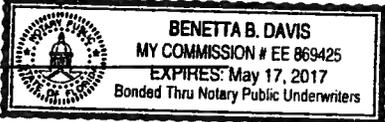
Company Name: Nelsonic Inc
Signature: Pat Nelson Title: owner

STATE OF Florida
COUNTY OF Leon

Sworn to and subscribed before me this 10th day of March, 2015

Personally known [Signature]
NOTARY PUBLIC

OR Produced identification Notary Public - State of Florida

(Type of identification) _____ My commission expires: _____


Printed, typed, or stamped commissioned name of notary

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

**LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION,
AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

Bid Title: Custodial Services County Wide, Continuing Services

Bid No: BC-03-10-15-13

Opening Date: March 10, 2015 at 2:00 PM

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: Pat Nelson
Title: owner
Firm: Nelson Inc
Address: 441 F.A.M.U. Way Tall. Fl 32311

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

IDENTICAL TIE BIDS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 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 violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's 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 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 employees 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 893 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 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 the following:

(Check one and sign in the space provided.)

_____ This firm complies fully with the above requirements.

This firm does not have a drug free work place program at this time.



Bidder's Signature

owner

Title

3/10/15

Date

Bid Title: Custodial Services County Wide, Continuing Services
Bid No: BC-03-10-15-13
Opening Date: March 10, 2015 at 2:00 PM

Required Policy Endorsements and Documentation

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Endorsements to insurance policies will be provided as follows:

Additional insured (Leon County, Florida, its Officers, employees and volunteers) -
General Liability & Automobile Liability

Primary and not contributing coverage-
General Liability & Automobile Liability

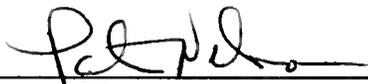
Waiver of Subrogation (Leon County, Florida, its officers, employees and volunteers)- General Liability, Automobile Liability, Workers' Compensation and Employers' Liability

Thirty days advance written notice of cancellation to County - General Liability, Automobile Liability, Workers' Compensation & Employers' Liability.

Please mark the appropriate box:

Coverage is in place Coverage will be placed, without exception

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name Patrick Nelson Signature 
Typed or Printed

Date 3/10/15 Title Owner/CEO
(Company Risk Manager or Manager with Risk Authority)

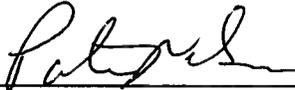
Bid Title: Custodial Services County Wide, Continuing Services

Bid No: BC-03-10-15-13

Opening Date: March 10, 2015 at 2:00 PM

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION,
And OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.



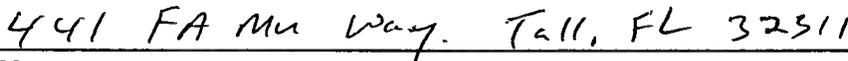
Signature



Title



Contractor/Firm



Address

LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
- b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification and submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name:	
Current Local Address:	Phone: Fax:
If the above address has been for less than six months, please provide the prior address.	
Length of time at this address:	
Home Office Address:	Phone: Fax:

Patrick Nelson

Signature of Authorized Representative

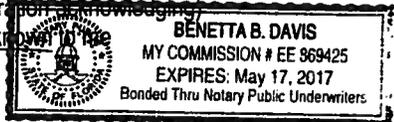
3/10/15
Date

STATE OF Florida
COUNTY OF Leon

The foregoing instrument was acknowledged before me this 10th day of March, 2015

By PATRICK NELSON of NELSONIC
(Name of officer or agent, title of officer or agent) (Name of corporation or partnership)

a FLORIDA Corporation, on behalf of the corporation. He/she is personally known to me
(State or place of incorporation) as identification.



Benetta B. Davis

Signature of Notary

BENETTA B. DAVIS

Print, Type or Stamp Name of Notary

Asst of Lending

Title or Rank

Return Completed form with supporting documents to:

Leon County Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308

Serial Number, If Any

Company ID Number: 426124

**E-VERIFY
CORPORATE COMPANY**

**If you have any questions, contact E-Verify at
888-464-4218.**

INFORMATION REQUIRED FOR E-VERIFY	
Information relating to your Company:	
Company Name:	<u>Nelsonic Industries</u>
Company Facility Address:	<u>2036A Watson Way</u> <u>Tallahassee, FL 32308</u>
County or Parish:	<u>LEON</u>

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

Name:	Shawnya Hicks	Fax Number:	
Telephone Number:	(850) 391 - 9096		
E-mail Address:	shawnyahicks_nelsonicinc@yahoo.com		
Name:	Patrick Nelson	Fax Number:	
Telephone Number:	(850) 879 - 7009		
E-mail Address:	nelsonicinc@yahoo.com		

2014-15

CITY OF TALLAHASSEE BUSINESS TAX CERTIFICATE
LOCAL BUSINESS TAX RECEIPT

2014-15

TAX CERTIFICATE EXPIRES SEPTEMBER 30, 2015

Account Number: 79693

DBA: NELSONIC CLEANING SERVICE

Location: 441 FAMU WAY

Address: TALLAHASSEE FL 32301

Type Code 850 Sub Code h Service - Miscellaneous

Type Description:

NELSONIC CLEANING SERVICE
PATRICK NELSON

The firm, corporation, organization, business or individual whose name appears herein has paid a business tax for the business activities indicated above, subject to city, state and federal laws. This certificate must be conspicuously displayed at the location of the business activity. A change of location from the stated business location on this certificate as well as a change in ownership requires a transfer. (See reverse side.)



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[Previous on List](#) [Next on List](#) [Return To List](#) [Entity Name Search](#)

[Events](#) **No Name History**

Detail by Entity Name

Florida Profit Corporation

NELSONIC CLEANING SERVICE, INC.

Filing Information

Document Number P04000009697
FEI/EIN Number 030544929
Date Filed 01/13/2004
State FL
Status ACTIVE
Last Event CANCEL ADM DISS/REV
Event Date Filed 10/15/2009
Event Effective Date NONE

Principal Address

2036-A WATSON WAY
TALLAHASSEE FL 32308
Changed 11/26/2007

Mailing Address

2036-A WATSON WAY
TALLAHASSEE FL 32308
Changed 11/26/2007

Registered Agent Name & Address

NELSON, PATRICK
2036-A WATSON WAY
TALLAHASSEE FL 32308 US
Address Changed: 11/26/2007

Officer/Director Detail

Name & Address

Title PRES
NELSON, PATRICK
1239 OAKSEDGE RD
TALLAHASSEE FL 32317

Title V
NELSON, BRIA
2036 A WATSON WAY
TALLAHASSEE FL 32308

Title VP

May 12, 2011

RE: Nelsonic Industries, Inc. Accountant Capability Letter for RFP of Custodial Services
To the Board of County Commissioners:

In providing this letter, I, Danai Chirimunimba do not assume any financial liability or any contractual relationship with any party involved as a result of the information contained herein. I certify only that Nelsonic Industries, Inc. has the financial capability to initiate the Request for Proposal indicated above, should the company wish to do so.

After a review of the company's financials, I can determine that there are no significant indicators of any financial distress. I confirm that Nelsonic Industries, Inc has the financial capability to handle this contract, including meeting payroll and adequately securing supplies and equipment. I confirm on behalf of Nelsonic Industries, Inc. and with the company's authority that Nelsonic Industries, Inc. is a business in good standing, and as of this date has the financial capability and adequate financial resources to perform on a County contract in the near term.

This letter is only a confirmation regarding the current financial ability of Nelsonic Industries, Inc. and shall in no way obligate me or Nelsonic Industries, Inc. beyond the scope and content of this letter.



Danai Chirimunimba
Accountant

DC Accounting & Taxes
8773 West Bellfort Street
Houston, TX 77031
Tel - (713) 774-1853

LEON COUNTY PURCHASING DIVISION
 BID TABULATION SHEET
 BC-03-10-15-13

Bid Title: Custodial Services, County Wide

Opening Date: Tuesday, March 10, 2015 at 2:00 PM

Item/Vendor	C+L Associates	Nelsonic, Inc.	Contractor's Enterprises
Manual Signature	Yes	Yes	Yes
Addendum #1	Yes	Yes	Yes
Affidavit of Immigration	Yes	Yes	Yes
Tie Bid	Yes	Yes	Yes
Insurance	Yes	Yes	Yes
Certificate Debarment	Yes	Yes	Yes
Base Bid:			
Group 1	\$ 0.073	\$ —	\$ —
Group 2	\$ 0.0749	\$ 0.0985	\$ 0.07
Group 3	\$ 0.109	\$ 0.1065	\$ 0.07
Group 4	\$ 0.15	\$ 0.2150	\$ 0.07
Group 5	\$ 0.135	\$ 0.1195	\$ —

Tabulated By: Shelley Kelley

[Signature]

LEON COUNTY PURCHASING DIVISION
 BID TABULATION SHEET
 BC-03-10-15-13

Title: Custodial Services, County Wide **Opening Date:** Tuesday, March 10, 2015 at 2:00 PM

Item/Vendor	Associated Services + Supplies	Tribond	Stackon Maintenance Group
Manual Signature	Yes	Yes	Yes
Addendum #1	Yes	Yes	Yes
Affidavit of Immigration	Yes	Yes	Yes
Tie Bid	Yes	Yes	Yes
Insurance	Yes	Yes	Yes
Certificate Debarment	Yes	Yes	Yes
Base Bid:			
Group 1	\$ —	\$ 0.21	\$ 0.0858
Group 2	\$ 0.14312	\$ 0.21	\$ 0.1365
Group 3	\$ —	\$ 0.21	—
Group 4	\$ 0.2416	\$ 0.21	—
Group 5	\$ —	\$ 0.21	—

Tabulated By: Sherry Kellers

[Signature]

LEON COUNTY PURCHASING DIVISION
 BID TABULATION SHEET
 BC-03-10-15-13

Bid Title: Custodial Services, County Wide

Opening Date: Tuesday, March 10, 2015 at 2:00 PM

Item/Vendor	Executive Cleaning	USS1	Superior Janitorial Group
Manual Signature	Yes	Yes	Yes
Addendum #1	Yes	Yes	Yes
Affidavit of Immigration	Yes	Yes	Yes
Tie Bid	Yes	Yes	Yes
Insurance	Yes	Yes	Yes
Certificate Debarment	Yes	Yes	No
Base Bid:			
Group 1	\$ —	\$ 0.093	—
Group 2	—	\$ 0.097	\$ 1.10
Group 3	\$ 0.12	\$ 0.105	\$ 1.05
Group 4	\$ 0.19	\$ 0.211	\$ 2.35
Group 5	\$ 0.092	\$ 0.089	\$ 1.05

Tabulated By:

Shelley Kelley

SK