PURCHASING OFFICE
P.O. BOX 3371
PHONE 813-247-8050
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Cal Henderson, Sheriff

HILLSBOROUGH COUNTY
TAMPA, FLORIDA 33601

July 5, 2000

FISCAL BUREAU
2008 E. 8th Avenue
Tampa, FL 33605

Joyce Rinehart
Senior Buyer
(813) 247-8053

BID TITLE: Janitorial Maintenance

BID NUMBER: 13-00

INSTRUCTIONS TO BIDDERS

Included herein are General Terms and Provisions (Part A); the Special Provisions (Part B); and the Bid Response (Part C), which together with all attachments, constitute the entire "Bid Package". Said bid package must be the basis upon which all bids are offered and the same (the entire bid package) must be kept together and returned, intact, by the time and at the place herein specified. The bidder must manually sign the General Terms and Provisions (Part A) and Bid Response (Part C). Any questions concerning this bid package should be directed to the Buyer whose name appears above.

When awarded, the bid package becomes the "**Contract Document**". The Bidder's signature on the bid constitutes Bidder's agreement to the terms therein. READ THE ENTIRE BID CAREFULLY BEFORE SIGNING.

NOTICE TO BIDDERS

WHEN SUBMITTING A SEALED BID, ALL BIDS SHOULD BE CLEARLY MARKED AS A BID DOCUMENT. THIS IDENTIFICATION SHOULD INCLUDE THE BID NUMBER, BID TITLE AND DATE DUE ON THE OUTSIDE OF THE ENVELOPE.

HILLSBOROUGH COUNTY SHERIFF'S OFFICE
2008 E 8th Avenue
Tampa, Florida 33605

VENDOR: July 5, 2000

- INSERT NAME & ADDRESS HERE -

SUBJECT: Request for Bid 13-00

BID TITLE: Janitorial Maintenance

OPENING DATE & TIME: July 19, 2000 at 3:00 PM

PLACE: Sheriff's Operation Center
Fiscal Bureau, Room 125
2008 E 8th Avenue
Tampa, FL 33605

Bids will be received until the time and date shown and will be read aloud immediately thereafter at the "Place" indicated above.

PRE-BID CONFERENCE: July 12, 2000 at 2:00 PM

Pre-Bid Conference will be held at the Warehouse Center Complex, 2310 N. Falkenburg Rd, Tampa, FL 33619. This is a **mandatory conference** due to the nature of the job and the fact that a **tour of the facility to be serviced will be conducted**. If you intend to submit a bid but are unable to attend for any reason, you must send a written notice to the Fiscal Manager indicating the reason(s) and requesting an exception be made. You must also request permission for site visit at a later time.

PART A - GENERAL TERMS AND PROVISIONS:

1. Bids: Must be contained in a SEALED envelope addressed to: Cal Henderson, Sheriff, Fiscal Bureau, 2008 E. 8th Avenue, Tampa, Florida 33605. To prevent inadvertent opening, **the Bid Number, Bid Title and Date Due must be marked on the outside of the envelope**.

   If our specifications, when included in our Request for Bid, are not returned with your bid, and no specific reference is made to them in your bid, it will be assumed that all specifications will be met. When material, sketches, cuts, descriptive literature, vendor's or manufacturer's specifications which accompany the bid contain information that can be construed or is intended to be a deviation from our specifications, such deviation must be specifically referenced in your bid response.

2. The responsibility for getting the bid to the Sheriff's Office on or before the stated time and date will be solely and strictly the responsibility of the bidder. The Sheriff will in no way be responsible for delays caused by the United States Postal Service or a delay caused by any other occurrence, or any other method of delivery. The bidder shall be responsible for reading very carefully and understanding completely the

requirements in the specifications. Bids will not be accepted after the time specified for receipt. Such bids shall be returned to the vendor unopened with the notation "This Bid Was Received After the Time Designated For the Receipt and Opening of Bids".

3. On-Line Documents: The Hillsborough County Sheriff's Office is publishing documents on it's web page for the convenience of vendors wanting to do business with the Sheriff and to save tax dollars. This service is public record and the Sheriff is responsible only for documents as published. Any modifications or alterations to the original document language may be cause for rejection of a bid.

4. Time for Consideration: Bidder warrants by virtue of bidding the prices quoted in his bid will be good for an evaluation period of thirty (30) calendar days from the date of bid opening unless otherwise stated. Bidders will not be allowed to withdraw or modify their bids after the opening time and date.

5. Prices: All bids submitted must show the net bid price after any and all discounts allowable have been deducted. **Price(s) bid is/are to be F.O.B. Destination (DELIVERED).** State sales tax and federal excise taxes shall not be included as the Sheriff's Office is tax-exempt. The Sheriff will issue exemption certificates to the successful bidder when requested.

   The Bidder's attention is directed to the fact that the tax laws of the State of Florida, including but not limited to Chapter 212, Florida Statutes, apply to this bid matter and that all applicable taxes and fees shall be deemed to have been included in the Bidder's proposal as part of his materials cost, when applicable.

6. Bid Errors: When errors are found in the extension of bid prices, the unit price will govern. Bids having erasures or corrections must be initialed in ink by the bidder.

7. Bid Submittal Costs: Submittal of a bid is solely at the cost of the bidder and the Sheriff's Office in no way is liable or obligates itself for any cost accrued to the bidder in coming up with the Bid Submittal.

8. No Bid: If the receipt of this request for quotation is not acknowledged, Bidder's name may be removed from the bidders' mailing list.

9. Compliance with Occupational Safety and Health Act: Bidder certifies that all material, equipment, etc., contained in his bid meets all O.S.H.A. requirements.

10. Public Entity Crimes: Pursuant to Florida Statute 287.132 and 287.133, effective July 1, 1989, the Hillsborough County Sheriff, as a public entity, may not accept any bid or proposal from, award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017, F.S., for Category Two (currently $10,000) with any person or affiliate on the convicted vendor list for a period of 36 months from the date that person or affiliate was placed on the convicted vendor list unless that person of affiliate has been removed from the list pursuant to Section 287.133 (3)(f), F.S.

    If you submit a bid or proposal in response to this request, you are certifying that Florida Statute 287.132 and 287.133 does not restrict your submission.

11. Acceptance and Rejection: The Sheriff, Hillsborough County, Florida, reserves the right to reject any or all bids, for cause, to waive irregularities, if any, in any bid, and to accept the bid or bids which in the judgement of the Sheriff is in the best interest of Hillsborough County.

12. It is important that vendor visit sites where services are to be provided to familiarize himself with the scope of the effort required.

13. Specifications are attached.

CAL HENDERSON, SHERIFF
HILLSBOROUGH COUNTY, FLORIDA

- SIGNATURE ON FILE -

By_____
J.H. Shillady, Comptroller
Fiscal Bureau

14. General Terms and Provisions outlined above are acknowledged. Our bid is attached.

Date_____ Signed_____
Company Officer

_____
Company Name

NOTE: THIS MUST BE RETURNED WITH YOUR BID AFTER COMPLETING PARAGRAPH 14. EXCEPTIONS TO THE SPECIFICATIONS, IF ANY, MAY BE NOTED ON THE SPECIFICATION PAGE OR IN YOUR BID RESPONSE.

MINIMUM REQUIREMENTS
SECTION I
TECHNICAL PROVISIONS

1.1 SCOPE:

The work includes furnishing all labor, supervision, transportation, tools, equipment, materials, and supplies necessary for accomplishment of janitorial services in accordance with these specifications, and subject to the terms of the Contract. The services shall include all functions normally considered part of workmanlike, satisfactory janitorial work. Work is to include: Routine Daily Cleaning and Periodic Project Cleaning.

1.2 FACILITIES TO BE SERVICED:

LOCATION	**CONTACT PERSON**
Warehouse Center Complex 2310 N. Falkenburg Rd. Tampa, FL 33619.	Fran Baryza Ph. 247-8190

Because the departments have different duties and different hours of operation they have each selected the cleaning schedule best suited to their work schedules. Below are listed the departments, the days of the week they require service and the time of day they want service. The word between means that the work must be accomplished sometime between those hours. The total of all areas to be cleaned consist of approximately 143,700 sq. ft.

DEPARTMENT	Days	Time
District II	Monday thru Sunday (7)	between 7:00 AM & 3:00 PM
Automotive Maintenance	Monday thru Friday (5)	between 7:00 AM & 3:00 PM
Warrants	Monday thru Friday (5)	between 7:30 AM & 5:00 PM
Communications Maintenance	Monday thru Friday (5)	between 8:00 AM & 5:00 PM
Organized Crime Bureau	Monday thru Friday (5)	between 8:30 AM & 12:30 PM
Crime Scene Unit	Tuesday & Friday (2)	between 9:00 AM & 11:00 AM
Enforcement Support Bureau	Monday thru Friday (5)	between 10:00 AM & 2:00 PM
Criminal Investigation Bureau	Monday thru Friday (5)	between 1:00 PM & 5:00 PM
Print Shop	Tuesday & Thursday (2)	between 2:00 PM & 5:00 PM
Photo Lab	Tuesday & Friday (2)	between 3:00 PM & 5:00 PM
Evidence	Monday thru Friday (5)	between 5:00 PM & 7:00 PM
Identification (ID)	Monday thru Friday (5)	between 4:30 PM & 6:00 PM
Training	Monday thru Friday (5)	between 6:00 PM & 9:00 PM

The following will be considered holidays: New Year's Day, Martin Luther King day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and Christmas.

Sheriff's Office reserves the right to adjust schedules when deemed necessary. Any changes would be coordinated with the **Contractor.**

1.3 DEFINITION OF TERMS:

The term **"Contracting Officer"** or **"Contracting Officer's Representative"**, as used herein, shall mean the Services Division Major, his duly appointed successor, or his authorized representative.

The term **"nightly"** as used herein shall mean, the end of the work day and the word **"daily"** shall mean each service day.

The term **"Sheriff's Office"** shall mean the Hillsborough County Sheriff's Office.

1.4 INSPECTION BY THE SHERIFF'S OFFICE:

A. Daily inspection of the **Contractor's** work can be made by the **Contracting Officer's Representative** using prescribed forms to record **Contractor** performance. The **Representative** has authority to point out to the **Contractor** incomplete or defective work but does not have the authority to alter the terms or conditions of the Contract.

B. The **Contractor** shall submit to the **Contracting Officer's Representative** at the pre-performance conference, a schedule of work showing operations to be performed daily, weekly, and periodically for review by the **Contracting Officer's Representative**. On the first day of the Contract period, the Contractor shall post a copy of the schedule, in each area being serviced, at a location designated by the **Contracting Officer's Representative**. Any changes needed in this schedule during the term of this Contract must be approved by the **Contracting Officer's Representative**. The schedule shall be as follows:

1. **Daily Requirements** - List all services to be performed each service day.

2. **Weekly Requirements** - The day in the week that work will be performed.

3. **Project Requirements** - Monthly, Quarterly, Three times Yearly, Semi-Annually, and Annually: List all services to be performed and the month they are to be performed.

1.5 CLEAN-UP:

All supplies, equipment, and machines, shall be kept free of traffic lanes or other areas where they might be hazardous and shall be secured at the end of each work period in areas provided for this purpose. Cloths, mops, or brushes containing a residue of wax or combustible material subject to spontaneous ignition shall be removed from the buildings and disposed of in containers provided for this purpose. Cleaning solutions will be disposed of in plumbing fixtures provided for this purpose.

1.6 LOST, FOUND, OR MISSING ARTICLES:

The **Contractor** shall be responsible in the event of theft or damage of **Sheriff's Office** property or personal property by his employees. All unclaimed articles found in or about the work areas by the **Contractor** shall be turned in immediately to a **Sheriff's Office** staff person.

1.7 WORK TO BE ACCOMPLISHED:

I. ROUTINE CLEANING:

A. RESTROOMS - INCLUDING PRIVATE RESTROOMS AND SECURE INTERVIEW ROOMS

1. DAILY SERVICES:

a. Floors shall be swept and wet mopped or scrubbed with approved germicidal detergent.

b. Water closets, seats, and urinals shall be washed and disinfected inside and outside. Seats shall be cleaned on both sides and left in a raised position. No rust, encrustation, or water rings shall exist.

c. Traps shall be maintained free from odor at all times.

d. All washbasins shall be thoroughly cleaned and disinfected.

e. All mirrors, shelving, dispensers, chrome fixtures, and piping shall be damp wiped and polished dry.

f. Radiators, window sills and blinds, ledges, grilles, and stall partitions shall be dusted.

g. Wall surfaces, partitions, doors and door hardware, window frames and sills shall be spot cleaned.

h. Paper towels waste receptacles shall be emptied and cleaned daily and new liners installed.

i. Paper towels, hand soap, toilet paper dispensers and toilet seat cover dispensers shall be serviced nightly.

j. Sanitary napkins receptacles shall be emptied, cleaned and disinfected, properly dried, and provided with a new liner daily.

2. MONTHLY SERVICE:

a. All wastepaper receptacles shall be damp wiped inside and out with a germicidal/disinfectant/deodorizer.

b. Machine scrub and re-finish, where applicable, all lavatory floors and/or polish and buff dressing room floors. Note: A germicidal/disinfectant cleaner is to be used during this operation.

c. Scrub, polish and/or buff all walls, baseboards, air vents, and light fixtures. Clean ceilings and ceiling mounted fixtures.

d. The full surface areas of all stall partitions, doors window frames and sills, and blinds shall be thoroughly damp wiped with a germicidal/disinfectant cleaner.

e. All restroom fixtures are to be thoroughly scrubbed and polished inside and outside using an approved germicidal/disinfectant cleaner.

B. ROOM CLEANING:

1. DAILY SERVICES:

Office areas, file rooms libraries, conference rooms, and the corridor space adjacent to these areas shall receive the following daily cleaning.

a. Ashtrays The contents of ashtrays shall be emptied and the ashtrays wiped clean with a damp cloth. All tar stains shall be removed.

b. Wastebaskets: Wastebaskets shall be emptied and liners used. Liners shall be replaced when soiled. Wastepaper and trash shall be removed to main disposal area designated by the Contracting Officer's Representative. Protective pads will be used to protect flooring in any area used to stage trash awaiting removal from the building.

c. Floor Sweeping: The full floor area is to be swept daily with a treated sweep mop or broom to remove all dirt, dust, and litter.

d. Carpet Cleaning: The full rug or carpet area is to be vacuumed daily to remove all obvious surface dirt, dust and litter to include edges of walls, partitions and hard floors. Stains of any kind are to be treated and removed on a nightly basis.

NOTE: Obvious surface dirt referred to is any visible foreign matter found on the floor, rug, or carpet surface, and includes but is not limited to paper clips, staples, metal fasteners, pencil sharpening, erasures, paper pieces, fragments, clippings, and punchings, ashes, mud, sand, rubber bands, cigarette butts, chewing gum, tar and so on.

e. Washbasins and Mirrors: Washbasins and fixtures shall be cleaned and disinfected and mirrors damp wiped and dried, as necessary, to keep them in a clean and acceptable condition. Paper towels shall be installed where towel dispensers are provided.

f. Spot Clean: Spot clean all carpet areas to remove deposits of grease, oil, beverages, tar, chewing gum, rust, or any other substance which may cause the carpet to become stained. spot clean all walls, doors, window sills, ledges, or any other surface which may require cleaning to remove smudges, fingerprints, splash marks, etc. Spot clean all hard surface floor areas to remove spillages, chewing gum, or any other marks or foreign matter. Special attention will be given to areas under walk-off mats. Spot clean interior glass partitions.

NOTE: All spot cleaning is to be accomplished in such a way as to prevent discoloration or disfigurement of the surface being treated .

g. Other Space: In all other space, horizontal surfaces or desk, files, tables, chairs, lamps, handrails, and non cloth furniture shall be dusted with treated dust cloth. Glass desk tops, handrails, baseboards, door knobs, kick plates, and hinge plates shall be cleaned with properly treated cloths.

2. WEEKLY SERVICES:

a. Office Space: Vertical surfaces and under surface (knee wells, chair rungs, table legs, etc.) shall be thoroughly dusted and both sides of all glass in doors, partitions, pictures, and bookcases shall be cleaned. Window sills and ledges (interior) shall be dusted with a properly treated cloth. All cloth furniture shall be vacuumed.

b. Other Spaces: In all other space, office areas, file rooms, libraries, conference rooms, etc., horizontal surfaces of chairs, bookcases, window sills, and other miscellaneous furniture shall be dusted with a properly treated dust cloth.

c. Storage Space: All floor areas in storage rooms, electrical panel rooms, and telephone equipment rooms shall be swept with a properly treated sweep mop or broom.

C. ENTRANCES, LOBBIES, AND CORRIDORS;

1. DAILY:

Floors shall be swept, damp mopped, or, if carpeted vacuumed. All surfaces shall be dusted; metal and wood surfaces polished and walls spot cleaned. Main lobbies, all entrances, and main corridors shall be maintained in such a manner as to give a superior appearance. Walk-off mats will either be swept or vacuumed. Directory board glass and entry glass will be cleaned. Trash receptacles and cigarette urns at the exterior entrances

will be cleaned. Porch areas outside entries and drive-thrus are included in the above.

D. FLOOR CARE AND MAINTENANCE:

1. DAILY;

Main Corridors, Entrance and Lobbies: Hard floors and resilient floors shall be swept, wet mopped and spray buffed with product to be supplied by the Contracting Officer's Representative.

2. WEEKLY:

a. ALL CORRIDORS, ENTRANCES, AND LOBBIES: Hard floors and resilient floors shall be swept, scrubbed, and spray buffed. Floor finish will be applied where necessary.

b. Entrances: Concrete entrance way shall be kept clean of all stains and spills and foreign matter.

3. SEMI-ANNUAL FLOOR CARE:

All main corridors, entrances, and lobbies are to be properly stripped and refinished with the appropriate number of coats for the product to be supplied by Contracting Officer's representative.

E. ASH RECEPTACLES:

1. DAILY:

Wall mounted cigarette urns and dry-type ash receptacles shall be emptied, washed, and dried. All stains shall be removed.

F. WASTE COLLECTION AND REMOVAL:

1. DAILY;

All refuse, debris, rubbish, trash (burnable and unburnable), and garbage shall be collected, and removed from the building, except as otherwise provided.

a. Box or Cardboard Containers: All shall be collected daily, broken down and placed in the dumpster, as directed for pickup by others.

b. Waste Material: All refuse, debris, rubbish, trash (burnable and unburnable), and garbage generated in or about the building shall be collected, removed, and disposed of daily into dumpsters located adjacent to each building or in designated areas.

c. Garbage Cans: Those cans used for collection of food remnants shall be emptied

and washed.

d. Snack Bar and Vending Machine Waste: The **Contractor** shall remove from the building and dispose of trash, debris, or garbage generated by snack bars and vending machines and wash trash receptacles with an approved germicidal/disinfectant.

G. DRINKING FOUNTAINS

1. DAILY:

Drinking fountains shall be cleaned with antibacterial germicidal cleaner and polished. Encrustation will not be allowed to form.

H. STAIRWAYS:

1. DAILY:

Stair landings and steps and handrails shall be swept, spot mopped, dusted, and vacuumed.

2. WEEKLY:

a. Ledges, grilles, fire apparatus, doors, and radiators shall be dusted.

b. Steps, risers, and landings shall be wet mopped or scrubbed; glass surfaces cleansed; bright metal and woodwork polished. Walls shall be spot cleaned to a height of approximately 84" every week.

1. QUARTERLY:

The full surface areas of all walls and floors will be scrubbed and properly dried and polished where applicable.

I.. OUTSIDE ENTRANCES:

1. DAILY

a. Both sides of entrance glass shall be cleaned.

b. Kick plates, push plates, and push bars shall be cleaned and polished and all foreign residue removed.

2. WEEKLY:

All unpainted exterior and interior metal entrance doors and handrails shall be damp wiped and polished with a dry cloth.

J. COMPUTER AREA:

1. DAILY:

Damp mop floor area, removing scuff marks with an approved di-electric pad. Keep dust to a minimum in this area with special attention being given to floor areas under desks, etc., unless otherwise specified.

2. MONTHLY

Floor area is to be scrubbed using a method approved by the **Contracting Officer's Representative** and the site manager.

K. LUNCHROOM AREAS:

1 DAILY:

Damp wipe with disinfectant all table tops, chairs, seats, and counters. spot clean walls, doors, and glass surfaces. Scrub uncluttered sinks, clean all water coolers. Sweep and damp mop floors and dust all horizontal surfaces.

2. WEEKLY:

a. Spray buff floor as specified by **Contracting Officer's Representative.**

b. Trash receptacles are to be washed inside and outside using a germicidal/disinfectant/deodorizer cleaner.

c. Refrigerator to be cleaned and wiped inside and outside.

L. CONCESSION:

1. DAILY:

a. Pick up trash and waste from a designated point and remove from the building. Clean exterior of trash containers in concession and vending areas. This requirement also applies to trash receptacles located in adjacent areas where food stuff refuse from these areas is thrown away by employees and the general public.

b. Necessary policing and cleaning of vending machine areas, where it is not done by the machine operators, will be accomplished daily by the **Contractor.**

2. WEEKLY:

All trash receptacles designated above are to be washed inside and outside using a germicidal/disinfectant/deodorizer cleaner.

M. WAREHOUSE FLOORS (Where Applicable):

1. DAILY:

Main traffic areas are to be properly swept with a treated sweep mop and mopped to remove soil and spills.

2. WEEKLY:

The full surface area of floor is to be swept with a properly treated sweep mop and spot mopped to remove soil and spills.

3. MONTHLY:

The full surface area of floor shall be properly swept and wet mopped.

4. TWICE PER YEAR:

The full surface area of floor is to be properly swept and machine scrubbed.

N. SERVICES TO BE PERFORMED AS DIRECTED BY THE **CONTRACTING OFFICER'S REPRESENTATIVE**:

1. WASTEBASKETS:

The inside and outside surfaces of wastebaskets shall be washed or damp wiped, as necessary, to keep them in a clean and acceptable condition. Plastic liners shall be used in waste baskets, provided by the **Contractor.**

2. DEAD STORAGE:

Dead storage areas within the building, where no personnel are assigned, shall be cleaned as directed.

O. MISCELLANEOUS DUTIES:

In addition to the work specified above, the following additional duties shall be performed by the **Contractor,** in conjunction with the cleaning operation:

1. Reporting fires, hazardous conditions and items in need of repair, including dead lights, leaky faucets, toilet stoppages, etc.

2. Closing windows and turning off lights and fans when not in use.

3. Turning in to the designated office all lost and found articles.

4. Rooms should only be unlocked during the period of attendant cleaning. Areas opened must not be left unattended. Seeing that rooms are locked after cleaning and the keys are

returned nightly to the designated area.

5. Compliance with Energy Conservation by insuring that only lights and electrical service needed to perform duties are utilized. Turn off lights in all areas where work is not being performed.

6. Responsible to insure no flammable rags, solutions, or products are left stored within the building.

7. Transporting the **contractor's** personnel, supplies and equivalent between **Sheriff's Office** buildings during the conduct of work.

II. PROJECT CLEANING

NOTE: schedule. The frequencies listed below are a guide for evaluation purposes only. Any change in schedule must be approved by **Contracting Officer's Representative.**

A. HIGH CLEANING:

1. QUARTERLY SERVICE:

All surfaces and objects in the building above approximately 84" or more from the floor shall be cleaned by dusting or vacuuming. This service includes the wall and ceiling area adjacent to and including ventilating and air conditioning outlets, light fixtures, and ceiling fans.

B. WINDOWS AND GLASS

1. MONTHLY:

Wash all store-front glass, entry glass, lobby windows, and doors on both sides. Frames, casting, and sills shall be cleaned and wiped dry. This service includes glass deflectors, opaque glass, interior partitions, doors, transoms, and mirrors.

2. ANNUALLY:

All window glass (on ground floor level, both sides), glass deflectors, glass over exterior and vestibule doors, clear and opaque glass in interior partition, doors and transoms shall be washed on a schedule approved by the **Contracting Officer's Representative.**

C. BLINDS: (Horizontal and/or /Vertical)

1. QUARTERLY:

All blinds shall be dusted with a properly treated cloth or brush.

D. LIGHT FIXTURES AND AIR VENTS:

1. DAILY:

All light fixtures and air ventilation grilles located within main lobbies, main corridors, and entrances are to be kept free of dust and cobwebs. This requirement includes the ceiling and wall areas adjacent to these fixtures.

2. WEEKLY:

All light fixtures and air ventilation grilles in all corridors are to be dusted properly.

3. QUARTERLY:

All light fixtures and ventilation grilles throughout the buildings are to be dusted and have stains removed.

E. AREAWAYS AND ROOFS:

1. ANNUALLY:

Balconies, ledges, and areaways, shall be policed one time per year.

F. FLOORS/WALLS:

1. MONTHLY:

RESILIENT/COMPOSITION FLOOR MAINTENANCE: All office areas, file rooms, libraries, conference rooms, and similar space shall be thoroughly scrubbed and rinsed. All corner bases and edges shall be cleaned. Over all floor area shall be spray buffed or refinished as needed.

2. SEMI-ANNUALLY:

a. Resilient flooring in all office space, file rooms, libraries, conference rooms, telephone rooms, and other areas, shall be scrubbed and refinished. In areas with rugs, walk off mats, the rugs shall be turned back to permit the finishing operation to be performed underneath the rug.

b. All carpet will be cleaned by a method which is in accordance with the carpet manufactures recommendation and agreed upon both by the **Contractor** and the **Contracting Officer's Representative.**

c. All wall surfaces including marble and granite wall surfaces and stone wainscoting shall be washed, rinsed, and polished dry.

3. ANNUALLY:

All wooden paneling, shelf risers, courtroom benches, doors, and hand railings shall be treated with Liquid Gold or similar product approved by the **Contracting Officer's**

Representative.

1.8 CLEANING QUALITY STANDARDS:

Services performed under this Contract shall be subject to inspection and approval by the **Contracting Officer** or his representative. This paragraph outlines the minimum acceptable standards:

A. FLOOR MAINTENANCE:

1. GENERAL:

a. For all operations where furniture and equipment must be moved, no chairs, wastepaper baskets, or other similar items shall be stacked on desks, tables, or window sills. Upon completion of work, all furniture and equipment must be returned to its original position.

b. Baseboards, walls, stair risers, furniture, and equipment shall in no way be splashed, disfigured, or damaged during these operations.

c. Proper precautions shall be taken to advise building occupants of wet and/or slippery floor conditions; this applies during inclement weather, as well as during cleaning operations. All tools and equipment shall be maintained in clean condition at all times and neatly stored each night in the assigned storage area.

2. SWEEPING AND DAMP MOPPING:

a. SWEEPING: Includes brush or mop sweeping, using sweeping compound, or mechanical brush vacuum sweeping, without damage or disfigurement of furniture, doors, or base trim. A properly swept floor is free of all dirt, dust or dust streaks, grit, lint and debris in all areas. All furniture shall be replaced to its original position upon completion.

b. DAMP MOPPING: Cleaning of floor surfaces using cotton or sponge yarn mops, appropriate stain removal agents, unheated water, and detergent is required, using as small amount of water as possible, supplemented by dry- cleaning as required for spot removal, and removal of streaks from rubber heels and field shoes. A satisfactory damp-mopped floor is without lint and dust, marks, film, streaks, debris, and standing water in all areas.

c. RESULTS: After sweeping and damp mopping operations, all floors shall be clean and free of dirt streaks; no dirt shall be left in corners, behind radiators, under furniture behind doors, or stair landings and treads. Likewise, sidewalks, entrances, garages, and other assigned areas shall be swept clean of all dirt and trash. No dirt shall be left where sweepings were picked up. There shall be no dirt, trash, or foreign matter left under desks, tables, or chairs.

3. WET MOPPING AND SCRUBBING:

The floors shall first be properly prepared by thoroughly sweeping to remove visible dirt and debris and removing of wads of gum, tar, and similar substances from the floor surface. On completion of the mopping and scrubbing, the floors shall be cleaned and free of dirt, water streaks, mop marks, string, etc. properly rinsed, and dry mopped to present an overall appearance of cleanliness. All surfaces shall be dry, and corners and cracks clean after the wet mopping or scrubbing. When scrubbing is designated, it shall be performed by machine, or by hand with a brush.

4. DAMP MOPPING AND BUFFING:

At the stated frequencies, floors shall be damp mopped and spray buffed. The floor shall be prepared by sweeping to remove all visible dirt and debris; damp mopping with a clean mop that has been dampened in clean cold rinse water. The floor area shall then be machine buffed to a polished appearance.

5. MISCELLANEOUS:

a. Carpets: After each thorough vacuuming, all carpets shall be clean, free from dust balls, dirt, and other debris; nap on carpets shall lie in one direction. In areas where an electric vacuum cannot be used, a mechanical carpet sweeper will be used to remove dirt. Spots shall be removed from rugs or carpets as they appear, using an acceptable carpet cleaning method. Furniture shall be shielded from carpets until thoroughly dry.

b. Mat Cleaning: Clean both sides of all dirt-removing mats at entrances and remove all dirt, dust, and other deposits from the nap. this includes outside mats.

c. Elevator Floors: Where floors have resilient type covering, all necessary cleaning operations shall be performed to provide a clean and polished appearance after each cleaning.

d. Toilets: Special attention shall be given to floors around urinals and commodes for elimination of odors, stains, and to provide a uniformly clean appearance.

B. DUSTING:

1. GENERAL:

Dust shall not be moved from spot to spot, but removed directly from the areas in which it lies by the most effective means - appropriate treated dusting cloths, vacuum tools, etc. When doing high cleaning, dust shall not be allowed to fall from high areas onto furniture and equipment below. The following conditions shall exist, after the completion of each dusting task:

a. There shall be no dust streaks.

b. Corners, crevices, molding and ledges shall be free of all dust.

c. There shall be no oils, spots, or smudges on dusted surfaces caused by dusting tools.

d. When inspected with a flashlight, there shall be few traces of dust on any surface.

2. RECOMMENDED METHODS:

a. Dusting Furniture and Equipment: The horizontal surfaces of all furniture and equipment shall be dusted with a treated cloth or yarn duster, operated in continuous contact with them. the manipulation shall be such as to pick up dust and not to scatter it. surfaces shall be free of dirt, dust, lint, oily film, and streaks.

b. Dusting Blinds: Dust blinds with properly treated dust cloths or yarn dusters. a properly dusted blind is free of dirt, dust, lint and cobwebs.

c. Dusting Light Fixtures: Dust light fixtures with treated (anti-static) cloths or yarn dusters. Fixtures are properly dusted when free of dirt, dust, lint, and cobwebs.

d. Low Dusting: Removal of dust below normal high reach, 84 inches, with treated dust cloths or yarn dusters, manipulated so as to pick up dust, dirt, lint, and cobwebs. Feather dusters and similar dust scattering devices shall not be used. A properly dusted surface is free from dust, cobwebs, dirt, lint, and streaks left from dusters.

e. High Dusting: Removal of dust from walls, ceilings, and other structural components, pipes, equipment and fixtures above normal reach, 84 inches from floor, with treated dust cloths or vacuum cleaner. Surfaces shall be free from dust, cobwebs, dirt, lint, and streaks lefty from dusters.

C. DAMP-WIPING

1. GENERAL:

This task consists of using a clean damp cloth or sponge to remove all dirt, spots, streaks, and smudges from walls, glass, and other specified surfaces, and then drying to provide a polished appearance. The wetting solution shall contain an appropriate cleaning agent. When damp wiping in toilet areas, a multi-purpose (germicidal/disinfectant/deodorizer) cleaner shall be used.

2. BLACKBOARD CLEANING:

Blackboards will be cleaned with clear water or clean cloth. When cleaned, the surface will have a uniform clean appearance, and chalk tray clean of chalk dust. Green chalk boards will be cleaned with clean dry cloth.

D. EMPTYING/CLEANING:

1. ASHTRAYS/URNS:

The work includes emptying ashtrays and urns wiping with cloth as required to remove and prevent deposits. Properly cleaned ashtrays are free of deposits and butts. The waste from ashtrays and urns shall be emptied into containers and removed to outside collection facilities provided for this purpose. Containers shall be of fire protective type. **Contractor** shall exercise necessary precautions to avoid fires.

2. EMPTYING WASTE RECEPTACLES:

Empty all waste receptacles and remove trash and paper from building, and deposit in collection facilities provided for this purpose by the **Sheriff's Office.** Receptacles shall be empty of trash and paper.

3. WASHING WASTE RECEPTACLES:

Damp wipe receptacle inside and out. Receptacles are lean of all deposits, dirt streaks, and odors after damp wiping.

E. WINDOW/BLIND CLEANING:

1. GENERAL:

After each washing operation, all glass shall be clean and free of dirt, grime, streaks, excessive moisture, and shall not be cloudy. Any items moved during the operation shall be returned to its original position.

2. WINDOW SASH, SILLS, METAL AND WOODWORK:

Window sashes, sills, metal and woodwork about interior glass and other such surroundings shall be thoroughly wiped free of drippings and other watermarks.

3. USE OF PROTECTIVE PADS:

Cleaners shall use pads to protect window sills when standing or placing cleaning materials on them and all such pads and/or cloths necessary to protect **Sheriff's Office** property shall be furnished by the **Contractor.**

4. GLASS REQUIRING CLEANING:

Glass which requires cleaning on both sides will have the inside and outside cleaning performed on the same day. This includes glass in panels, doors, signs, counters. Plain water or cleaning solutions prepared for this purpose shall be used. Scouring powders shall not be used. Adjacent trim shall be wiped clear with damp cloth and floors cleaned of any droppings. Glass is clean when all accessible glass surfaces are without streaks, film, deposits, fingerprints and stains, and has a uniformly bright appearance.

5. WINDOW WASHING:

Window washing shall be so scheduled and performed as to provide the least inconvenience to occupants. If occupants are seriously inconvenienced, the window washing activities shall be rescheduled at the discretion of the **Contracting Officer's Representative.** Interior surfaces, frames, sills, and screens shall be cleaned. All work in a single room will be completed the same day the first window in that particular room is started. Windows, screens, frames, and sills will be free of dirt, dust, and film.

F. WATER COOLERS:

1. Coolers will be cleaned using detergent or scouring powder or cleaning agents acceptable to the **Contracting Officer's Representative.** Cabinets of water coolers shall be wiped clean with a damp cloth. Coolers are clean when free from stains, streaks, film and mineral buildup.

G. FURNITURE CLEANING AND POLICING:

Wood and finished metal surfaces shall receive furniture polish with rubbing, as necessary, for cleaning, followed by polishing with a clean dry cloth. All plastic and imitation leather coverings shall be cleaned with detergent solution, followed by wiping with cloth dampened in plain clean water., Leather covering shall be thoroughly cleaned with combination cleaner and polish followed by polishing with a clean dry cloth. When cleaned or polished, all surfaces shall have a uniform appearance, free of deposits, streaks, o r film. No silicone base polish shall be used.

H. BRIGHT METAL POLISHING:

Bright metal polishing may be performed by damp wiping and drying with a suitable cloth if a polished appearance is attained. If a polished appearance cannot be produced, the **Contracting Officer's Representative** shall be contacted for direction as to the use of an appropriate metal polish. Metal will be cleaned only with an approved type cleaner. When cleaned, all surfaces are without deposits or tarnish, and have a bright appearance. Cleaner will be removed from adjacent surfaces.

I. SPOT CLEANING

Walls, partitions, doors, and trim will be cleaned with a damp cloth and detergent, if necessary, to remove spots. All walls, doors, door trim, baseboards and other surfaces shall have dirt, stains, heel marks, hand prints, and other disfigurements removed. Area cleaned by spot removal shall be left in condition of surrounding area without causing unsightly discoloration. Drinking fountains shall be kept free of trash, ink, coffee grounds, etc., and nozzles free from encrustations.

J. PORCELAIN WARE CLEANING:

Porcelain fixtures (drinking fountains, washbasins, urinals, toilets, etc.) shall be clean and bright; there shall be no dust, spots, stains, rust, green mold, or encrustations.

K. CLEANING DOORS AND TRIM

Cleaning doors and adjacent trim shall consist of scrubbing all surfaces with detergent solution, followed by clean water rinse. Doors and trim, when properly cleaned, are free from dirt, deposits, film, and have a uniform appearance.

L. PLUMBING FIXTURE AND DISPENSER CLEANING:

This includes water closets, urinals, sinks, soap trays or dispensers, and paper dispensers. Scouring powder may be used on plumbing fixtures or ceramic tile to remove stubborn stains or deposits. A toilet bowl cleaner shall be used for water closets and urinals. Fixtures and dispensers shall be clean and free of deposits, stains, film, odors, and dispensers replenished.

M. CLEANING WALLS AND WAINSCOTS:

Cleaning all tile or impervious finish wainscots and toilet stall partitions and doors will be accomplished with an appropriate detergent solution and sponge followed by plain water rinse and drying with a clean cloth. Abrasive cleaners will not be used on painted or resilient surfaces. All spillage or marking of adjacent surfaces shall be wiped clean with a damp cloth. Vinegar solutions shall not be used on marble surfaces.

N. POLICING:

This job includes performance of the following tasks at the stated frequencies;: picking up and removing from areas inside the building all paper, trash, empty bottles, and other discarded material; maintaining wall-hung and floor-type ash receptacles in a neat and presentable condition; picking up and removing from areas inside the building wads of gum, spots of tar, and other foreign substances, tidying up drinking fountains and glass surfaces; mopping up wet areas caused by spillages, accidents, or inclement weather.

1.9 SUPERVISION:

The **Contractor** shall employ, at all times, the quality of supervision necessary for the effective and efficient management of cleaning operations. However, first line supervisors' qualifications shall not be less than called for in these specifications. All supervisors shall have an intimate knowledge of this Contract and its various cleaning tasks, equipment and materials so as to be able to both properly train and direct the cleaners in their individual tasks and to maintain and control an effective inspection and follow-up program.

MINIMUM REQUIREMENTS

SECTION II

GENERAL

2.1 INTERFERENCE WITH BUSINESS:

A. The **Contracting Officer**, under whose direction the work will be performed, shall be consulted as to the manner of starting the work so as to cause a minimum of interference.

B. The work shall be carried on in such a manner that there will be no interruption to or interference with the proper execution of **Sheriff's Office** business.

C. All persons employed by the **Contractor** shall, while on the premises, comply will all building regulations including **No Smoking in County Buildings**.

2.2 SAFETY:

The **Contractor** shall be responsible for instructing employees in safety measures considered appropriate. In addition, the **Contractor** shall not permit placing or use of mops, brooms, or equipment in traffic lanes or other locations in such a manner as to create safety hazards, and shall provide appropriate warning signs for slippery floor areas caused by cleaning or floor finishing operations. **Contractor's** employees shall be required to interrupt their work at any time to allow passage of personnel.

2.3 PAYMENTS TO THE CONTRACTOR:

A. Payments will be made monthly upon presentation of an invoice for certification and payment. Notices of Liquidated damages for non-performance; pursuant to Section III, Paragraph 3.8; shall be provided to the **Contractor** on a monthly basis in writing and deducted from the current month's invoice. Payments shall be rendered only for services satisfactorily provided to those buildings that are occupied and operational. If unsuitable service has been brought to the attention of the **Contractor** and has not been rectified by the time monthly invoice is rendered, payment of the entire monthly invoice will be withheld until the condition is made satisfactory.

The invoice shall show: Location and period being billed.

Invoices should be mailed to: Hillsborough County Sheriff
Attention: Fiscal Bureau
P.O. Box 3371
Tampa, FL 33601

B. In the event this Contract becomes effective or terminates during the course of a month, the amount to be paid the **Contractor** for the part of the month in which services were rendered shall be determined by prorating the amount specified in the contract for a full month on the basis of the number of days in the month involved.

2.4 SHERIFF'S OFFICE SUPERVISION:

The performance of this contract shall be monitored by the **Contracting Officer's Representative**, or his delegated inspector(s), who will be in charge of providing occupancy service to the building.

A. If the **Contracting Officer's Representative** finds that repairs, replacements, or changes are required to the building, its contents, or its appurtenances, which, in the opinion of the **Contracting Officer's Representative**, are rendered necessary as the result of the use of materials, equipment, or workmanship of the Contractor which are inferior, defective, or not in accordance with the terms of the Contract, the **Contractor** shall promptly upon receipt of notice from the **Contracting Officer's Representative**, place in satisfactory condition, in every particular, all of such work, correct all defects, and shall make good any work or materials, or equipment and contents of said building or site disturbed in making such restoration.

B. In any case where the fulfilling of the requirements of the Contract or any restoration work embraced in or required thereby, the **Contractor** disturbs any work guaranteed under another Contract, **Contractor** shall restore such disturbed work to a condition satisfactory to the **Contracting Officer** and shall guarantee such restored work to the same extent as it was guaranteed under such other Contract.

C. Upon the **Contractor's** failure to comply as required above, the **Sheriff's Office** may: (1) either have such work performed by either the **Sheriff's Office** personnel or some other qualified **Contractor** as the **Contracting Officer's Representative** deems necessary, or (2) allow such damaged or defective work or portion of the building or site or contents or equipment of the building or work disturbed to remain in such unsatisfactory condition; provided, that the **Contractor** shall promptly pay the **Sheriff's Office** the sum expended by the **Sheriff's Office** under the provisions of (1) above or, at the election of the **Sheriff's Office**, the sum estimated by the **Contracting Officer's Representative** under the provisions of (2) above to represent the amount which would have been necessary to expend to correct this condition. In the event the **Contractor** fails to pay promptly on demand such sum so expended or estimated the **Contracting Officer's Representative** may deduct this amount from any monies due or to become due the **Contractor** under this Contract, or the **Sheriff's Office** shall make claim against the **Contractor's** liability insurance coverage.

D. Everything done in accordance with the requirements of this provision shall be performed without additional expense to the **Sheriff's Office.**

2.5 OTHER CONTRACTS:

A. The **Sheriff's Office** may undertake or award other Contracts for additional work, and the **Contractor** will carefully fit his own work to such other additional work as may be directed by the **Contracting Officer's Representative**. The **Contractor** shall not commit or permit any act during the performance of this Contract which will interfere with the performance of work by another **Contractor**, or by **Sheriff's Office** employees.

B. The **Sheriff's Office** may undertake or award other Contracts for work not being performed acceptably by the **Contractor** or work not being accomplished on time by the **Contractor**. Costs incurred thereby will be deducted from the **Contractor's** monthly bill.

2.6 CONTRACTOR QUALIFICATIONS:

A. The **Contractor** is required to have an established local business office staffed with enough qualified personnel to be able to meet the day and night needs of this contract.

B. The **Contractor** is required to have the necessary permits and licenses required by law to conduct business as a professional **Janitorial Contractor** in **Hillsborough County**. These services must have been performed satisfactorily, as determined by the **Sheriff's Office**, for a minimum of two (2) years prior to the **Sheriff's Office** acceptance of the responsive bidder's proposal.

C. The **Contractor** is required to provide to the **Sheriff's Office** a list of the names and titles, business addresses, and business phone numbers of the Chief Executive Officer, the President, the Vice-President, the Division or District Managers, and the Branch Manager (or the equivalents of these positions) of the **Contractor's** Company who will be responsible for this Contract prior to the **Sheriff's Office** acceptance of the responsive bidder's proposal.

D. The **Contractor** is required to maintain a storage area to accommodate sufficient back-up stock of cleaning chemicals and equipment such that shortages of such items will not occur in the **Sheriff's Office** facilities covered in this Contract.

E. The **Contractor** will provide a sufficient number of vehicles to provide the daily and periodic services required in this Contract.

F. The **Contractor** will provide a minimum of three (3) references, current within the last two (2) years, for janitorial services performed in facilities similar to those to be serviced under the Scope and Cleaning Specifications required in this Contract. These references will include the names of the Companies, their addresses, approximate square footage, the phone numbers, the names of two (2) persons to contact for each facility, and the length of time the **Contractor** performed cleaning services to each. The **Contracting Officer's Representatives** must be provided access to all Reference sites upon request for the purpose of visual inspection and evaluation.

G. The **Sheriff's Office** reserves the right to confirm the Bidder's qualifications and to inspect facilities and equipment.

H. All Bidders are required to visit the facility listed in Section 1.2, FACILITIES TO BE SERVICED. The **Contracting Officer's Representative** will conduct tours of the facilities with the prospective Bidders as a group at the **pre-bid conference on July 12, 2000 at 2:00 p.m.** The tour shall not interfere with the normal operation of business in these facilities. A sign-in sheet will be provided to document site visit.

NOTE: Failure on the part of any Contractor to visit and properly sign-in at the facility may result in the possible disqualification of any bid submitted by that Contractor.

MINIMUM REQUIREMENTS

SECTION III

SUPPLEMENTAL GENERAL CONDITIONS

3.1 A. Quality cleaning will be required pursuant to the standards set forth in Section I, Paragraph 1.8 beginning on the first day of this Contract.

B. Normally, heating and air conditioning are curtailed upon the vacating of the space by the building occupants. Air conditioning will be provided only when the official activities of the building dictate.

C. No work shall be performed on holidays or when the **Sheriff's Office** has no force on duty available for the inspection of the Contract work, unless prior approval of the **Contracting Officer** or his designated representative has been obtained, or the services are called for in the Contract. Prior approval can be given orally but written confirmation is required.

D. In the event of an emergency condition that affects a particular section of a building (such as a broken water pipe), the **Contractor** shall divert a portion of his force as either scheduled or directed by the **Contracting Officer's Representative** from their normal assigned duties to meet the condition. When these employees are no longer needed for the special work, they shall be directed by the **Contractor** to return to their normal work. No additional cost shall be charged the **Sheriff's Office** for the diversion, and the **Contractor** shall not be penalized because the normal daily work, which otherwise would have been performed during the interval, has been neglected.

E. The **Contractor** shall require all employees to wear distinctive uniform clothing for ready identification, and assure every employee is in uniform on the date an employee first enters on duty. Employees shall wear uniforms consisting of either shirts and trousers, coveralls, or smocks, as appropriate, for men; and dresses, skirts, and blouses, slacks, or smocks, as appropriate, for women. **At the discretion of the Contracting Officer's Representative, employees may be sent home if not in proper uniform**. The uniform shall have the **Contractor's** name affixed thereon in a permanent manner. Any color or color combination, as appropriate, may be used. Employees shall be required to dress neatly, commensurate with the tasks being performed. Shorts, tank tops, halter, sandals, thongs, or any type of open-toed shoes shall not be worn by **Contractor** personnel.

F. The **Contractor** shall provide the **Contracting Officer's Representative** at the start of the Contract, a list of all **Contractor** employees assigned to work in the building. The employee list shall include complete name, Social Security number, date of birth, home address, and telephone number for each. Such information can be used for the purpose of performing background investigations.. Similar data will be submitted for all new hires. The **Contractor** shall be held responsible for the accuracy of the data provided, and shall insure updated changes are provided to the **Contracting Officer's Representative** immediately upon their effective date. The **Sheriff's Office** reserves the right to reject any **Contractor** employee or potential employee found not acceptable.

G. The **Contracting Officer's Representative** shall see that every employee on the **Contractor's** work force is provided an Identification Badge. The **Contractor** shall be responsible for filling out the information on the badge request form and checking each prospective employee through the **Sheriff's Office**. Badges will be maintained by the **Contracting Officer's Representative**. The **Contractor's** employees will obtain their badge from the **Contracting Officer's Representative** at the beginning of their work shift and return the badge to the **Contracting Officer's Representative** at the end of their work shift.

H. The **Contractor** shall see that all employees wear their badges on the outside of their uniform at all times when in **Sheriff's Office** buildings. The **Contracting Officer's Representative** or building managers shall periodically verify badges of **Contractor's** employees. Those **Contractor** employees who do not have their badges properly displayed, have someone else's badge on, or do not have their badges can be sent home by the **Contracting Officer's Representative** and the employee's supervisor notified. The **Contractor** shall see that all badges are returned to the designated Contracting Officer's personnel as his employees are dismissed or terminated and when the contract expires. A fee, equal to the cost of replacement, shall be charged the **Contractor** for lost Sheriff's Office Identification Badges. Failure to comply with these provisions could delay monthly payment.

I. The **Contractor** shall require employees to be dressed in their work attire when reporting for duty, as locker space is not available. Break areas are restricted to designated space within the building, on chairs in the main hallways, or on outside benches. For buildings that have designated areas for lunch beaks, such can be used by **Contractor** personnel. Office areas in all buildings are off-limits for designated break periods. The **Contracting Officer's Representative** will identify the exact locations in each building where breaks can be taken. **Smoking is prohibited in all County Buildings.**

J. The **Contractor** shall prohibit his employees from disturbing papers on desks, opening desk drawers or cabinets, or using telephone or office equipment provided for official use.

K. The **Contractor** shall require his employees to comply with the instructions pertaining to conduct and building regulations, issued by duly appointed officials, such as the building managers, guards, inspectors, etc.

L. The **Contractor's** employees shall be required to display their badges at all times while in the facility. With the possible exception of only a few areas, **Contractor** personnel will be permitted to enter and perform their work unescorted after obtaining their badge from **Contracting Officer's Representative**.

M. The **Contractor** will be responsible for returning building keys nightly or be charged $5.00 per key per day until key/keys are returned. All keys must be signed out and signed in each day with the facility contact person.

N. If any building keys are lost the **Contractor** will be responsible for the cost of replacement keys at a charge of $25.00 for each key.

O. When requested, the **Contractor** shall cooperate with any ongoing investigation involving economic loss or damage to **Sheriff's Office** buildings, or **County** and/or personal property

located therein. The **Sheriff's Office** reserves the right to require any employee of the **Contractor** to submit to a polygraph test if the **Sheriff's Office** has a reasonable suspicion that the employee is or was involved in the incident or activity under investigation. The **Contractor** shall obtain a waiver from the employee authorizing the release to the **Sheriff's Office** of information acquired by the **Contractor** from the polygraph test. The **Sheriff's Office**, at its discretion, may require that the **Contractor** immediately remove the employee under investigation from working within **Sheriff's Office** buildings for the following reasons: 1) The employee's refusal to submit to a polygraph test in the above circumstances, or 2) an employee's refusal to sign the waiver referenced above or 3) an analysis of the polygraph test indicates that the employee is or was involved in the incident under investigation. If the test results show involvement on the part of the employee, the **Contractor** will be obligated to cover the cost of the examination. If the test results indicate that the **Contractor's** employee was not involved in the incident, then the **Sheriff's Office** will pay for the cost of the examination.

3.2 SCHEDULING OF WORK:

To facilitate Contract administration and inspection by a representative of the **Contracting Officer**, the **Contractor** shall:

A. Five days prior to the Contract starting date, submit in writing to the **Contracting Officer's Representative**, the names of at least two representatives for each section of this Contract; Scope of Work; each of whom is authorized to act for the **Contractor** in every detail for the janitorial cleaning services. The representatives, their location, and their availability must be satisfactory to the **Contracting Officer's Representative**.

B. At least 10 days prior to commencement of the Contract, the **Contracting Officer's Representative** and the **Contractor** shall meet and review the total workload and the cleaning methods proposed by the **Contractor**. The **Contractor** shall provide the **Contracting Officer's Representative** a Work Load report which shows the minimum number of productive man-hours required of the **Contractor's** employees, both for labor and supervision, to actually perform all of the work in the contract on a daily basis. The **Contracting Officer's Representative** shall be advised if work force strength or extent of hours is to be changed. No changes will be made in any case without approval from the **Contracting Officer's Representative**.

C. Be required to provide a Personnel Manning Report to the **Contracting Officer's Representative** indicating the number and names of persons assigned to respective areas in specific buildings and the minimum required man hours to accomplish daily assigned tasks. This report shall include each employee's name, Social Security number, date of birth, home address, and phone number, work classification, hours worked per day, and building assignment. The **Contractor** shall be required to submit an updated Personnel Manning Report to the **Contracting Officer's Representative** immediately if any changes in the above information are made. Changes in established man hours must be provided to the **Contracting Officer's Representative**. **Contractor Personnel** are not to be moved from their assigned areas without **Contractor** advising the **Contracting Officer's Representative**.

D. Submit status reports, when requested, of the project cleaning tasks performed for comparison with the schedule requirements. Such reports will specify the location where the work has been completed, for example: that areas (such and such) have been scrubbed and spray buffed; that

areas (such and such) have been damp mopped and buffed; that high cleaning has been performed in areas (such and such), etc. **Contractor** will also submit monthly individual inspection reports to the **Contracting Officer's Representative** for each facility/area under this Contract. These inspections can be made either with the **Contracting Officer's Representative** or separately and submitted on inspection forms.

3.3 QUALIFICATIONS OF EMPLOYEES:

A. The Contractor shall recruit, interview, and hire all employees from the **Contractor's** local office. No recruiting, hiring, or interviewing shall be conducted by the **Contractor** in any building covered by this Contract at any time. Only those employees approved by the **Contracting Officer's Representative** shall be allowed access to the buildings to perform the work specified in this Contract. (See Section 3.1, paragraphs "E" and "G".) Any deviation from this procedure by the **Contractor** must be requested in writing by the **Contractor** and approved in advance by the **Contracting Officer's Representative**.

B. The **Contractor** shall not use employees of any temporary help - type employment agency to supplement his work force in **Sheriff's Office** buildings for any reason. Only actual, bonafide **Contractor** employees are to be used to perform the required duties of this contract unless otherwise approved by the **Contracting Officer's Representative**.

C. All employees assigned by the **Contractor** to the performance of work under this contract shall be physically able to do their assigned work. Employees **must** be able to converse in **English.** It shall be the **Contractor's** responsibility to insure that all employees meet the physical standards to perform the work assigned and are free from communicable diseases. This requirement also includes acceptable hygiene habits of **Contractor's** employees.

D. The personnel employed by the **Contractor** shall be capable employees, age 18 years or above, qualified in this type of work. The **Contractor** shall staff the buildings with trained and experienced cleaning personnel, with a minimum of one (1) year prior janitorial experience, who will exhibit the capability to operate with a minimum of supervision.

E. All personnel will receive close and continuing first line supervision. First line supervision must have a minimum of three (3) years Supervisory experience in the commercial janitorial field.

F. The successful Bidder shall be required to provide a minimum of one (1) full-time Project Manager. This individual shall have a minimum of five (5) years experience in heavy cleaning. Fifteen (15) days prior to the start of the Contract a resume' of the proposed project manager will be submitted to the **Contracting Officer's Representative** for approval. If there is a change of the project manager during the Contract period the same procedure must be followed when hiring a replacement. No replacements will be made without prior approval of the **Contracting Officer's Representative**.

The **Contractor** shall employ only competent, skillful, trustworthy people to perform the work covered by this Contract. The employees shall be neatly attired at all times on the **Sheriff's Office** work site. Should the **Sheriff's Office** give notice in writing at any time to the **Contractor** or duly authorized representative of the work, that any employee, in the **Sheriff's Office** opinion, is dishonest, incompetent, unfaithful, disorderly, careless, unobservant of

instructions or in any way a detriment to the satisfactory progress of the work, the employee shall be immediately removed from the **Sheriff's Office** Contract and not allowed on any of the **Sheriff's Office** work sites.

3.4 ACCESS TO THE PREMISES:

A. Neither the **Contractor** nor his personnel shall permit any individual to have access in the building, rooms or grounds designated herein until it has been determined that permitting such person(s) to have such access will not be contrary to interest of the Sheriff's Office, and that the individual is authorized to be admitted in accordance with applicable orders, rules, regulations, and instructions. These prohibitions and requirements shall also be applicable to all individuals with regard to access, removal and/or possession of materials, supplies, equipment, of all **Sheriff's Office** property at the locations designated in the Contract. Clearance to permit entry shall be obtained from the **Sheriff's Office** or the **Contracting Officer's Representative**.

B. All general cleaning requirements will be performed by using a group cleaning method in buildings designated for this style of cleaning by the **Contracting Officer's Representative**. The number of groups and the number of employees in each group shall be determined by the **Contractor** and each group will have a **Contractor-designated supervisor** in charge and with the group at all times during the cleaning operation. Both the method and the supervisor chosen by the Contractor must be approved by the **Contracting Officer's Representative**.

3.5 SUPPLIES, MATERIALS, AND EQUIPMENT:

A. The **Contractor** shall furnish all supplies, materials, and equipment necessary for the performance of the work of this Contract, unless otherwise specified herein. These supplies and materials shall be used for the purposes for which they were intended. Before beginning the work of the Contract, the **Contractor** shall submit to the **Contracting Officer's Representative** a list giving the name of the manufacturer, the brand name, and use of each of the materials **Contractor** proposes to use in the performance of the work required in this Contract. **Contractor** shall not use any material which the **Contracting Officer's Representative** determines would be unsuitable for the purposes, or harmful to the surfaces to which applied, or to any other part of the building, it's contents, or equipment. The **Contracting Officer's Representative** shall require properly labeled samples of the supplies intended for use before work commences on the Contract, or at any time during work, to determine compliance with specifications. Any items failing to meet these specifications, for example, silicone spray, shall be replaced immediately the **Contractor** and not used on this Contract. The **Contractor** shall provide to the **Contracting Officer's Representative** a complete set of 2310 sheets for the chemicals **Contractor** intends to use during the performance of the work. Additionally, the **Contractor** shall also have complete sets of 2310 sheets posted in each stock room used to store these chemicals in each of the buildings serviced by this Contract. No additional chemicals shall be used in these buildings without prior approval of the **Contracting Officer's Representative** and submission of samples and corresponding 2310 sheets.

NOTE: Paper products and hand soap shall be provided by the **Sheriff's Office.**

B. In furtherance of improving the quality of indoor air in **Sheriff's Office** buildings, the **Contractor** shall be required to use vacuum cleaning machines that provide a double filtration system to prevent re-distribution into the air of dust and dirt picked up in the normal course of

vacuuming. These filters shall be a combination of at least .3 Microns and .1 Microns and shall be emptied/cleaned daily.

C. The **Contractor** shall be required to use a germicide/disinfectant that clearly states on the manufacturer's label and 2310 sheets that it kills the HIV virus on surfaces when performing work designated in this Contract as that which requires disinfection or other work which the **Contracting Officer's Representative** designates as needing disinfection.

D. The **Contractor** shall be required to use equipment which was purchased new. No used or re-built equipment shall be allowed unless approved by the **Contracting Officer's Representative** prior to its use. Damaged, defective, or non-repairable equipment is to be replaced immediately.

E. Defective equipment, materials, or supplies that are found by the **Contracting Officer's Representative** are to be immediately repaired or replaced or will be removed from the buildings and possible deductions for improper cleaning may occur pursuant to Section III, Paragraph 3-08 of this contract. Sufficient and properly labeled cleaning supplies shall be kept in the buildings as back up so proper cleaning can be done. Equipment parts shall be replaced within 24 hours or new equipment brought to the buildings as to insure payment deductions will not be taken.

F. Electrical power will be furnished by the **Sheriff's Office**, at existing power outlets, for the Contractor's use to operate such equipment as is necessary in the conduct of work. The Contractor's employees shall not un-plug any equipment already plugged in during the performance of their duties. Water will also be made available, as necessary, for the services provided under this Contract.

G. The **Sheriff's Office** shall provide only paper towels, seat covers, toilet tissue, and liquid hand soap for restrooms and kitchen areas to the **Contractor** for the accomplishment of designated tasks. The **Contractor** shall furnish plastic trash can and waste basket liners; restroom deodorizers; sanitary napkin liners and all other cleaning supplies/materials not furnished by the **Sheriff's Office**. A small back-up stock is to be kept at the **Falkenburg Warehouse Complex** for use in emergencies. Shortages of any supplies/materials supplied by the Contractor shall not be allowed to occur in any **Sheriff's Office** facility covered in this Contract.

H Trash can and waste basket liners shall be changed when soiled, or at the discretion of the **Contracting Officer's Representative**.

3.6 STORAGE SPACE AND JANITOR'S CLOSETS:

A. When possible space within the building will be assigned to the **Contractor** for the storage of his bulk supplies and the equipment used in the performance of the work of the Contract.

The **Contractor** is required to keep these spaces in a clean, neat, and orderly condition at all times.

B. When possible a janitor's closets may be used by the individual cleaners for storing equipment including mops, brooms, dust cloths, and other items, with the exception of flammable materials and wet mops. These closets, and the stored equipment, shall be kept clean and in order. Equipment or supplies should not block electrical boxes or other equipment.

C. Failure to keep any of the storage areas described above in clean condition, satisfactory to the **Contracting Officer's Representative** may result in the withdrawal of the privilege of using them, or the **Contracting Officer's Representative** may have them cleaned, and the cost of such work charged to the **Contractor**.

D. The **Sheriff's Office** will not be responsible, in any way, for theft of or damage to the **Contractor's** stored supplies, materials, or equipment kept throughout the building in janitor's closets; or the **Contractor's** employees' personal belongings brought into the building.

3.7 CONTRACTOR EMPLOYEE WORK HOURS:

A. The **Contractor's** personnel shall be employed on the job a sufficient number of hours to accomplish all daily tasks in accordance with the **Contractor's** provided schedule to the quality standards set forth in the technical standard portion of this Contract. Where work is not performed according to the Contract specifications, the Deduction Criteria will be used by the **Sheriff's Office** in determining deductions for non-performance of work or for work below quality standards. The **Contractor** has the prerogative to either increase the number of employees on the job, or extend the work hours of the shift to insure compliance with the Contract specifications, neither of which shall alter the Contract cost. The **Contractor** shall have a Project Manager on duty on-site at all times during cleaning operations.

B. The **Contractor** is required to render all services set forth in the Contract, even though it may be necessary to supply man-hours in addition to the anticipated minimum originally contemplated by the **Contractor**.

C. Daily start-work time for **Contractor** personnel shall be as scheduled, unless otherwise directed. Hours may be different on holidays and weekends. This time avoids conflict with most **Sheriff's Office** employees and permits easier access to office areas. **Contractor** employees shall not start work earlier without express approval of the **Contacting Officer's Representative** and the **Contractor's** supervisory personnel. All **Contractor** personnel shall start work at the same time unless otherwise authorized by **Contracting Officer's Representative**. In the event of evening meetings being conducted (i.e., in the conference room) the **Contractor** will be responsible for proper cleaning provided that the meetings end by the schedule. In areas where meetings end after this time, the **Sheriff's Office** will be responsible for cleaning provided the **Contractor** reports the affected area to the **Contracting Officer's Representative**.

D. The **Contractor** performing work under this Contract shall keep records identified below for each employee performing the work described in the Contract:

Employee Name, Social Security #, Date of Birth, Home Address, and Phone.

3.8 CONTRACT DEDUCTIONS:

A. BUILDING CLEANING CONTRACT DEDUCTIONS:

1. It is the objective of the **Sheriff's Office** to obtain full cleaning performance in

accordance with the terms of the specifications, and at the quality standards of work set forth in this Contract. To this end, the **Sheriff's Office** is contracting for the complete performance of each cleaning job as identified in the specifications, and deductions will, therefore, be made in accordance with the following stipulations:

a. RESTROOM CLEANING: In instances where restrooms are not satisfactorily cleaned or policed and serviced, as determined by the **Contracting Officer's Representative**, an automatic deduction will be made for the entire room at the rate indicated in Paragraph 2.

b. ROOM CLEANING: In instances where room cleaning has not been satisfactorily performed, or work has been omitted or improperly performed, a deduction for the entire room area will be made at the rate indicated in paragraph 2.

c. WORK SCHEDULED: If any work, which is scheduled for performance is omitted or unsatisfactorily performed, the attention of the **Contractor** or his designated representative will be called to this failure or omission, and a deduction can be made from any monies due or to become due the **Contractor** at the rate indicated in paragraph 2.

d. ALL OTHER WORK (MISCELLANEOUS): Other omitted or unsatisfactory work not specifically listed above, or which does not clearly fall into one of the above categories will be deducted at the rate indicated in Paragraph 2.

2. A deduction of $25.00 per room or area per day will be assessed by the **Sheriff's Office** for non-performance or deficiencies in work performed and will continue daily until such deficiencies or non-performance is corrected to the satisfaction of the **Contracting Officer's Representative**. This deduction shall control, in all cases, as distinguished from any estimates based on the **Contractor's** quoted price cost, the monetary level which the **Sheriff's Office** may use to recoup from the **Contractor** for failure to perform or poor quality of performance. This deduction will be considered as Liquidated Damages, and the Contractor specifically agrees with this amount as Liquidated Damages and that such sum is not a penalty.

3. In the event the **Contractor**, for any reason whatsoever, consistently fails to perform work to the quality required on the technical specifications of this contract, the **Sheriff's Office** reserves the right to:

1. Make deductions in accordance with the rate above.

b. When deemed to be in the best interest of the Sheriff's Office, any contract(s) resulting from this specification may be canceled by the following means:

1. Ten (10) calendar days written notice with cause, or;
2. Thirty (30) calendar days written notice without cause.

3.9 AWARD

Award shall be made to the lowest qualified, responsive, responsible bidder offering a service that meets the requirements of the **Sheriff's Office.**

In the event two (2) or more vendors have submitted the lowest and best bids, preference may be given in the award in the following order. First, to the vendor who has his/her principal place of business in Hillsborough County; second, to the vendor who has a place of business in Hillsborough County; and, third, if the vendors involved in the "tie bid" situation are all located inside/outside Hillsborough County, the toss of a coin will be used to break the tie.

Award notification will be sent to vendors receiving a bid award. Bid results will be available at our web site http://www.hcso.tampa.fl.us on the Purchasing Page. If you do not have internet access, and would like a copy of the bid results, contact the Purchasing Office at (813) 247-8034.

NOTE: The Hillsborough County Sheriff' Office reserves the right to be the sole judge in determining if a Vendor is qualified and to award the contract in a manner deemed to be in the best interest of the Sheriff's Office.

3.10 CONTRACT PERIOD

The contract shall be effective for one (1) year from the date of award. By written mutual consent between the Sheriff's Office and the awardee, the contract may be extended on an annual basis for up to two (2) additional years.

3.11 ADDITIONS, DELETIONS

The Sheriff's Office reserves the right to add or delete facilities as the needs dictates.

3.12 APPROPRIATION OF FUNDS

The Hillsborough County Sheriff, as an entity of Government, is subject to the appropriation of funds by the Hillsborough County Board of County Commissioners in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of any contract entered into as a result of this request for each and every fiscal year following the fiscal year in which this contract is executed and entered into and for which the contract shall remain in effect. The Sheriff's Office shall, upon receipt of notice that sufficient funds are not available to continue its full and faithful performance under the contract, provide prompt written notice of such event and effective thirty (30) calendar days after the giving of such notice, or upon the expiration of the period of time for which funds were appropriated, whichever occurs first, be thereafter released of all further obligations in any way related to such contract.

3.13 NEXT LOW BIDDER

In the event of a default by the awarded vendor, the Sheriff's Office reserves the right to utilize the next low responsive & responsible bidder as the new awardee. In the event of this occurrence, the next low responsive & responsible bidder shall be required to provide the bid items at the prices as contained on their proposal for this specification for the remainder of the award period.

3.14 CERTIFICATE OF INSURANCE

The Awardee shall not commence any work in connection with this Contract until Awardee has obtained all the following types of insurance and such insurance has been approved by the Sheriff's Office. All insurance policies shall be with insurers qualified and doing business in Florida.

Worker's Compensation Insurance

The Awardee shall take out and maintain during the life of this Contract, Worker's Compensation Insurance for all of his employees connected with the work of this project and, in case any work is sublet, the Awardee shall require the Sub-Contractor similarly to provide Worker's Compensation Insurance for all the Latter's employees unless such employees are covered by the protection afforded by the Awardee. Such insurance shall comply fully with the Florida Worker's Compensation Law. In case any hazardous work under this contract at the site of the project is not protected under the Worker's Compensation statute, the Awardee shall provide, and cause each Sub-Contractor to provide adequate insurance, satisfactory to the Sheriff's Office, for the protection of his employees not otherwise protected.

3.15 EXCEPTIONS TO BID

All bid submittals must clearly state with specific detail all deviations to the requirements imposed upon the Bidder by the General Terms and Provisions (Part A) and Special Provisions (Part B). Such deviations should be stated upon the Bid Proposal (Part C) or appended thereto. Bidders are hereby advised that the Hillsborough County Sheriff will only consider bid proposals that meet the specifications and other requirements imposed upon them by this bid package. In instances, where an exception is stated upon the Bid Proposal (Part C), said bid proposal will be subject to rejection by the Hillsborough County Sheriff in recognition of the fact that said bid proposal does not meet the exact requirements imposed upon the Bidder by the General Terms and Provisions (Part A) and the Special Provisions (Part B).

The undersigned understands that this Bid Proposal **must be signed** in ink and that the **unsigned** Bid Proposal will be considered incomplete and subject to rejection by the Sheriff's Office.

SUBJECT TO DEVIATIONS STATED BELOW, THE UNDERSIGNED, BY THE SIGNATURE EVIDENCED, REPRESENTS THAT THE BIDDER ACCEPTS THE TERMS, CONDITIONS, MANDATES, AND OTHER PROVISIONS OF THE FOREGOING GENERAL TERMS AND CONDITIONS (PART A) AND THE SPECIAL PROVISIONS (PART B), SAID DOCUMENTS BEING THE STRICT BASIS UPON WHICH THE SAID BIDDER MAKES THIS PROPOSAL.

* * * USE INK ONLY * * *

ALL THE FOLLOWING INFORMATION MUST BE HEREUPON GIVEN FOR THIS

BID PROPOSAL TO BE CONSIDERED BY THE HILLSBOROUGH

COUNTY SHERIFF'S OFFICE

EXCEPTIONS TO BID: NOTES - ANY REPRESENTATION (BELOW) OR EXCEPTION(S) MAY CAUSE THIS BID PROPOSAL TO BE REJECTED BY THE HILLSBOROUGH COUNTY SHERIFF'S OFFICE. **ALL BIDDERS SHOULD CAREFULLY READ PARAGRAPH 3.15 OF THE SPECIAL PROVISIONS (PART B)**.

1. The following represents every deviation (itemized by number) to the foregoing General Terms and Provisions (Part A) and the Special Conditions (Part B), upon which this Bid Proposal is based, to wit:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

V
E
N **- Insert Vendor Name and Address Here -**
D
O
R

The undersigned has carefully examined the bid package and all conditions affecting the cost of the service required by the Sheriff's Office.

The undersigned certifies that any exceptions to the bid specifications are noted on the attached exceptions form. All specifications not noted thereon are as requested. The undersigned also understands that any exceptions presented after the award, may be cause for cancellation of award.

We hereby propose to furnish the below described service in accordance with the bid package, except as noted on attached Exceptions Form:

$_____per month $_____annually

Service will start _____calendar days after notification of award.

Specify the number of employees you will assign to this facility including supervisors.

_____

_____

_____

3. VENDOR:

Check One: ( ) Proprietorship

( ) Partnership

( ) Corporation

- Insert Vendor Name and Address Here -

BUSINESS ADDRESS IF DIFFERENT FROM ABOVE:

FEDERAL TAXPAYER ID NUMBER

_____ _____

_____

CONTACT FOR SERVICE: TELEPHONE (____)_____FAX(____)_____

CONTACT PERSON:_____

OUR COMPANY HAS BEEN IN BUSINESS UNDER ITS PRESENT NAME SINCE: _____

At this present time we understand all requirements and state that as a serious bidder we will comply with all the stipulations included in the bid package.

The above named Bidder affirms and declares:

1. that the Bidder is of lawful age and that no other person, firm or corporation has any interest in this proposal or in the contract proposed to be entered into;

2. that this proposal is made without any understanding, agreement, or connection with any other person, firm or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud;

3. that the Bidder is not in arrears to Hillsborough County or the Sheriff upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to the Sheriff;

4. that no officer or employee or person whose salary is payable in whole or in part from the County Treasury is, shall be or become interested, directly or indirectly, surety or otherwise in this proposal; in the performance of the contract; in the supplies, materials, equipment, and work or labor to which they relate; or in any portion of the profits thereof.

The undersigned agrees, also, that this bid shall remain open for an evaluation period of thirty (30) calendar days following the opening of bids.

Respectfully submitted,

PLEASE PRINT - By_____

Title_____

Date_____

Signature_____

REFERENCE LIST

References should be customers with similar size facilities. Please type or print.

1. Firm Name _____

   Contact _____

   Title _____

   Mailing Address _____

   Phone _____

2. Firm Name _____

   Contact _____

   Title _____

   Mailing Address _____

   Phone _____

3. Firm Name _____

   Contact _____

   Title _____

   Mailing Address _____

   Phone _____

4. Firm Name _____

   Contact _____

   Title _____

   Mailing Address _____

   Phone _____

STATEMENT OF NO BID

NOTE: If you do not intend to bid on this requirement, please return this form immediately to:

HILLSBOROUGH COUNTY SHERIFF
FISCAL Bureau
P.O. BOX 3371
TAMPA, FL 33601

We, the undersigned, have declined to bid on your Bid No. 13-00 for JANITORIAL MAINTENANCE for the following reasons:

_____Specifications too "tight", i.e., geared toward one brand or manufacturer only (explain below).

_____Insufficient time to respond to the Invitation for Bid.

_____We do not offer this product or an equivalent.

_____Our Product schedule would not permit us to perform.

_____Unable to meet specifications.

_____Unable to meet Bond Requirements.

_____Specifications unclear (explain below).

_____Remove our company from your bid list.

_____Other (specify below)

_____

_____

_____

We understand that if the "no bid" letter is not executed and returned, our name may be deleted from the list of qualified bidders for the Hillsborough County Sheriff's Office.

PLEASE PRINT - COMPANY NAME_____

COMPANY OFFICER_____

TELEPHONE NUMBER_____

DATE_____

SIGNATURE_____