

VALENCIA COLLEGE

REQUEST FOR PROPOSALS

11/12 - 02

Janitorial Services

Issued by:
Valencia College
Procurement Office

May 2012

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1. INTRODUCTION

From humble beginnings, Valencia has become an innovative leader in education with a national reputation for student success. In fall of 1967, we began as Valencia Junior College in a few portable buildings on West Oakridge Road in Orlando. Although the facilities weren't lofty, our goal was to help our students become as successful as possible in their classes, their careers and their lives. Armed with a passion for teaching and a concern for the students, a small group of educators began to teach the increasing number of students coming to the campus.

In 1971, we changed our name to Valencia Community College and moved to our first permanent location, the 180-acre West Campus located on South Kirkman Road. To meet the needs of a growing community, Valencia continued to expand, opening additional campus locations. The East Campus opened in 1975, the Osceola Campus in 1997 and the Winter Park Campus in 1998.

Even as Valencia grew, we never lost sight of our original goals. Armed with practical knowledge, Valencia's faculty and staff put their energies into developing a "learning-centered" approach to teaching. Adopted in 1995, this philosophy emphasizes individual student success and is still in effect today.

In 2000, Valencia was recognized for the effectiveness of our student-first philosophy when we were selected by the League for Innovation in the Community College as one of 12 international Vanguard Learning Colleges.

In an ongoing effort to be responsive to the community, Valencia has always built relationships with K-12 school districts, universities and corporate partners to strengthen academic scholarship and economic development.

In 2002, we opened the Walt Disney World Center for Hospitality and Culinary Arts on the West Campus and in 2004, we opened the Criminal Justice Institute, which provides training academies for law enforcement and corrections officers.

In 2006, we established a unique partnership to expand students' access to bachelor's degrees. DirectConnect to UCF guarantees Valencia graduates admission to the University of Central Florida and is now the most productive university-community college partnership in the country.

In 2008, Valencia, in partnership with Orange County Public Schools, began administering Take Stock in Children of Orange County, a program that provides mentoring and college scholarships to promising middle school students from low-income backgrounds.

In 2009, we partnered with Northrop Grumman Laser Systems and Orange County Public Schools to create the Photonics Academy at Wekiva High School and in 2010; we began administering a training program for the Transportation Security Administration (TSA) at the Orlando International Airport. Valencia has hundreds of additional corporate education/training partnerships, including those with Lockheed Martin, CNL, Darden, Universal Studios, Sysco and Bright House Networks.

In July 2011, we dropped the “community” from our name and became Valencia College. That same year, we began to offer bachelor’s degrees for the first time with the launch of two new programs: Radiologic and Imaging Sciences, and Electrical and Computer Engineering Technology.

By the end of 2011, Valencia was named the inaugural winner of the Aspen Prize for Community College Excellence as “the best community college in the nation.” The prize was based on measurable achievements in graduation rates, workforce placement and innovative programs.

Recognized nationally as the best community college in America, Valencia is also one of the largest, with more than 71,000 students enrolled in 2011. We also award more associate degrees than any other community college in the nation, with our graduates going on to successful futures. Our A.S. and A.A.S. degree graduates have a 95 percent job-placement rate with an average annual salary of about \$43,000.

In an effort to continue to meet the demands of a growing population, Valencia will open the Lake Nona Campus in east Orlando in August 2012 and also plans to build an Apopka campus within the next few years.

Looking toward the future, Valencia will continue to seek innovative and effective ways to improve student success and serve the Central Florida community.

2. SUBMITTING YOUR PROPOSAL

Proposals and other required documents must be enclosed in a sealed opaque envelope or container that is identified as a "Request for Proposals" including the Contractor's name, RFP number, and the RFP opening date and time. The envelope or container shall be addressed to Valencia College, Procurement Services (MC 4-42), 1800 South Kirkman Road, Building #14, Room 100, Orlando, FL 32811 and must be submitted before 3:00 P.M. on Tuesday, June 12, 2012. Proposals received after this date and time will be returned unopened.

To be responsive, proposers shall provide one (1) original and six (6) copies of their proposal and ensure that the proposal shall not exceed 50 pages in length.

Proposals that arrive after the closing time and date will not be accepted. The original proposal packet must be marked clearly as "**Original**". The copies must be separate and complete documents that can be distributed to the committee members without any sorting or assembly by the Procurement staff. All responses must be bound or stapled. Facsimile qualification packets will not be accepted. Failure to provide one original and five (5) copies of the qualification packets will be grounds for disqualification.

3. SCHEDULE OF EVENTS

Time	Day / Date	Description
	Thursday, May 10, 2012	Issue Solicitation-Post on Web and Advertise
2:00 pm	Wednesday, May 16, 2012	Mandatory Pre - Submittal Conference, West Campus bld: 8 Room: 111
9:00 – 10:00 am	Thursday May, 17, 2012	Mandatory Site Visit: Downtown Center, 1 st floor Conference Room
11:00 – 12:00 pm	Thursday May, 17, 2012	Mandatory Site Visit: Winter Park, Room: 108
2:00 - 3:30 pm	Thursday May, 17, 2012	Mandatory Site Visit Sand Lake Center, Bld: 2 Room: 120
9:00 – 10:00 am	Friday, May 18, 2012	Mandatory Site Visit Criminal Justice Institute, Orientation Room 219
Before 4:00pm	Tuesday, May 29, 2012	Written Questions due to Procurement Services valenciaprocurment@valenciacollege.edu
3:00 pm	Tuesday, June 12, 2012	RFP's due. Procurement Services, West Campus, Bldg.: 14, Room: 100
2:00 pm	Tuesday, June 26, 2012	Public Meeting to review and shortlist Contractors. West Campus*, Bldg.6, Room: 202.
2:00 pm	Wednesday, June 27, 2012	Interview the finalists if necessary. West Campus*

Directions to the West Campus: http://www.valenciacollege.edu/AboutUs/locations/west_campus.cfm

Directions to Sand Lake Center: <http://valenciacollege.edu/AboutUs/locations/enterprises.cfm>

Directions to the Winter Park Campus: http://valenciacollege.edu/aboutus/locations/winter_park.cfm

Directions to Criminal Justice Institute: http://valenciacollege.edu/AboutUs/locations/criminal_justice.cfm

Directions to the Downtown Center: http://valenciacollege.edu/AboutUs/locations/downtown_center.cfm

A list of all Campus locations: http://valenciacollege.edu/AboutUs/locations/locations_all.cfm

4. SCOPE OF WORK

Valencia College is requesting proposals from Contractors to provide custodial/janitorial services at various Valencia College locations, as described below. It is the intent of the College to award a contract to one or more Contractors that best meet the criteria as listed in this request for proposals.

4.1 LIST OF BUILDINGS ESTIMATED AREAS

Sand Lake Center (hereinafter SLC)	2 buildings = 29,310 sf. (total for both)
Criminal Justice Institute (hereinafter CJI)	1 building = 65,553 sf.
Winter Park Campus (hereinafter WPC)	1 building = 43,632 sf.
Downtown Center (hereinafter DTC)	1 building = 23,588 sf.
Lake Nona Campus (hereinafter LNC) Note: (for bidding purposes consider work at LNC to commence on July 9, 2012)	1 building = 68,310 sf.
Total 5 campuses/6 buildings =	6 Buildings = 230,393 sf.

4.2 THE "COLLEGE'S REPRESENTATIVE"

The "College's Representative" is the person or organization designated from time to time by the College to act as its representative.

Nothing contained in the Contract Documents shall create any contractual relationship between the "College's Representative" and the Contractor, provided however, that the "College's Representative" shall be deemed to be a third party beneficiary of those obligations of the Contractor to the "College's Representative" as imposed by the Contract Documents.

The current "College Representatives" are:

CJI & Winter Park Campus:
Paul Matson

Superintendent
701 N. Econlockhatchee Trail
Orlando, FL 32825
Phone: 407 582-2245
E-mail: pmatson@valenciacollege.edu

Jerry Cochran
Custodial Services Supervisor
701 N. Econlockhatchee Trail
Orlando, FL 32825
Phone: 407 582-2208
E-mail: jcochran@valenciacollege.edu

Sand Lake Center, Downtown Center & Lake Nona Campus (open 2012)
Marty Campbell
Superintendent
1800 Denn John Lane
Kissimmee, FL 34744
Phone: 407-582-4977
Email: lwainwright@valenciacollege.edu

Mary Hardaway
Custodial Services Supervisor
1800 Denn John Lane
Kissimmee, FL 34744
Phone: 407-582-4170
Email: mhardaway@valenciacollege.edu

Melvin Scott
Custodial Services Supervisor
1800 S. Kirkman Road
Orlando, FL 32811
Phone: 407-582-1217
Email: mScott@valenciacollege.edu

Contract Administrator:
Ed Ames
Director of Procurement
1800 South Kirkman Road
Orlando, FL 32811
Phone: 407-582-5528
E-Mail: eames@valenciacollege.edu

All work and schedule related questions, after contract award, shall be e-mailed to the appropriate "College Representative". Contractual questions shall be addressed to the Contract Administrator.

4.3 ROUTINE SERVICES

The Contractor shall provide a firm, all inclusive, campus- specific, extended square foot price for general daily cleaning services, in accordance with the requirements outlined in **Appendix “B”** with attachments thereto, encompassing 5 campus buildings and a future sixth building at The Lake Nona Campus (upon completion in July 09, 2012), as described below:

Central Energy Plant: includes an open 1,200 SF office/break room area that will require cleaning.

Main Building: Three-story, 83,000 SF; 18 classrooms, 3 chemistry labs, 3 biology labs, 53 offices/cubicles, library, large tutoring area (similar to a library). Floors are carpet, terrazzo, linoleum and epoxy (restrooms and labs). Walls are painted, tile in the restrooms. There is an atrium in the main lobby. There are many curtainwall exterior walls, which have aluminum mullions that will require routine dusting.

Note: The College reserves the right, to add or deduct the square foot areas to be cleaned under this Contract.

The Contractor shall prepare an Annual Operating Plan for approval by the College, prior to the commencement of services and on annual basis thereafter. Based on the College’s approved annual plan, the Contractor shall meet with the “College’s Representative” on a monthly basis to update any requirements or necessary changes. The facilities shall be inspected a minimum of one time per month by Contractor and the “College’s Representative”, to ensure completion of the scheduled tasks. The College reserves the right to withhold an appropriate percentage of payments to the Contractor, until all scheduled work is completed or rescheduled, and approved by the “College Representative”.

Refer to **Appendix “C”** attached hereto, for the 2011 thru 2016 Academic Schedule

Routine Services required herein shall be performed on a daily basis, in accordance within the following timelines:

CJI Weekdays	5:00 PM – 1:30 AM
Saturdays	8:30 AM – 5:00 PM
Sundays/Holidays	No Services Required
WPC Weekdays	5:00 PM – 1:30 AM
Saturdays	8:00 AM – 1:00 PM
Sundays/Holidays	No Services Required
DTC Weekdays	5:00 PM – 1:30 AM
Saturdays	No Services Required

Sundays/Holidays	No Services Required
SLC Weekdays	7:30 AM – 4:00 PM
SLC Weekdays	5:00 PM – 1:30 AM
Saturdays	No Services Required
Sundays/Holidays	No Services Required
LNC* Weekdays	5:00 PM – 1:30 AM
Saturdays	No Services Required (Possible Saturday Classes 2013)
Sundays/Holidays	No Services Required

*commencing July, 2012

4.4 NON – ROUTINE SERVICES

The Contractor shall provide a firm hourly rate for non-routine custodial/janitorial services, as needed. The “Proposal” shall include a bid item for hourly costs of additional services, which may at the sole discretion of the College, be required for special events, setups or emergency cleaning. The hourly rate shall include the cost of labor, cleaning supplies, equipment and supervision to provide the necessary support.

Scheduled Non-routine work includes, but is not limited to:

- Special events such as receptions or meetings
- Carpet cleaning (other than as specifically required in the **Appendix “B”** hereto, or for spot cleaning according to the schedules herein)
- Floor stripping and area waxing (other than as specifically required in the **Appendix “B”** hereto, or for spot cleaning according to the schedules herein)
- High dusting and AC diffuser cleaning (other than as specifically required in the **Appendix “B”** hereto, or for spot cleaning according to the schedules herein)
- All cleaning other than that specifically indicated as “Routine”.
- Window washing other than entrances (other than as specifically required in the **Appendix “B”** hereto, or for spot cleaning according to the schedules herein)
- Vertical blind cleaning (other than as specifically required in the **Appendix “B”** hereto, or for spot cleaning according to the schedules herein)
- H1N1 Cleaning Services

Note: H1N1 Cleaning Services consist of cleaning and disinfecting high contact surfaces, such as door handles and push plates, railings, light switches, restroom fixtures, counter tops, elevator buttons, electronic controllers, computer equipment, etc. Personnel performing such tasks shall wear personal protective equipment (PPE) as required and strictly adhere to

chemical manufacturer's instructions for the proper use and handling of their products. Additional information regarding H1N1 Services can be obtained at the following web site:

<http://www.flu.gov/professional/hospital/influenzaguidance.html>

The Contractor may be required by The College to work on days the campus is closed to accomplish non-routine work. work on days when the College is closed must be scheduled with the appropriate "College Representative" at least three (3) working days in advance.

The College prefers that certain quarterly, bi-annual or annual Scheduled Non-routine work be accomplished when classes are not in session. The period encompassing the 10-day Christmas break and the 7-day Spring break are usually preferred times for accomplishing particularly disruptive types of work. Refer to **Appendix "C"**, attached hereto, and entitled "Academic Schedule", for a comprehensive list of periods when classes are not in-session.

The non-routine scheduled work for the first month of the contract is provided by the College as a portion of the "Proposal" package; attached hereto as **Appendix "D"**.

Work plans for subsequent months shall be provided to the respective "College Representative" at the end of each month. From such work plans, the Contractor shall provide the College with a schedule, including requested dates and times for all non-routine work that is required by the Contract, but is not a part of the "Contractor's" routine services.

"Proposer's" shall submit pricing in the spaces provided on the RFP Cost Page, **Appendix "G"**

4.5 DAY PORTER

A day porter is: A custodial worker that maintains a routine cleaning schedule to college standards that will ensure a facility is kept in a clean and sanitary condition.

The College will supply, from its workforce, a day custodian(s) for needed day-time cleaning issues on each campus/center. The College's custodian(s) generally work from Monday through Friday, from 7:00 A.M. – 3:30 P.M. and cover all the buildings on each campus/center.

The Contractor shall provide a fixed hourly rate for day porter/custodial services in compliance with **Appendix "B"** herein, at SLC between the hours of 7:30A.M. thru 4:00 P.M. (approx.). Monday – Saturday.

Contractor shall also, provide a fixed hourly rate for one (1) day porter/custodial services in compliance with Appendix "B" herein, at CJI and WPC on Saturday between the hours of 7:30 A.M. thru 4:00 P.M.

4.6 "GREEN SEAL" REQUIREMENTS

The College is releasing this RFP with the intent to receive Proposals in accordance with the standards of the "Green Seal™ Environmental Standard for Cleaning Services" and the Terms, Conditions and Specifications of this RFP. The Contractor shall utilize only environmentally

friendly “Green Seal” approved or “EcoLogo” approved chemicals in the performance of the Work required in this Contract. Any request for the utilization of alternate chemicals requires approval from a “College Representative”.

More information about Green Seal, including a list of certified products, is available at www.greenseal.org

Green Seal Environmental Standard for Industrial and Institutional cleaners GS-37 – www.greenseal.org/certification/g37_iicleaners.cfm

More information about EcoLogo is available at www.ecologo.org.

The following EcoLogo Standards cover cleaning products:

CCD-110: Cleaning and Degreasing Compounds - Biologically-based
http://www.ecologo.org/en/seeourcriteria/details.asp?ccd_id=335

CCD-146: Hard surface Cleaners
http://www.ecologo.org/en/seeourcriteria/details.asp?ccd_id=371

CCD-148: Carpet and Upholstery Cleaners
http://www.ecologo.org/en/seeourcriteria/details.asp?ccd_id=373

4.7 WORK BY COLLEGE EMPLOYEES

The College maintains the sole and exclusive right to provide custodial services utilizing the College’s workforce or those of other contract providers for such services. It is the intent, but not the obligation of the College to provide personnel for daytime and other custodial requirements deemed necessary by the College.

4.8 UNIFORMS

The Contractor shall at its expense, provide workers and on-site supervisors with uniforms consisting of, as a minimum, a shirt with the company name and employee photo identification card attached to the lapel or shirt pocket. Graphics, other than the company’s logo, or any offensive or inappropriate language on uniform components, are not allowed. Long pants or shorts, socks and fully enclosed shoes are required.

4.9 CONTRACTOR PARKING

Contractor employees may park in any space not designated as reserved or disabled (unless the employee has a disabled tag). Contractor employee vehicles must be provided with a Contractor decal or window placard. The Contractor shall provide appropriate vehicle window decals or hanging rearview mirror placards, similar to those utilized for handicap identification, for all vehicles which will be utilized in any on-campus activities. The Contractor shall at its own expense, develop an appropriate logo or other identifiable printing or artwork which will be utilized for such vehicle identification purposes. All artwork or printing utilized for vehicle identification purposes shall be approved in advance of usage, by the College. It shall be the “Contractor’s” responsibility to allocate as a portion of its Contract Sum, all costs and/or

expenses incurred for parking fees at the Downtown Center. Parking fees will not be reimbursed by The College.

4.10 PEST CONTROL

Pest control services are contracted separately by the College. The Contractor's site supervisors shall promptly report indications of or incidents of bug or rodent infestation(s) to the appropriate "College Representative".

4.11 SECURITY

Campus Security is provided at each campus/center; the telephone number for Campus security is SLC and DTC, 407-582-1000, CJI and WPC, 407-582-2000, Osceola, 407-582-4000. Lake Nona will have their own security phone number but it is not available at this time. If campus security is not available contractor shall contact 911 for any emergencies.

4.12 EMERGENCY/PRIORITY/NON – CRITICAL COMMUNICATIONS

Emergency or priority communications to the Site Supervisor may come from several different sources, including but not necessarily limited to the following:

- The College's Contractor Administrator
- Appropriate "College Representative"
- Valencia College Safety Manager
- Valencia College Compliance Inspector
- Appropriate Valencia College Superintendent

The purpose of such calls will be limited to notifying the Contractor of conditions relative to their responsibilities that require immediate response. Incidences such as spills, water leaks, etc., are such examples. The College will endeavor to assure that their personnel placing such calls are familiar with the Contractor's Scope of Services under this Contract and that they will not intentionally request out-of-contract services, except in situations that might result in injury to persons or property. Should the Contractor be required by any of the above authorized College personnel to perform work of an emergency nature outside their contractual scope of services.

The Contractor shall immediately report all critical emergencies, which may result in injuries to personnel or significant damage to campus facilities, to the appropriate campus security department, as follows:

Emergency Phone Numbers:

West Campus Security for DTC and SLC
407-582-1000 or 321-689-3539

East Campus Security for CJI and WPC
407-582-2000 or 321-689-3541

Osceola Campus for LNC
321-689-3543 or 407 932 2625 or 407 932 2626

The Contractor shall report all minor incidences such as unlocked doors or lights left on, etc., of a non-critical nature to personnel or facilities, as follows:

Contact the Campus Representative for assistance.

4.13 KEY CONTROL

Hard keys will be issued to the bonded Site Supervisors by the Plant Operations Department. Electronic pass card readers that allow access to a building from the exterior, selected classrooms and other secure areas will be issued by the Security Department on East and West Campus. The Contractor's site supervisors will be responsible for the sub-issue and control of hard keys and electronic pass cards to all contract workers under their supervision. The Contractor and its employees shall not duplicate any College key(s) and shall not add any locks or hasps on College doors.

A "Monthly Key Custody Report" shall be considered a precursor to the processing any applications for payment from the Contractor. The aforementioned report shall include a signed verification from the appropriate site supervisors that they have personally checked and confirmed that none of the keys issued to their staff have been lost or stolen during the billing period. It is critical to immediately retrieve electronic and hard keys from any employee who is terminated or who quits.

Lost or missing keys must be reported immediately to the College's designated Representative. The cost of re-keying a building(s) due to Contractor negligence or failure to meet any obligations under the terms of the Contract related to such failure shall be deducted from the sum due the Contractor during the applicable billing period.

4.14 (OIT) (OFFICE OF INFORMATION TECHNOLOGY) DATA PROCESSING

Contractor shall not use, move, PC's printer or any other equipment used for Data Processing. Contractor shall display extreme caution when using water buckets in data processing areas, mounting them in dollies to prevent spillage, and without delay, report any spillage or other errors in the cleaning operation to "College Representative."

4.15 BUILDING MONITORS

Most buildings included in this contract will have a day shift custodian that may act as a building monitor. The monitor will check the building at the start of each workday and report problem areas to the appropriate "College Representative."

4.16 MONTHLY QUALITY CONTROL MEETING

The Contractor shall institute a quality assurance program to determine that work is being satisfactorily performed at the specified frequency.

A mandatory quality control review meeting and inspection will be held monthly at each campus/center. The date, time, location and notification for such meetings shall be determined by the "College Representative." The purpose of this meeting will be to discuss pertinent issues related to custodial services, deal with any problem areas, clarify procedures and review plans for scheduling non-routine work such as carpet cleaning and floor stripping.

As a minimum, the following people shall attend:

- Custodial Services Contractor's site supervisor
- College Representative or their designated representative for each Campus
- All work provided under the terms of this agreement shall adhere to the "Valencia College Environmental Procurement Procedures."
http://valenciacollege.edu/procurement/facultystaff_FAQs.cfm
- The College reserves the right, but not the obligation to conduct random, unannounced quality assurance inspections. In the event that the Contractor has failed to achieve the desired level of standards set forth in this Contract, the Site Supervisor will be notified by the College of any such failure(s). Upon such notification, the Site Supervisor shall, prior to the next shift, correct the deficiency to the satisfaction on the College.

4.17 WASTE DISPOSAL AND RECYCLING

The Contractor shall comply with current and future recycling programs established or required by the College or any local, state or federal authority having jurisdiction.

The Contractor shall remove all trash and recyclables from the building to the designated collection sites. The Contractor shall be required to maintain all waste disposal sites in a clean and orderly manner, to the satisfaction of the appropriate "College Representative".

The College will provide the Contractor with plastic trash bags for lining all indoor waste containers. Bags in indoor trash containers shall as a minimum be changed on a daily basis or as needed. The Contractor shall provide appropriate equipment for office trash removal so as to avoid the possibility of floor damage due to the dragging of trash bags or containers through buildings. Any damage to carpets and floors caused by dragging bags or containers will be repaired or replaced at the "Contractor's" expense.

All trash placed in the dumpsters shall be in plastic trash bags provided to the "Contractor". All exterior trash containers within 20' of any building included in this Contract shall be emptied nightly. Trash containers in other areas and in the parking lots are the responsibility of the College. All trash removal shall be in accordance with all applicable Federal, State and Local laws.

The College is continuing to enhance its recycling program on all campuses/centers. In addition to paper and corrugated cardboard the College recycles aluminum and plastic containers. If deemed necessary, the "Colleges" recycling coordinator may add additional items to the recycling program. The College is endeavoring to become a totally sustainable institution, thus it is important that the Contractor cooperates in this effort by keeping regular trash separated from recyclable materials and ensuring that each category of recyclable material is properly segregated on an on-going basis.

Recycled paper and corrugated cardboard shall be segregated from other trash and (where appropriate) compacted and placed into designated on-site containers. The Contractor shall notify the "College's Representative" whenever they discover improperly segregated recyclables.

The College will maintain and pay monthly assessment charges for dumpsters and recycling containers on the property.

The College will provide training for safe operation of the College's compactor(s). The exterior of all recycling receptacles shall be damp-wiped weekly by the Contractor to remove soil or other accumulated contaminants. Wet spills on interior of receptacles shall be promptly mopped up.

All revenues generated by recyclables are to be retained by the College.

Paper Products, include:

- I. Flattened corrugated cardboard
- II. Chipboard boxes
- III. Office and Copier paper
- IV. Newspapers
- V. Envelopes and junk mail
- VI. Magazines and catalogs, note pads etc.
- VII. Manila Folders
- VIII. Computer Paper and laser printer paper
- IX. Books and telephone books

Commingled Food and Beverage Containers, include:

- X. Aluminum cans
- XI. Steel cans of 2 gallons or less
- XII. Plastic Aseptic juice, milk, water, jugs #'s 1,2, and 3

4.18 TOOLS AND EQUIPMENT/ UNDERWRITER'S LABORATORY (UL)

The Contractor shall supply all tools and equipment utilized in the performance of the Contractor's work, including, but not limited to mops, brooms, buckets, dust mops, squeegees, vacuums, buffers, burnishes, carpet extractors, blowers, "Caution, Wet Floor" signs and custodial carts. Bumpers/guards are needed to prevent marking or scratching of fixtures, furnishings, or building surfaces.

The cost of purchasing and maintaining the equipment required for cleaning of carpet and other floor surfaces is the responsibility of the Contractor.

Wet extraction and steam cleaning are not recommended to be used as a routine method of cleaning carpet and may only be used in special cleaning situations if pre-approved by the College.

Electrical equipment utilized by the Contractor in the performance of work required under this Contract shall be UL approved. All Contractor equipment shall be capable of operating under existing facility circuits/capacity. It shall be the responsibility of the Contractor to prevent the

operation or attempted operation of electrical equipment, or combinations of equipment, which require amperages exceeding the capacity of existing facility circuits. Contractor equipment that is not capable of operating within the aforementioned requirements shall not relieve the Contractor of providing all services required by the Contract Documents.

4.19 ENERGY STAR RATED EQUIPMENT

Only Energy Star-approved models of equipment shall be utilized in the performance of The Work including, but not limited to, the following types of equipment:

- a. Buffers
- b. Blowers
- c. Floor Scrubbers
- d. Water Vacuums (commonly referred to as —"Shop Vacs")
- e. Vacuum Cleaners
- f. Power Washer

For lists of approved models, refer to the U.S. Environmental Protection Agency Energy Star website's "*Purchasing and Procurement*" page, where various complete listings of acceptable models are listed:

<http://www.energystar.gov/>

4.20 CLEANING SUPPLIES AND CONSUMABLES/MATERIAL SAFETY DATA SHEETS (M.S.D.S)

The Contractor shall supply all cleaning chemicals and products, not otherwise stated in writing, as Supplied by the College, to be utilized in the Contractor's performance of the work to be provided under this Contract. A copy of the Material Safety Data Sheet (MSDS) shall prior to the use of any cleaning products or other chemical components of any nature, be provided to the College. All product containers shall be labeled to show contents. The required MSDS file for all current and previously utilized cleaning products utilized for the performance of work under this Contract shall be maintained by the Contractor to the satisfaction of the "College Representative".

The College will provide the Contractor with paper towels, toilet tissue, feminine hygiene items and hand soap in quantities sufficient for replacement of such consumables as utilized by the College under the terms of this Contract. The Contractor shall store these items in the appropriate on-campus storage facilities, as determined by the College. The Contractor shall not remove such consumables from the campus (es) without the written consent of the College. Unauthorized removal/pilferage of College provided consumables by the Contractor shall, at the discretion of the College, be considered grounds for termination under Article 7.9.2 of this Contract. The Contractor shall re-stock all restrooms as needed and maintain appropriate levels of stock at each site. Note: the College expects the Contractor to control stock and minimize waste and theft.

Since the College will be providing restroom paper products and hand soap materials to the Contractor, an initial supply of such items will be stocked in the appropriate custodial closets of the buildings that are a part of this contract. When required, the Contractor shall contact the appropriate "College Representative" for re-stock of the necessary materials. Re-stock items will be delivered to the requested location for restocking by the College's day custodian on duty.

5. RESPONSE SPECIFICATIONS

Contractors must provide the required information listed below and in the specified order and format.

5.1 RESPONSE REQUIREMENTS

To ensure that all proposals are fairly evaluated, scored, and ranked, it is very important that the requested information be prepared and submitted in the order listed below:

- Tab No. 1 Basic Information, including:
- Letter of Transmittal
 - Acknowledge of Addendum (Appendix "F")
 - Proposer Information (Appendix "E")
 - W-9
 - Drug-Free Workplace (Appendix "J")
 - History of Firm (Appendix "H")
 - Subsidiaries
 - Licenses and Permits
- Tab No. 2 Experience of the Firm
- Current/Pervious Clients (Appendix "I")
- Tab No. 3 Transition Plan
- Detailed transition
 - Cleaning schedule (Appendix "B", Attachment 1-11)
 - Timeline of start-up services
- Tab No. 4 Price Proposal
- Cost Page form (Appendix "G" Green Seal)
 - Cost Page form (Appendix "G" Non-Green Seal)
- Tab No. 5 Staffing Plan
- Organizational Chart (see 6.3.4 for instructions)
- Tab No. 6 Experience of Supervisory Personnel
- Supervisory Credentials
 - Site Supervisor (Appendix "N")
 - Manger Credentials
 - Site Manager (Appendix "M")
- Tab No. 7 Training Program

- Proposer's Training Plan
- Tab No. 8 Resolution of Litigation
 - Summary of Litigation (Appendix "L")
- Tab No. 9 Location
 - Location (include maps)
- Tab No. 10 References
 - Reference form (Appendix "O")
 - Reference list (Appendix "K")
- Tab No. 11 Certificates (s) of Insurance

6. EVALUATION PROCESS

The college will appoint an evaluation team to evaluate proposals, and recommend award(s).

6.1 TAB: NO. 1 MANDATORY NO POINT VALUE: BASIC INFORMATION

- a. **Letter of Transmittal:** This **one-page** letter will summarize in a brief and concise manner, the Proposer's positive commitment to perform the work in a professional manner. Additionally, it should state that all information submitted is certified to be true and accurate. The letter must be signed by an official authorized to make such commitments and enter into a contract with The College. The letter must indicate the official's title or authority.
- b. **Acknowledgment of Addenda:** Include the acknowledgement page (signed and dated) of the last/final **addendum** issued by The College, if applicable.
- c. **Proposer Information:** Complete the "Signature Form" **Appendix "E"** of the RFP, which includes:
 - 1) **Proposer:** Company/firm name and addresses (street address and mailing address)
 - 2) **Contact Person:** Main contact person who should be contacted regarding your proposal, and whom to notify as to short-listing, oral presentations, and recommendation of award.
 - 3) **Internet Contact:** Include Contact Person's EMail address, and the Proposer's website address (if applicable).
 - 4) **State:** (*ex: Florida or Alaska*) where incorporated.
 - 5) **FEIN:** Provide the **Federal Employer Identification Number** of the Proposer

- 6) **SSN:** In the case of a sole proprietorship or partnership, provide Social Security numbers for all owners/partners **only if the FEIN is not provided.**
 - 7) **Telephone Number:** Direct phone number of the Contact Person. Include extension number.
 - 8) **Toll Free:** Direct toll-free phone number of the Contact Person, if applicable
 - 9) **Fax Number:** Direct fax number of the Contact Person
 - 10) **Type of Business:** Identify the type of business entity involved (e.g.; corporation, sole proprietorship, partnership, joint venture, etc.).
- d. **W-9 Form:** Submit a completed W-9 form (available on the Internet at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>).
 - e. **Drug-Free Workplace:** If applicable, provide a statement concerning the Proposer's status as a Drug-Free Work Place [DFW] (complete RFP **Appendix "J"**). In accordance with Florida Statute 287.087, whenever two or more proposals are determined to be equal, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.
 - f. **History of Firm:** Include a chronological history of your firm. Include information such as: Date incorporated, date when corporate heads, President, VP's, etc. joined the firm, dates that the current partners/officials joined the firm, new satellite office(s) opening dates, and any "firsts" or important events experienced by the firm (Complete RFP **Appendix "H"**).
 - g. **Subsidiaries:** Name any subsidiary or affiliated companies in which principals have a **financial interest**. Explain in detail the **Principals' interest** in this company and nature of business.
 - h. **Licenses and Permits:** Include copies of all applicable Federal, State and local licenses. These shall be readily available for review by the College Representative or his/her designee.

6.2 SCORING SCALE

The scoring scale that will be utilized to evaluate each criteria is:

Unacceptable	0 Points
Marginal.....	1 Point
Acceptable	2 Points
Exceeds Acceptable	3 Points
Outstanding.....	4 Points

4 points maximum

6.3 SUBMITTAL EVALUATION CRITERIA

Valencia College will evaluate all acceptable proposals based on the criteria identified below.

6.3.1 TAB NO. 2 EXPERIENCE OF FIRM

- a. Provide a list of current/previous clients (**Appendix "I"**), higher education preferred, that your company has provided custodial services for within the last five (5) years. List the current clients first.

Provide at a minimum the following information for each client:

1. School or Company name and address
2. Contact person – include name, phone, fax, and e-mail information
3. Beginning date of contract
4. Length of the contract
5. Number of buildings cleaned-include square footage of each building. Preference will be given to contractors with school references with large buildings of 70,000 sq. ft. or more.
6. A description of the cleaning assignments. For example, College Y- cleaned gymnasium, locker rooms, laboratories, classrooms, restrooms, common areas, food courts, kitchens etc.

6.3.2 TAB NO. 3 TRANSITION PLAN

- a. Describe in detail how you will transition into a contract with the College, and begin providing services.
- b. Clearly identify how your firm will assume operation of all custodial services for all facilities as defined in **Appendix "B"** of the Contract.
- c. Identify the timeline for start-up of services. Include items such as:
 1. Inspect the College sites.
 2. Interview job applicants.
 3. Order and receive inventory of cleaning products, equipment, and paper products.
 4. Include a **list of equipment** owned and of items which will be purchased to support the contract at each location. Include a plan for maintenance and repairs.
 5. Other items as deemed necessary by the Proposer.

6.3.3 TAB NO. 4 PRICE PROPOSAL

- a. Complete the Cost Page form (**Appendix "G"**), indicating pricing for each campus, and rates for additional services. The price shall remain firm and shall include all charges that may be incurred in fulfilling the terms of this contract.
- b. The Scope of Work required is stated in **Appendix "B"** attached hereto.
- c. All cost shall be fixed during the mandated term of the contract. Costs can be adjusted in accordance to the Consumer Price Index if a renewable term option is sought by

either the College or the Contractor. All cost-indexing must be mutually agreeable to the College and Contractor before being finalized.

6.3.4 TAB NO. 5 STAFFING PLAN

a. **Organizational Chart:** Provide an organizational chart, as it will relate to this Contract, indicating key personnel and their relationships.

1) Indicate each staff members and sub-consultants' assignments and responsibilities.

a) Include photos of key staff, if possible.

2) Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability.

3) Indicate which positions are full-time and part-time.

4) Show corporate (home-office) support (if applicable).

5) Include organizational charts for the following award scenarios applicable to your Proposal*:

a) Contract for only the Lake Nona Campus

b) Contract for only the CJI Campus

c) Contract for only the Sand Lake Center

d) Contract for only Downtown Center

e) Contract for only Winter Park Campus

f) Contract for more than one location (indicate which) – include information identifying overall supervision of the contract.

* In order to encourage minority owned and small businesses to submit a Proposal, offers/Proposals will be accepted for any of the above award scenarios.

b. **New Hires:** Identify the number of personnel who would be hired as a result of award of the Contract.

c. **Employee Turnover Rate:** Include information regarding longevity of workforce and staff turnover rates. Include information on employee retention program and current/past efforts to minimize turnover.

d. No supervisor or manager shall supervise a family member.

6.3.5 TAB NO. 6 EXPERIENCE OF SUPERVISORY PERSONNEL

a. **Supervisory Credentials:** List the members of the contractor's supervisory team. Provide a list of personnel and their qualifications. A brief resume including education,

experience, licenses and any other pertinent information shall be included for each personnel.

- b. List up to four (4) similar clients/contracts in which the proposed Site Supervisor has served in the capacity of Site Supervisor (**Appendix "N"**).
- c. **Manager Credentials:** List the members of the contractor's manager team. Provide a list of personnel and their qualifications. A brief resume including education, experience, licenses and any other pertinent information shall be included for each personnel.
- d. List up to four (4) similar clients/contracts in which the proposed Site Manager has served in the capacity of Site Supervisor (**Appendix "M"**).

6.3.6 TAB NO. 7 TRAINING PROGRAM

- a. New employees shall be trained before they begin work.
- b. The Proposer will provide training to workers in an effort to create awareness, eliminate hazards, and address personnel safety before they result in an accident and loss of time.
- c. Additionally, all personnel assigned and/or begin work shall be trained and fully aware of their responsibilities and duties.
- d. Provide a copy of Proposer's Training Plan to include, but not be limited to:
 - 1) Initial structured training / orientation
 - 2) On-going training of new and experienced employees of their duties and responsibilities
 - 3) Remedial training
 - 4) Management's Safety Program
 - 5) Hazard Assessment & Safety Planning processes
 - 6) Occupational Safety and Health/Staff Training plans, such as; cleaning solutions, mixing, dispensing, lifting, slip/falls, etc.
 - 7) Employee involvement
 - 8) Employee Handbook

6.3.7 TAB NO. 8 RESOLUTION OF LITIGATION

- a. **Summary of Litigation:** Provide a **summary of any litigation, claim(s), or contract dispute(s)** which have been **finalized/decided by a Court of Law**, which were filed by or against the Proposer in the past five (5) years (complete and submit a **Disputes Disclosure Form – Appendix "L"**).
- b. The summary shall include:
 - 1) The basis of the lawsuit, litigation, claim, or contract dispute (ex: Breach of Contract),
 - 2) A brief description of the case
 - 3) The outcome
 - 4) The monetary amounts involved.

c. The disclosure can be limited to:

1) Cases which are related to contractual services provided in the regular course of business.

1) The regional/district office that will be supporting this Contract.

d. Guideline: What information to include/exclude.

1) In the "Resolution of Litigation" section of your submittal, include:

- a) The parties to the lawsuit.
- b) The basis of the lawsuit (ex: Breach of Contract).
- c) The monetary amount claimed/requested.
- d) The monetary amount settled/paid.
- e) Identify if it is a third party lawsuit.

2) Include lawsuits such as:

- a) Breach of Contract.
- b) Deficient services.
- c) Defects or deficiencies (ex: You are a Surveyor, and there was a boundary dispute involving a survey you performed).
- d) Errors or omissions.
- e) Personal injury/death due to negligence regarding your services.
- f) Negligence (regarding your services).
- g) Negligence in insuring reasonable care during performance of services.
- h) Negligence in overseeing work.

3) Exclude lawsuits such as:

- a) Traffic accidents on or off the project site due to employee being involved in an accident (as the driver of an involved vehicle).
- b) Liens/lawsuits filed due to non-payment (by your client) / Attempts to collect outstanding account receivable.
- c) Third party Lawsuits/Lawsuits where you were dismissed from the case because you were not directly involved in the problem.
- d) Landlord/tenant lawsuits.
- e) Cases where you were granted summary judgment and released from the lawsuit.
- f) Improper termination of employment.
- g) Negligence cases such as a slip-and-fall on your office premises.
- h) Pending Litigation: Include any information regarding your firm being involved in any potential or pending litigation.
- i) Potential Disputes: List any pending or forthcoming disputes that are known.

- j) License Sanctions: List any regulatory or license agency sanctions.
- k) Lost Accounts/Clients: Provide a complete list of all accounts lost (early termination or non-renewal). Include contact names and telephone number, length of service at each account, and reason for loss. This list can be limited to the regional/district office which will be supporting this Contract, and may be limited to the past five (5) years.
- l) Canceled Accounts: Provide a complete list of all accounts canceled/terminated by the Proposer prior to the expiration date. Include contact name and telephone number, length of service provided, and reason the Proposer chose to cancel the contract. This list can be limited to the regional/district office that will be supporting this Contract, and may be limited to the past five (5) years.
- m) Contract Denial: Indicate if your firm has been denied a contract award by a public entity on which you submitted the low bid. Explain in detail.

6.3.8 TAB NO. 10 LOCATION

- a. Include a simple/small map that shows your firm's location relative to The College's campus, LNC, DTC, SLC, CJI, WPC. Maps are available at www.mapquest.com or www.mapsonus.com.
- b. Identify the location of the specific office that will have direct responsibility for this project.
 - 1) Identify the county where this office is located.
 - 2) Include **number of miles and drive-time** to/from the project sites
- c. Points to be awarded – based on specific office having direct responsibility for this

Contract:

- 4 points if within Orange County
- 3 points if in a bordering county
- 1 point for all others

- d. Identify the geographic location of your home/corporate office.

6.3.9 TAB NO. 11 REFERENCES

- a. You are required to send **Appendix "O"** reference form to three (3) clients that you listed in Section 6.3.1. The completed reference form will be sent to Valencia Procurement directly from the references by the date and time specified on the form. It is your responsibility to make sure that your references receive the form and that they return them to Valencia Procurement by the time specified. Reference forms not received will receive a zero score.
- b. **Appendix "K"**, list of three (3) educational clients and three (3) non-educational clients.

VALENCIA COLLEGE

REQUEST FOR PROPOSALS

11/12 - 02

Janitorial Services

EVALUATION FORM SUBMITTAL REVIEW

CONTRACTOR:		WT	POINTS	SCORE
Tabulation:				
No. 2	Experience of Firm Company credentials, Similar Clients	10%		
No. 3	Transition Plan Implementation of services and timeline thereof Initiate operation of custodial services	10%		
No. 4	Price Proposal Detailed Transition, Price per Square Foot, Cost Effectiveness, Reasonableness of proposed prices, Time line of startup services	25%		
No. 5	Staffing Plan Organizational chart, List of assigned staff, New Hires Employee Turnover Rate	15%		
No. 6	Experience of Supervisory Personnel Contract manger, Site Supervisors	10%		
No. 7	Training Program New Employees Meaningful Training On-Going Training Remedial Training Management's Safety Program Hazard Assessment & Safety Planning processing OSHA plans Employee involvement Employee Handbook On-going Training	15%		
No. 8	Resolution of litigation Present and future/pending litigation, License Sanctions Lost Accounts, Contract Denial	5%		
No. 9	Location Location of office that will have direct responsibility for this Contract	5%		
No. 10	References References Form Appendix "O" are received List of Reference from Appendix "K"	5%		
TOTAL				

Scoring scale

- Unacceptable 0 Points
 - Marginal 1 Point
 -
 - Acceptable 2 Points
 - Exceeds Acceptable 3 Points
 - Outstanding 4 Points
- 4 points maximum**

Evaluator Name: _____

Date: _____

7. INSTRUCTIONS FOR RESPONDING TO A RFP

7.1 GENERAL INFORMATION

These instructions compliment and are incorporated into the RFP document. Offers by telephone shall not be accepted. Also, Contractors are instructed NOT to fax their RFP. Faxed RFP's shall be rejected as non-responsive **regardless of where the fax is received.**

It is the sole responsibility of the Contractor to ensure that their RFP reaches the Procurement Office. All proposals must be delivered to the following address no later than the time and date specified in the solicitation:

Valencia College
Procurement Office (MC 4-42)
1800 S. Kirkman Road, Bld 14, Room 100
Orlando, FL 32811

Respondents are cautioned that they are responsible for delivery to the specific location cited in the RFP. Therefore, if your proposal is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the specific address. This office will not be responsible for deliveries made to any place other than the specified address.

The College shall in no way be responsible for delays caused by an occurrence. The time/date stamp clock located in the Procurement Office shall serve as the official authority to determine lateness of any RFP. The RFP time must be and shall be scrupulously observed. RFP's received after the specified date and time are considered late.

All RFP's must be typewritten or filled in with pen and ink, and must be signed in ink by an officer or employee having authority to bind the Contractor or Contractors. Errors, corrections, or changes on any document must be initialed by the signatory of the Contractor or Contractors. Contractors shall not be allowed to modify their RFP's after the opening time and date. Proposals may be examined during normal working hours, after evaluation as permitted by law.

For information concerning this RFP, please contact the Procurement Office. Please specify the RFP number for which you are inquiring.

8. THE REQUEST FOR PROPOSAL (RFP) PROCESS

By publication of a Request for Proposals, Valencia College begins an administrative process that may or may not lead to the award of a contract(s). The College may stop the process at any time, with or without cause, and nothing in the RFP document may be interpreted as an offer to purchase, procure, or otherwise acquire any product or service from any proposer or Contractor.

Typically, the RFP process employs the following steps:

- RFP Publication and Distribution to interested parties
- Pre-proposal conference
- Receipt of Proposals
- Initial Proposal Evaluation
- Contractor discussions and Fact Finding (if required)
- Request for best and final offers (if required)
- Selection of most advantageous proposal(s)
- Contract negotiations
- Contract(s) Award
- Board of Trustees Approval (if required)
- Contract implementation

Except as specifically noted in the RFP, there is no time limit either expressed or implied on the completion of each step in the process.

8.1 SUBMISSION OF RFP

The RFP must be mailed or hand delivered in a **sealed** envelope to:

**Valencia College
Procurement Office
1800 S. Kirkman Road, Bld 14, Room 100
Orlando, FL 32811**

Contractors must indicate on the sealed envelope the following:

- A. RFP Number**
- B. Hour and Date of Opening**

C. Name of Contractor

RFP's received in the **PROCUREMENT OFFICE** after the time and date specified, are considered late and will not be accepted.

8.2 COPIES

Copies of documents, records, materials, and/or reproductions upon request will be charged in accordance with Valencia College's fee schedule.

8.3 RFP ACCEPTANCE PERIOD

A RFP shall constitute an irrevocable offer for a period of ninety (90) days from the RFP opening date or until the date of award, whichever is earlier. In the event that an award is not made by the College within ninety (90) days from the RFP opening date, the Contractor may withdraw his RFP or provide a written extension of his/her RFP.

8.4 RFP TABULATION AND RESULTS

Will be made available on the Valencia College Website at:
<http://www.valenciacc.edu/procurement/Bids/RFPs>

8.5 RFP AND RELATED COSTS

By submission of a RFP, the Contractor agrees that all costs associated with the preparation of his/her will be the sole responsibility of the Contractor. The Contractor also agrees that the College bears no responsibility for any costs associated with the preparation of the RFP and/or any administrative or judicial proceedings resulting from the solicitation process.

8.6 FEDERAL AND STATE TAX

Valencia College is exempt from Federal and State Sales and Use Taxes for tangible personal property (Certificate of Registry for tax transmissions under Chapter 32, Internal Revenue Code and Florida Sales/Use Tax Exemption Certificate). Contractors doing business with the College shall **not** be exempted from paying sales tax to their Contractors for materials to fulfill contractual obligations with Valencia College nor shall any Contractor be authorized to use the College's Tax Exemption Number in securing such materials.

8.7 ACCEPTANCE/REJECTION/CANCELLATION

Valencia College reserves the right to accept or to reject any or all RFP's and to make the award to that Contractor who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College. Valencia College also reserves the right to reject the RFP of any Contractor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who, in the College's opinion, is not in a position to perform properly under this award. Valencia College reserves the right to inspect all facilities

of Contractors in order to make a determination as to the foregoing. Valencia College reserves the right to waive any irregularities and technicalities and may, at its discretion, request a re-bid. Valencia College reserves the right, and the Director of Procurement, has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by Valencia College's District Board of Trustees when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to College code.

8.8 CONFLICT OF INTEREST

The award is subject to provisions of applicable Florida State Statutes. All Contractors must disclose with their RFP the name of any officer, director, or agent who is also an employee of Valencia College. Further, all Contractors must disclose the name of any College employee who owns, directly or indirectly, an interest in ten percent (10%) or more in the Contractor or any of its branches. Should the awarded Contractor permanently or temporarily hire any College employee who is, or has been, directly involved with the Contractor prior to or during performance of the resulting contract, the contract shall be subject to immediate termination by the College.

8.9 LEGAL REQUIREMENTS

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

- a. Contractors doing business with the College are prohibited from discriminating against any employees, applicant, or client because of race, religion, color, disability, national origin, gender, or age with regard to but not limited to the following: Employment practices, rates of pay or other compensation methods, and training selection.
- b. Minority/Women Business Enterprises (M/WBE) indicates a business entity of which 51% or more is owned and operated by a minority. In this instance, minority group members are citizens of the United States or lawfully admitted permanent residents who are African American, Hispanics, Women, Native Americans, Asian-Pacific, and Asian-Indian. Businesses wishing to participate in the College procurement process as an M/WBE are required to complete a Contractor Business Profile, and submit certification to attain recognition as such. You may contact the Procurement Office for information and assistance.

8.10 CLARIFICATIONS

It is the Contractor's responsibility to become familiar with and fully informed regarding the terms, conditions, and specifications of this RFP. Lack of understanding and/or misinterpretation of any portions of this RFP shall not be cause for withdrawal of your RFP after opening or for subsequent protest of award. Contractors may contact the Procurement Office by e-mail at

Valenciaprocurament@valenciacc.edu **prior** to the RFP opening, should clarification be required.

8.11 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

By submission of this RFP, the Contractor certifies, and in the case of a joint RFP, each party thereto certifies as to its own organization, that in connection with this procurement:

- a. The prices in this RFP have been arrived at independently, without consultation, collusion, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Contractor or with any competitor;
- b. Unless otherwise required by law, the prices which have been quoted in this RFP have not been knowingly disclosed by the Contractor and will not knowingly be disclosed by the Contractor prior to opening, directly or indirectly, to any other Contractor or to any other competitor, and;
- c. No attempt has been made or will be made by the Contractor to induce any other person or Contractor to submit or not to submit a RFP for the purpose or restricting competition.

8.12 AWARD

The College may elect to award a contract(s) to the Contractor(s) whose proposal is determined to be most advantageous with respect to price, conformance to the specifications, quality, and other factors as listed in the evaluation criteria.

8.13 EEO STATEMENT

Valencia College is committed to assuring equal opportunity in the award of contracts and, therefore, complies with all laws prohibiting discrimination on the basis of race, color, religion, national origin, handicap, age and gender.

8.14 PROTEST OF SPECIFICATIONS

Any Notice of Protest involving the specifications/term/conditions or any other aspect of the Request for Proposals must be filed in writing within seventy-two (72) hours after posting of the solicitation. Formal written protest must be filed within ten (10) days after the date of the Notice of Protest is filed; noting references to the specific statutes the protest is based upon. Failure to file a protest within the time prescribed in 120.57(3), Florida Statutes, 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 under Chapter 120, Florida Statutes.

8.15 POSTING OF RECOMMENDED AWARD AND PROTESTS

The recommended award will be available for review at the Procurement Office and electronically posted on the Procurement Web-site prior to submission through the appropriate

approval process. Failure to file a written protest within the time prescribed in 120.57(3), Florida Statutes, 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 under Chapter 120, Florida Statutes. A lobbying blackout period shall commence upon issuance of the solicitation until the Board selects the successful Contractor. For procurements that do not require Board approval, the blackout period commences upon solicitation issuance and concludes upon contract award.

8.16 CONTRACTUAL AGREEMENT

This RFP shall be included and incorporated in the final contract or purchase order. The order for contract precedence will be the contract (purchase order), RFP document and response. Any and all legal actions associated with this RFP and/or the resultant contract (purchase order) shall be governed by the laws of the state of Florida.

8.17 TERM OF AGREEMENT

The term of this agreement will be for one year beginning on the date signed. This agreement will be eligible for seven (7) additional one year terms by mutual written consent.

8.18 PUBLIC ENTITY CRIME

A person or affiliate who has been placed on the convicted Contractor list following a conviction for a public entity crime may not submit a RFP on a contract with a public entity for the construction or repair of a public building or public work, may not submit RFP's on leases of real estate property to a public entity, may not be awarded or perform work as a Contractor, Subcontractor or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute Section 287.017, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted Contractor list.

8.19 DRUG-FREE WORKPLACE FORM

Whenever two or more proposals 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 contracted services, a proposal from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Reference Florida Statutes 120.57

8.20 ESTIMATED QUANTITIES

Valencia College reserves the right to increase or decrease estimated quantities as required. Estimated quantities are shown on the RFP proposal page. It is understood by all Contractor's that these are only estimated quantities and the College is not obligated to purchase any minimum or maximum amount during the life of this contract. The contract resulting from this

solicitation shall be non-exclusive and the College may procure the goods or services covered by the contract from other sources at its discretion.

9. CONTRACTUAL TERMS AND CONDITIONS

9.1 TERMINATION

9.1.1 TERMINATION FOR DEFAULT

The College may, by written notice to the Contractor, terminate this contract for default in whole or in part (delivery orders, if applicable) if the Contractor fails to:

- a. Provide products or services that comply with the specifications herein or fails to meet the College's performance standards.
- b. Deliver the supplies or to perform the services within the time specified in this contract or any extension.
- c. Make progress so as to endanger performance of this contract.
- d. Perform any of the other provisions of this contract.

Prior to termination for default, the College will provide adequate written notice to the Contractor through the Director of Procurement, affording him/her the opportunity to cure the deficiencies or to submit a specific plan to resolve the deficiencies within ten (10) days (or the period specified in the notice) after receipt of the notice. Failure to adequately cure the deficiency shall result in termination action. Such termination may also result in suspension of purchasing goods/services with the College. The Contractor and its sureties (if any) shall be liable for any damage to the College resulting from the Contractor's default of the contract. This liability includes any increased costs incurred by the College in completing contract performance.

In the event of termination by the College for any cause, the Contractor will have, in no event, any claim against the College for lost profits or compensation for lost opportunities. After a receipt of a Termination Notice and except as otherwise directed by the College the Contractor shall:

- a. Stop orders/work on the date and to the extent specified.
- b. Terminate and settle all orders and/or subcontracts relating to the performance of the terminated work.
- c. Transfer all work in process, completed work, and other materials related to the terminated work as directed by the College.
- d. Continue and complete all parts of that work that have not been terminated.

If the Contractor's failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Contractor's, the contract shall not be terminated for default. Examples of such causes include (1) Acts of God or the public enemy, (2) acts of a government in its sovereign capacity, (3) fires, (4) floods, (5) epidemics, (6) strikes and (7) unusually severe weather.

9.1.2 TERMINATION FOR CONVENIENCE

The College, by written notice, may terminate this contract, in whole or in part, when it is in the College's best interest. If this contract is terminated, the College shall be liable only for goods or services delivered and accepted. The College Notice of Termination may provide the Contractor thirty (30) days prior notice before it becomes effective. However, at the College's sole option, a termination for convenience may be effective immediately and may apply to delivery orders (if applicable) or to the contract in whole.

9.2 INDENDEMNIFICATION FOR TORT ACTIONS / LIMITATION OF LIABILITY

The provisions of Florida Statute 768.28 applicable to Valencia College, apply in full to this contract. Any legal actions to recover monetary damages in tort for injury or loss of property, personal injury, or death caused by the negligent or wrongful act or omission of any employee of the College acting within the scope of his/her office or employment are subject to the limitations specified in this statute.

No officer, employee or agent of the College acting within the scope of his/her employment or function shall be held personally liable in tort or named as a defendant in any action for injury or damage suffered as a result of any act, event or failure to act.

The College shall not be liable in tort for the acts or omissions of an officer, employee or agent committed while acting outside the course and scope of his/her employment. This exclusion includes actions committed in bad faith or with malicious purpose, or in a manner exhibiting wanton and willful disregard of human rights, safety, or property.

To the fullest extent permitted by law, the Contractor shall defend, indemnify, and hold harmless the College, its officials, agents, and employees from and against any and all claims, suits, judgments, demands, liabilities, damages, cost and expenses (including attorney's fees) of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission of the Contractor or its Subcontractors (if any), anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable; excepting those acts or omissions arising out of the sole negligence of the College.

Provided, however, if the contract between the College and the Contractor is deemed by a court of competent jurisdiction to be a construction contract for purposes of Section 725.06, Florida Statutes, any obligation of the Contractor to defend, indemnify or hold harmless the College, shall be limited to an obligation to indemnify or hold harmless the College, its officers and

employees from liability damages, losses, and costs, including but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentionally wrongful conduct of the Contractor and persons employed or utilized by the Contractor in the performance of the contract.

9.3 PATENTS AND ROYALTIES

Unless otherwise provided, the supplier shall be solely responsible for clearing the right to use any patented or copyrighted materials in the performance of the contract resulting from this RFP.

The supplier, without exception, shall indemnify and save harmless the College and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or supplied by the supplier. In the event of any claim against the College, of copyright or patent infringement, the College shall promptly provide written notification to the supplier. If such a claim is made, the supplier shall use its best efforts to promptly purchase for the College any infringing products or services or procure a license, at no cost to the College, which will allow continued use of the service or product.

If none of the alternatives are reasonably available, the College agrees to return the article on request to the supplier and receive reimbursement, if any, as may be determined by a court of competent jurisdiction.

9.4 SUCCESSORS AND ASSIGNS

The College and the Contractor each binds itself and its partners, successors, executors, administrators and assigns to the other party of this contract and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this contract. Except as above, neither the College nor the Contractor shall assign, sublet, convey or transfer its interest in this contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the College which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the College and the Contractor.

9.5 AUDIT

The awarded Contractor shall maintain adequate records to justify all prices for all items invoiced as well as all charges, expenses and costs incurred in performing the work for at least three (3) years after completion of this contract. The College shall have access to such books, records, subcontract, financial operations, and documents of the Contractor or its Subcontractors as required to comply with this section for the purpose of inspection or audit during normal business hours at the Contractor's place of business.

9.6 INSURANCE REQUIRED

- A. The Contractor shall indemnify, defend, and pay on behalf of and hold completely harmless the College (College includes, without limitation, members of the College's Board of Trustees, officers, employees, Contractors and agents) from and against any and all liabilities (including statutory liability and liability under Workers' Compensation Laws), losses, suits, claims, demands, judgments, fines, damages, costs and expenses (including all costs for investigation and defense thereof, including, but not limited to, court costs, paralegal and expert fees and reasonable attorneys' fees) which may be incurred by, charged to or recovered from any of the foregoing (i) by reason or on account of damage to or destruction of any property of the College, or any property of, injury to or death of any person resulting from or arising out of or in connection with the performance of this Agreement, or the acts or omissions of the Contractor ("the Contractor" includes, without limitation, its officers, agents, employees, subcontractors, licensees or invitees), regardless of where the damage, destruction, injury or death occurred, unless such liability, loss, suit, claim, demand, judgment, fine, damage, cost or expense was proximately caused solely by the College's negligence or by the joint negligence of the College and any person other than the Contractor, or (ii) arising out of or in connection with the failure of the Contractor to keep, observe or perform any of the covenants or agreements in this Agreement which are required to be kept, observed or performed by the Contractor. College agrees to give the Contractor reasonable notice of any suit or claim for which indemnification will be sought hereunder, to allow the Contractor or its insurer to compromise and defend the same to the extent of its interests, and to reasonably cooperate with the defense of any such suit or claim. In carrying out its obligations under this section, the Contractor shall engage counsel reasonably acceptable to College. The indemnification provisions of this Section shall survive the expiration or earlier termination of this Agreement with respect to any acts or omissions occurring during the term of the Agreement.
- B. The Contractor shall assume all responsibility for loss incurred by College caused by the Contractor's neglect or violation of any state or Federal law, state or municipal or agency rule, regulation or order. The Contractor shall give to the proper authorities all required notices relating to its performance, obtain all official permits and licenses, and pay all proper fees and taxes. It shall promptly undertake proper monetary restitution with respect to any injury that may occur to any building, structure or utility in consequence of its work. The Contractor will notify the College in writing of any claim made or suit instituted against the Contractor because of its activities in performance of this Agreement.
- C. In any and all claims against the College, or any of its officers, trustees, agents, Contractors, or employees, by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation of the Contractor under this Section

shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefit payable by or for the Contractor or any subcontractor under worker's compensation acts, disability benefit acts, or other employee benefit acts.

- D. No provisions of this Section herein shall be construed to negate, abridge, or otherwise reduce any other right of indemnity that College may have as to any party or person described therein.
- E. The Contractor shall purchase and maintain in force during the term of this Agreement, at its own cost and expense, to protect the College, (including, without limitation, all members of the College's Board of Trustees, officers, agents, and employees) from and against any and all liabilities, arising out of or in connection with the Contractor's performance of its obligations hereunder, general liability and other insurance, including automobile liability insurance, with limits of coverage reasonably acceptable to the College and with contractual liability coverage for the Contractor's covenants to and indemnification of College under this Agreement. The College requires an insurer authorized to do business under the laws of the state of Florida with a BEST guide rating of B+B or higher covering the Contractor's officers, employees, agents, servants and its subcontractors (if any) engaged in the provision of services under this Agreement upon the following terms and conditions and for the specified amounts:
- i. Statutory workers' compensation insurance covering the Contractor's Employees; and
 - ii. Employer's liability insurance with a minimum limit of \$1 million per occurrence; \$2 million combined with respect to any employee not covered by workers' compensation insurance; and
 - iii. Commercial general liability insurance, including owned, non-owned and hired automobile liability coverage, applicable to personal injury and property damage, with a combined single limit of not less than \$1 million per occurrence, \$2 million aggregate; and which shall contain:
 - a. Provision or endorsement naming The District Board of Trustees of Valencia College, Florida as an additional insured with respect to liability arising out of the performance of any services by the Contractor or its employees, officers, agents, or servants under this Agreement and providing that such insurance is "primary" insurance with respect to College's interests and that any other insurance maintained by College is excess and not contributing insurance with the insurance required hereunder;
 - b. A waiver of subrogation with respect to the additional insured; and
 - c. Provision or endorsement stating that such insurance will include contractual liability specifically referring to liability assumed by the Contractor under this Agreement, including, without limitation, that set forth in this Agreement.

- iv. Insurance to cover dishonest acts by Employees with a limit of not less than \$25,000.00; and
- v. Statutory unemployment insurance

Any and all certificates called for by this subparagraph shall also specify that not less than thirty (30) days written notice shall be given to the College prior to cancellation, termination or modification of a policy of insurance required by this subparagraph.

- F. The Contractor agrees that the "District Board of Trustees of Valencia College, Florida" (including, without limitation, all members of the College's Board of Trustees, officers, agents, and employees) shall be named as additional insured's under such policy or policies of insurance. All such insurance shall provide that it is primary insurance as respects any other valid insurance College may possess, including any self-insured retention or deductible College may have, and that any other insurance the College does possess shall be considered excess insurance only. All such insurance shall be carried with a Contractor or Contractors that are acceptable to the College, and said policies shall be in a form satisfactory to College. The declaration page(s) from all insurance policies obtained by the Contractor in accordance with this Paragraph E, or a properly completed Certificate of Insurance on a form provided by the College, shall be furnished to the College upon the execution of this Agreement, and said declarations page(s) or Certificate of Insurance shall provide that such insurance coverage will not be reduced or canceled without at least thirty (30) days prior written notice to College. Prior to the expiration of any such policy, the Contractor shall file with College a certificate of insurance showing that such insurance coverage has been renewed. If such insurance coverage is canceled or reduced, the Contractor shall, within five (5) days after such cancellation or reduction in coverage, file with College a certificate showing that the required insurance has been reinstated or provided through another insurance Contractor or Contractors approved by College. If the Contractor fails to obtain or have such insurance reinstated, College may, if it so elects, and without waiving any other remedy it may have against the Contractor, immediately terminate this Agreement. The Contractor shall require and ensure that each of its Subcontractors providing services hereunder (if any) procures and maintains, until the completion of the services, insurance of the types and limits specified herein.
- G. Compliance with these insurance requirements shall not relieve or limit the Contractor's liabilities and obligations under this contract. Failure of the College to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the College to identify a deficiency from evidence provided will not be construed as a waiver of the Contractor's obligation to maintain such insurance.

9.7 INVALID PROVISIONS

The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement.

9.8 NOTICES

All notices required to be given by the Parties hereunder shall be in writing and shall be either delivered by hand or sent by United States certified mail, return receipt requested, and postage prepaid, or by a nationally-recognized overnight delivery service, to the address (es) set forth herein below or to such other address (es) within the United States of America as may from time to time be requested in writing:

A Party shall be deemed to have received a notice upon actual delivery or upon attempted delivery to the proper address by an overnight delivery service or upon refusal of a U.S. certified mail delivery.

9.9 REMEDIES; ATTORNEY'S FEES AND COSTS

- A. All remedies provided for in this Agreement shall be deemed cumulative and additional and not in lieu of or exclusive of each other or of any other remedy available to either Party at law or in equity arising hereunder. In the event any suit or action is brought pursuant to or in connection with this Agreement, the losing Party will pay all costs (including all costs, expenses, and reasonable attorneys', expert witness and paralegal fees) incurred by the prevailing Party in connection with such suit or action, and for any and all appeals or bankruptcy proceedings referable thereto. In the event each Party shall partially prevail in such action, such costs shall be equitably apportioned between the Parties by the court.
- B. Any claim, dispute or other matter in question arising out of or relating to this Agreement or the breach thereof, except for claims which have been waived pursuant to this Agreement, if not settled in a manner mutually agreeable to both the Contractor and the College, shall be brought only in the Circuit Court of the Ninth Judicial Circuit in and for Orange County, Florida or the United States District Court of the Middle District of Florida, Orlando Division. Such claims, disputes or other matters shall not be subject to arbitration without the prior written consent of both College and the Contractor. The Contractor hereby consents to submit to the jurisdiction of the courts of the State of Florida with respect to any suit or action brought in connection with this Agreement.

9.10 WARRANTIES OF THE CONTRACTOR

The Contractor represents and warrants unto College that no officer, employee, trustee or agent of the College has any personal interest, either directly or indirectly, in the business of the Contractor to be conducted hereunder. The Contractor further represents and warrants to

College that it has not employed or retained any person, Contractor, corporation, individual or Contractor other than a bona fide employee working solely for the Contractor, to solicit or secure this Agreement; that it has not paid or agreed to pay any person, Contractor, corporation, individual or Contractor, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement; and that it has not agreed, as an express or implied condition for obtaining this Agreement, to employ or retain the services of any person, Contractor, corporation, individual or Contractor in connection with carrying out this Agreement.

9.11 ASSIGNMENT

Neither this Agreement nor any of the Contractor's rights or obligations hereunder may be assigned by the Contractor without the College's prior written consent, which consent may be granted or withheld in the College's sole discretion.

9.12 HEADINGS

The headings of the sections of this Agreement are for the purpose of convenience only and shall not be deemed to expand or limit the provisions contained in such sections.

9.13 AMENDMENT

This Agreement shall not be amended or modified except pursuant to a writing signed by both Parties hereto.

9.14 VALIDITY

The validity, interpretation, construction and effect of this Agreement shall be in accordance with and be governed by the laws of the State of Florida. In the event any provision hereof shall be finally determined to be unenforceable, or invalid, such unenforceability or invalidity shall not affect the remaining provisions of this Agreement, which shall remain in full force and effect.

9.15 INDEPENDENT CONTRACTOR STATUS

College is contracting for the Services of employees to be provided by the Contractor. The employees are employed by the Contractor and are not employees of College. Therefore, College has no responsibility for the deduction of payroll taxes (employee income tax withholding, social security contributions, and Medicare contributions) or the remittance of payroll taxes and the matching contributions (mandated employer portion of social security, Medicare and unemployment compensation), which are the sole responsibility of the Contractor. The responsibility for the mandated workers' compensation coverage on each employee is the sole responsibility of the Contractor. The Contractor and College acknowledge and agree that the Contractor is and shall be an independent Contractor; that neither the Contractor nor any of its employees, subcontractors, representatives or agents is, or shall be deemed to be, an employee, partner, agent, legal representative, or joint venture of the College;

and that neither the Contractor nor any of its employees, representatives or agents shall be entitled to any employee benefits under any employee benefit plan, including medical, insurance and other similar plans, of the College. Nothing contained in this Agreement shall be construed to create a joint employer relationship between the College and the Contractor with respect to any employee of the Contractor or its subcontractors. The Contractor further acknowledges that the College will not withhold any amounts with respect to federal, state or local taxes from amounts payable by the College hereunder and it shall be the exclusive responsibility of the Contractor to pay all amounts due with respect to applicable federal, state and local taxes on such amounts.

9.16 PAYMENT

Partial payments in the full amount for the value of items received and accepted may be requested by the submission of a properly executed invoice, with supporting documents if required. Payment for accepted equipment/supplies/services will be accomplished by submission of an invoice to:

Valencia College
Accounts Payable
PO Box 3028
Orlando, FL 32802
Phone (407) 582-3389

Invoices must include the purchase order number resulting from this RFP. In the event additional College Departments or other public entities utilize this contract, invoices are to be sent directly to the Accounts Payable Department.

9.17 SMOKE FREE CAMPUS

A smoke – free policy 6Hx28:10-05 will take effect August 2012. The College is committed to providing a safe and healthy environment for its students, employees, and visitors. Smoking is prohibited on all property and facilities owned, leased or operated by the “ College”, including but not limited to all buildings, bridges, walkways, sidewalks, parking lots and garages, on campus streets and driveways, grounds, exterior open spaces, and personal vehicles located anywhere within these areas. Littering the campus with the remains of tobacco products or any other disposable products is prohibited. All employees, students, visitors, contractors/vendors and others are required to comply with this policy at all times. Contractors/vendors who violate this policy may at the discretion of the College, be denied access to College property.

9.18 ENERGY CONSERATION AND BUILDING MANAGEMENT

Contractor will adhere to the College's Energy Conservation and Building Management guidelines as outlined at: <http://valenciacollege.edu/sustainability/leed/energyEducation.cfm> .

In addition, the Operations Manager, Energy Education and/or Compliance Inspector may identify items specific to this contract to support energy conservation and safety factors not identified in the guidelines.

9.19 PRICING-YEARS TWO THROUGH EIGHT

The College and Contractor will meet no later than sixty (60) days prior to the expiration of the initial contract term or sequential renewal terms to negotiate pricing for the upcoming renewal period.

The annual rates for cleanable square footage shall be based on the Employee Cost Index (ECI), for that particular time period, in conjunction with any adjustments to the square footage to be cleaned. Based on these two variables, the price per square foot rates may increase or decrease. However, in no case shall the rates increase by more than 2.5% in any renewal period.

The hourly rates are also subject to the ECI index and may be adjusted accordingly.

VALENCIA COLLEGE

REQUEST FOR PROPOSAL

RFP # 11/12-02

Appendix "A"

Dated: May 1, 2012

VALENCIA COLLEGE

CLEANABLE SQUARE FOOTAGE PER BUILDING WITH BREAKDOWN BY AREA TYPES

site no.	bldg. no.	room no.	room name	sq. ft.
CJI				
2	1000	1130	CUSTODIAN	111
2	1000	1165	CUSTODIAN	68
2	1000	1220	CUSTODIAN	110
2	1000	1221A	STORAGE	154
2	1000	1106D	WAITING AREA	286
2	1000	1166	CORRIDOR	222
2	1000	1166A	VESTIBULE	30
2	1000	1167	CORRIDOR	200
2	1000	1167A	VESTIBULE	30
2	1000	1184	CORRIDOR	1,148
2	1000	1185	STAIRS NO 2	311
2	1000	1186	CORRIDOR	1,863
2	1000	1187	CORRIDOR	422
2	1000	1188	ELEVATOR	58
2	1000	1189	CORRIDOR	575
2	1000	1190	CORRIDOR	485
2	1000	1191	CORRIDOR	745
2	1000	1192	CORRIDOR	182
2	1000	1193	CORRIDOR	340
2	1000	1194	CORRIDOR	234
2	1000	1195	CORRIDOR	228
2	1000	1196	STAIRS NO 1	185
2	1000	1197	CORRIDOR	2,913
2	1000	1198	CORRIDOR	72
2	1000	1199	CORRIDOR	143
2	1000	1293	CORRIDOR	192

2	1000	1294	CORRIDOR	757
2	1000	1295	STAIRS NO 1	185
2	1000	1296	CORRIDOR	1,041
2	1000	1298	CORRIDOR	2,114
2	1000	1299	STAIRS NO 2	287
2	1000	1103	WOMENS RESTROOM	196
2	1000	1104	MENS RESTROOM	196
2	1000	1132	CENTRAL VACUUM	81
2	1000	1133	MENS RESTROOM	312
2	1000	1134	WOMENS RESTROOM	300
2	1000	1166B	WOMENS LOCKER ROOM	160
2	1000	1166C	WOMENS SHOWERS	192
2	1000	1166D	WOMENS RESTROOM	183
2	1000	1167B	MENS RESTROOM	172
2	1000	1167C	MENS LOCKER ROOM	240
2	1000	1167D	MENS SHOWERS	443
2	1000	1221	MENS RESTROOM	330
2	1000	1222	WOMENS RESTROOM	300
2	1000	1135	CLASSROOM	858
2	1000	1136	CLASSROOM	875
2	1000	1137	CLASSROOM	876
2	1000	1138	CLASSROOM	875
2	1000	1140	CLASSROOM	1,136
2	1000	1141	CLASSROOM	875
2	1000	1143	CLASSROOM	876
2	1000	1144	CLASSROOM	875
2	1000	1148	CLASSROOM	846
2	1000	1149	CLASSROOM	1,196
2	1000	1150	CLASSROOM	1,240
2	1000	1151	CLASSROOM	1,240
2	1000	1152	CLASSROOM	1,196
2	1000	1136A	STORAGE	74
2	1000	1137A	STORAGE	86
2	1000	1138A	STORAGE	75
2	1000	1139	STORAGE	75
2	1000	1140A	INTERACTION ROOM	135
2	1000	1140B	INTERACTION ROOM	136
2	1000	1140C	INTERACTION ROOM	135

2	1000	1140D	INTERACTION	136
2	1000	1141A	STORAGE	75
2	1000	1142	STORAGE	75
2	1000	1143A	STORAGE	86
2	1000	1144A	STORAGE	74
2	1000	1149A	STORAGE	76
2	1000	1150A	STORAGE	76
2	1000	1151A	STORAGE	76
2	1000	1152A	STORAGE	76
2	1000	1163B	JAIL CELL	73
2	1000	1163C	JAIL CELL	73
2	1000	1228	COMPUTER LAB	1,546
2	1000	1228A	LAB SERVICE	128
2	1000	1106	SECRETARY RECEPTION	581
2	1000	1108	OFFICE	240
2	1000	1108A	OFFICE	202
2	1000	1110	OFFICE	173
2	1000	1111	OFFICE	152
2	1000	1113	OFFICE	119
2	1000	1114	OFFICE	139
2	1000	1115	OFFICE	124
2	1000	1117	OFFICE	130
2	1000	1118	OFFICE	121
2	1000	1119	OFFICE	121
2	1000	1120	OFFICE	121
2	1000	1122	OFFICE	130
2	1000	1124	OFFICE	123
2	1000	1125	OFFICE	116
2	1000	1126	OFFICE	126
2	1000	1127	OFFICE	125
2	1000	1128	OFFICE	126
2	1000	1129	OFFICE	119
2	1000	1164A	OFFICE	120
2	1000	1201	OFFICE	192
2	1000	1203	OFFICE	130
2	1000	1205	OFFICE	215
2	1000	1206	OFFICE	137
2	1000	1207	OFFICE	146

2	1000	1208	OFFICE	144
2	1000	1209	SECY RECEPTION	746
2	1000	1211	OFFICE	129
2	1000	1213	OFFICE	131
2	1000	1215	OFFICE	131
2	1000	1216	OFFICE	109
2	1000	1223	SECY RECEPTION	684
2	1000	1223B	OFFICE	295
2	1000	1223D	OFFICE	283
2	1000	1223E	OFFICE	147
2	1000	1224	SECY RECEPTION	537
2	1000	1224A	OFFICE	167
2	1000	1224B	OFFICE	133
2	1000	1224C	OFFICE	191
2	1000	1224D	OFFICE	126
2	1000	1224F	OFFICE	138
2	1000	1224G	OFFICE	179
2	1000	1224H	OFFICE	137
2	1000	1224I	OFFICE	161
2	1000	1227	OFFICE	1,581
2	1000	1227A	OFFICE	165
2	1000	1229	OFFICE	1,389
2	1000	1229A	OFFICE	165
2	1000	1229B	OFFICE	165
2	1000	1230	OFFICE	233
2	1000	1106B	STORAGE	216
2	1000	1106C	OFFICE SERVICE	133
2	1000	1112	FACULTY MAIL ROOM	398
2	1000	1112A	MAIL ROOM STORAGE	96
2	1000	1116	STORAGE	144
2	1000	1121	STORAGE	104
2	1000	1123	STORAGE	54
2	1000	1135A	STORAGE	96
2	1000	1164B	WORK ROOM	120
2	1000	1209A	STORAGE	77
2	1000	1212	COPY ROOM	77
2	1000	1214	STORAGE	40
2	1000	1223C	STORAGE	96

2	1000	1223F	STORAGE	97
2	1000	1223G	STORAGE	74
2	1000	1224E	STORAGE	86
2	1000	1227B	STORAGE	75
2	1000	1229C	STORAGE	152
2	1000	1106A	CONFERENCE ROOM	308
2	1000	1109	CONFERENCE ROOM	524
2	1000	1210	CONFERENCE ROOM	307
2	1000	1223A	CONFERENCE ROOM	194
2	1000	1210A	STORAGE	23
2	1000	1163	MULTI PURPOSE ROOM	2,742
2	1000	1164	DEFENCE TACTICS	4,027
2	1000	1168	FITNESS ROOM	591
2	1000	1163A	STORAGE	163
2	1000	1164C	STORAGE	197
2	1000	1164D	STORAGE	183
2	1000	1219	FAC TRAINING	620
2	1000	1100	AUDITORIUM	2,887
2	1000	1100A	STORAGE RM	220
2	1000	1100B	STORAGE	16
2	1000	1161	FOOD SERVICE	355
2	1000	1162	VENDING MACHINES	272
2	1000	1105	LOUNGE	408
2	1000	1160	STUDENT LOUNGE	1,382
2	1000	1217	FACULTY LOUNGE	166
2	1000	1218	MEETING ROOM	493
			CJI SF.	65,553
DTC				
3	1	105	COMMUNICATIONS EQUIP	48
3	1	107	CUSTODIAN	20
3	1	213	CUSTODIAN	41
3	1	217	CUSTODIAN	65
3	1	316	CUSTODIAN	33
3	1	426	CUSTODIAN	49
3	1	0103F	CORRIDOR	95
3	1	0103H	CORRIDOR	99
3	1	104	STAIRS	24

3	1	139	LOBBY	333
3	1	140	STAIRS	105
3	1	142	CORRIDOR	96
3	1	143	CORRIDOR	235
3	1	144	STAIRS	91
3	1	147	CORRIDOR	244
3	1	150	STAIRS	41
3	1	151	ELEVATOR	52
3	1	222	CORRIDOR	416
3	1	223	STAIRS	112
3	1	224	STAIRS	91
3	1	225	STAIRS	77
3	1	320	CORRIDOR	305
3	1	321	CORRIDOR	62
3	1	322	STAIRS	118
3	1	324	STAIRS	71
3	1	0400A	CORRIDOR	70
3	1	418	CORRIDOR	216
3	1	419	CORRIDOR	59
3	1	420	STAIRS	118
3	1	421	STAIRS	71
3	1	428	MECHANICAL	28
3	1	B0003	CORRIDOR	105
3	1	B0104	STAIRS	25
3	1	0101D	CLOSET	18
3	1	145	WOMENS TOILET	86
3	1	146	MENS TOILET	65
3	1	214	HANDICAPPED TOILET	41
3	1	215	MENS TOILET	91
3	1	216	WOMENS TOILET	91
3	1	310	MENS TOILET	50
3	1	312	WOMENS TOILET	58
3	1	314	HANDICAPPED TOILET	36
3	1	0401D	TOILET	42
3	1	412	MENS TOILET	51
3	1	414	WOMENS TOILET	51
3	1	416	DISABLED RESTROOM	40
3	1	101	OFFICE	144

3	1	0101A	OFFICE	121
3	1	0101B	OFFICE	153
3	1	103	OFFICE	345
3	1	0103A	OFFICE	88
3	1	0103B	OFFICE	88
3	1	0103C	OFFICE	165
3	1	0103D	OFFICE	94
3	1	108	RECEPTION/SECRETARY	208
3	1	0108A	OFFICE	167
3	1	0108B	OFFICE	165
3	1	0108C	OFFICE	82
3	1	0108F	OFFICE	69
3	1	0108G	MAIL ROOM	76
3	1	0108H	RECEPTION AREA	292
3	1	149	SECURITY	60
3	1	200	OFFICE	2,130
3	1	0200A	OFFICE	246
3	1	201	OFFICE	218
3	1	202	OFFICE	136
3	1	203	OFFICE	195
3	1	204	OFFICE	135
3	1	205	OFFICE	131
3	1	206	OFFICE	136
3	1	207	OFFICE	204
3	1	209	OFFICE	126
3	1	210	OFFICE	154
3	1	211	OFFICE	212
3	1	211A	OFFICE SERVICE	12
3	1	300	OFFICE	2,563
3	1	301	OFFICE	301
3	1	302	OFFICE	146
3	1	303	OFFICE	194
3	1	304	OFFICE	321
3	1	305	OFFICE	137
3	1	307	OFFICE	148
3	1	308	OFFICE	220
3	1	309	OFFICE	164
3	1	311	OFFICE	245

3	1	313	OFFICE	141
3	1	315	OFFICE	141
3	1	317	OFFICE	135
3	1	319	OFFICE	136
3	1	400	OFFICE	2,103
3	1	401	OFFICE	359
3	1	0401A	OFFICE	292
3	1	0401B	OFFICE	157
3	1	403	OFFICE	119
3	1	404	OFFICE	216
3	1	405	OFFICE	231
3	1	406	OFFICE	153
3	1	407	OFFICE	255
3	1	408	OFFICE	232
3	1	409	OFFICE	202
3	1	410	OFFICE	244
3	1	411	OFFICE	141
3	1	0103E	PRINT ROOM	276
3	1	0103G	OFFICE STORAGE	78
3	1	0108D	OFFICE SERVICE	164
3	1	0108E	STORAGE	51
3	1	212	OFFICE SERVICE	28
3	1	218	FILE ROOM	158
3	1	0301A	OFFICE SERVICE	17
3	1	0302A	OFFICE SERVICE	36
3	1	318	FILE ROOM	81
3	1	0318A	FILE ROOM	60
3	1	0400B	OFFICE SERVICE	48
3	1	0401C	OFFICE SERVICE	6
3	1	0101C	CONFERENCE	153
3	1	106	CONFERENCE	1,193
3	1	402	CONFERENCE	212
3	1	0106A	STORAGE	51
3	1	0106B	CONFERENCE ROOM	18
3	1	0106C	KITCHEN/CONFERENCE	37
3	1	208	LOUNGE	356
3	1	B0002	MAINT SHOP	105
3	1	102	MAINT STORAGE	30

3	1	B0004	SHOP STORAGE	47
			DTC SF.	23,588
WINTER PARK				
5	100	1120	CUSTODIAN	32
5	100	1125	CUSTODIAN	56
5	100	1131	CUSTODIAN	119
5	100	1231	CUSTODIAN	37
5	100	1243	CUSTODIAN	87
5	100	1111	CORRIDOR	880
5	100	1180	CORRIDOR/STAIRS	260
5	100	1181	CORRIDOR/STAIRS	350
5	100	1184	CORRIDOR	1,079
5	100	1185	CORRIDOR	739
5	100	1186	CORRIDOR	244
5	100	1187	CORRIDOR	634
5	100	1189	LOBBY	207
5	100	1190	STAIRS	169
5	100	1191	CORRIDOR	639
5	100	1192	STAIRS	281
5	100	1213	CORRIDOR	87
5	100	1218	CORRIDOR	808
5	100	1244G	CORRIDOR	56
5	100	1280	STAIRS	136
5	100	1281	STAIRS	194
5	100	1283	CORRIDOR	965
5	100	1284	CORRIDOR	169
5	100	1285	CORRIDOR	503
5	100	1286	CORRIDOR	733
5	100	1287	CORRIDOR	224
5	100	1288	STAIRS	194
5	100	1290	CORRIDOR	709
5	100	1291	STAIRS	180
5	100	1116	CUSTODIAL	96
5	100	1118	MENS TOILET	227
5	100	1119	WOMENS TOILET	211
5	100	1135	WOMENS TOILET	259
5	100	1141	MENS TOILET	239

5	100	1182	ELEVATOR	58
5	100	1188	ELEVATOR	58
5	100	1232	WOMENS TOILET	173
5	100	1233	MENS TOILET	183
5	100	1241	WOMENS TOILET	259
5	100	1247	MENS TOILET	239
5	100	1105	BRIGHT CLASSROOM	1,001
5	100	1106	BRIGHT CLASSROOM	647
5	100	1107	BRIGHT CLASSROOM	647
5	100	1108	BRIGHT CLASSROOM	835
5	100	1112	BRIGHT CLASSROOM	680
5	100	1113	CLASSROOM	657
5	100	1114	CLASSROOM	659
5	100	1115	CLASSROOM	635
5	100	1123	CONFERENCE ROOM/CLAS	857
5	100	1132	COMPUTER CLASSROOM	830
5	100	1134	COMPUTER CLASSROOM	835
5	100	1136	COMM STUDENT SUPPORT	804
5	100	1138	MATH STUDENT SUPPORT	964
5	100	1143	SMART CLASSROOM	860
5	100	1220	BRIGHT CLASSROOM	422
5	100	1221	CLASSROOM	1,030
5	100	1223	CONFERENCE/CLASSROOM	189
5	100	1224	CLASSROOM	626
5	100	1225	CLASSROOM	779
5	100	1226	SMART CLASSROOM	541
5	100	1237	SMART CLASSROOM	835
5	100	1242	SMART CLASSROOM	837
5	100	1226A	CULINARY	151
5	100	1219	VALENCIA INSTITUTE	643
5	100	1217	ATLAS ACCESS	1,011
5	100	1100	SECURITY	198
5	100	1104	CAREER CENTER	627
5	100	1121	LAB TECHNICIAN	59
5	100	1122	STUDENT GOVERN/DEVEL	269
5	100	1126	ADJUNCT FACULTY OFFI	268
5	100	1130	STUDENT DEVELOPMENT	153
5	100	1142	OFFICE	222

5	100	1200	VALENCIA INSTITUTE O	268
5	100	1200A	VI/PROGRAM MANAGER O	141
5	100	1200B	DIRECTOR OF VALENCIA	194
5	100	1203	STUDENT SERVICES	757
5	100	1204	AIM OFFICE	242
5	100	1205	AIM PROGRAM ADVISOR	94
5	100	1206	FINANCE OFFICE	240
5	100	1207	AIM PROGRAM MANAGER	103
5	100	1208	FINANCIAL AID OFFICE	92
5	100	1209	STUDENT SERVICES COU	92
5	100	1210	ADMISSIONS/REGISTRAT	328
5	100	1210A	CORPORATE EDUC ADVIS	86
5	100	1211	EDUCATIONAL ADVISOR	92
5	100	1212	DEAN OF STUDENTS	114
5	100	1214	OFFICE	394
5	100	1214A	OFFICE	56
5	100	1230	OFFICE	91
5	100	1244	ADMINISTRATIVE OFFIC	890
5	100	1244B	GLCI DIRECTOR	235
5	100	1244C	DIRECTOR OF IT OFFIC	210
5	100	1244D	DEAN OF CREDIT PROGR	232
5	100	1244E	OFFICE SUPERVISOR II	129
5	100	1244F	PROVOST OFFICE	321
5	100	1248	FACULTY OFFICES	489
5	100	1249	FACULTY/STAFF OFFICE	860
5	100	1104A	CAREER SERVICE	212
5	100	1109	STORAGE	118
5	100	1110	STORAGE	91
5	100	1140A	TESTING CENTER	350
5	100	1206A	VAULT/SAFE	21
5	100	1244A	FILE/SUPPLY ROOM	269
5	100	1248A	FACULTY COPY/STORAG	156
5	100	1246	EXECUTIVE CONFERENCE	321
5	100	1140	TECH RESOURCE CENTER	742
5	100	1140B	CIRCULATION DESK	116
5	100	1102	LOUNGE	728
5	100	1239	FACULTY STAFF LOUNGE	334
5	100	1101	BOOKSTORE	765

5	100	1201	MAILROOM	115
			WINTER PARK SF.	43,632
LAKE NONA				
7	100	1107	CUSTODIAN	118
7	100	1139A	CUSTODIAN	28
7	100	1207	CUSTODIAN	118
7	100	1224A	CUSTODIAN	28
7	100	1308	CUSTODIAN	118
7	100	1325A	CUSTODIAN	28
7	100	1341	CORRIDOR	895
7	100	1345	RECYCLING RM	161
7	100	1353	STAIRS	225
7	100	1100	STAIRS	197
7	100	1110	CORRIDOR	2,025
7	100	1124	STAIRS	194
7	100	1126	CORRIDOR	559
7	100	1130	CORRIDOR	1,330
7	100	1130A	CORRIDOR	273
7	100	1141	CORRIDOR	1,121
7	100	1143	VESTIBULE	50
7	100	1151	CORRIDOR	243
7	100	1151G	CORRIDOR	83
7	100	1152	CORRIDOR	1,427
7	100	1153	STAIRS	1,359
7	100	1153A	STAIRS	204
7	100	1154	STAIRS	225
7	100	1200	STAIRS	197
7	100	1210	CORRIDOR	1,582
7	100	1210A	CORRIDOR	215
7	100	1211	CORRIDOR	524
7	100	1222	STAIRS	194
7	100	1237	CORRIDOR	1,718
7	100	1253	CORRIDOR	634
7	100	1254	CORRIDOR	1,442
7	100	1254A	STAIRS	236
7	100	1255	STAIRS	225
7	100	1300	STAIRS	197

7	100	1311	CORRIDOR	1,824
7	100	1322	STAIRS	194
7	100	1331	CORRIDOR	2,133
7	100	1352	CORRIDOR	1,323
7	100	1401	MEZZANINE	277
7	100	1403	MEZZANINE	249
7	100	1404	STAIRS	202
7	100	1125	WOMENS RESTROOM	276
7	100	1139	MENS RESTROOM	271
7	100	1140	ELEVATOR 1	72
7	100	1142	ELEVATOR 2	72
7	100	1220	RESTROOM	102
7	100	1223	WOMENS RESTROOM	274
7	100	1224	MENS RESTROOM	271
7	100	1321	RESTROOM	73
7	100	1323	WOMENS RESTROOM	276
7	100	1325	MENS RESTROOM	271
7	100	1101	CLASSROOM	651
7	100	1102	CLASSROOM	659
7	100	1103	CLASSROOM	662
7	100	1104	CLASSROOM	813
7	100	1105	CLASSROOM	851
7	100	1106	CLASSROOM	853
7	100	1121	CLASSROOM	745
7	100	1122	CLASSROOM	739
7	100	1201	CLASSROOM	632
7	100	1202	CLASSROOM	657
7	100	1203	CLASSROOM	660
7	100	1204	CLASSROOM	810
7	100	1205	CLASSROOM	849
7	100	1304	CLASSROOM	660
7	100	1305	CLASSROOM	810
7	100	1306	CLASSROOM	849
7	100	1307	CLASSROOM	849
7	100	1206B	TESTING CENTER	436
7	100	1212	STORAGE	123
7	100	1230	LEARNING SUPPORT	1,147
7	100	1230A	TUTORING	417

7	100	1236	COMPUTER READING RM	1,497
7	100	1324	STORAGE	123
7	100	1242	BIOLOGY LAB	1,202
7	100	1244	BIOLOGY LAB	1,311
7	100	1245	ANATOMY PHYS LAB	1,381
7	100	1347	CHEMISTRY LAB	1,294
7	100	1350	CHEMISTRY LAB	1,356
7	100	1351	BIOTECHNOLOGY LAB	1,207
7	100	1243	BIOLOGY PREP RM	456
7	100	1245A	LAB STORAGE	221
7	100	1348	CHEMISTRY LAB PREP R	370
7	100	1348A	ORGANIC CHEMISTRY ST	44
7	100	1348B	INORGANIC CHEMISTRY	94
7	100	1349	HAZARDOUS STORAGE	58
7	100	1351A	STORAGE	181
7	100	1135A	BOOKSTORE OFFICE	161
7	100	1145	OFFICE	112
7	100	1147	STUDENT DEVELOPMENT	482
7	100	1149	OFFICE	757
7	100	1149A	OFFICE	173
7	100	1149B	OFFICE	113
7	100	1149C	OFFICE	113
7	100	1149D	OFFICE	117
7	100	1149E	OFFICE	113
7	100	1150	SECURITY	318
7	100	1150A	SECURITY OFFICE	113
7	100	1151A	OFFICE	61
7	100	1151B	OFFICE	173
7	100	1151C	OFFICE	113
7	100	1151D	OFFICE	113
7	100	1206	TESTING OFFICE	313
7	100	1206A	OFFICE	85
7	100	1213	ADJUNCT OFFICES	247
7	100	1214	OFFICE	108
7	100	1215	OFFICE	110
7	100	1217	OFFICE	106
7	100	1218	OFFICE	110
7	100	1219	OFFICE	159

7	100	1230B	OFFICE	113
7	100	1236A	OFFICE	113
7	100	1240	CLASSROOM	499
7	100	1302	OFFICE	327
7	100	1302A	OFFICE	176
7	100	1302C	OFFICE	188
7	100	1302D	OFFICE	186
7	100	1313	OFFICE	119
7	100	1314	OFFICE	123
7	100	1315	OFFICE	108
7	100	1316	OFFICE	110
7	100	1318	OFFICE	106
7	100	1319	OFFICE	110
7	100	1320	OFFICE	157
7	100	1330G	OFFICE	100
7	100	1151F	WORK ROOM	135
7	100	1216	COPY ROOM	130
7	100	1302B	WORK ROOM	174
7	100	1303	STORAGE	165
7	100	1317	COPY ROOM	130
7	100	1120	CONFERENCE ROOM	350
7	100	1301	CONFERENCE RM	450
7	100	1330	OPEN READING RM	1,030
7	100	1330A	QUIET STUDY RM	287
7	100	1330B	WORK ROOM	151
7	100	1330E	GROUP STUDY	103
7	100	1330F	GROUP STUDY	107
7	100	1330H	LIBRARY	1,211
7	100	1330C	MULTI MEDIA RM	160
7	100	1131	DINING AREA	509
7	100	1137	FOOD SERVICE	273
7	100	1137A	FOOD STORAGE	137
7	100	1148A	LOUNGE	160
7	100	1135	BOOKSTORE	1,424
7	100	1148	MULTIPURPOSE RM	940
7	100	1148B	STORAGE	185
7	100	1144	OIT DATA CENTER	361
7	100	1344	OIT DATA	288

7	100	1344A	STORAGE	36
7	100	1136	SHIPPING/RECEIVING	609
			LK NONA SF.	68,310
SAND LAKE				
9	100	1108	CUSTODIAN	35
9	100	1111	CUSTODIAN	24
9	100	1180	CORRIDOR	354
9	100	1181	CORRIDOR	334
9	100	1182	CORRIDOR	530
9	100	1183	CORRIDOR	282
9	100	1184	CORRIDOR	947
9	100	1109	WOMEN RESTROOM	230
9	100	1110	MEN/WOMEN RESTROOM	43
9	100	1113	MENS RESTROOM	169
9	100	1114	CLASSROOM	590
9	100	1119A	CLASSROOM	272
9	100	1102	TESTING CENTER	601
9	100	1100	OFFICE	260
9	100	1101	OFFICE	189
9	100	1103	OFFICE	179
9	100	1104	OFFICE	178
9	100	1105	OFFICE	781
9	100	1105A	OFFICE	137
9	100	1105B	OFFICE	83
9	100	1105C	OFFICE	188
9	100	1105D	OFFICE	151
9	100	1105E	OFFICE	89
9	100	1106A	OFFICE	134
9	100	1115	STUDENT SERVICES	924
9	100	1115A	OFFICE	106
9	100	1115B	BUSINESS OFFICE	148
9	100	1116	VALENCIA INSTITUTE O	386
9	100	1116A	OFFICE	127
9	100	1116B	OFFICE	127
9	100	1116C	OFFICE	138
9	100	1117	VALENCIA INSTITUTE O	291
9	100	1117A	OFFICE	124

9	100	1117B	OFFICE	109
9	100	1121	OFFICE	508
9	100	1121A	OFFICE	228
9	100	1122	OFFICE	214
9	100	1123	OFFICE	259
9	100	1124	OFFICE	515
9	100	1124A	OFFICE	148
9	100	1124B	OFFICE	149
9	100	1124C	OFFICE	126
9	100	1124D	OFFICE	220
9	100	1126	OFFICE	202
9	100	1126A	OFFICE	244
9	100	1106	WORK ROOM	659
9	100	1115C	OFFICE STORAGE	80
9	100	1116D	COPY CTR	99
9	100	1118	COLLEGE MAIL ROOM	115
9	100	1119	RESOURCE ROOM	333
9	100	1120	GENERAL STORAGE	215
9	100	1106B	CONFERENCE ROOM	213
9	100	1125	CONFERENCE ROOM	376
9	100	1112A	VENDING	40
9	100	1112	STAFF LOUNGE	659
9	200	2100	CUSTODIAN	25
9	200	2180	CORRIDOR	382
9	200	2181	CORRIDOR	930
9	200	2182	CORRIDOR	228
9	200	2183	CORRIDOR	206
9	200	2184	CORRIDOR	236
9	200	2185	CORRIDOR	480
9	200	2101	MENS RESTROOM	259
9	200	2115	WOMENS RESTROOM	244
9	200	2116	MEN/WOMEN RESTROOM	43
9	200	2105	CLASSROOM	540
9	200	2109	CLASSROOM	535
9	200	2110	CLASSROOM	1,048
9	200	2111	CLASSROOM	726
9	200	2114	CLASSROOM	700
9	200	2119	CLASSROOM	608

9	200	2120	CLASSROOM	697
9	200	2121	CLASSROOM	615
9	200	2122	CLASSROOM	711
9	200	2123	CLASSROOM	694
9	200	2106	SMART CLASSROOM	1,243
9	200	2107	CLASSROOM	540
9	200	2108	CLASSROOM	921
9	200	2113	CLASSROOM	741
9	200	2112	OFFICE	325
9	200	2112A	OFFICE	143
9	200	2117	FOOD SERVICE	538
9	200	2117A	VENDING	90
			SAND LAKE SF	29,310
			TOTAL SF.	230,393

VALENCIA COLLEGE

REQUEST FOR PROPOSAL

RFP # 11/12-02

Appendix "B"

Dated: May 1, 2012

Minimum Cleaning Requirements

Note: This Appendix "B" with attachments hereto, shall define the work (herein "Routine" and/ or "Non-Routine, as may be applicable) required by the Contractor in the performance of its obligations under the terms of this Contract.

Flooring

Hard Surface Flooring/VCT Flooring:

- Hard surface flooring, to include vinyl composition tile floors, shall be clean and free of all dirt, debris, stains, film, traffic marks and wax buildup.
- Hard surface flooring shall at all times, have a non-slip, high sheen appearance.
- Clean water must be used for cleaning separate floor surfaces; dirty water is not to be reused from floor area to floor area.
- No dirt shall be left in corners or near baseboards, behind doors or under furniture.
- Dirty water shall be disposed of in custodial slop sinks only. Dirty water shall not be disposed of in personal hygiene sinks.
- Buffing: As a minimum, hard-surface-floors shall be buffed monthly, or as needed to maintain a high sheen- weekly
- Strip and Wax: As coordinated with the "College Representative", floors shall be stripped and waxed two (2) times per year, or as needed to maintain a high sheen.

Carpet:

- Carpet shall be free of dirt, dust, lint, stains or foreign matter. Carpet spot cleaning shall be performed as required. Spot cleaned areas shall blend with adjacent areas. There shall be no evidence of fuzzing caused by harsh rubbing or brushing. No dirt shall be left in corners or near baseboards, behind doors or under furniture.
- Only steam or extraction cleaning is permitted; no bonnet cleaning. At minimum, as directed by Campus Representative, contractor shall perform steam or extraction cleaning two (2) times per year, or as needed. For bidding purposes assume 2 such cleanings per year, additional steam or extraction cleanings will be considered non-routine services as defined in sub-paragraph 4.4 of the "RFP".
- Carpet "deep" cleaning method(s), require the approval of the "College's Representative" and generally may only be utilized once per year for a specified area. Certain high use carpeted areas may require additional periodic deep cleaning beyond once per year, in order to maintain a high level of cleanliness. The Contractor shall notify the "College Representative" for authorization to proceed with additional cleanings as may be necessary to assure that carpets appear uniformly cleaned without streaks, spots or blotchy areas.

Carpet deep cleaning shall be accomplished by the Contractor, with an extractor equipped with a power head". Prior to extraction, the Contractor shall apply a traffic cleaner chemical to achieve maximum dirt removal. Appropriate spotting kits shall be utilized to remove difficult stains.

Loose fibers along the edges of carpets shall be trimmed and removed so as to leave a crisp edge. Debris, including loose fibers and other materials or contaminants shall be promptly removed after cleaning activities have concluded.

In order to reduce drying time after carpet dirt extractions are complete, the Contractor shall make sure that air conditioning or heating equipment is operating in the affected area(s). Additionally, the Contractor shall provide a minimum of two (2) commercial carpet dryers to assist in the drying procedure.

- Carpet Cleaning – To Manufacturer's Specification: With the ongoing installation of new carpet, the College reserves the right to direct Contractor to perform carpet cleaning in accordance with the carpet manufacturer's cleaning instructions or specifications. The "College Representative" will specify when special and/or alternate cleaning instructions are to be utilized.

Window Glass Cleaning and High Cleaning:

- Both interior and exterior surfaces of glass doors and sidelights shall be maintained in a clean and smudge free condition.
- Exterior glazing on glass surfaces located on first floor and accessible (without ladders or hoisting equipment) to upper floors, shall be kept clean and smudge free.
- All glass on both sides of interior partitions, doors, glass panels on stairway railings, etc. shall be kept clean and smudge free.

Interior Window Washing

Interior window washing shall be conducted, as follows:

- (1) Use portable vacuum to clean the sills, window-tracts and any cobwebs or flies that have accumulated near the windows.
- (2) Protect adjacent surfaces by placing a suitable protective material on areas where spills or drips are likely to occur.
- (3) Wring out sponges and strip washer in a bucket to remove excess water prior to commencing washing or when moving from one window to the next. Keep tools clean and in watertight scabbards when not in use.
- (4) Utilizing a conventional T-bar squeegee and lamb's wool sock or other acceptable medium, clean with clean water at hand pressure.

- Clean all vertical and horizontal surfaces (excluding labs, mechanical space, vacant space and storage space) in the building approximately. This includes, but is not limited to, the wall and ceiling area, transoms, clocks, ceiling molding, tops of partitions, wall fans, pictures, plaques, file cases, bookcases, lockers, etc. Damp wipe and dry high surfaces such as transoms, clock glass, picture frames and glass, smudged areas surrounding air grilles, diffusers, etc. Drapes shall be vacuumed in place.
- Window blinds, sills, trim, and other surroundings of interior glass shall be free of drippings and other watermarks. Blinds shall be cleaned at the same time interior windows are cleaned. After cleaning blinds shall operate properly; no visible streaks, smears or dust. All windows washing equip. shall meet/be used in accordance w/OSHA regulations & industry standards.

Drinking Fountains

Clean drinking fountains and replenish paper cups where bottled water dispensers are provided; water dispensers, cups and related supplies are furnished by the College. Drinking fountain tops and plumbing hardware shall be washed using a neutral soap solution then wiped clean with a damp clean cloth.

Fountains shall be kept free of trash, ink, coffee grinds, etc. and spouts shall be free of any encrustation. All exposed metal components shall be maintained in a clean and bright condition.

Surface General

All horizontal, vertical and under surfaces shall be free of dust, smudges and spots. Corners crevices, moldings and ledges shall be free of obvious dust. Spots, smudges or other foreign markings shall be removed from wall surfaces without causing unsightly discoloration.

Note: In dusting horizontal surfaces, papers shall not be disturbed. Desk items shall not be raised. Desk will be dusted only to the extent that surface areas are free of any obstructions.

Whiteboard Cleaner

Contractor shall stock whiteboard cleaner and related cleaning supplies. Dry marker boards in all rooms, with the exception of laboratories, shall be cleaned, but only if previously erased; do not erase anything.

Wood Surfaces

Wood surfaces shall be free of smears, smudges or stains.

Glass and Metal Surfaces

Glass and metal surfaces shall be clean and free of obvious dust smudges, tape or spots. They shall be clean, bright and polished to a uniform luster.

Wall, Partitions, & Doors

Surfaces, accessories, decoration and hardware shall have a uniformly clean appearance, free of dirt, stains, streaks, spots, lint and cleaning marks.

Window Blinds

Both sides of blind slates shall be clean and free of dust, dirt and water spots

Public Telephones

All surfaces shall be clean and free of dirt, dust, smudges and/or streaks.

Valuables

The Contractor shall promptly notify campus security in the event that an item of value (i.e. watch, billfold, purse, laptop, cell phone, I-Pad, etc.) not owned by the Contractor, is found during the performance of the "Contractor's Work".

Doors & Windows

Secure any inadvertently- left -open or unlocked exterior doors and windows. Provide notations in the Contractor's cleaning log referencing any such incidents.

Lights

Unless otherwise directed by the "College Representative", turn off all lights except those that are in use by College or "Contractor's" personnel.

Computers

Never switch computers on or off. Under no circumstances shall Contractor personnel utilize any of the college's computers for any reason whatsoever.

Propane Buffers/Gas – Operated Equipment

Applicable utilization of propane buffers is permitted where needed. Under no circumstances, shall gas operated equipment be used inside of buildings.

Use of Disinfectants

Disinfectants may where appropriate, be utilized to sterilize surfaces, including those on toilet room fixtures, shower walls, etc...

Ash Trays and Urns

Remove all ashes, butts, and encrustation in ash trays and urns. Ash urns shall where appropriate be filled with sand. Note: The College will become a smoke free campus in August, 2012.

Graffiti

Utilizing appropriate cleaning solutions, remove all graffiti on a daily basis. Under no circumstances shall graffiti be allowed to remain on any surfaces from one day to the next.

VALENCIA COLLEGE

REQUEST FOR PROPOSAL

RFP# 11/12-02

Attachment # 1 to Appendix "B"

Cleaning Schedule #1

Contractor shall verify the floor care requirements for each space prior to submitting their bid.

Classrooms/Testing Rooms/Computer Rooms/Offices/Workrooms/Conference Room

The Contractor shall provide the designated tasks in accordance with the requirements indicated in the "Cleaning Schedule" and "Notes" provided below. Unless otherwise indicated, the work indicated shall apply to both Contractor Routine Services and Contractor Day Porter Services.

5 Days per Week @ DTC, LNC, & SLC

6 Days per Week @ WPC & CJI

Frequency Codes

D -Daily	A -Annually
W -Weekly	S/A - Semiannually
M -Monthly	A/R - As Required
Q -Quarterly	A/D - Alternate Days

Service Frequencies per Year

Daily -260 times per year X 5 Days	Quarterly -	4 times per year
Daily - 312 times per year X 6 Days	Semi-Annual -	2 times per year
W - Weekly	Annually -	1 time per year
Monthly - 12 times per year		

Reference:

* Contractor Routine Services Sub-paragraph 4.3 herein

** Contractor Day Porter Services; Sub-paragraph 4.5 herein

Cleaning Schedule #1

Classroom/Testing Room/Computer Rooms/Office/Workroom/Conference Room

Task	Frequency
Vacuum Carpet & Straighten Furniture	A/D-Classrooms, Testing Rooms and Computer Rooms D - Office/Workroom
Dust mop/Damp mop and spray buff all resilient floors. Provide spot mopping where needed.	D

Clean Spills	D
Spot clean all carpets and floor mats	W
Clean Chalkboards/Dry Erase Boards/Trays/Telephones	D
Straighten furniture including desks, tables and chairs; if moved to hallway for cleaning, return all furniture to previous classroom location.	D
Clean Erasers	D
Clean Telephones	D
Remove marks and graffiti from desks and table tops.	D
Empty Pencil Sharpeners. Clean shavings, dust and other debris on floor under boards and sharpeners	D
Dust and/or damp wipe instructor's and students desks. Do not remove Materials.	D
Spot Clean All Vertical Surfaces including, Walls Partitions, Panel Systems, Light Switches, bookshelves and Glass	W
High Dust all Areas	S/A
Dust and spot clean all horizontal surfaces, including ledges, furniture, desks, tables and other furniture and equipment. Brush and vacuum all fabric upholstery as needed.	W
Clean Interior Glass	M
Clean Trash Containers	W
Dust Vents	Q-Classrooms, Testing Rooms and Computer Rooms M-Office & Workrooms
Perform Interim floor Care <u>Interim Floor care (hard surface)</u> Move furniture, dust and damp-mop floor. Strip top coat of finish from floor with one of the following methods: <ol style="list-style-type: none"> 1. Light scrub with 175/300 RPM floor machine 2. Light scrub with automatic floor machine 3. Dry stripping procedure Apply two coats of new finish to prepared surface. Replace furniture when dry.	Q
Dust Blinds	Q -Classrooms, Testing Rooms and

	Computer Rooms A-Office & Workrooms
Project –Clean Furniture and Multiple Seating	A-Classrooms, Testing Rooms and Computer Rooms Note: Not required in office workroom
Clean Exterior Windows	A
Perform Restorative Carpet Care	A

CLASSROOMS/TESTING ROOMS/ COMPUTER ROOMS/OFFICES/WORKROOMS

Note: All offices and classrooms shall be ready for use by 6:30 AM daily.

- Ensure cleaning supplies & equipment is not placed on any classroom equipment.
- Ensure cleaning water is not dumped down any classroom sinks.
- Ensure that all classrooms and offices have trash receptacles; notify the “Colleges Representative” if any such rooms are missing trash receptacles.
- Do not remove trash receptacles from classrooms.
- Do not remove equipment carts from classrooms.
- Ensure “Contractor’s” custodial workers do NOT erase information left on whiteboards & chalkboards boards.
- Supply whole pieces of *chalk* (chalkboards) or *markers* (whiteboards); replacement chalk and markers are furnished by the College. Keep adequate supply of fresh chalk available in classrooms
- Walls, baseboards and other surfaces shall be free of finish residue and marks from the equipment.
- Project Clean is the removal of gum etc. wash top, seat, and other surfaces with an appropriate cleaning solution

VALENCIA COLLEGE

REQUEST FOR PROPOSAL

RFP# 11/12-02

Attachment #2 to Appendix "B"

Cleaning Schedule #2

Contractor shall verify the floor care requirements for each space prior to submitting their bid.

Laboratory

The Contractor shall provide the designated tasks in accordance with the requirements indicated in the "Cleaning Schedule" and "Notes" provided below. Unless otherwise indicated, the work indicated shall apply to both Contractor Routine Services and Contractor Day Porter Services

5 Days per Week @ DTC, LNC, & SLC
6 Days per Week @ WPC & CJI

Frequency Codes

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Service Frequencies per Year

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Daily – 312 times per year X 6 Days	Semi-Annual –	2 times per year
W - Weekly	Annually –	1 time per year
Monthly -12 times per year		

Reference:

- * Contractor Routine Services Sub-paragraph 4.3 herein
- ** Contractor Day Porter Services; Sub-paragraph 4.5 herein

Task	Frequency
Sweep, Dust-Mop Floors	D
Straighten Furniture	D
Damp-Mop Floors	D
Empty Waste/ Recycle Containers	D
Clean Chalk/Dry Erase Boards	D
Spray-Buff/Burnish Floors	W
Spot-Clean Walls and Doors	W
Dust Furniture and Flat Surfaces	W
Clean Trash Containers	M
Perform Interim Floor Care Move furniture, dust and damp-mop floor. Strip top coat of finish from floor with one of the following methods:	Q

4. Light scrub with 175/300 RPM floor machine 5. Light scrub with automatic floor machine 6. Dry stripping procedure Apply two coats of new finish to prepared surface. Replace furniture when dry.	
Dust Vents	M
Project Clean Furniture Project-clean fixed and movable furniture, multiple seating Remove gum etc., wash top, seat, and other surfaces with an appropriate cleaning solution	Q
Strip and Refinish Floors	S/A
Clean Spills	D
Clean Interior Glass	M

LABATORY NOTES

- All laboratories shall be ready for use by 6:30 AM daily.
- Cleaning supplies and equipment must not be placed on any laboratory equipment
- Cleaning water is not to be dumped down any laboratory sinks.
- Soap dispensers shall be kept full.
- Paper towel dispensers shall be kept full.
- Do not use and do not clean laboratory sinks.
- Do not clean counters and lab tables – laboratory staff will clean.
- Don't touch, disturb, or move any materials (to include hazardous materials) or equipment in lab, on lab benches, or in lab carts.
- Do not open any cabinets unless instructed to.
- Do not reach into trash receptacles; always empty by removing liner/replacing with new liner.
- All broken glass shall go into proper receptacle(s), not trash can(s).
- Empty "regular" trash receptacles daily – DO NOT TOUCH BIOHAZARD WASTE BUCKETS.
- Contractor shall stock whiteboard cleaner and cleaning supplies. Contractor shall clean previously erased (only) whiteboards, chalkboards, erasers and trays. Never erase laboratory staff notations on whiteboards or chalkboards.
- Replace white board erasers, as needed; replacement whiteboard erasers are furnished by the college.

VALENCIA COLLEGE

REQUEST FOR PROPOSAL

RFP# 11/12-02

Attachment #3 to Appendix "B"

Cleaning Schedule #3

Contractor shall verify the floor care requirements for each space prior to submitting their bid.

Building Exteriors/Entranceway/Lobby/ Public Areas/Corridors

The Contractor shall provide the designated tasks in accordance with the requirements indicated in the "Cleaning Schedule" and "Notes" provided below. Unless otherwise indicated, the work indicated shall apply to both Contractor Routine Services and Contractor Day Porter Services.

5 Days per Week @ DTC, LNC, & SLC

6 Days per Week @ WPC & CJI

Frequency Codes

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Service Frequencies per Year

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Daily – 312 times per year X 6 Days	Semi-Annual –	2 times per year
W - Weekly	Annually –	1 time per year
Monthly -12 times per year		

Reference:

- * Contractor Routine Services Sub-paragraph 4.3 herein
- ** Contractor Day Porter Services; Sub-paragraph 4.5 herein

Cleaning Schedule#3

Building Exteriors/Entranceway/Lobby/ Public Areas/Corridors

Task	Frequency
Clean or Roll-up and store "walk – off -mats"	D
Shampoo/Clean entrance and corridor rugs	Q
Sweep Outside Ramp and Landing	D
Sweep, Dust – Mops Floors/Vacuum Carpets	D
Damp-Mop Floors	D (Entranceway/Lobby)
Auto-Scrub Floors	W (All other areas)
Spray/Buff/Burnish Floors	W

<p>Perform Interim Floor Care Move furniture, dust and damp-mop floor. Strip top coat of finish from floor with one of the following methods:</p> <ol style="list-style-type: none"> 1. Light scrub with 175/300 RPM floor machine 2. Light scrub with automatic floor machine 3. Dry stripping procedure <p>Apply two coats of new finish to prepared surface. Replace furniture when dry.</p>	Q
Strip and Refinish Floors. Strip and apply three (3) more coats of floor finish to all hard and resilient floors. All old finish or wax shall be removed.	S/A
Police/check entranceways, corridors, main lobbies, and hallways and passageways for any necessary spot cleaning.	D
Spot Clean Walls and Entrance/Hallway Doors.	D
Clean and polish metal door knobs, push bars, thresholds, kick plates, railings, and other metal surfaces; clean and polish wood handrails, doors and other wood surfaces; clean all residues that may occur during polishing/cleaning of hardware.	M
Clean Spills	D
Dust Flat Surfaces	D
Dust all railings, grilles, fire apparatus, doors and radiator surfaces, corners, crevices, moldings and ledges	D
Dust Vents	M
Clean Interior Glass	D
Clean both sides of entrance door glass and glass surroundings entrance doors.	D
Empty Exterior (within 20' of the building) and Interior Waste Containers	D
Clean Interior Trash Containers	M
Clean Exterior Trash Containers	D
Clean Water Fountains	D
Clean Telephones/Public Handsets with disinfectant	D
Straighten Furniture	D
<p>Project Clean Furniture Project-clean fixed and movable furniture, multiple seating Remove gum etc., wash top, seat, and other surfaces with an appropriate cleaning solution</p>	Q

BUILDING EXTERIORS/ENTRANCEWAY/LOBBY/PUBLIC AREAS/CORRIDORS

- Assure that walls, baseboards and other surfaces remain free of residue and marks.
- Steam clean or shampoo furniture in main public areas as directed by the Campus Representative. Will be done through verbal or written co written communication
- "Contractor's" Day Porters shall during inclement weather conditions, mop areas near entrances and in corridors up to four (4) times per day.
- All debris including but not limited to paper and cigarette butts at building entrances and walkways within 20 feet of the building, shall be picked up and placed in appropriate containers for disposal. Note: Sweeping or blowing debris from the sidewalk onto adjacent surfaces does not meet the requirements of the Contract.
- Cobwebs and insect nests shall be removed from walls and ceilings in covered entrances. Poisonous spider webs and bee/wasp/hornet nests shall be left unmolested and reported to the "College Representative" immediately, for removal by pest control professionals.
- Gum and other adhered items shall be removed from entrance areas.

MAIN LOBBIES/ MAIN ENTRANCES/CORRIDORS/STAIRWAYS

- Sweep bare floors and vacuum carpeted areas. Damp mop and spray buff all hard and resilient floors
- Clean and polish metal door knobs, push bars, thresholds, kick plates, railings, and other metal surfaces; clean and polish wood handrails, doors and other wood surfaces; clean spots and marks off walls
- Dust all railings, grilles, fire apparatus, doors and radiator surfaces, corners, crevices, moldings and ledges. Clean public telephone handsets with disinfectant
- Police/check entranceways, corridors, main lobbies, and hallways and passageways for any necessary spot cleaning.
- Clean both sides of entrance door glass and glass surroundings entrance doors.
- Strip and apply three (3) more coats of floor finish to all hard and resilient floors. All old finish or wax shall be removed.
- Assure that walls, baseboards and other surfaces remain free of finish residue and marks from equipment.
- Steam clean or shampoo furniture in main public areas as directed by the Campus Representative.
- Mop areas near entrances and in corridors up to four (4) times per day that becomes wet and dirty due to foot traffic during inclement weather.
- During inclement weather, lay out floor mats provided by the contractor, in entrance ways and lobbies, Clean, remove and store mats when no longer required.
- Shampoo-clean entrance and corridor rugs.

VALENCIA COLLEGE

REQUEST FOR PROPOSAL

RFP# 11/12-02

Attachment # 4 to Appendix "B"

Cleaning Schedule #4

Contractor shall verify the floor care requirements for each space prior to submitting their bid.

Kitchen and Break room/Concession Area

The Contractor shall provide the designated tasks in accordance with the requirements indicated in the "Cleaning Schedule" and "Notes" provided below. Unless otherwise indicated, the work indicated shall apply to both Contractor Routine Services and Contractor Day Porter Services.

5 Days per Week @ DTC, LNC, & SLC

6 Days per Week @ WPC & CJI

Frequency Codes

D -Daily	A -Annually
W -Weekly	S/A - Semiannually
M -Monthly	A/R - As Required
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Service Frequencies per Year

Daily -260 times per year X 5 Days	Quarterly –	4 times per year
Daily – 312 times per year X 6 Days	Semi-Annual –	2 times per year
W - Weekly	Annually –	1 time per year
Monthly -12 times per year		

Cleaning Schedule #4

Kitchen and Break room/Concession Area

Task	Frequency
Clean or Roll-up and store "walk – off -mats"	D
Shampoo/Clean entrance and corridor rugs.	Q
Sweep, Dust – Mops Floors/Vacuum	D
Damp-Mop Floors	D (Entranceway/Lobby)
Auto-Scrub Floors	W (All other areas)
Spray/Buff/Burnish Floors	W
Perform Interim Floor Care Interim Floor care (hard surface) Move furniture, dust and damp-mop floor. Strip top coat of finish from floor with one of the following methods: 1. Light scrub with 175/300 RPM floor machine	Q

2. Light scrub with automatic floor machine	
3. Dry stripping procedure	
Strip and Refinish Floors. Strip and apply three (3) more coats of floor finish to all hard and resilient floors. All old finish or wax shall be removed.	S/A
Spot Clean Walls and Entrance/Hallway Doors	D
Clean and polish metal door knobs, push bars, thresholds, kick plates, railings, and other metal surfaces; clean and polish wood handrails, doors and other wood surfaces; clean all residues that may occur during polishing/cleaning of hardware.	M
Clean Spills	D
Dust Flat Surfaces	D
Dust all railings, grilles, fire apparatus, doors and radiator surfaces, corners, crevices, moldings and ledges	D
Dust Vents	M
Clean Interior Glass	D
Empty Exterior (within 20' of the building) and Interior Waste Containers	D
Clean Interior Trash Containers	M
Clean Exterior Trash Containers	D
Clean Water Fountains	D
Clean Telephones/Public Handsets with disinfectant	D
Straighten Furniture	D
Project Clean Furniture Project-clean fixed and movable furniture, multiple seating Remove gum etc., wash top, seat, and other surfaces with an appropriate cleaning solution	Q

KITCHEN AND BREAK ROOM/CONCESSION AREA

- Commingled glass, metal and plastic shall be separated by type and placed in separate clear bags and placed in dumpster.
- Do not recycle trash contaminated with food.

VENDING MACHINES/CAFETERIA AREAS

- Sweep, mop and dust the concession area, which is accessible to the public.
- Scrub and/or strip and wax flooring, as needed.
- Damp wipe tables and chairs.

VALENCIA COLLEGE

REQUEST FOR PROPOSAL

RFP# 11/12-02

Attachment 5 to Appendix "B"

Cleaning Schedule #5

Contractor shall verify the floor care requirements for each space prior to submitting their bid.

Loading Docks/Compactors/Dumpster/Building Exteriors

The Contractor shall provide the designated tasks in accordance with the requirements indicated in the "Cleaning Schedule" and "Notes" provided below. Unless otherwise indicated, the work indicated shall apply to both Contractor Routine Services and Contractor Day Porter Services.

5 Days per Week @ DTC, LNC, & SLC
6 Days per Week @ WPC & CJI

Frequency Codes

D -Daily	A -Annually
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Service Frequencies per Year

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Daily – 312 times per year X 6 Days	Semi-Annual –	2 times per year
W - Weekly	Annually –	1 time per year
Monthly -12 times per year		

Reference:

- * Contractor Routine Services Sub-paragraph 4.3 herein
- ** Contractor Day Porter Services; Sub-paragraph 4.5 herein

Task	Frequency
Sweep Outside Ramp and Landing	D
Sweep, Dust – Mops Floors	D
Damp-Mop Floors	D
Auto-Scrub Floors	W
Spray/Buff/Burnish Floors	W
Police/check entranceways, corridors, main lobbies, and hallways and passageways for any necessary spot cleaning.	D
Spot Clean Walls and Entrance/Hallway Doors	D
Clean and polish metal door knobs, push bars, thresholds, kick plates, railings, and	M

other metal surfaces; clean and polish wood handrails, doors and other wood surfaces; clean all residues that may occur during polishing/cleaning of hardware.	
Clean Spills	D
Dust Flat Surfaces	D
Dust all railings, grilles, fire apparatus, doors and radiator surfaces, corners, crevices, moldings and ledges	D
Clean both sides of entrance door glass and glass surroundings entrance doors.	D
Empty Exterior (within 20' of the building) and Interior Waste Containers	D
Clean Exterior Trash Containers	D
Clean Telephones/Public Handsets with disinfectant	D
Straighten Furniture	D

LOADING DOCK AREAS (Including Platforms and Docks)

- As needed, the Contractor shall scrub the dock area so that it is free of dirt, string, gum, grease, tar, oil spots, etc., and presents an overall appearance of cleanliness.
- All surfaces shall be dry and the corners clean
- Sweep to ensure the area is clean and free of trash, debris and foreign matter. No dirt shall be left in corners, crevices or where sweepings were picked up.
- As needed, the Contractor shall scrub the dock area so that it is free of dirt, string, gum, grease, tar, oil spots, etc., and presents an overall appearance of cleanliness.
- All surfaces shall be dry and the corners clean.

LOADING DOCKS

- Loading docks and compactors/dumpsters shall be washed as needed to remove any accumulation of dirt or other contaminants. All debris in proximity of compactors/dumpsters shall be picked up on a daily basis and placed in the dumpster.

OUTSIDE CLEANING

- Sweep and pick up trash around buildings and doorways within a twenty (20') foot radius – to include associated plazas and patios.
- Wash down steps and walks, as required.
- Sweep cobwebs from walls around entrance and dust from windows.
- Clean sand urns.

- Empty, clean, and sanitize trash containers next to OR within 20 feet (20') of all buildings, or as specified by Campus Representative.
- Custodial staff shall service ALL trash containers alongside walkways and building on campus or center.
- As Requested: Pressure clean all walkways & stairs, as specified by Campus Representative.
- High-dust light fixtures and covers clean of cobwebs (exterior of indoor fixtures and covers only).
- High-dust light covers and lenses (external only).
- Remove outside graffiti as needed

VALENCIA COLLEGE

REQUEST FOR PROPOSAL

RFP# 11/12-02

Attachment #6 to Appendix "B"

Cleaning Schedule #6

Contractor shall verify the floor care requirements for each space prior to submitting their bid.

Restrooms

The Contractor shall provide the designated tasks in accordance with the requirements indicated in the "Cleaning Schedule" and General Restroom Requirements, provided below. Unless otherwise indicated, the work indicated shall apply whenever applicable to both Contractor Routine Services and Contractor Day Porter Services.

5 Days per Week @ DTC, LNC, & SLC

6 Days per Week @ WPC & CJI

Frequency Codes

D -Daily	A -Annually
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Service Frequencies per Year

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Monthly -12 times per year		

Reference:

* Contractor Routine Services Sub-paragraph 4.3 herein

** Contractor Day Porter Services; Sub-paragraph 4.5 herein

Task	Frequency/Note Requirement
Clean/Disinfect Urinals	D
Clean/Disinfect Toilet Bowls	D
Clean Partitions and Doors	D
Clean Wash Bowls	D
Clean Mirrors	D
Sweep/Dust Mop Floors	D
Wet-Mop & Scrub Floors/ Flush and sanitize floor drain	D
Strip & Refinish Floors	S/A
Empty Waste Containers/Wash & Damp Wipe as necessary.	D
Spot – Clean Walls & Doors	D
Dust Open, Flat Surfaces/Clean all Ledges	D
Clean Trash Containers	W
Dust Vents	M

Clean Spills	D
Restock Paper Towels & Dispensers	D
Restock Soap & Toilet Tissue	D

GENERAL RESTROOM REQUIREMENTS

- All restrooms shall be ready for use by 6:30 AM daily.
- Collect soiled bags in separate containers for disposal; rest room waste is not recyclable.
- Contractor routine services personnel and day porter's shall post on the rear of all restroom doors and initial upon task completion, **Appendix "P"**
- "Contractor's" Day Porters shall, throughout the day, and Contractor routine personnel shall, on a daily shift basis, empty all waste paper receptacles and service dispensers as necessary to assure that adequate supplies are always available. Police/check rooms and clean washbasins, urinal and toilet bowls as traffic demands.

"Contractor's Day Porters shall Service all toilet rooms to maximum capacity during the afternoon., i.e., re-supply all soap, toilet tissue, paper towels, sanitary napkins, tampons and provide routine maintenance to assure that all such devices are in proper working condition.

- Toilets, urinals, showers, and lavatories shall be maintained in a sanitized condition free of stains. Fixtures shall be clean and bright; there shall be no obvious dust, stains, water stains, smudges, mold or encrustation on any surface. Scrub bowl/urinals, clean as far into the trap as possible and under the inside rim. Removal of stains with soap grit or grit cake is allowed; however, the use of toilet bowl cleaners, acids, or strong alkalis which tend to damage glaze are not allowed. Cleaning shall include the seat, interior/exterior of bowl/urinal, flush valve, and polishing piping. Toilet Stalls shall be clean.
- Note: The Contractor shall furnish and all personnel shall wear eye protection when cleaning toilets, sinks, or other fixtures.
- Toilet Seats shall be clean and free of any acidic bowl cleaner or other substance which may be hazardous to occupants.
- Toilet urinals, showers, lavatories and privacy screens/partitions, including hardware shall be maintained in a sanitized condition free of dirt, stains and rust spots. Pipes and valves shall be maintained free of watermarks.
- Clean metal /chrome surfaces doorplates, water closets, urinals, washbasins, shower stalls, mirrors, waste receptacles, shelving, dispensers, wall surfaces and all restroom accessories including hand/face dryers, utilizing a cleaner/disinfectant with a germicidal or bacteriostatic cleaning. (Use of a strong neutral soap solution is preferred by the College).

FLOORS AND WALLS

- Sweep and scrub floors utilizing a cleaner/disinfectant. All surfaces shall be dry and the corners clean. Floors and walls, including stall partitions, doors, window frames, sills, and wastepaper receptacles, shall be cleaned utilizing a multipurpose disinfectant deodorizer cleaner. Floors, including corners and baseboards, shall be clean and dry, and present an overall appearance of cleanliness. Damp mop and spray buff all resilient floors; strip old finish or wax and on a semi-annual basis, apply three (3) or more coats of floor finish to hard and resilient floors. Walls, baseboards, ledges and other surfaces shall be free of finish residue and marks from the equipment.

DISPENSER & RECEPTACLES

- All supply dispensers shall be filled. Waste and sanitary napkin receptacles shall be emptied, cleaned and disinfected. Liner bags shall be replaced regularly.
- Toilet rooms and showers shall be maintained free of discarded materials and trash. Wastebaskets shall be maintained free of dust, debris, and residue. Wash and damp wipe wastebaskets to keep them in acceptable condition. Plastic liners shall not be torn or worn.

VALENCIA COLLEGE

REQUEST FOR PROPOSAL

RFP# 11/12-02

Attachment #7 to Appendix "B"

Cleaning Schedule #7

Contractor shall verify the floor care requirements for each space prior to submitting their bid.

Interior & Exterior Stairways

The Contractor shall provide the designated tasks in accordance with the requirements indicated in the "Cleaning Schedule" and "Notes" provided below. Unless otherwise indicated, the work indicated shall apply to both Contractor Routine Services and Contractor Day Porter Services.

Frequency Codes

D -Daily	A -Annually
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Reference:

- * Contractor Routine Services Sub-paragraph 4.3 herein
- ** Contractor Day Porter Services; Sub-paragraph 4.5 herein

Task	Frequency
Sweep, Dust-Mop Stairs & Landings	D
Damp-Mop Stairs & Landings	W
Clean Stair Nose Guards and other Skid Resistant Stair Treads or Mats	D
Remove all Graffiti	D
Spot-Clean Walls & Doors	W
Dust Flat Surfaces	W
Perform Floor Care	Q
Strip & Refinish Floors	S/A
Clean Exterior Windows	A
Clean Spills	D
Clean Interior Glass	D
<u>Interim Floor Care (Stairwell)</u> Strip top coat of finish from surface with manual swivel scrub brushes on steps and automatic floor machine on extended landings. Apply two coats of new finish to prepared surface.	Q

INTERIOR & EXTERIOR STAIRWAYS

- Exterior stairs within 50 feet of building are to be treated as part of the building cleaning requirement?

VALENCIA COLLEGE

REQUEST FOR PROPOSAL

RFP# 11/12-02

Attachment #8 to Appendix "B"

Cleaning Schedule #8

Contractor shall verify the floor care requirements for each space prior to submitting their bid.

Storage Room/ File/ Dry Storage

The Contractor shall provide the designated tasks in accordance with the requirements indicated in the "Cleaning Schedule" and "Notes" provided below. Unless otherwise indicated, the work indicated shall apply to both Contractor Routine Services and Contractor Day Porter Services.

Frequency Codes

D -Daily	A -Annually
W -Weekly	S/A - Semiannually
M -Monthly	A/R - As Required
Q -Quarterly	A/D - Alternate Days

Service Frequencies per Year

Daily -260 times per year X 5 Days	Quarterly –	4 times per year
Daily – 312 times per year X 6 Days	Semi-Annual –	2 times per year
W - Weekly	Annually –	1 time per year
Monthly -12 times per year		

Task	Frequency
Vacuum Carpet or Sweep, Dust-Mop Floors	D
Damp-Mop Floors	W
Clean Utility Sinks	D
Empty Waste/Recycle Containers	D
Dust Vents	S/A
Strip and Refinish Floors	S/A
Clean Spills	D

Reference:

- * Contractor Routine Services Sub-paragraph 4.3 herein
- ** Contractor Day Porter Services; Sub-paragraph 4.5 herein

GENERAL STORAGE/FILE/DRY STORAGE REQUIREMENTS

- Floors in Service and Storage Areas shall be clean and free of trash.
- Utility Sinks and cleaner's closets that are dedicated to "Contractor's" use shall be neat and clean at all times.

- All supplies, materials and equipment stored in utility closets and other closets shall be stored in a clean, neat and safe manner as required by the “College Representative” or in accordance with manufacturer, local, state and federal guidelines.

VALENCIA COLLEGE

REQUEST FOR PROPOSAL

RFP# 11/12-02

Attachment # 9 to Appendix "B"

Cleaning Schedule #9

Contractor shall verify the floor care requirements for each space prior to submitting their bid.

Locker Room/Fitness Weight Room

The Contractor shall provide the designated tasks in accordance with the requirements indicated in the "Cleaning Schedule" and "Notes" provided below. Unless otherwise indicated, the work indicated shall apply to both Contractor Routine Services and Contractor Day Porter Services.

Frequency Codes

D -Daily	A -Annually
W -Weekly	S/A - Semiannually
M -Monthly	A/R - As Required
Q -Quarterly	A/D - Alternate Days

Service Frequencies per Year

Daily -260 times per year X 5 Days	Quarterly –	4 times per year
Daily – 312 times per year X 6 Days	Semi-Annual –	2 times per year
W - Weekly	Annually –	1 time per year
Monthly -12 times per year		

Task	Frequency
Wipe Clean all Exercise Equipment	D
Clean Trash Containers	M
Sweep, Dust-Mop Floors	D
Damp-Mop and Spray Buff Floors Resilient Floors	D
Clean Lockers & Benches	D
Clean & Sanitize Water Fountains	D
Spot Clean Walls & Doors	W
Remove Residue and Marks Left by Equipment on Walls, Baseboards and Other Surfaces	W
Dust Flat Surfaces	W
Clean Interior Glass	M
Clean Trash Containers	W
Dust Vents	Q
Perform Interim floor Care Interim Floor care (hard surface) Move furniture, dust and damp-mop floor. Strip top coat of finish from floor with one of the following methods:	Q

<ol style="list-style-type: none"> 1. Light scrub with 175/300 RPM floor machine 2. Light scrub with automatic floor machine 3. Dry stripping procedure 	
Dust Blinds	Q
Dust/Damp Wipe Furniture	D
Project-Clean Furniture & Multiple Seating Project-clean fixed and movable furniture, multiple seating Remove gum etc., wash top, seat, and other surfaces with an appropriate cleaning solution.	A Locker rooms do not have furniture but exercise rooms have equipment.
Clean Spills	D

VALENCIA COLLEGE

REQUEST FOR PROPOSAL

RFP# 11/12-02

Attachment #10 to Appendix "B"

Cleaning Schedule #10

Contractor shall verify the floor care requirements for each space prior to submitting their bid.

Shower Room

The Contractor shall provide the designated tasks in accordance with the requirements indicated in the "Cleaning Schedule" and "Notes" provided below. Unless otherwise indicated, the work indicated shall apply to both Contractor Routine Services and Contractor Day Porter Services.

Frequency Codes

D -Daily	A -Annually
W -Weekly	S/A - Semiannually
M -Monthly	A/R - As Required
Q -Quarterly	A/D - Alternate Days

Service Frequencies per Year

Daily -260 times per year X 5 Days	Quarterly –	4 times per year
Daily – 312 times per year X 6 Days	Semi-Annual –	2 times per year
W - Weekly	Annually –	1 time per year
Monthly -12 times per year		

Task	Frequency
Clean/Disinfect Shower Room	D
Clean Drains	D
Wet-Mop	D
Spot Clean Walls & Doors	W
Clean Glass on Both Sides of Shower Room Doors	D
Clean Interior Glass	M
Clean Trash Containers	W
Dust Vents and Exhaust Registers	W
Clean Spills	D

VALENCIA COLLEGE

REQUEST FOR PROPOSAL

RFP# 11/12-02

Attachment #11 to Appendix "B"

Cleaning Schedule #11

Contractor shall verify the floor care requirements for each space prior to submitting their bid.

Elevators (Interior and Exterior)

The Contractor shall provide the designated tasks in accordance with the requirements indicated in the "Cleaning Schedule" and "Notes" provided below. Unless otherwise indicated, the work indicated shall apply to both Contractor Routine Services and Contractor Day Porter Services.

Frequency Codes

D -Daily	A -Annually
W -Weekly	S/A - Semiannually
M -Monthly	A/R - As Required
Q -Quarterly	A/D - Alternate Days

Service Frequencies per Year

Daily -260 times per year X 5 Days	Quarterly –	4 times per year
Daily – 312 times per year X 6 Days	Semi-Annual –	2 times per year
W - Weekly	Annually –	1 time per year
Monthly -12 times per year		

Task	Frequency
Sweep, Dust-Mop Floors	D
Spot Clean Cab Walls & Floors	D
Spray-Buff/Burnish Floors	W
Perform Interim Floor Care <u>Interim Floor care (hard surface)</u> Move furniture (if applicable), dust and damp-mop floor. Strip top coat of finish from floor with one of the following methods: <ol style="list-style-type: none"> 1. Light scrub with 175/300 RPM floor machine 2. Light scrub with automatic floor machine 3. Dry stripping procedure Apply two coats of new finish to prepared surface. Replace furniture when dry (if applicable)	Q
Strip & Refinish Floors	S/A
Vacuum Elevator Carpets	D
Dust Flat Surfaces	W
Dust Vents	M

Damp wipe interior and exterior elevator surfaces	D
Clean Spills	D
Clean stainless steel & other interior surfaces of the cab	D
Polish metal surfaces to achieve bright, lustrous finish	M
Remove debris and clean door track	D
Clean exterior surfaces on all doors and frames	D
Polish Hardware	D
Remove all Graffiti	D
Remove Debris From Overhead Lighting Diffuser Panels	D

PASSENGER ELEVATORS – CUB INTERIORS & EXTERIORS

- All vertical and horizontal surfaces, especially doors and control panels, shall be clean and free of dirt, dust and smudges.
- All metal surfaces shall be free of smears, smudges or stains; and clean, bright and polished to a uniform luster.
- Floor tracks shall be clean of dirt and debris.
- Sweep freight elevator floors and wet mop or scrub, as needed. No dirt shall be swept down the elevator shaft.
- Elevator floor surfaces shall be clean and free of debris or foreign matter. No dirt shall be left in corners or near baseboards.
- Door tracks shall be free of any foreign matter.
- Elevator ceilings shall be clean and free of debris or foreign matter.

VALENCIA COLLEGE

REQUEST FOR PROPOSAL

RFP# 11/12-02

Appendix "C"

Academic Schedule

2011 – 2012 Academic Schedules:

Approximate dates of Fall Term: August 29, 2011 – January 8, 2012

College Closed to observe:

Labor Day (First Monday in September)

Thanksgiving Day (Fourth Thursday in November)

As well as the day before (Wednesday) and day after (Friday)

Christmas Holiday (December 21 – January 1)

Approximate dates of Spring Term: January 9, 2012 – May 6, 2012

College Closed to observe:

Martin Luther King Holiday (Third Monday in January)

Spring Break March 5 - 9

Approximate dates for Summer Term: May 7, 2012 – August 26, 2012

College Closed to observe:

Half day summer hours for Faculty & Staff approximate dates are from:

May 18, 2012 - July 13, 2012

Memorial Day (last Monday in May)

Independence Day (July 4th)

2012 – 2013 Academic Schedules:

Approximate dates of Fall Term: August 27, 2012 – January 6, 2013

College Closed to observe:

Labor Day (First Monday in September)

Thanksgiving Day (Fourth Thursday in November)

As well as the day before (Wednesday) and day after (Friday)

Christmas Holiday (December 21 – January 1)

Approximate dates of Spring Term: January 7, 2013 – May 5, 2013

College Closed to observe:

Martin Luther King Holiday (Third Monday in January)

Spring Break March 11 - 15

Approximate dates for Summer Term: May 6, 2013 – August 25, 2013

College Closed to observe:

Half day summer hours for Faculty & Staff approximate dates are from:

May 17, 2013 - July 19, 2013

Memorial Day (last Monday in May)

Independence Day (July 4th)

2013 – 2014 Academic Schedules:

Approximate dates of Fall Term: August 26, 2013 – January 5, 2014

College Closed to observe:

Labor Day (First Monday in September)

Thanksgiving Day (Fourth Thursday in November)

As well as the day before (Wednesday) and day after (Friday)

Christmas Holiday (December 23 – January 1)

Approximate dates of Spring Term: January 6, 2014 – May 4, 2014

College Closed to observe:

Martin Luther King Holiday (Third Monday in January)

Spring Break March 10 - 14

Approximate dates for Summer Term: May 4, 2014 – August 24, 2014

College Closed to observe:

Half day summer hours for Faculty & Staff approximate dates are from:

May 16, 2014 - July 18, 2014

Memorial Day (last Monday in May)

Independence Day (July 4th)

2014 – 2015 Academic Schedules:

Approximate dates of Fall Term: August 25, 2014 – January 11, 2015

College Closed to observe:

Labor Day (First Monday in September)

Thanksgiving Day (Fourth Thursday in November)

As well as the day before (Wednesday) and day after (Friday)

Christmas Holiday (December 23 – January 1)

Approximate dates of Spring Term: January 12, 2015 – May 10, 2015

College Closed to observe:

Martin Luther King Holiday (Third Monday in January)

Spring Break March 9 - 13

Approximate dates for Summer Term: May 11, 2015 – August 30, 2015

College Closed to observe:

Half day summer hours for Faculty & Staff approximate dates are from:

May 15, 2015 - July 17, 2015

Memorial Day (last Monday in May)

Independence Day (July 4th)

2015 – 2016 Academic Schedules:

Approximate dates of Fall Term: August 31, 2015 – January 11, 2016

College Closed to observe:

Labor Day (First Monday in September)

Thanksgiving Day (Fourth Thursday in November)

As well as the day before (Wednesday) and day after (Friday)

Christmas Holiday (December 23 – January 1)

Approximate dates of Spring Term: January 12, 2016 – May 8, 2016
College Closed to observe:
Martin Luther King Holiday (Third Monday in January)
Spring Break March 7 - 11

Approximate dates for Summer Term: May 11, 2016 – August 24, 2016
College Closed to observe:
Half day summer hours for Faculty & Staff approximate dates are from:
May 20, 2016 - July 15, 2016
Memorial Day (last Monday in May)
Independence Day (July 4th)

2016 – 2017 Academic Schedules:

Approximate dates of Fall Term: August 29, 2016 – January 6, 2017
College Closed to observe:
Labor Day (First Monday in September)
Thanksgiving Day (Fourth Thursday in November)
As well as the day before (Wednesday) and day after (Friday)
Christmas Holiday (December 21 – January 1)

Approximate dates of Spring Term: January 9, 2017 – May 6, 2017
College Closed to observe:
Martin Luther King Holiday (Third Monday in January)
Spring Break March 6 - 10

Approximate dates for Summer Term: May 8, 2017 – August 25, 2017
College Closed to observe:
Half day summer hours for Faculty & Staff approximate dates are from:
May 19, 2016 - July 14, 2016
Memorial Day (last Monday in May)
Independence Day (July 4th)

VALENCIA COLLEGE

REQUEST FOR PROPOSAL

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Appendix "D"

First Month Non-routine Scheduled Work

Building Exteriors/Entranceway/Lobby/ Public Areas/Corridors

Monthly	Quarterly – October/January/April/July
<ul style="list-style-type: none"> • Clean Interior Trash Containers • Dust Vents 	<ul style="list-style-type: none"> • Perform Interim Floor Care • Shampoo/Clean entrance and corridor rugs • Project Clean Furniture

Semi-Annually – February/August	Annually - September
<ul style="list-style-type: none"> • Strip and Refinish Floors. Strip and apply three (3) more coats of floor finish to all hard and resilient floors. All old finish or wax shall be removed. 	

Classrooms/Testing Rooms/Computer Rooms/Offices/Workrooms/Conference Room

Monthly	Quarterly - October/January/April/July
<ul style="list-style-type: none"> • Clean Interior Glass • Dust Vents - Office & Workrooms 	<ul style="list-style-type: none"> • Dust Vents - Classrooms, Testing Rooms and Computer Rooms • Perform Interim Carpet Care • Dust Blinds

Semi-Annually - February/August	Annually - September
<ul style="list-style-type: none"> • High Dust all Areas 	<ul style="list-style-type: none"> • Dust Blinds - Office & Workrooms • Project –Clean Furniture and Multiple Seating - Classrooms, Testing Rooms and Computer Rooms • Clean Exterior Windows • Perform Restorative Carpet Care

Laboratory

Monthly	Quarterly - October/January/April/July
<ul style="list-style-type: none"> • Clean Trash Containers • Clean Interior Glass 	<ul style="list-style-type: none"> • Project Clean Furniture • Perform Interim Floor Care
Semi-Annually - February/August	Annually - September
<ul style="list-style-type: none"> • Strip and Refinish Floors 	

Kitchen and Break room/Concession Area

Monthly	Quarterly - October/January/April/July
Dust Vents Clean Interior Trash Containers	Shampoo/Clean entrance and corridor rugs Perform interim Floor Care Project Clean Furniture
Semi-Annually - February/August	Annually - September
<ul style="list-style-type: none"> • Strip and Refinish Floors. Strip and apply three (3) more coats of floor finish to all hard and resilient floors. All old finish or wax shall be removed. 	

Restrooms

Monthly	Quarterly - October/January/April/July
<ul style="list-style-type: none"> • Dust Vents 	

Interior & Exterior Stairways

Monthly	Quarterly - October/January/April/July
Dust Vents	
Semi-Annually - February/August	Annually- September
Strip & Refinish Floors	Clean Exterior Windows

Storage Room/ File/ Dry Storage

Monthly	Quarterly - October/January/April/July
Semi-Annually - February/August	Annually - September
Dust Vents Strip and Refinish Floors	

Locker Room/Fitness Weight Room

Monthly	Quarterly - October/January/April/July
Clean Trash Containers Clean Interior Glass	Dust Vents Perform Interim Carpet Care Dust Blinds

Shower Room

Monthly	Quarterly - October/January/April/July
Clean Interior Glass	
Semi-Annually - February/August	Annually- September
	Clean Exterior Windows

Elevators (Interior and Exterior)

Monthly	Quarterly - October/January/April/July
Dust Vents	Perform Interim Floor Care
Semi-Annually - February/August	Annually - September
Strip & Refinish Floors	

VALENCIA COLLEGE

Appendix "E"

AUTHORIZED SIGNATORIES FORM

The Contractor represents that the following person is authorized to sign contracts and related documents to which the Contractor will be duly bound.

Identification (Contractor Name, and DBA name – if applicable)			
Purchasing Address	City	State	ZIP
Alternate Purchasing Address (if applicable)	City	State	ZIP
Remittance Address	City	State	ZIP
Phone Number	Facsimile Number		
Web Address	E-mail Address		
Contact Person	Title		
Contractor is: <input type="checkbox"/> Small Business <input type="checkbox"/> Non-Profit <input type="checkbox"/> Government <input type="checkbox"/> City, State <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership			
Type of Service or Commodity (Required to be added to Contractor list)			
Federal Employer Identification Number (FEIN, 9-digit) OR Social Security Number (SSN)			
Are you a 1099 recipient? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, under what name. (A W9 form must be filled out and signed before payment is permitted)		
Ownership (reference Federal Register 49 CFR, Part 23 and 287.094 Florida statutes) Is your Contractor at least 51% owned, controlled, and actively managed by: Minority Person(s) <input type="checkbox"/> Woman or Women <input type="checkbox"/> Certified by State, County, City or FMSDC? Y N			
For Minority Ownership (non-Caucasian), check applicable box: <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian American <input type="checkbox"/> Native American <input type="checkbox"/> Other _____			
If Certified, please submit certificate			
Name (Print)			
Authorized Signature			
Title			

VALENCIA COLLEGE
REQUEST FOR PROPOSAL
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Appendix "F"

ACKNOWLEDGEMENT OF ADDENDA

The Contractor shall acknowledge receipt of any addenda issued to the solicitation by completing the blocks below or by completion of the applicable information on the addendum and returning it no later than the date and time for receipt of the RFP. Failure to acknowledge an addendum that has a material impact on the solicitation may negatively impact the responsiveness of your RFP. Material impacts include but are not limited to changes to specifications/scope of work, delivery time, performance period, quantities, bonds, letters of credit, insurance, qualifications, etc.

Addendum No. _____, Date _____ Addendum No. _____, Date _____

Addendum No. _____, Date _____ Addendum No. _____, Date _____

VALENCIA COLLEGE

REQUEST FOR PROPOSAL

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Appendix "G"

Green Seal

RFP COST PAGE

Janitorial Services

NOTE: The Square footage listed below is the College's best estimate of the area to be cleaned under this contract. It is the responsibility of the proposers to verify the cleanable square footage during the mandatory site visits. Any discrepancies must be reported to Valencia Procurement prior to Tuesday May 29, 2012. Adjustments to the square footage will not be allowed after the receipt of the proposals.

Item #	Section I – Custodial Service	Cleanable SF (Please enter SF Rate)	Price per SF	Monthly Invoice Price
1	Winter Park Campus	43,632		\$
2	CJI Campus	65,553		\$
3	Sand Lake Center	29,310		\$
4	Downtown Center	23,588		\$
5	Lake Nona Commence Opening July 2012	68,310		\$
	Total Cleanable SF	230,393		\$

	Day Porter (Per hour rate)	Hours	Hourly Rate	
6	Day Porter, Weekday Per Hour/ per contractor bid price	1	\$	Per hour

	Day Porter (Per hour rate)	Hours	Hourly Rate	
7	Day Porter, Saturday Per Hour/ per contractor bid price	1	\$	Per hour

	Special Events/ Projects	Hours	Hourly Rate	
8	Hourly Labor Rate, Special events/Projects	1	\$	Per hour

Proposer:: _____

VALENCIA COLLEGE

REQUEST FOR PROPOSAL

RFP# 11/12-02

Appendix "G"

Non - Green Seal

RFP COST PAGE

Janitorial Services

NOTE: The Square footage listed below is the College's best estimate of the area to be cleaned under this contract. It is the responsibility of the proposers to verify the cleanable square footage during the mandatory site visits. Any discrepancies must be reported to Valencia Procurement prior to Tuesday May 29, 2012. Adjustments to the square footage will not be allowed after the receipt of the proposals.

Item #	Section I – Custodial Service	Cleanable SF (Please enter SF Rate)	Price per SF	Monthly Invoice Price
1	Winter Park Campus	43,632		\$
2	CJI Campus	65,553		\$
3	Sand Lake Center	29,310		\$
4	Downtown Center	23,588		\$
5	Lake Nona Commence Opening July 2012	68,310		\$
	Total Cleanable SF	230,393		\$

	Day Porter (Per hour rate)	Hours	Hourly Rate	
6	Day Porter, Weekday Per Hour/ per contractor bid price	1	\$	Per hour

	Day Porter (Per hour rate)	Hours	Hourly Rate	
7	Day Porter, Saturday Per Hour/ per contractor bid price	1	\$	Per hour

	Special Events/ Projects	Hours	Hourly Rate	
8	Hourly Labor Rate, Special events/Projects	1	\$	Per hour

Proposer:: _____

VALENCIA COLLEGE

REQUEST FOR PROPOSAL

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Appendix "H"

Minimum Qualifications

1. The Contractor shall meet the following minimum experience qualifications:
 - a. A minimum of three (3) years' experience as a custodial provider.
 - b. Experience in handling two (2) or more buildings which are 70,000 sq. ft. or larger.
 - c. The Contractor shall have the equipment and labor resources to provide all services.
2. Complete the following items and submit with your proposal:

a. On what date did your company incorporate in the State of Florida?	
b. Length of time in business:	
c. How many 70,000 sq. ft. or larger contracts have you serviced? <i>(include at least two [2] in the reference form – Appendix "K", and complete Appendix "I" for each Client)</i>	
d. How many people does your company directly employ?	

3. Attach a listing of major equipment your company owns that would relate to supporting this Contract.
4. Include a list of major equipment that will be purchased to support this Contract.

Proposer: _____

This form must be completed and submitted with your Proposal.

VALENCIA COLLEGE

Appendix "I"

Current / Previous Clients

Company:	
Contact Name:	
Email Address:	
Address:	
City, State, Zip + 4:	
Phone Number:	
Fax Number:	
Square Footage Cleaned:	
Contract Term:	
Summary of Work:	
Comments:	

This form must be completed and submitted with your Bid.

Use this form regarding **Similar Clients Section 6b, and Appendix "H" Section 2c**

VALENCIA COLLEGE

REQUEST FOR PROPOSAL

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Appendix "J"

DRUG-FREE WORKPLACE FORM

The undersigned Contractor, in accordance with Florida Statute 287.087 hereby certifies that _____ does:

Name of Business

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for 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, 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 Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 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 abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 thru 5.

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

Proposer's Signature

Date

VALENCIA COLLEGE

Appendix "K" Reference Form

Proposer:		
Educational Client Name/Address	Contact Person	Telephone & Fax Number
	Name:	Phone: ()
	Email:	Toll Free: ()
		Fax: ()
	Name:	Phone: ()
	Email:	Toll Free: ()
		Fax: ()
	Name:	Phone: ()
	Email:	Toll Free: ()
		Fax: ()
Non – Educational Client Name/ Address	Contact Person	Telephone & Fax Number
	Name:	Phone: ()
	Email:	Toll Free: ()
		Fax: ()
	Name:	Phone: ()
	Email:	Toll Free: ()
		Fax: ()
	Name:	Phone: ()
	Email:	Toll Free: ()
		Fax: ()

Include FAX Number & Email Address

This form must be completed and included with your Proposal

Be sure to reconfirm all Email addresses prior to submittal to ensure they are up-to-date

VALENCIA COLLEGE

Appendix "L" Disputes Disclosure Form Summary of Litigation

Answer the following questions by placing an "X" or check "✓" in the box after "YES" or "NO". If you answer "YES", please explain via attachment.

Disclosure can be limited to the regional/district office which will be supporting this Contract.

1. Has your firm, or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulation or any other regulatory agency or professional association within the last five (5) years?

YES

NO

2. Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES

NO

If yes, indicate company name, contact name and telephone number, length of service provided, and reason for early cancellation/termination of contract.

3. Has your firm had filed against it or filed any requests for equitable adjustment, contract claims or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES

NO

If yes, state the nature of the request for equitable adjustment, contract claim or litigation, a brief description of the case, the outcome or status of suit and the monetary amounts involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this procurement:

Printed or Typed Name

Title

X

Authorized Signature (Officer)

Date

Complete & include this form with your Proposal to fulfill the requirements

VALENCIA COLLEGE

Appendix "M" Contract Manager Form

List up to four (4) similar clients/contracts in which the proposed Contract Manager has served in the capacity of **Contract Manager** or similar position during the past ten (10) years:

Contract Manager Name: _____

Company:	
Address:	
City, State, Zip Code:	
Contact Person:	
Phone Number:	
Email Address:	
Company:	
Address:	
City, State, Zip Code:	
Contact Person:	
Phone Number:	
Email Address:	
Company:	
Address:	
City, State, Zip Code:	
Contact Person:	
Phone Number:	
Email Address:	
Company:	
Address:	
City, State, Zip Code:	
Contact Person:	
Phone Number:	
Email Address:	

Proposer: _____

This Form Must Be Completed and Returned with your Proposal, if applicable.

VALENCIA COLLEGE

Appendix "N" Site Supervisor

List up to four (4) similar clients/contracts in which the proposed Site Supervisor has served in the capacity of **Site Supervisor** or similar position during the past ten (10) years:

Site Supervisor Name: _____

Campus (*circle applicable Valencia Location*):

LNC / WPC / CJI/ DTC/SLC

Company:	
Address:	
City, State, Zip Code:	
Contact Person:	
Phone Number:	
Email Address:	
Company:	
Address:	
City, State, Zip Code:	
Contact Person:	
Phone Number:	
Email Address:	
Company:	
Address:	
City, State, Zip Code:	
Contact Person:	
Phone Number:	
Email Address:	
Company:	
Address:	
City, State, Zip Code:	
Contact Person:	
Phone Number:	
Email Address:	

VALENCIA COLLEGE

Appendix "O"

REFERENCE CHECK FORM

Janitorial Services

Date: _____

To: _____

From: _____

Valencia College is conducting a reference check on (_____) for the above mentioned project, and your company was listed as a reference.

Please answer the following questions and fax your response to 407-582 1209, or e-mail it to valenciaprocedurement@valenciacollege.edu by June 19, 2012 before 4:00 P.M.

Thank you.

The College will evaluate all acceptable proposals based on the criteria identified above and listed in relative order of importance.

SCORING SCALE:

O- POINTS: UNACCEPTABLE	1 – POINT: MARGINAL	2- POINTS: ACCEPTABLE	3 – POINTS: EXCEEDS ACCEPTABLE	4 POINTS: OUTSTANDING
----------------------------	------------------------	--------------------------	--------------------------------------	--------------------------

Please score the following questions based on the scale provided above:

- How would you rate this Contractor's initiative and participation in providing Janitorial services?..(____)
- Did the Contractor consistently invoice according to contract?(____)
- Was the Contractor timely in responding to service calls?(____)
- Was the Contractor accessible and responsive to emergencies and off hour's calls? (____)
- Would you hire this Contractor again?(____)
- Total.....(____)+ 5
- Total Score(____)

Comments:

VALENCIA COLLEGE

Appendix "p"

		RESTROOM CLEANING LOG SHEET												
		Month _____						Month _____						
day	Sun	time	Mon	time	Tues	time	Wed	time	Thu	time	Fri	time	Sat	time
		:	:	:	:	:	:	:	:	:	:	:	:	:
	:	:	:	:	:	:	:	:	:	:	:	:	:	:
night		:	:	:	:	:	:	:	:	:	:	:	:	:
		:	:	:	:	:	:	:	:	:	:	:	:	:
day	Sun	time	Mon	time	Tues	time	Wed	time	Thu	time	Fri	time	Sat	time
	:	:	:	:	:	:	:	:	:	:	:	:	:	:
	:	:	:	:	:	:	:	:	:	:	:	:	:	:
night		:	:	:	:	:	:	:	:	:	:	:	:	:
		:	:	:	:	:	:	:	:	:	:	:	:	:
day	Sun	time	Mon	time	Tues	time	Wed	time	Thu	time	Fri	time	Sat	time
	:	:	:	:	:	:	:	:	:	:	:	:	:	:
	:	:	:	:	:	:	:	:	:	:	:	:	:	:
night		:	:	:	:	:	:	:	:	:	:	:	:	:
		:	:	:	:	:	:	:	:	:	:	:	:	:
day	Sun	time	Mon	time	Tues	time	Wed	time	Thu	time	Fri	time	Sat	time
	:	:	:	:	:	:	:	:	:	:	:	:	:	:
	:	:	:	:	:	:	:	:	:	:	:	:	:	:
night		:	:	:	:	:	:	:	:	:	:	:	:	:
		:	:	:	:	:	:	:	:	:	:	:	:	:

1. No water on floor.
2. No dust, dirt, fingerprints, hair, or water stains on the sinks, commodes, urinals, walls, baseboards, partitions, mirrors, doors or floors.
3. No rings in the commodes or sinks.
4. Fixtures with a shine.
5. Trash containers emptied and soil/stain free.
6. No dust on light fixtures and vents.
7. Properly working dispensers with soap, paper towels and toilet paper.

Month & Year _____ Supervisor _____ Bldg _____ Room # _____

VALENCIA COLLEGE

Statement of No Proposal

RFP # 11 / 12 - 02

If your company does not intend to propose on this procurement, please complete and return this form prior to the date shown for receipt of proposals via fax to 407 582 1209, or via Email to valenciaprocurment@valenciacollege.edu, or mail to:

Valencia College, Purchasing Department
1800 S. Kirkman Road
Orlando, Florida 32811

We, the undersigned, have declined to propose on the above referenced RFP for the following reason(s):

- Scope of Services or Terms and Conditions are too "restrictive." *(Please explain below)*
- Unable to meet requirements *(please explain below)*
- RFP was unclear *(please explain below)*
- Insufficient time to respond
- We do not offer this type of service or equivalent
- Our employee man loading would not permit us to perform
- Unable to meet bond or insurance requirements
- Other *(please explain below)*

Remove us from your "Vendor Database"

Company Name:		Phone:	
Address:			
City, State, Zip:			
Signature:		Title:	

Failure to submit either a Proposal or a *Statement of No Proposal Submittal* shall be cause for removal from the mailing list.

VALENCIA COLLEGE

REQUEST FOR PROPOSAL

RFP# 11/12-02

Check List

This checklist is provided to assist each Proposer in the preparation of their Proposal. Included in this check list are important requirements which are the responsibility of each Proposer to submit with their response in order to make their Proposal fully compliant. This checklist is only a guideline – it is the responsibility of each Proposer to read and comply with the RFP in its entirety.

Check (✓) each of the following when accomplished:

Outside of box is marked accordingly: **RFP #11/12-02 for Janitorial Service,**

Due Date: Tuesday, June 12, 2012

- Tab No. 1 Basic Information, including:
 - Letter of Transmittal
 - Acknowledge of Addendum (Appendix "F")
 - Proposer Information (Appendix "E")
 - W-9
 - Drug-Free Workplace (Appendix "J")
 - History of Firm (Appendix "H")
 - Subsidiaries
 - Licenses and Permits
- Tab No. 2 Experience of the Firm
 - Current/Pervious Clients (Appendix "I")
- Tab No. 3 Transition Plan
 - Detailed transition
 - Cleaning schedule (Appendix "B", Attachment 1-11)
 - Timeline of start-up services
- Tab No. 4 Price Proposal
 - Cost Page form (Appendix "G")
- Tab No. 5 Staffing Plan
 - Organizational Chart (see 6.3.4 for instructions)
- Tab No. 6 Experience of Supervisory Personnel
 - Supervisory Credentials
 - Site Supervisor (Appendix "N")
 - Manger Credentials
 - Site Manager (Appendix "M")
- Tab No. 7 Training Program
 - Proposer's Training Plan
- Tab No. 8 Safety Program
 - Your Company's Safety Program

- Tab No. 9 Resolution of Litigation
 - Summary of Litigation (Appendix "L")
 - Tab No. 10 Location
 - Location (include maps)
 - Tab No. 11 References
 - Reference form (Appendix "O")
 - Reference list (Appendix "K")
 - Tab No. 12 Certificates (s) of Insurance
-

A complete proposal should also include:

If you hand-deliver the Proposal:

- Box is sealed with tape. Binders do not need to be placed in separate envelopes within the box.
- Is the required number of binders included?
- All unit prices have been reviewed for accuracy and all price corrections have been initialed. Extensions and total prices have been double-checked and included?

*This page is for your information use only. **It does not need to be submitted with your Proposal.***