

**POLK COUNTY WORKFORCE DEVELOPMENT BOARD, INC.**

**dba Polk Works**

**Request for Proposals**

**Commercial Janitorial Cleaning Services**

**February 17, 2010**

**1.0 PURPOSE**

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified vendors experienced with cleaning office buildings interested in contracting with Polk Works to perform regular janitorial cleaning services at the Polk Works Administrative Office located at 600 N. Broadway Ave., Suite B, (BB&T Building), Bartow, Florida, and various other satellite offices in Haines City, Lake Wales and Winter Haven.

**2.0 BACKGROUND**

Polk Works is a not-for-profit, 501 (c) (3) Florida Corporation designated as the administrative entity and grant recipient for workforce investment programs in Polk County, FL, that seeks to develop and maintain a highly competitive workforce for the county.

**3.0 SCOPE OF WORK**

3.1 Cleaning services are to be provided at the offices/facilities listed below. Services include regular weekly services plus supplemental spring and fall cleaning services (two times per year). You may contact Luz Heredia, VP of HR & Administrative Services, at 863-508-1600, Ext. 1111, for a walk through of each of these facilities.

- a. Polk Works Administrative Office: 600 N. Broadway Ave., Suites A and B, Bartow, FL

You may contact Mercedes Rubiano, Facilities Manager, at 863-508-1100, Ext. 3340, for a walk through of each of these facilities.

- b. 615 North Ingraham Ave., Haines City, FL
- c. 928 Spring Lake Square, Winter Haven, FL
- d. 606 N. Ingraham Ave., Lakeland, FL

- e. 997 East Memorial Blvd., Lakeland, FL
- 3.2 The cleaning contractor shall provide materials, i.e., all paper towels, toilet paper, tissues, hand soap, trash bags, cleaning supplies, vacuum and labor necessary for the completion of the work.
- 3.3 Schedule for providing services:
- a. Services are to be provided days of office operations after 5:00 pm on a daily basis.
- 3.4 Regular services to be provided:
- a. Empty trash containers throughout the office, replace trash liners as necessary, take trash to outdoor trash dumpster, including disposal of any boxes;
  - b. Vacuum, sweep, mop and disinfect all floors, (where applicable), in common areas and throughout the offices;
  - c. Sweep building's front sidewalks and remove trash as necessary;
  - d. Employees are responsible for cleaning microwave, coffee pot, utensils and put them away (where applicable);
  - e. Clean and disinfect all bathroom areas, including toilets, urinals, sinks, mirrors, trash bins and door knobs (where applicable);
  - f. Restock all bathrooms as needed;
  - g. Clean inside glass doors;
  - h. Clean interior windows as needed;
  - i. Wipe down window ledges, counter tops, light switches and other flat surfaces;
  - j. Remove marks and stains from walls, floors and carpets as needed
  - k. Wipe away all cob webs (once per month);
  - l. In individual offices, empty trash containers, vacuum floors and dust all exposed flat surfaces;
  - m. Replace light bulbs when needed (provided by Polk Works)
  - n. Check all doors to make sure they are locked;
- 3.5 Spring and Fall Cleaning:
- a. Clean/disinfect waiting room chairs;
  - b. Wipe and clean all windows inside and out (annually);
  - c. Dust window blinds;

- d. Commercial clean all carpeted floor surfaces - semi-annual, (carpet must be dry by Monday, 8 am). Pre-treat for soils and spots, move all furniture

#### **4.0 INSURANCE:**

The successful offeror shall, at its sole expense, maintain the following insurance. A certificate of insurance satisfactory to Polk Works and evidencing the coverage must be presented to Polk Works prior to commencement of services. All policies of insurance referenced herein will be primary and will include Polk Works as an additional insured with the exception of Workers' Compensation. All policies will include provisions that the insurers waive the rights of recovery or subrogation against Polk Works. Polk Works shall be exempt from, and in no way liable for, any sum of money which may represent a deductible in any of the aforementioned insurance policies. The payment of such deductible shall be the sole responsibility of the successful offeror.

- 4.1 General Liability Insurance: A standard liability insurance policy in the single limit amount of \$1,000,000 per occurrence and \$2,000,000 as an aggregate amount. General liability insurance in an amount not less than \$100,000 per person and \$200,000 per occurrence.
- 4.2 Worker's Compensation: Workers' Compensation insurance as required by the Labor Code of the State of Florida which provides at least the minimum statutory limits required and Employers Liability.
- 4.3 Bonding: A company-wide blanket Employee Fidelity Bond intended to cover every officer, director, agent, subcontractor, or employee authorized to receive or deposit funds under the contract, or issue financial documents, checks, or other instruments of payment of program costs. This bond shall be in the amount of \$100,000 or the highest planned single payment by Polk Works during the contract period, whichever is more.

#### **5.0 ADDITIONAL REQUIREMENTS**

- 5.1 Cleaning Checklist.
- 5.2 Business References: Vendor must supply a minimum of three (3) references, i.e. list agencies you have provided with cleaning services under similar conditions. Please use Exhibit C supplied with this Request for Proposal.

- 5.3 Crew size and experience.
- 5.4 Background checks and fingerprinting.
  - a. The criminal background check must, at a minimum include an investigation for, and review of, any (i) state and federal felony convictions; (ii) misdemeanor convictions involving moral turpitude; (iii) any crimes in violation of the Violent Crime Act of 1974; and (iv) any pending deferred adjudications with respect to (i) or (ii).
- 5.5 Completion of Attachments A, B, C and D.

## **6.0 PROPOSAL SUBMISSION**

- 6.1 Polk Works intends to issue an annual contract as a result of this RFP. It is anticipated that the initial contract period of performance will be approximately from March 15, 2010 through June 30, 2011, provided performance remains acceptable to Polk Works during that period. Any contract awarded as a result of this RFP will provide that Polk Works shall have the option, in its sole and absolute discretion, to extend the term of the Contract. The duration of the contract, including the exercise of any options will not exceed 24 months.
- 6.2 Any contract awarded under this RFP is subject to available funding. The amount of funding will be based on the number of projects that are submitted to Polk Works and approved by the Agency for Workforce Innovation.
- 6.3 The specific method of payment for services to be rendered shall be as set forth in the negotiated contract.
- 6.4 All individuals, public or private not-for-profit corporations, local education organizations, governmental contractors, public organizations, or private-for profit corporations and businesses, not otherwise excluded, and properly organized in accordance with State and Federal law and in business may submit a proposal. Minority and women-owned and operated businesses are encouraged to submit a proposal.
- 6.5 Acceptable proposals shall, at a minimum, meet the specifications contained in this RFP. Offerors are responsible for determining all factors necessary for the preparation of informative, responsive proposals. The contents of the proposals should be clear, concise and easy to understand. Proposals will demonstrate proven experience and knowledge of the services that have been provided in situations similar to

those described in the Scope of Work, above. Offerors should document and list any assumptions, qualifying information, other criteria or comments pertinent to their proposal.

- 6.6 No entity may compete for funds if: (1) the entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental organization; (2) the entity's previous contract(s) with Polk Works have been terminated for cause; (3) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of services under any contract; (4) the entity or its parent organization have filed for bankruptcy during the past 5 years; or (5) the entity has been convicted of a public entity crime pursuant to SECTION 287.133(1)(a) FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES. All bidders are required to submit Attachment B Sworn Statement with their proposals.
- 6.7 All proposals shall be reviewed for a “perceived” conflict of interest.
- 6.8 Time is of the essence with respect to performance of the services to be provided in the final agreement.
- 6.9 The successful Offeror will have provided the following information in their proposal:
  - a. Offerors are required to submit a Cover Sheet using the format provided in Exhibit A to this RFP.
- 6.10 **Experience and Qualifications:**
  - a. A description of the organization’s services that should include experience with providing comparable services of a similar nature to other entities or organizations. Include the number of contracts currently held, the general scope of those services and the firm’s resource commitments. The successful offeror will have provided evidence that the organization is capable of performing the work when time is of the essence as well as a description of the firm’s size, structure, and number of years of providing services of a similar scope.
  - b. Information on experience in meeting the needs of businesses through services offered by the firm to include at least two specific recent examples of successful contracts completed or ongoing by the organization within the thirty-six (36) months preceding the issue date of this RFP.

- c. Geographic areas of the United States serviced and all locations in the State of Florida. Provide capacity for additional volumes that might be utilized to service this account and the operations handled from these locations.
- d. Location of a centralized Florida reporting operation.
- e. List of clients currently serviced in Florida.
- f. Location of Florida network offices.
- g. Describe the processes you will use for management and supervision to comply with the requirements in the scope of work including, agency work policies, work standards and expectations; background checks and drug testing and agency policy regarding them

#### **6.11 Costs**

- a. Offerors are required to submit a Cost Proposal using the format provided in Exhibit B to this RFP.
- b. Proposals should clearly identify reasonable fees and other compensation directly related to services requested in this RFP.

### **7.0 PROPOSAL PREPARATION**

To be considered responsive, proposals must meet the following minimum criteria:

One original hard copy proposal clearly marked "Original" and 4 copies, must be received in the Polk Works Administrative office no later than the due date and time shown in the Procurement Timetable below. Faxed or emailed proposals will not be accepted. The following schedule represents Polk Works' best estimate of the schedule that shall be followed. Polk Works reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Any schedule changes will be noted on the Polk Works website at [www.polkworks.org](http://www.polkworks.org).

Action	Date
RFP issued	February 17, 2010
Bidders' Conference	February 22, 2010 1:30 PM EST
Questions/Clarifications from prospective bidders. Must be in writing to address below or email to: luz_heredia@polkworks.org	February 24, 2010 12:00 PM EST Submittals past this period will not be responded to
Responses posted on www.polkworks.org	February 24, 2010 by 5PM EST
Proposals due to Polk Works	March 1, 2010 12:00 PM EST
Selection of successful bidder by rating team	March 2, 2010
Contract negotiated and finalized	Mach 4, 2010
Polk Works approval of contract	March 11, 2010
Commencement of services	March 15, 2010

Proposals are to be submitted to:

POLK COUNTY WORKFORCE DEVELOPMENT BOARD, INC.  
 ATTN: Luz Heredia  
 Vice President of HR & Administrative Services  
 600 N Broadway Ave, Ste B  
 Bartow, FL 33830

All proposals received will be recorded with the date and time of receipt. Proposals received after the deadline will not be considered.

The timely delivery of a proposal is entirely the responsibility of the Bidder. Proposals postmarked on or before the proposal due date, but delivered after the due date or time, will be considered non-responsive. Proposals hand delivered after the due date or time will be considered non-responsive.

- 7.1 **Signature:** The original proposal shall be signed in **blue ink** by a duly authorized individual or official of an organization. For proposals from organizations, the proposal shall also provide the following information: name, title, address, and telephone number of individual(s) with authority to negotiate and contractually bind the Offeror, and the name of the person who may be contacted during the period of proposal evaluation if different from the signatory official.
  
- 7.2 **Format for Preparing the Proposal:** Unnecessary elaborate brochures or other presentations beyond that sufficient to present a complete and effective proposal are not desired. Elaborate artwork, expensive paper, and bindings are neither necessary, nor wanted. It is generally preferred that written material be single-spaced, except where there is a reason for double spacing. An outline form using major headings is preferred. Legibility, clarity, and completeness are essential.

Outline: All proposals must be assembled according to the following outline with all pages numbered in sequential order and must demonstrate understanding of the proposed scope of work:

- Cover letter – This will serve as the official letter of transmittal signed by an owner, officer or authorized agent of the firm, acknowledging and accepting the terms and conditions of this RFP and tendering an offer to Polk Works
- Exhibit **A** –Cover Sheet
- Experience and Qualifications of the Firm. Include Minority or Women Owned Business certification. (Not to exceed 10 pages)
- Exhibit **B** - Cost Proposal. Must be inclusive of all costs and submitted using Exhibit B format. Cost proposals submitted in anything other than Exhibit B format shall be determined non-responsive.
- Exhibit **C** – Business References
- Attachment A - Sworn Statement on Florida Public Entity Crimes
- Attachment B – Certifications regarding Debarment, Suspension and other Responsibility Matters
- Attachment C – Certification regarding Conflict of Interest
- Attachment D – Drug Free Workplace Certification

**Attachments A, B, and C and D must be signed and submitted with proposal.**

No proposal will be considered that is not:

- Complete - If sections or mandated attachments are missing, the proposal will not be considered for funding.
- Compatible - The proposal must be compatible with the goals and objectives of this request.

Print all narratives on 8 1/2 x 11" plain white paper with margins of 1" on each side. All narratives must be printed in Arial 12-point font size. Double sided printing of pages is preferable, but not required. Each page of the proposal should be numbered sequentially at the bottom of the page. The Cover Letter, and Attachments A, B, C and D are not numbered.

Each proposal is limited to 12 pages (excluding Cover Letter and Attachments A, B, C and D) and should be prepared simply and economically, providing a straightforward response to this RFP.

Polk Works will not return proposals to Offerors. All proposals become the property of Polk Works and will be a matter of public record subject to the provisions of chapter 119, Florida Statutes. Polk Works shall have the

right to use all ideas, or adaptations of those ideas, contained in any proposal received in response to this RFP without the necessity of paying a fee, license, or royalty. Selection or rejection of the proposal will not affect this right.

**7.3 Proposal Review and Contract Award:** Polk Works will award the contract based on what is in the best interest of Polk Works. The contract will be awarded based on offers received considering price, experience, and negotiation of such contract with the successful Offeror. The assessment of experience will take into account such factors as understanding of the services needed, demonstrated skills, experience and ability to provide high quality service on time, and experience with local, state and/or federal workforce programs. The assessment of price will take into account that rates are reasonable in relation to the services provided; detailed; and that assumptions by the Offeror regarding calculation of the fees are relevant. Each offer should, therefore, be submitted in the most favorable terms from a price and technical standpoint that the firm can make.

**8.0 EVALUATION CRITERIA:** All proposals will be evaluated using weighted scoring criteria based on the following categories:

8.1 Experience/Qualifications of the firm 50 points

8.2 Cost/Price 50 points

Final award of a contract will be contingent upon:

- Successful negotiation of a contract.
- Acceptance by the Offeror of the contract terms and conditions.

**9.0 CONDITIONS AND LIMITATIONS OF THIS RFP**

The following conditions are applicable to all proposals:

This RFP does not commit or obligate Polk Works to award a contract, to commit any funds identified in this RFP document, to pay any costs incurred in the preparation or presentation of a proposal to this RFP, to pay for any costs incurred in advance of the execution of a contract, or to procure or contract for services or supplies.

Polk Works reserves the right to reject any and all proposals in whole or in part, to waive any informalities or irregularities in the proposals received, and to accept any proposal that is deemed most favorable to Polk Works at the time and under the conditions stipulated in the specifications of this request.

Non-conforming proposals will be considered non-responsive and are subject to return without review; however, Polk Works reserves the right to waive informalities and minor irregularities in proposals received.

Polk Works reserves the right to request additional information for clarification from potential candidates, or to allow corrections for errors or omissions.

All proposals are subject to negotiation by Polk Works.

Polk Works reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the individual or firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Polk Works and the individual or firm selected.

Polk Works may require the selected Offeror to participate in negotiations and to submit price, technical, or other revisions of their proposals in writing which may result from negotiations.

## **10.0 APPEAL PROCEDURE FOR PROCUREMENT ACTIONS**

In accordance with applicable regulations, Bidders/Offerors who are not selected for award of a Polk Works procurement action have the right to appeal. The following steps must be taken for organizations to appeal funding decisions:

- 10.1 Submit a letter within 14 business days from the date of the contract award to Luz Heredia, [luz\\_heredia@polkworks.org](mailto:luz_heredia@polkworks.org) of Polk Works, stating that an appeal to the contract award is being filed and the specific reasons for that appeal based on any of the criteria below:
  - a. Clear and substantial error or misstated facts by the rating team upon which the decision was made by the Polk Works President or Executive Committee.
  - b. Unfair competition or conflict of interest in decision making process.
  - c. Any illegal or improper act or violation of law.
  - d. Other legal basis on grounds that may substantially alter the Polk Works Board's decision.

**Attachment A**  
**SWORN STATEMENT PURSUANT TO SECTION 287.133(1) (a).**  
**FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to:

\_\_\_\_\_ Polk County Workforce Development Board, Inc. \_\_\_\_\_  
(print name of the public entity)

by: \_\_\_\_\_  
(print individual's name and title)

for: \_\_\_\_\_  
(print name of entity submitting sworn statement)

whose business address is: \_\_\_\_\_

and (if applicable its Federal Employer Identification Number (FEIN)

is: \_\_\_\_\_

(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

- \_\_\_\_\_
2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
  3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding or guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
  4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

- A predecessor or successor of a person convicted of a public entity crime; or
- An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a “person” as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the applicable statement which I have marked below is true in relation to the entity submitting this sworn statement.

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. Attached is a copy of the final order.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED, OR THROUGH THE END OF THE CONTRACT FOR WHICH IT IS BEING SIGNED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THE FORM.

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature Date

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

\_\_\_\_\_ who, after first sworn by me, affixed his/her

signature in the space provided above on this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_

**Attachment B**

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

**PRIMARY COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE SIGNING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

A. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
2. Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction or proposal under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
3. Are not presently indicted for or otherwise criminal or civil charges by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1.b. of this certification.
4. Have not within a three (3) year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

B. Where the prospective primary participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal and submit to:

Stacy Campbell-Domineck, President & CEO, Polk County Workforce Development Board, Inc.

---

Name and Title of Authorized Representative, Name of Proposer

---

Signature

Date

## INSTRUCTIONS FOR ATTACHMENT B

1. By signing and submitting this Request for Proposal, the prospective primary participant is providing the certification as set out herein.
2. The inability of a person to provide the required certification will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the Board's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this Request for Proposal.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the Board determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available, the Board may terminate this Request for Proposal for cause or default.
4. The prospective primary participant shall provide immediate written notice to the Board if at any time the respective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage Sections of the rules implementing Executive Order 12549. You may contact the Board for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this Request for Proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction unless authorized by the Board.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions, provided by the Board without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction unless it knows that the certification is erroneous. A participant may decide the method and

frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement or Non-procurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
  
10. Except for transactions authorized under paragraph six (6) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction in addition to other remedies available to the Federal Government, the Board may terminate this Proposal for cause or default.

**Attachment C**

**CONFLICT OF INTEREST CERTIFICATION**

1. Our (my) firm \_\_\_\_\_ is an independent firm or company, and has this date submitted a bid, proposal, or quote to provide goods and/or services to the Polk County Workforce Development Board, Inc.
  
2. I certify on behalf of the bidder, offeror or quoter that it and its employees have no interest, direct or indirect, which could conflict in any manner or degree with the performance or provision of these goods and/or services to the Polk County Workforce Development Board, Inc.
  
3. If awarded a contract my (our) firm agrees that in providing the goods or in the rendering of services to the Polk County Workforce Development Board, Inc., no persons having any such interest shall be employed by the firm. I assume full responsibility for knowing whether my (our) employees or agents have any such interest and hereby certify that no such interest exists.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

## Attachment D

### DRUG-FREE WORKPLACE CERTIFICATION

Preference shall be given to businesses with drug-free workplace programs. Pursuant to Section 287.087, Florida Statutes, whenever two or more competitive solicitations that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied providers has a drug free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Subsection (1).
4. In the statement specified in Subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 894, Florida Statutes, 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 any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation program as such is available in the employee's community.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

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

---

BUSINESS NAME

---

PROVIDER'S SIGNATURE

**EXHIBIT A - COVER SHEET**

Organization Name: \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Contact Person \_\_\_\_\_

**Members of firm assigned to this project:** List all key individuals. If multiple, identify the primary point of contact responsible for day-to-day management of the contract.

Federal ID # \_\_\_\_\_

Minority Business Owner \_\_\_\_\_

Certifying Agency \_\_\_\_\_

Please provide documentation that the Offeror is licensed under the applicable laws of the State of Florida.

\* Failure to complete will result in a determination that the proposal is nonresponsive and it will not be read, submitted to review committees or considered for funding.

Check if applicable:

Corporation  Sole Proprietorship  Partnership  Other For Profit

State Agency  Other Public Agency (Specify)  Labor Organization

Community based Organization  Not for profit  Business Organization

**EXHIBIT B – COST PROPOSAL**

Company Name \_\_\_\_\_

Street Address/P.O. Box \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

The undersigned hereby proposes to furnish cleaning services to Polk Works as specified in the Request for Proposal for Cleaning Services dated \_\_\_\_\_.

- Provide regular cleaning services for Polk Works and satellites offices on a weekly scheduled as specified, including providing all necessary equipment, cleaning supplies and labor for the monthly lump sum amount of:

\$ \_\_\_\_\_ per month

- Provide Spring and Fall special cleaning services for Polk Works and satellite offices twice a year for an additional cost of:

\$ \_\_\_\_\_ per month

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- Provide a written description of your experience and qualifications to provide the specified cleaning services.
- Provide proof of General Liability Insurance and Workmen’s Compensation Insurance.
- Provide a list of reference of current or former clients for whom similar services have been provided.

## EXHIBIT C – BUSINESS REFERENCES

Reference No. 1

Company Name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Reference No.2

Company Name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Reference No.3

Company Name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

## RATING SHEET

### Commercial Janitorial Cleaning Services

Offeror:		Rater No.
EVALUATION CRITERIA	POINTS	EXAMPLE OF HIGH PERFORMANCE
<b>Agency Experience/Qualifications (Total 50 pts.)</b>		
<p style="text-align: center;"><b>Overall</b></p> <p>Demonstrates proven skills, experience, and knowledge of the activities, services that have been provided in situations similar to those described in the Scope of Work.</p> <p>Experience should include a description of the firm's size, structure and the number of current contracts, the scope of those contracts and the firm's resource commitments.</p> <p>Experience should include evidence that the firm is capable of performing high quality services when time is of the essence.</p> <p>Consider the firm's ability and willingness to provide prompt and responsive services to Polk Works to include interfacing with others and adjustments to service delivery.</p> <p style="text-align: center;"><b>Specific</b></p> <p>Location of a centralized Florida reporting operation. Consider the geographic areas of the U.S. serviced by the firm and their capacity to handle the Polk Works' account from these locations.</p> <p>Management and supervision processes</p>	<p><b>Max 50 pts.</b></p>	<p style="text-align: center;"><b>Overall</b></p> <p>Experience of one year or more (highest points should be awarded for multiple years).</p> <p>Demonstrated experience in providing employer of record services and provides qualitative and quantitative data to back up experience.</p> <p>Clearly describes organization, staff and administrative controls are in place to ensure proper delivery of services.</p> <p>Business practices indicate quick response, ease of communication, seamless support.</p> <p style="text-align: center;"><b>Specific</b></p> <p>Firm is in an acceptable proximity to Polk Works' Administrative office and Satellite sites that will meet the services described in the Scope of Work</p> <p>Demonstrates sound employment practices and provides employee orientation that includes work standards and expectations as well as the firm's policy on background checks and drug testing.</p>
<b>Cost/Price</b>	<b>Max 50 pts.</b>	
<p>Are the fees reasonable and directly related to the required services?</p>		<p>Materials, cleaning supplies and labor are included as specified on scope of work.</p> <p>Schedule for providing services includes Spring and Fall cleaning and meets Polk Works' business needs.</p> <p>Cleaning checklist was provided and meets Polk Works' needs.</p>