

SOLICITATION - OFFER - AWARD

SOLICITATION NO: 22-T00146/JG	SOLICITATION TITLE: JANITORIAL SERVICES FOR THE HERNANDO COUNTY UTILITIES AND AIRPORT DEPARTMENTS	DATE ISSUED: JANUARY-30, 2023	CONTRACT NO: 22-T00146/JG
ISSUED BY: BOARD OF COUNTY COMMISSIONERS HERNANDO COUNTY, FLORIDA John Aliocco, Chairman Elizabeth Narverud, Vice Chairman Steve Champion, Second Vice Chairman Jerry Campbell Brian Hawkins		SUBMIT BID OFFER TO: HERNANDO COUNTY PURCHASING AND CONTRACTS 15470 FLIGHT PATH DRIVE BROOKSVILLE, FL 34604 Toni Brady Chief Procurement Officer	

SOLICITATION

SEALED OFFERS, FOR FURNISHING THE SERVICES, SUPPLIES OR EQUIPMENT DESCRIBED HEREIN WILL BE RECEIVED AT THE OFFICE OF PROCUREMENT DEPARTMENT, VIA HERNANDO COUNTY'S EPROCUREMENT PORTAL AT: http://secure.procurenow.com/portal/hernandocounty , ON MARCH 1, 2023 . NO BID OFFERS WILL BE ACCEPTED AFTER THE ABOVE STIPULATED DATE AND TIME. THIS IS AN ADVERTISED SOLICITATION AND THE RESPONDING BIDDERS WILL BE PUBLICLY READ IN THE PROCUREMENT CONFERENCE ROOM AT 3:00 P.M. ON MARCH 1, 2023 . PURSUANT TO FS 119.071 (current version), SEALED BIDS, PROPOSALS, OR REPLIES RECEIVED BY AN AGENCY PURSUANT TO A COMPETITIVE SOLICITATION ARE EXEMPT FROM FINAL INSPECTION UNTIL SUCH TIME AS THE AGENCY PROVIDES NOTICE OF AN INTENDED DECISION OR UNTIL THIRTY (30) DAYS AFTER OPENING THE BIDS, PROPOSALS, OR FINAL REPLIES, WHICHEVER IS EARLIER.					
ITEM NO.	DESCRIPTION OF SERVICE/SUPPLIES/EQUIPMENT	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
1	The Vendor/Contractor will supply all materials, labor, and equipment in order to accomplish the JANITORIAL SERVICES FOR THE HERNANDO COUNTY UTILITIES AND AIRPORT DEPARTMENTS, as described in the specifications and construction plans showing the proposed improvements in Hernando County, Florida. (SEE ATTACHED SPECIFICATIONS)	x	XXXXX	XXXXXXXXXX	\$144,226.80

OFFER

(TERMS, CONDITIONS AND SPECIFICATIONS ARE INCLUDED AS PARTS HEREOF)

IN COMPLIANCE WITH THE ABOVE, THE UNDERSIGNED, BEING DULY AUTHORIZED TO SIGN THIS BID FOR THE BIDDER, AGREES THAT IF THIS OFFER IS ACCEPTED WITHIN ONE HUNDRED TWENTY (120) DAYS FROM THE BID OPENING DATE, TO FURNISH TO HERNANDO COUNTY ANY AND ALL ITEMS FOR WHICH PRICES ARE OFFERED IN THIS BID SOLICITATION AT THE PRICE(S) SO OFFERED, DELIVERED AT DESIGNATED POINT(S), WITHIN THE TIME PERIOD SPECIFIED, AND AT THE TERMS AND CONDITIONS SO STIPULATED IN THE SOLICITATION FOR BIDS.			
DISCOUNT FOR PROMPT PAYMENT: _____ % 10 CALENDAR DAYS _____ % 20 CALENDAR DAYS _____ % _____ CALENDAR DAYS			
BIDDER'S INFORMATION Pristine Services LLC Company Name 5233 Sandra Drive, Address Weeki Wachee FL 34607 City State Zip Code 352-684-0219 852-684-0219 pristine.services@aol.com Phone Number Fax Number Email Address	NAME AND TITLE OF PERSON AUTHORIZED TO SIGN BID OFFER: BIDDER'S SIGNATURE OFFER DATE 2-28-23		

AWARD

(TO BE COMPLETED BY COUNTY)

REVIEWED FOR LEGAL SUFFICIENCY: 10/25/2022	LR NO.: 2022-475	BY: Maureen Sikora		
ACCEPTED AS TO ITEM(S) NO:	AMOUNT:	ACCOUNTING CODE:		
SUBMIT INVOICES TO: Hernando County Utilities Department 15365 Cortez Blvd, Brooksville, FL 34613 OR Hernando County Airport Administration 15800 Flight Path Dr, Brooksville, FL 34604				
NAME AND TITLE OF PERSON AUTHORIZED TO SIGN ACCEPTANCE AND AWARD FOR THE COUNTY: <table style="width: 100%;"> <tr> <td style="width: 70%; vertical-align: bottom; padding: 5px;"> SIGNATURE: </td> <td style="width: 30%; vertical-align: bottom; padding: 5px;"> AWARD DATE: </td> </tr> </table>			SIGNATURE:	AWARD DATE:
SIGNATURE:	AWARD DATE:			

INVITATION TO BID
22-T00146/JG
JANITORIAL SERVICES FOR THE HERNANDO COUNTY UTILITIES
AND AIRPORT DEPARTMENTS

County of Hernando
15470 Flight Path Drive
Brooksville, FL 34604



RELEASE DATE: January 30, 2023

DEADLINE FOR QUESTIONS: February 24, 2023

RESPONSE DEADLINE: March 1, 2023, 3:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/hernandocounty>

County of Hernando
INVITATION TO BID
Janitorial Services for the Hernando County Utilities and Airport
Departments

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1. INTRODUCTION

1.1. Summary

The Vendor/Contractor will supply all materials, labor, and equipment in order to accomplish providing janitorial services for the Hernando County Utilities and Airport Departments, as described in the specifications.

1.2. Contact Information

Jane Gonzalez

Purchasing Agent I

15470 Flight Path Dr

Brooksville, FL 34604

Email: jlgonzalez@co.hernando.fl.us

Phone: [\(352\) 754-4020](tel:(352)754-4020)

Department:

Utilities

Department Head:

Gordon Onderdonk

Utilities Director

1.3. Timeline

Release Project Date	January 30, 2023
Pre-Bid Conference (Mandatory)	February 9, 2023, 9:00am Hernando County Utilities Department 15365 Cortez Boulevard Brooksville, FL 34613
Question Submission Deadline	February 24, 2023, 5:00pm

Bid Submission Deadline	<p>March 1, 2023, 3:00pm</p> <p>Join Zoom Meeting</p> <p>https://hernandoclerk.zoom.us/j/94664806689?pwd=MWJjNHJScUUrYWwh1b1pRTzMvaWk5UT09</p> <p>Meeting ID: 946 6480 6689</p> <p>Passcode: 356998</p> <p>One tap mobile</p> <p>+17209289299,,94664806689#,,,,*356998# US (Denver)</p> <p>+12133388477,,94664806689#,,,,*356998# US (Los Angeles)</p> <p>Dial by your location</p> <p>+1 720 928 9299 US (Denver)</p> <p>+1 213 338 8477 US (Los Angeles)</p> <p>+1 253 215 8782 US (Tacoma)</p> <p>+1 669 219 2599 US (San Jose)</p> <p>Meeting ID: 946 6480 6689</p> <p>Passcode: 356998</p> <p>Find your local number:</p> <p>https://hernandoclerk.zoom.us/j/94664806689?pwd=MWJjNHJScUUrYWwh1b1pRTzMvaWk5UT09</p>
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2. SOLICITATION-OFFER-AWARD

ISSUED BY:

BOARD OF COUNTY COMMISSIONERS

HERNANDO COUNTY, FLORIDA

John Allocco, Chairman

Elizabeth Narverud, Vice Chairman

Steve Champion, Second Vice Chairman

Jerry Campbell

Brian Hawkins

SUBMIT BID OFFER TO:

HERNANDO COUNTY

PROCUREMENT DEPARTMENT

via Hernando County's [eProcurement Portal](#)

Toni Brady

Chief Procurement Officer

3. SOLICITATION

SEALED OFFERS, FOR FURNISHING THE SERVICES, SUPPLIES OR EQUIPMENT DESCRIBED HEREIN WILL BE RECEIVED BY THE PROCUREMENT DEPARTMENT, VIA THE COUNTY'S [eProcurement Portal](#) UNTIL 3:00 pm, LOCAL TIME ON Wednesday, March 1, 2023. NO BID OFFERS WILL BE ACCEPTED AFTER THE ABOVE STIPULATED DATE AND TIME. THIS IS AN ADVERTISED SOLICITATION AND THE RESPONDING BIDDERS WILL BE PUBLICLY READ IN THE PROCUREMENT CONFERENCE ROOM AT 3:00 pm ON Wednesday, March 1, 2023. PURSUANT TO FS 119.071 (current version) SEALED BIDS, PROPOSALS, OR REPLIES RECEIVED BY AN AGENCY PURSUANT TO A COMPETITIVE SOLICITATION ARE EXEMPT FROM FINAL INSPECTION UNTIL SUCH TIME AS THE AGENCY PROVIDES NOTICE OF AN INTENDED DECISION OR UNTIL THIRTY (30) DAYS AFTER OPENING THE BIDS, PROPOSALS, OR FINAL REPLIES, WHICHEVER IS EARLIER.

4. OFFER

THE UNDERSIGNED, BEING DULY AUTHORIZED TO SUBMIT THIS BID ON BEHALF OF THE BIDDER, AGREES THAT IF THIS OFFER IS ACCEPTED WITHIN NINETY (90) DAYS FROM THE BID OPENING DATE, TO FURNISH TO HERNANDO COUNTY ANY AND ALL ITEMS FOR WHICH PRICES ARE OFFERED IN THIS BID SOLICITATION AT THE PRICE(S) SO OFFERED, DELIVERED AT DESIGNATED POINT(S), WITHIN THE TIME PERIOD SPECIFIED, AND AT THE TERMS AND CONDITIONS SO STIPULATED IN THE SOLICITATION FOR BIDS.

5. AWARD

Upon Award please SUBMIT INVOICES TO:

Hernando County Utilities Department

15365 Cortez Boulevard

Brooksville, FL 34613

OR

Hernando County Airport

15800 Flight Path Drive

Brooksville, FL 34604

6. INVITATION TO BID

6.1. ADVERTISEMENT OF BID

INVITATION TO BID

NOTICE IS HEREBY GIVEN that the Board of County Commissions of Hernando County, Florida, is accepting Bids for:

TERM CONTRACT ITB NO. SOLICITATION # 22-T00146/JG

FOR

Janitorial Services for the Hernando County Utilities and Airport Departments

Hernando County Board of County Commissioners is soliciting Vendors/Contractors that are active in providing janitorial services for the Hernando County Utilities and Airport Departments.

Offers for furnishing the above will be received and accepted up to 3:00 p.m. (local time), Wednesday, March 1, 2023, via Hernando County Procurement Department's [eProcurement Portal](#). Only electronic submittals shall be accepted by the County.

The Board of County Commissioners of Hernando County, Florida reserves the right to accept or reject any or all bids and waive informalities and minor irregularities in offers received in accordance with the bid documents and the Hernando County Procurement Ordinance.

Interested firms may secure the bid documents and plans and drawings and all other pertinent information by visiting the County's eProcurement Portal. For additional project information, please visit the Hernando County Board of County Commissioners Procurement Department at www.hernandocounty.us, or by submitting a question via the Q&A Tab in the County's [eProcurement Portal](#).

A **MANDATORY** Pre-Bid Conference will be held Thursday, February 9, 2023 at 9:00 am, at the Hernando County Utilities Department, 15365 Cortez Boulevard, Brooksville, FL 34613. **MANDATORY** Site Visits will be held immediately following the Pre-Bid Conference. Representatives of Owner will be present to discuss the project. Bidders are required to attend and participate in the conference. **THIS CONFERENCE WILL BE HELD ONLY ONCE AND FAILURE TO ATTEND AND SIGN IN SHALL DISQUALIFY ANY BIDDER NOT ATTENDING FROM SUBMITTING A BID. ATTENDEES MUST BE PRESENT AT THE START OF THE PRE-BID CONFERENCE. ARRIVAL AFTER THE START OF THE PRE-BID CONFERENCE SHALL BE CAUSE FOR DISQUALIFICATION.**

The Procurement Department will post addenda on the County's [eProcurement Portal](#) to all questions in accordance with the Solicitation Instructions. It is the responsibility of prospective Bidders to visit the [eProcurement Portal](#) to ensure that they are aware of all addenda issued relative to this solicitation.

Pursuant to Florida Statutes 119.071 (Current Edition) sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from inspection until such time as the agency provides notice of an intended decision or until thirty (30) days after opening the bids, proposals, or final replies whichever is earlier.

NOTICE TO BIDDERS

Only Bidders present at the Mandatory Pre-Bid Conference and Site Visit may submit a bid for this solicitation.

Attendees must be present at the start of the Mandatory Pre-Bid Conference and Site Visit (as applicable) and must sign attendance list or RSVP. Arrival after the start of the Mandatory Pre-Bid Conference shall be cause for disqualification. Arrival after the stated date and meeting time for Mandatory Pre-Bid Conference attendees will not be allowed access.

To ensure that your bid is responsive, you are urged to request clarification or guidance on any issues involving this solicitation before submission of your response. Your point-of-contact for this solicitation is Jane Gonzalez Purchasing Agent I, Procurement Department, via the County's [eProcurement Portal](#) Question and Answer tab.

6.2. MANDATORY PRE-BID CONFERENCE SITE VISIT

- A. A Mandatory Pre-Bid Conference will be held **Thursday, February 9, 2023** at 9:00 am at Hernando County Utilities Department, 15365 Cortez Boulevard, Brooksville, FL 34613.
- B. **Mandatory Site Visits will immediately follow the Pre-Bid Conference.**
- C. Only Bidders present at the Pre-Bid Conference and Site Visits may submit a bid for this solicitation.
- D. Attendees must be present at the beginning of the Pre-Bid Conference. Arrival after the start of the Pre-Bid Conference shall be cause for disqualification. A sign-in sheet will be provided at the location to verify attendance. Bidders must be signed in to confirm their attendance.

7. SOLICITATION INSTRUCTIONS

7.1. DEFINITION OF TERMS

Where the following terms, or their pronouns, occur herein, the intent and meaning shall be as follows:

- A. **BIDDER:** The term “Bidder” used herein refers to the dealer/manufacturer or business organization submitting a bid to the County in response to this solicitation.
- B. **CONTRACT:** The agreement executed by the Owner and Vendor/Contractor for the performance of work and the other documents (plans, specifications, notice to bidders, proposal, surety bonds, addenda, and other documents) whether attached thereto or not.
- C. **COUNTY:** The Board of County Commissioners, Hernando County, or its duly authorized representative.
- D. **MODIFICATION/AMENDMENT/CHANGE ORDER:** Shall mean the written order to the Vendor/Contractor signed by the Vendor/Contractor and County authorizing an addition, deletion, or revision in the goods, services and/or work to be provided under the contract documents or an adjustment in the contract price issued after contract award.
- E. **OWNER:** Hernando County Board of County Commissioners (County).
- F. **VENDOR/CONTRACTOR:** The Bidder awarded a contract by the County for the furnishing of goods or services.

7.2. AVAILABILITY OF BIDDING DOCUMENTS

Interested firms may secure bid documents, plans, drawings, site locations, and other pertinent information by visiting the County’s [eProcurement Portal](#). For additional information please contact the Hernando County Board of County Commissioners, Procurement Department via the County’s Q&A Tab via the [eProcurement Portal](#).

7.3. PREPARATION OF BID

To ensure acceptance of your bid, please follow these instructions:

- A. Interested firms are to submit responses via the County’s [eProcurement Portal](#). All bid sheets including this form must be executed and uploaded as indicated. All bids are subject to the conditions specified herein. Those which do not comply with these conditions may be declared non-responsive and subject to rejection.
 - 1. **To submit bids:** Via Hernando County’s [eProcurement Portal](#) BID NUMBER 22-T00146/JG
- B. The responsibility for delivering the bid to the County on or before the stated time and date will be solely and strictly the responsibility of the Bidder. The County will be in no way responsible for delays caused by wi-fi connection or speed, power outage or any other occurrence.

- C. Bids must be submitted electronically, via the County's [eProcurement Portal](#). Any required forms supplied by the Owner and included with these Bid Documents shall be uploaded through said portal. Each bidder shall copy the Bid Form and complete the pricing schedule provided.
- D. Bids must be completed through the pricing table provided. No changes or corrections will be allowed after bid opening.
- E. Bidders are expected to make all investigations necessary to thoroughly inform themselves regarding all drawings, specifications, delivery requirements, performance requirements, site locations and all solicitation instructions to satisfy themselves of conditions affecting submission of their bid and the terms and cost of performing the contract. No pleas of ignorance by the Bidder of conditions that exist or may hereafter exist as a result of failure or omission on the part of the Bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis of varying the requirements of the County or the compensation of the Bidder. Bidder agrees that submittal of a bid for the work is prima facie evidence they have conducted such examinations.
- F. No material, labor, or facilities will be furnished by the County unless specifically stated.

7.4. [BID OPENING:](#)

Bids that are not received in a timely manner by this specific office will not be accepted. Bids will be opened immediately after this date and time and will remain binding upon the Bidder for a period of ninety (90) days thereafter. Pursuant to Florida Statutes 119.071 (Current Edition) sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from inspection until such time as the agency provides notice of an intended decision or until thirty (30) days after opening the bids, proposals, or final replies whichever is earlier.

7.5. [QUESTIONS REGARDING SPECIFICATIONS OR BIDDING PROCESS](#)

To ensure fair consideration for all Bidders, the County prohibits communication to or with any department, division, or employee during the bid process, except as provided below:

- A. All questions relative to interpretation of the specifications or the bid process shall be addressed in writing as indicated below, in ample time prior to the period set for submittal and opening of the bids.
- B. Any interpretation or clarification made to prospective Bidders will be expressed in the form of an addendum to the specifications which, if issued will be posted on the County's eProcurement Portal. Oral answers will not be authoritative.
- C. It will be the responsibility of the Bidder to visit the eProcurement Portal to ensure they are aware of all addenda issued for this solicitation.
- D. Questions must be submitted via the Q&A Tab in the County's eProcurement Portal. Questions will only be accepted through the period specified in the bid documents.

- E. All addenda must be acknowledged via the County's eProcurement Portal. Failure to acknowledge any addenda may render the Vendor/Contractor's bid as non-responsive and subject to rejection.

7.6. COMMUNICATION

There shall be no communication between the Vendor/Contractor, their employees or subcontractors and County employees and elected officials (hereafter referred to as "County Representative"), except through the Procurement Department. **Any attempt to communicate with any County representative outside the Procurement Department will be considered a violation of the Purchasing Policy and may result in the rejection of your bid.**

7.7. WITHDRAWAL OF BIDS:

Bids may be withdrawn via the County's [eProcurement Portal](#) prior to the time fixed for opening. Negligence on the part of the Bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened. Faxed or electronically mailed withdrawals will not be recognized.

7.8. BID PROTESTS:

Any Bidder who protests the Bid Specifications or Award or Intent to Award, must file with the County a notice of protest and formal written protest in compliance with Chapter 28-110, Florida Administrative Code (Current Edition), and applicable provisions in Section 120.57, F.S. (Current Edition). Failure to timely file such documents will constitute a waiver of proceedings under Chapter 120, F.S. (Current Edition). Failure to file a protest within the time prescribed in Section 120.57(3), F.S. (Current Edition), 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, F.S. (Current Edition).

8. GENERAL CONDITIONS

8.1. CONTRACT PERIOD:

- A. The Contract resulting from this solicitation shall be a term contract for the time period specified herein. During the specified time period, the County may order services/supplies as the requirements generate and the Vendor/Contractor will deliver the services/supplies ordered. It is understood that the County is not obligated to purchase any specific amount of services/supplies under this agreement.
- B. The period of the Contract shall extend for three (3) years effective from the date of Board of County Commissioner approval.
- C. **Renewal Option (Unilateral):** At the sole option of the County, through the Board of County Commissioners or Chief Procurement Officer or Designee, this Contract may be unilaterally renewed, for two (2) additional one (1) year periods at the same prices, terms, and conditions. The County alone will determine whether or not this renewal option will be exercised based on its convenience and its best interest. The County will notify the Vendor/Contractor, in writing, no later than thirty (30) days prior to expiration of its decision to exercise this Contract renewal option and/or options. Any request by the Vendor/Contractor for consideration of a price adjustment must be submitted in writing to the County at the time of County notice of its decision to exercise Contract renewal (this provision), and the Vendor/Contractor must provide written evidence based on increased costs to the Vendor/Contractor. Documentation of these increases must be furnished to the County upon request. Any price adjustment (increase or decrease) approved by the County shall impose upon the Vendor/Contractor the requirement to advise and extend to the County price reductions when costs similarly decrease.
- D. Either party may cancel this Contract, in whole or in part, by giving ninety (90) days prior notice in writing. However, the Vendor/Contractor shall not be authorized to exercise this cancellation option during the first one-hundred eighty (180) days of the Contract. The number of days within which, or the dates by which, the work is to be substantially completed and ready for final payment are set forth in the agreement.

8.2. BID PRICE/SUBMITTAL REQUIREMENTS:

- A. The prices bid shall remain firm during the period of the Contract. The prices bid shall be inclusive of all labor, equipment, and materials as specified within this solicitation. The price bid constitutes the total compensation payable to the Vendor/Contractor for performing the work.
- B. Unless otherwise stated, the prices bid shall include all costs of packing, transporting, delivery, and services to the designated point within Hernando County.
- C. The Bidder hereby certifies that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials,

supplies, services, or equipment and is in all respects fair and without collusion or fraud.

Further, the Bidder hereby agrees to abide by all terms and conditions of this bid and certifies that the person executing the Bid Form is authorized to sign this bid for the Bidder.

- D. The Bidder warrants that the prices of the items set forth herein do not exceed those charged by the Bidder under a contract with the State of Florida or any of its agencies.
- E. **Bidder must submit the solicitation document in its entirety, including the Solicitation-Offer-Award cover sheet, Bid Specifications, Bid Form, and all required forms/certifications. Failure to submit these forms may render its bid as non-responsive.**

8.3. QUALIFICATION OF BIDDERS:

- A. This bid shall be awarded to a responsive, responsible bidder, qualified by experience and appropriately licensed for the past five (5) years in the State of Florida to provide the work specified. The Bidder will submit the following information with their bid:
 - 1. List and brief description of substantially similar work (size and scope) for at least three (3) references of firms, and/or governmental agencies/entities satisfactorily completed with location, dates of contract, names, addresses, telephone numbers and email addresses of owners (see Questionnaire). These references must be for work performed within the past three (3) years.
 - 2. List of equipment and facilities available to do work.
 - 3. List of personnel, by name and title, contemplated to perform the work.
- B. **Failure to submit this information may be cause for rejection of your bid.**

8.4. BID EVALUATION AND AWARD:

Bid evaluation will be based on price, conformance with specifications and the Bidder's ability and resources to perform the contract in accordance with the terms and conditions required. Bidders must submit all data necessary to evaluate and determine the quality of the item(s) and/or services they are bidding. A Vendor/Contractor shall not be qualified to bid when investigation by the Chief Procurement Officer of that Vendor/Contractor is either delinquent on a previously awarded contract or in litigation with Hernando County on a previously awarded contract.

8.5. BID EVALUATION AND AWARD (continued) "All-or-None"

- A. Award shall be made on an "All-or-None Total Offer" basis to the lowest, responsive, and responsible Bidder. However, the County reserves the sole right to reject any and all bids in accordance with the Hernando County Procurement Ordinance. Failure to provide a price for all areas upon the Bid Form may deem the Bidder's response/submission as non-responsive.

8.6. BID EVALUATION AND AWARD (continued)

- A. If two (2) or more fully responsive, responsible bids are received for the same total amount or unit price, quality and service being equal, the County reserves the right to award the contract to the Bidder whose place of business is located within the boundaries of Hernando County, Florida. Should tie bids, as described above, be received from either two (2) or more Hernando County Bidders or from non-local Bidders when no Hernando County Bidder has submitted a tie bid, then the Board of County Commissioners shall award the contract to one (1) Vendor/Contractor by drawing lots in a public meeting.
- B. The County shall be the sole judge as to the relative merits of the bids received.
- C. If a separate written contract is not required by the County; a written letter of award, mailed or otherwise furnished to the successful Bidder, shall result in a binding contract without further action by either party.
- D. Discounts for payments within less than twenty (20) days will not be considered in evaluation of bids, however, offered discounts will be taken for less than twenty (20) days if payment is made within the discount period.

8.7. LOCAL PREFERENCE:

- A. Purpose and Findings: These provisions apply to purchases using Formal Bids, Request for Proposals or Quotes. The County annually spends significant dollars on purchasing personal property, materials, and services, and in constructing improvements to real property or existing structures. The dollars used in making those purchases are derived, in large part, from taxes, fees and utility revenues paid by businesses located within Hernando County, and the County Commission has determined that funds generated in the community should, to the extent possible, be placed back into the local economy. Therefore, the County Commission has determined that it is in the best interest of the County to give a preference to local businesses in making such purchases whenever the application of such a preference is reasonable in light of the dollar-value of bids and quotes received in relation to such expenditures.
- B. Application:
 - 1. In bidding for or letting contracts for procurement of supplies, materials, equipment, and services, as described in the purchasing policies of the County, the Board of County Commissioners may give a preference to local businesses in making purchases or awarding contracts in an amount not to exceed:
 - a. Five percent (5%) of the local business' total bid price if the cost differential does not exceed \$10,000.00 for procurement activities in amounts over \$35,000.00, or
 - b. Three percent (3%) if the cost differential does not exceed \$1,000.00 for procurement activities in amounts more than \$10,000.00, but less than \$35,000.00.

2. The total bid price shall include not only the base bid price, but also all alterations to the base bid price resulting from alternates which were both part of the bid and actually purchased or awarded by the Board of County Commissioners.
3. In the case of requests for proposals or qualification, letters of interest, or other solicitations and competitive negotiations and selections in which objective factors are used to evaluate the responses, local businesses shall be assigned five percent (5%) of the total points of the total evaluation points.

C. Definitions:

1. Local vendor means a person or business entity which has maintained a permanent place of business with full-time employees within Hernando County for a minimum of twelve (12) months prior to the date bids or quotes were received for the purchase or contract at issue, and which generally provides from such permanent place of business the kinds of goods or services solicited, and which at the time of the solicitation fully complies with the local vendor eligibility identified below.
2. Local Vendor Affidavit of Eligibility shall accompany the quotation or bid submittal in order to be considered valid and shall include, but not be limited to, the following current information:
 - a. A physical business and location address.
 - b. Proof of payment of real property tax due to Hernando County.
 - c. A copy of the firm's most recent annual corporation report to the Florida Division of Corporations.
 - d. Any additional information necessary to verify local vendor status.

D. Competitive Bids/Quotes: The County reserves the exclusive right to compare, contrast and otherwise evaluate the qualifications, character, responsibility and financial qualifications of all persons, firms, partnerships, companies, or corporations submitting formal bids or formal quotes in any procurement for goods and services when making an award in the best interests of the County.

E. Exemptions:

1. Purchases resulting from exigent emergency conditions where any delay in completion or performance would jeopardize public health, safety, or welfare of the citizens of the County, or where in the judgment of the County the operational effectiveness or a significant County function would be seriously threatened if a purchase was not made expeditiously.
2. Purchases with any sole source supplier for supplies, materials, or other equipment.

3. Purchases made through cooperative purchasing arrangements utilized by the Procurement Department as identified in the Purchasing Policy.
4. Purchases that are funded in whole or in part by assistance from any Federal, State, or local agency where the program guidelines do not permit local preference.
5. Purchases with an estimated cost of less than \$10,000.00 or less.
6. Appeal: If an application for a "local vendor/contractor" designation is denied, the applicant may appeal such decision to the County Administrator for review and further consideration.

8.8. HOURS:

Work may be performed between the hours of 7:00 a.m. - 11:00 p.m., Monday through Friday, except County holidays; these hours are inclusive of all work locations. The County may, on certain occasions, approve work outside of these times. Such exception(s) must be approved in writing by the County at least one (1) day in advance. Services will not be permitted when operations would cause a traffic or safety hazard.

8.9. WARRANTIES:

The Bidder agrees that the supplies and services furnished under this award shall be covered by the most favorable commercial warranties the Bidder gives to any customer for comparable quantities of such supplies or services and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the County by any other provision of this award.

8.10. DELIVERY AND ACCEPTANCE:

- A. The County will order services by issuance of a Hernando County numbered purchase order (PO). Each purchase order will specify the scope of work, location and date(s) for service required.
- B. Receipt of services/supplies shall not constitute acceptance. Final acceptance and authorization of payment shall be given only after thorough inspection indicates that the services/supplies delivered meet bid specifications and conditions. Should the services/supplies differ in any respect from the specifications, payment will be withheld until such time as the Vendor/Contractor takes necessary corrective action. If the proposed corrective action is not acceptable to the County, final acceptance of the services may be refused, in which case the services shall remain the property of the Vendor/Contractor and the County shall not be liable for payment for any portion thereof.
- C. Unless otherwise specified, services shall be performed as described in these contract documents.
- D. Vendor/Contractor(s) shall not commence work prior to the County's receipt and acceptance of the certification of insurance, and any other required documents/certificates as specified by these contract documents.

8.11. REJECTION OF BID:

The County reserves the sole right to reject any and all bid submissions. Bids which are incomplete, unbalanced, conditional, obscure or which contain additions not required, or irregularities of any kind, or which do not comply with every aspect of this solicitation, may be rejected at the option of the County. A Vendor/Contractor shall not be qualified to bid when an investigation by the Chief Procurement Officer finds the Vendor/Contractor delinquent on a previously awarded contract or in litigation with a Hernando County previously awarded contract.

8.12. MINOR INFORMALITIES AND IRREGULARITIES:

Hernando County has the right to waive minor defects or variations of a bid from the exact requirements of the specifications that do not affect price, quality, quantity, delivery, or performance time of the services being procured. If insufficient information is submitted by a Bidder with the bid for Hernando County to properly evaluate the bid, Hernando County has the sole right to require such additional information as it may deem necessary after the time set for receipt of bids, provided that the information requested does not change the price, quality, quantity, delivery, or performance time of the services being procured. The Board of County Commissioners reserves the sole right to reject any or all bids in whole or in part; to award by any item, group(s) of items or in the aggregate whichever is most advantageous to the County.

8.13. NON-EXCLUSIVE CONTRACT:

Award of a contract resulting from this bid imposes no obligation on the County to utilize the Vendor/Contractor for all work of this type, which may develop during the contract period. This is not an exclusive contract. The County specifically reserves the right to contract with another company for similar work if it deems such action to be in the County's best interest.

8.14. NON-PERFORMANCE:

Time is of the essence in this Contract and failure to deliver the services specified within the time period required shall be considered a default.

- A. In case of default, the County may procure the services from other sources and hold the Vendor/Contractor responsible for all costs occasioned thereby and may immediately cancel the contract. The Chief Procurement Officer reserves the sole right to impose and debar Vendor/Contractors, as a direct result of Vendor/Contractor default and termination for a period of twelve (12) months to twenty-four (24) months depending upon the severity of the default resulting in contract termination. The Vendor/Contractor and its sureties (if any) shall be liable for any damage to the County resulting from the Vendor/Contractor's default of the contract. This liability includes any increased costs incurred by the County in completing contract performance.

8.15. ASSIGNMENT:

The successful Bidder is required to perform this contract and may not assign, transfer, convey, sublet, or otherwise dispose of any award or any or all of its rights, title, or interest therein, or the resulting

contractual agreement in whole or in part without prior written authorization given at the sole discretion of Hernando County.

8.16. PUBLIC ENTITY CRIMES:

Any person submitting a bid or proposal in response to this Invitation to Bid certifies that they are aware of, and in compliance with, all requirements under Section 287.133, Florida Statutes (Current Edition), on public entity crimes. Bidders must complete and return with its bid the Sworn Statement to Public Entity Crimes Form attached in these bid documents.

8.17. LICENSES AND PERMITS:

Prior to furnishing the requested product(s) or service(s), it shall be the responsibility of the awarded Vendor/Contractor to obtain, at no additional cost to Hernando County, any and all licenses and permits required to complete this contractual service. These licenses and permits shall be readily available for review by the Chief Procurement Officer or their designee.

8.18. LAWS, REGULATIONS, PERMITS AND TAXES:

Vendor/Contractor shall comply with County's jobsite procedures and regulations and with all applicable local, State, and Federal laws, rules and regulations and shall obtain all permits required for any of the work performed hereunder. Vendor/Contractor shall procure and pay for all permits and inspections required for any of the work performed hereunder and shall furnish any bonds, security or deposits required to permit performance of the work. Vendor/Contractor shall, to the extent permissible under applicable law, comply with the jobsite provisions which validly and lawfully apply to work on the specific jobsite being performed under this contract. The County of Hernando is exempt from Federal excise taxes and all sales taxes.

8.19. MODIFICATIONS/AMENDMENTS AND CHANGE ORDERS:

Without invalidating the contract, the County may, at any time or from time to time, through its Chief Procurement Officer or designee, order additions, deletions, or revisions in the work, the same being authorized by change order or contract modification/amendment. The cumulative total of change orders and/or modifications/amendments to this contract under \$35,000.00 (cap) will be approved by the Chief Procurement Officer or its designee. Once the \$35,000.00 cap is reached, all other additions, or revisions to this contract that exceed the "cap" are subject to approval by the Hernando County Board of County Commissioners through Board agenda item. Only upon receipt of a change order, or modification/amendment executed by the Vendor/Contractor and County (subject to approval by the Chief Procurement Officer and/or Board of County Commissioners – as applicable) shall the Vendor/Contractor be authorized to proceed with the work involved. All such work shall be executed under the applicable terms and conditions contained in the contract documents. In addition:

- A. The County will execute an appropriate modification/amendment to the contract if such modification/amendment to the contract is approved by the Chief Procurement Officer or Board of County Commissioners (as approvable) and,

- B. It is the Vendor/Contactor's responsibility to notify its surety of any changes affecting the general scope of the work/services or change of the contract price, and amount of the applicable bond(s) shall be adjusted accordingly.

8.20. TAXES:

- A. The Board of County Commissioners, Hernando County, Florida, has the following Tax Exemption Certificates assigned:
 - 1. **Florida Sales and Use Tax Exemption Certificate No. 85-8012556945C-8, effective 1/31/2019 – expiring on 1/31/2024.**
- B. This exemption does not apply to purchases of tangible personal property made by Vendor/Contractor(s) who use the tangible personal property in the performance of contracts for improvements of County owned real property (Chapters 192 and 212, F.S. (Current Edition) and applicable rules of the Department of Revenue).

8.21. MANUFACTURERS' NAME AND APPROVED EQUIVALENTS:

Manufacturers' names, trade names, brand names, information and/or catalog number listed in a specification are for informational purposes only and are not intended to limit competition. Said listing is for the purpose of item identification and to establish standards for quality, style and features. Bids on equivalent items will be considered unless items are noted as no substitutes. The Bidder may offer any brand for which they are an authorized representative, which meets or exceeds the specifications for any item(s). If bids are based on equivalent products, indicate on the Bid Form the manufacturers' name and catalog number. Bidder shall submit with their bid, cuts, sketches, and descriptive literature and/or specifications. The Bidder should also explain in detail the reasons(s) why and submit proof that the proposed equivalent will meet the specifications and not be considered an exception thereto. Hernando County Board of County Commissioners reserves the sole right to be the sole judge of what is equal and acceptable. Bids which do not comply with these requirements may be found non-responsive and subject to rejection. If Bidder fails to name a substitute, it will be assumed that they are bidding on and will be required to furnish goods identical to the bid standard as specified.

8.22. LITIGATION/WAIVER OF JURY TRIAL:

This agreement shall be governed by and construed according to Florida law. Venue for any dispute or formal litigation concerning this agreement shall be in the appropriate court with territorial jurisdiction over Hernando County, Florida. In the event of a dispute or litigation, each party to such dispute or litigation shall be solely responsible for its own attorneys' fees and costs. This agreement shall not be construed for or against any party hereto, without regard to which party is wholly or partly responsible for its drafting. Each party acknowledges that it is aware of and has had the opportunity to seek advice of counsel of its choice with respect to its rights to trial by jury, and each party, for itself and its successors, creditors, and assigns, does hereby expressly and knowingly waive and release all such rights to trial by jury in any action, proceeding or counterclaim brought by any party hereto against the other (and/or against its officers, directors, employees, agents, or subsidiary or affiliated entities) on or with regard to any matters whatsoever arising out of or in any way connected with this contract and/or any other claim of injury or damage.

8.23. TERMINATION:

A. Termination for Default:

1. The County may, by written notice to the Vendor/Contractor, terminate this contract for default in whole or in part (delivery orders, if applicable) if the Vendor/Contractor fails to:
 - a. Provide products or services that comply with the specifications herein or fails to meet the County'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.
2. Prior to termination for default, the County will provide adequate written notice to the Vendor/Contractor through the Chief Procurement Officer, Procurement Department, affording them 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 and possible debarment. Such termination may also result in suspension or debarment of the Vendor/Contractor for a period of twelve (12) to twenty-four (24) months depending upon the severity of the Vendor/Contractor's action that caused the default in accordance with the County's Procurement Ordinance. The Vendor/Contractor and its sureties (if any) shall be liable for any damage to the County resulting from the Vendor/Contractor's default of the contract. This liability includes any increased costs incurred by the County in completing contract performance.
3. In the event of termination by the County for any cause, the Vendor/Contractor will have, in no event, any claim against the County for lost profits or compensation for lost opportunities. After a receipt of a Termination Notice and except as otherwise directed by the County the Vendor/Contractor shall:
 - a. Stop work on the date and to the extent specified.
 - b. Terminate and settle all orders and 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 County.
 - d. Continue and complete all parts of that work that have not been terminated.
4. If the Vendor/Contractor's failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Vendor/Contractor, 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.

- B. Termination for Convenience: The County, by written notice, may terminate this contract, in whole or in part, when it is in the County's interest. If this contract is terminated, the County shall be liable only for goods or services delivered and accepted. The County Notice of Termination may provide the Vendor/Contractor ninety (90) days prior notice before it becomes effective. A termination for convenience may apply to individual delivery orders, purchase orders or to the contract in its entirety.

8.24. FISCAL NON-FUNDING

In the event sufficient budgeted funds are not available for a new fiscal period, the County must notify the Vendor/Contractor of such occurrence and the contract shall terminate on the last day of current fiscal period without penalty or expense to the County.

8.25. USE OF CONTRACT BY OTHER GOVERNMENT AGENCIES:

- A. At the option of the Vendor/Contractor, the use of the contract resulting from this solicitation may be extended to other governmental agencies, including the State of Florida, its agencies, political subdivisions, counties, and cities.
- B. Each governmental agency allowed by the Vendor/Contractor to use this contract shall do so independent of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods or services ordered, received, and accepted. No agency receives any liability by virtue of this bid and subsequent contract award.

8.26. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

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

- A. The prices in this bid 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 Bidder or with any competitor.
- B. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly to any other Bidder or to any competitor.

8.27. INTERIM EXTENSION OF PERFORMANCE:

If it is determined that interim performance is required to allow for the solicitation and award of a new contract, the County may unilaterally extend the contract for a maximum period of up to six (6) months. Current pricing, delivery and all other terms and conditions of the contract shall apply during this interim period.

8.28. COMPETENCY OF BIDDERS:

The County reserves the right to make such investigations as they may deem necessary to establish the competency and financial ability of any Bidder to perform the work; and if after investigation, the evidence of their competency or financial ability is not satisfactory, the County reserves the right to reject their bid.

8.29. MAINTENANCE OF RECORDS:

The Vendor/Contractor will keep adequate records and supporting documents applicable to this contract. Said records and documentation will be retained by the Vendor/Contractor for a minimum of five (5) years from the date of final payment on this contract. The County and its authorized agents shall have the right to audit, inspect and copy records and documentation as often as the County deems necessary during the period of this contract and a period of five (5) years after completion of contract performance; provided however, such activity shall be conducted only during normal business hours. The County during the period of time defined by the preceding sentence, shall also have the right to obtain a copy of and otherwise inspect any audit made at the direction of the Vendor/Contractor as concerns the aforesaid records and documentation. Pursuant to Section 119.0701 (Current Edition), Florida Statutes, Vendor/Contractor shall comply with the Florida Public Records' laws and shall:

- A. Keep and maintain records that ordinarily and necessarily would be required by the public agency in order to perform the service.
- B. Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in Chapter 119, F.S. (Current Edition), or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirement are not disclosed except as authorized by law; and,
- D. Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the Vendor/Contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.
- E. Failure to comply with this section shall be deemed a breach of the contract and enforceable as set forth in Section 119.0701, Florida Statutes (Current Edition).

IF THE VENDOR/CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES (CURRENT EDITION), TO THE VENDOR/CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 352-754-4020, PURCHASING@HERNANDOCOUNTY.US, WITH AN OFFICE LOCATED AT 15470 FLIGHT PATH DRIVE, BROOKSVILLE, FL 34604.

Per Florida Statute 20.055(5) (Current Edition), it is the duty of every state officer, employee, agency, special district, board, commission, contractor, and subcontractor to cooperate with the Inspector General in any investigation, audit, inspection, review, or hearing pursuant to this section.

8.30. PAYMENT:

- A. Payment for services received will be accomplished by submission of an invoice, in duplicate, with purchase order number referenced thereon at the completion of each specified job. Said invoice(s) shall be submitted to: Hernando County Utilities Department, 15365 Cortez Boulevard, Brooksville, FL 34613 or Brooksville-Tampa Bay Regional Airport, 15800 Flight Path Drive, Brooksville, FL 34604
- B. Each invoice shall give a detailed breakdown of the services provided.
- C. The Vendor/Contractor may invoice the County after each work order is complete. Invoice shall reference and be based upon the quantity report received after project completion.
- D. Payment will be made in no less than forty-five (45) days, per Florida Statute 218.74 (Current Edition). Terms not within Hernando County's payment period are not acceptable and may be cause for rejection.
- E. Payment to Vendor/Contractor by Electronic Payment Solution: ACH (Direct Deposit): If the Vendor/Contractor is enrolled in the County's ACH electronic payment solution, all payments will be made using the direct deposit which may or may not include a pre-note transaction. The Vendor/Contractor's bank account information will remain confidential to the extent provided by law and necessary to make direct deposit payments. Once the County has approved payment, an electronic remittance advice will be sent to the Vendor/Contractor via e-mail.

8.31. CONFLICT OF INTEREST:

- A. Conflict of Interest of Officers or Employees of the Contracting Entity/Local Jurisdiction, Members of the Local Governing Body, or Other Elected Officials: No member or employee of the contracting entity/local jurisdiction or its designees or agents; no member of the governing body; and no other public official of Hernando County who exercises any function or responsibility with respect to this contract, during their tenure or for one (1) year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed. Further, the Vendor/Contractor shall cause to be incorporated in all subcontracts, the language set forth in this paragraph prohibiting conflict of interest.
- B. Employee Conflict of Interest: It shall be unethical for any Hernando County employee to participate directly or indirectly in a procurement contract when Hernando County employee knows that:
 - 1. Hernando County employee or any member of Hernando County employee's immediate family has a financial interest in the procurement contract; or

2. Any other person, business, or organization with whom Hernando County employee or any member of a Hernando County employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract;
or
 3. A Hernando County employee or any member of a Hernando County employee's immediate family who holds a financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that financial interest.
- C. Former Employee Conflict of Interest: It shall be a violation for any person, business or organization contracting with County to employ in any capacity, any former County employee or member of County employee's immediate family within one (1) year of that employee's separation from employment with the County, unless the employer or the former County employee files with the County Clerk, the County's Employment Disclosure

8.32. GRATUITIES AND KICKBACKS:

- A. Gratuities: It shall be unethical for any person to offer, give, or agree to give any Hernando County employee or former Hernando County employee, or for any Hernando County employee or former Hernando County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, or to influence the content of any specification or procurement standard, or to act in an render advisory, investigative or auditing capacity. The County in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or sub-contract, or to any solicitation or proposal, therefore.
- B. Kickbacks: It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime Vendor/Contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

8.33. E-VERIFY:

- A. Vendor/Contractor is advised that the County has entered into an agreement with U.S. Immigration and Customs Enforcement (ICE) wherein the County will, in part, seek to promote the principles of ethical business conduct, prevent the knowing hiring of unauthorized workers through self-governance, and encourage voluntary reporting of the discovery of unauthorized workers to ICE (the IMAGE Agreement). Accordingly, by submitting your bid, Vendor/Contractor represents and warrants (a) that the Vendor/Contractor is in compliance with all applicable Federal, State and local laws, including, but not limited to, the laws related to the requirement of an employer to verify an employee's eligibility to work in the United States, (b) that all of the Vendor/Contractor employees are legally eligible to work in the United States, and (c) that the

Vendor/Contractor has actively and affirmatively verified such eligibility utilizing the Federal Government's Employment Verification Eligibility Form (I-9 Form).

- B. A mere allegation of Vendor/Contractor's intent to use and/or current use of unauthorized workers may not be a basis to delay the County's award of a contract to the Vendor/Contractor unless such an allegation has been determined to be factual by Immigration and Customs Enforcement (ICE) pursuant to an investigation conducted by ICE prior to the date the contract is scheduled to be awarded by the County.
- C. Legitimate claims of the Vendor/Contractor's use of unauthorized workers must be reported to both of the following agencies:
 - 1. The County's Procurement Department at (352) 754-4020: and
 - 2. Immigration and Customs Enforcement (ICE) at 1-866-DHS-2-ICE
- D. In the event it is discovered that the Vendor/Contractor's employees are not legally eligible to work in the United States, the County may, in its sole discretion, demand that the Vendor/Contractor cure this deficiency within a specified time frame, and/or immediately terminate the contract without any cost or penalty to the County, and/or debar the Vendor/Contractor from bidding on all County contracts for a period up to twenty-four (24) months, and/or take any and all legal action deemed necessary and appropriate.
- E. Vendor/Contractor is required to incorporate the following IMAGE best practices into its business and, when practicable, incorporate verification requirements into its agreements with subcontractors:
 - 1. Use the Department of Homeland Security employment eligibility verification program (E-Verify) to verify the employment eligibility of all new hires.
 - 2. Use the Social Security Number verification service and make good faith effort to correct and verify the names and Social Security Numbers of the current workforce.
 - 3. Establish a written hiring and employment eligibility verification policy.
 - 4. Establish an internal compliance and training program related to the hiring and employment verification process, to include, but not limited to, completion of Form I-9, how to detect fraudulent use of documents in the verification process, and how to use E-Verify and the Social Security Number Verification Service.
 - 5. Require the Form I-9 and E-Verify process to be conducted only by individuals who received appropriate training and include secondary review as of each employee's verification to minimize the potential for a single individual to subvert the process.
 - 6. Arrange for annual Form I-9 audits by an external auditing firm or a trained employee not otherwise involved in the Form I-9 process.

7. Establish a procedure to report to ICE credible information of suspected criminal misconduct in the employment eligibility verification process.
8. Establish a program to assess subcontractors' compliance with employment eligibility verification requirements. Encourage Vendor/Contractors to incorporate the IMAGE best practices contained in this article and, when practicable, incorporate the verification requirements in subcontractor agreements.
9. Establish a protocol for responding to letters received from Federal and State government agencies indicating that there is a discrepancy between the agency's information and the information provided by the employer or employee; for example, "no match" letters received from the Social Security Administration.
10. Establish a tip line mechanism (inbox, e-mail, etc.) for employees to report activity relating to the employment of unauthorized workers, and a protocol for responding to employee tips.
11. Establish and maintain appropriate policies, practices, and safeguards against use of the verification process for unlawful discrimination, and to ensure that U.S. citizens and authorized workers do not face discrimination with respect to hiring, firing, recruitment or referral for a fee because of citizenship status or national origin.
12. Maintain copies of any documents accepted as proof of identify and/or employment authorization for all new hires.

8.34. SCRUTINIZED COMPANIES PURSUANT TO FLORIDA STATUTE 287.135 AND 215.473 (Current Edition):

Vendor/Contractor must certify that the company is not participating in a boycott of Israel. Vendor/Contractor must also certify that Vendor/Contractor is not on the Scrutinized Companies that Boycott Israel List, not on the Scrutinized Companies with Activities in Sudan List, and not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or has been engaged in business operations in Cuba or Syria. Subject to limited exceptions provided in State law, the County will not contract for the provision of goods or services with any scrutinized company referred to above. Vendor/Contractor must submit the certification form included as an attachment to this solicitation. Submitting a false certification shall be deemed a material breach of contract. The County shall provide notice, in writing, to the Vendor/Contractor of the County's determination concerning the false certification. The Vendor/Contractor shall have five (5) days from receipt of notice to refute the false certification allegation. If such false certification is discovered during the active contract term, the Vendor/Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Vendor/Contractor does not demonstrate that the County's determination of false certification was made in error, then the County shall have the right to terminate the contract and seek civil remedies pursuant to Section 287.135, Florida Statutes (Current Edition), as amended from time to time.

8.35. INSURANCE REQUIREMENTS:

A. INDEMNITY, SAFETY AND INSURANCE PROVISIONS:

1. Indemnity: To the fullest extent permitted by Florida law, the Vendor/Contractor covenants, and agrees that it will indemnify and hold harmless the County and all of the County's officers, agents, and employees from any claim, loss, damage, cost, charge, attorney's fees and costs, or any other expense arising out of any act, action, neglect, or omission by Vendor/Contractor during the performance of the contract, whether direct or indirect, and whether to any person or property to which the County or said parties may be subject, except that neither the Vendor/Contractor nor any of its subcontractors, or assignees, will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the County or any of its officers, agents, or employees.
2. Protection of Person and Property:
 - a. The Vendor/Contractor will take all reasonable precautions for, and will be responsible for initiating, maintaining and supervising all programs relating to the safety of all persons and property affected by, or involved in, the performance of his operations under this Contract.
 - b. The Vendor/Contractor will take all reasonable precautions to prevent damage, injury or loss to: (a) all persons who may be affected by the performance of his operations, including employees; (b) all materials and equipment; and (c) all property at or surrounding the work site. In an emergency affecting the safety of persons or property, the Vendor/Contractor will act, with reasonable care and discretion, to prevent any threatened damage, injury or loss.

- B. MINIMUM INSURANCE REQUIREMENTS: Vendor/Contractor shall procure, pay for and maintain at least the following insurance coverage and limits. Said insurance shall be evidenced by delivery to the County of a certificate(s) of insurance executed by the insurers listing coverage and limits, expiration dates and terms of policies and all endorsements whether or not required by the County, and listing all carriers issuing said policies. The insurance requirements shall remain in effect throughout the term of this Contract.

1. Workers' Compensation: As required by law:
 - a. State.....Statutory
 - b. APPLICABLE FEDERAL.....Statutory
 - c. EMPLOYER'S LIABILITY.....Minimum:
 - i. \$100,000.00 each accident
 - ii. \$100,000.00 by employee

- iii. \$500,000.00 policy limit
 - d. Exemption per Florida Statute 440: If a Vendor/Contractor has less than three (3) employees and states that they are exempt per Florida Statute 440, they must provide an exemption certificate from the State of Florida. Otherwise, they will be required to purchase Workers' Compensation Insurance and provide a copy of Workers Compensation Insurance.
<https://www.myfloridacfo.com/Division/WC/Employer/Exemptions/>
- 2. **General Liability:** Comprehensive General Liability including, but not limited to, Independent Contractor, Contractual Premises/Operations, and Personal Injury covering the liability assumed under indemnification provisions of this Contract, with limits of liability for personal injury and/or bodily injury, including death.
 - a. Coverage as follows:
 - i. EACH OCCURRENCE.....\$1,000,000.00
 - ii. GENERAL AGGREGATE\$2,000,000.00
 - iii. PERSONAL/ADVERTISING INJURY.....\$1,000,000.00
 - iv. PRODUCTS-COMPLETED OPERATIONS AGGREGATE.....\$2,000,000.00 Per Project Aggregate (if applicable)
 - b. ALSO, include in General Liability coverage for the following areas based on limits of policy, with:
 - i. FIRE DAMAGE (Any one (1) fire.....\$50,000.00
 - ii. MEDICAL EXPENSE (Any one (1) person)..... \$5,000.00
- 3. **Additional Insured:** Vendor/Contractor agrees to endorse Hernando County as an additional insured on the Comprehensive General Liability. The Additional Insured shall read "Hernando County Board of County Commissioners." Proof of Endorsement is required.
- 4. **Waiver of Subrogation:** Vendor/Contractor agrees by entering into this Contract to a Waiver of Subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit Vendor/Contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Vendor/Contractor agrees to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition specifically prohibiting such an endorsement, or voids coverage should Vendor/Contractor enter into such an agreement on a pre-loss basis.
- 5. **AUTOMOBILE LIABILITY:** Comprehensive automobile and truck liability covering any auto, all owned autos, scheduled autos, hired autos, and non-owned autos. Coverage shall be on an

"occurrence" basis. Such insurance to include coverage for loading and unloading hazards.
Coverage as follows:

- a. COMBINED SINGLE LIMIT (CSL)..... \$1,000,000.00 or:
 - i. BODILY INJURY (Per Person)..... \$1,000,000.00
 - ii. BODILY INJURY (Per Accident)..... \$1,000,000.00
 - iii. PROPERTY DAMAGE.....\$1,000,000.00
6. PROFESSIONAL LIABILITY (if applicable it will be noted below separately):
7. BUILDERS RISK INSURANCE (if applicable it will be noted below separately):
8. CRIME PREVENTION – BOND (if applicable it will be noted below separately):
9. EXCESS/UMBRELLA LIABILITY (if applicable it will be noted below separately):
10. POLLUTION LIABILITY (if applicable it will be noted below separately):
11. SUBCONTRACTORS (if applicable): All subcontractors hired by said Contractor are required to provide Hernando County Board of County Commissioners a Certificate of Insurance with the same limits required by the County as required by the Contract. All subcontractors are required to name Hernando County Board of County Commissioners as additional insured and provide a Waiver of Subrogation in regards to General Liability.
12. RIGHT TO REVISE OR REJECT: County reserves the right, but not the obligation, to revise any insurance requirement, not limited to limits, coverages and endorsements, or to reject any insurance policies which fail to meet the criteria stated herein. Additionally, County reserves the right, but not the obligation, to review and reject any insurer providing coverage due of its poor financial condition or failure to operating legally.
- C. EACH INSURANCE POLICY SHALL INCLUDE THE FOLLOWING CONDITIONS BY ENDORSEMENT TO THE POLICY:
 1. Vendor/Contractor agrees to provide County with a Certificate of Insurance evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect, and the Certificate of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available by Vendor/Contractor's insurer. If the Vendor/Contractor receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives noticed that coverage no longer complies with the insurance requirements herein, Vendor/Contractor agrees to notify the County by email within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance. The Certificate Holder shall read: **Hernando County Board of County Commissioners Attention: Human Resources/Risk Department 15470 Flight Path Drive, Brooksville, Florida 34604**

2. Companies issuing the insurance policy, or policies, shall have no recourse against the County for payment of premiums or assessments for any deductibles which all are the sole responsibility and risk of Vendor/Contractor.
 3. The term "County" or "Hernando County" shall include all authorities, boards, bureaus, commissions, divisions, departments, and offices of the County and individual members, employees and agents thereof in their official capacities, and/or while acting on behalf of Hernando County.
 4. The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County, to any such future coverage, or to County's Self-Insured Retentions of whatever nature.
- D. The Vendor/Contractor shall be required to provide a current Certificate of Insurance to the County prior to commencement of services.
- E. Bidders may, at the County's request, be required to provide proof that their firm meets the preceding insurance requirements, by submission of a Certificate Of Insurance coverage(s), prior to award of the Contract.
- F. Failure of the Owner to demand such certificates or other evidence of full compliance with these insurance requirements or failure of the Owner to identify a deficiency from evidence provided shall not be construed as a waiver of Vendor/Contractor's obligation to maintain such insurance.

8.36. MINIMUM WAGE RATES:

- A. The Vendor/Contractor shall be required to pay their employees no less than the Federal minimum wage rate.
- B. If the contract should be renewed, the contract shall be adjusted for benefit of the Vendor/Contractor in proportion with Federal law governing wage rates during the period of the contract for labor-related costs only.
- C. The County reserves the right to inspect the payroll records of the Vendor/Contractor, as may be deemed necessary, to determine that the Vendor/Contractor is complying with Federal wage and hour law.

8.37. SAFETY PRECAUTIONS:

- A. The Vendor/Contractor shall be responsible for instructing their workmen in appropriate safety measures with respect to all services provided under this contract and shall not permit them to place equipment in traffic lanes or other locations in such a manner as to create a safety hazard.
- B. All equipment shall be equipped with all necessary safety equipment to satisfy all applicable Florida Department of Transportation (FDOT) and Occupational Safety and Health Administration (OSHA) requirements.

8.38. RESPONSIVE/RESPONSIBLE:

At the time of submitting a bid response, the County requires that the **Bidder be properly licensed and registered to do business in the State of Florida in accordance with applicable Florida Statutes (F.S.)**. Bid responses that fail to provide the required forms listed in these bid documents may be rejected as non-responsive. **Bidders whose responses, past performance, or current status do not reflect the capability, integrity or reliability to fully and in good faith perform the requirements of the bid may be rejected as non-responsible.** The County reserves the sole right to determine which responses meet the requirements of this solicitation, and which Bidders are responsive and responsible. The County reserves the sole right before awarding the bid, to require a Bidder to submit such evidence of their qualifications as it may deem necessary and may consider any evidence available to it of the financial, technical, and other qualifications and abilities of a Bidder to perform the work in a satisfactory manner and within the time specified. The Bidder is assumed to be familiar with all Federal, State, or local laws, ordinances, rules, and regulations that in any manner affect the work, and to abide thereby if awarded the bid/contract. Ignorance of legal requirements on the part of the Bidder/Vendor/Contactor will in no way relieve their responsibility.

8.39. CONE OF SILENCE

This solicitation falls under the Hernando County Procurement Ordinance 93-16 (Current Edition). After a bid is opened or a short list is established for an Invitation to Bid (ITB), Request for Qualification (RFQ), or Request for Proposal (RFP), a Vendor/Contractor or representative as defined in the Ordinance, may not seek information or clarification or in any way contact any official or employee of the County concerning this solicitation with the exception of the Hernando County Chief Procurement Officer, County Attorney, or an individual specifically designated in this document for dissemination of information. A copy of any written communication concerning this solicitation shall be filed with the Procurement Department and shall be made available to the public upon request. A violation of the cone of silence renders any award voidable at the sole discretion of the Chief Procurement Officer with approval from the Board of County Commissioners and may subject the potential Vendor/Contractor or representative to debarment. Nothing in the Ordinance prevents a Vendor/Contractor or representative from taking part in a public meeting concerning the solicitation.

- A. All Vendors/Contractors or representatives are hereby placed on formal notice. A lobbying cone of silence period shall commence upon issuance of the solicitation until the Board selects the successful Bidder. For procurements that do not require Board approval, the cone of silence period commences upon solicitation issuance and concludes upon contract award.
- B. Neither the members of the Board of County Commissioners nor candidates for County Commission, nor any employees from the Hernando County Government, Hernando County staff members, nor any members of the evaluation team are to be lobbied, either individually or collectively, concerning this project. Vendors/Contractors or representatives who intend to submit bids, or have submitted bids, for this project are hereby placed on formal notice that they are not to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County. Any such lobbying activities may cause immediate disqualification from this project.

8.40. CLAIMS

- A. Chief Procurement Officer's Decision Required: All claims, except those waived, shall be referred to the Chief Procurement Officer for decision.
- B. Notice: Written notice stating the general nature of each claim shall be delivered by the claimant to the Chief Procurement Officer and the other party to the contract promptly but in no event later than thirty (30) days after the start of the event giving rise thereto. The responsibility to substantiate a claim shall rest with the party making the claim. Notice of the amount or extent of the claim, with supporting data, shall be delivered to the Chief Procurement Officer and the other party to the contract within sixty (60) days after the start of such event (unless the Chief Procurement Officer allows additional time for claimant to submit additional or more accurate data in support of such claim). A claim for an adjustment in contract price shall be prepared in accordance with the provisions of Section titled "PRICE ADJUSTMENT". Each claim shall be accompanied by claimant's written statement that the adjustment claimed is the entire adjustment to which the claimant believes it is entitled as a result of said event. The opposing party shall submit any response to the Chief Procurement Officer and the claimant within thirty (30) days after receipt of the claimant's last submittal (unless the Chief Procurement Officer allows additional time).
- C. Chief Procurement Officer's Action: Chief Procurement Officer will review each claim and, within thirty (30) days after receipt of the last submittal of the claimant or the last submittal of the opposing party, if any, take one (1) of the following actions in writing:
 - 1. Deny the claim in whole or in part,
 - 2. Approve the claim, or
 - 3. Notify the parties that the Chief Procurement Officer is unable to resolve the claim if, in the Chief Procurement Officer's sole discretion, it would be inappropriate for the Chief Procurement Officer to do so. For purposes of further resolution of the claim, such notice shall be deemed a denial.
- D. In the event that Chief Procurement Officer does not take action on a claim within said thirty (30) days, the claim shall be deemed denied.
- E. Chief Procurement Officer's written action or denial will be final and binding upon Owner and Vendor/Contractor, unless Owner or Vendor/Contractor invoke the dispute resolution procedure set forth in Section titled "DISPUTE RESOLUTION" within thirty (30) days of such action or denial.

8.41. DISPUTE RESOLUTION:

- A. Owner and Vendor/Contractor may mutually request mediation of any claim submitted to the Owner for a decision before such decision becomes final and binding. The mediation will be

governed by the Construction Industry Mediation Rules of the American Arbitration Association in effect as of the effective date of the agreement. The request for mediation shall be submitted in writing to the American Arbitration Association. Timely submission of the request shall stay the effect.

- B. Owner and Vendor/Contractor shall participate in the mediation process in good faith. The process shall be concluded within sixty (60) days of filing of the request. The date of termination of the mediation shall be determined by application of the mediation rules referenced above.
- C. If the claim is not resolved by mediation, Chief Procurement Officer's action or denial pursuant to Section titled "CLAIMS" shall become final and binding thirty (30) days after termination of the mediation unless, within that time period, Owner or Vendor/Contractor:
 - 1. Agrees with the other party to submit the claim to another dispute resolution process, or
 - 2. Gives written notice to the other party of their intent to submit the claim to a court of competent jurisdiction.

9. SPECIAL CONDITIONS

9.1. INSPECTION OF FACILITIES/AREAS:

It is the Bidder's responsibility to become fully informed as to the nature and extent of the work required, local site conditions, and any other factors that may impact performance of the contract. The responsibility to inspect the worksite is the sole responsibility of the Bidder. Arrangement for Bidder's inspection of facilities and/or activity schedule may be secured by calling 352-754-4020. Failure to visually inspect the facilities may be cause for disqualification of your bid. After contract award, no additional compensation will be made as a result of the differences between actual labor and materials required to complete the project and the contract amount

9.2. PRE-AWARD MEETING

Within fourteen (14) days after receipt of notice of intent of award of bid, Vendor/Contractor shall meet with the County's representative(s) to discuss job procedures and scheduling.

9.3. PERFORMANCE

- A. Timely performance is of the essence in the award of this Invitation for Bids. Performance shall be no later than twenty-four (24) hours from receipt of the purchase order. Bids which fail to meet this requirement shall be rejected.
- B. Failure of the awarded Vendor/Contractor to meet this performance requirement may result in default, immediate cancellation of the Janitorial Services for the Hernando County Utilities and Airport Departments order or contract, and all other applicable remedies available to the County under State law.
- C. It is hereby understood and mutually agreed to by and between parties hereto that the time of performance is an essential condition of this contract.
- D. If said Vendor/Contractor shall neglect, fail or refuse to provide the services within the time herein specified, then said Vendor/Contractor does hereby agree as part of the consideration for the awarding of this contract, to pay the County the sum extended by the County to contract for like services approved by the Procurement Department for the period from the required scheduled commencement date until performance of services covered in the Invitation to Bid is completed.
- E. The Vendor/Contractor shall, within five (5) calendar days from the beginning of such delay, notify the Chief Procurement Officer in writing of the cause(s) of the delay.

9.4. CODES AND REGULATIONS:

The awarded Vendor/Contractor must strictly comply with all Federal, State, and local building and safety codes.

9.5. PROTECTION OF PROPERTY/SECURITY:

- A. The Vendor/Contractor shall provide barricades if necessary and take all necessary precautions to protect buildings and personnel. All work shall be completed in every respect and accomplished in a professional manner and the Vendor/Contractor shall provide for removal of all debris from County property.
- B. The Vendor/Contractor shall at all times, guard against damage or loss to property of Hernando County, or of other Vendor/Contractors, and shall be held responsible for replacing or repairing any such loss or damage. The County may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss of damage to property through negligence of the Vendor/Contractor or their agent.

9.6. PRICING-FFP

The County requires a firm fixed price for the entire contract period. Invoices will be reviewed to confirm compliance with bid pricing. Failure to hold prices firm shall be grounds for immediate termination of the contract.

9.7. PRICE ADJUSTMENT:

Written request for price adjustments may be made every twelve (12) months, no less than thirty (30) days prior to the requested effective date. Any increased price adjustment(s) must be accompanied by written justification attesting that the request is a bonafide cost increase to the Vendor/Contractor. The base period for any requested adjustment shall be the beginning of the latest period during which an adjustment may have been made. All requests for price adjustment(s) shall be supported by Consumer Price Index and/or Producer Price Index documentation supporting the requested increase. All price adjustments must be accepted by the Chief Procurement Officer and shall be accomplished by written amendment to this contract.

9.8. CHANGES - SERVICE CONTRACTS:

- A. The County may at any time by issuance of an executed change order make changes within the general scope of the contract in any of the following areas:
 - 1. Description of services to be performed.
 - 2. Time of performance (i.e., hours of the day, days of the week, etc.).
 - 3. Place of performance of the services.
- B. If additional work or other changes are required in the areas described above, a price proposal will be required from the Vendor/Contractor. Upon negotiation of the proposal, execution and receipt of the change order, the Vendor/Contractor shall commence performance of the work as specified.
- C. The Vendor/Contractor shall not commence the performance of additional work or other changes not covered by this contract without an executed change order issued by the

Procurement Department. If the Vendor/Contractor performs additional work beyond the specific requirements of this contract without an executed change order, it shall be at their own risk. The County assumes no responsibility for any additional costs for work not specifically authorized by an executed change order.

9.9. ADDITIONAL ITEMS:

The award of the bid shall be based on the fixed price submitted for the items on the Bid Form attached to these bid documents. Additional items not on the current Bid Form may be added from time to time. However, the County will obtain quotes from at least three Vendor/Contractors who have already submitted bids and these items will be added to the low responsive and responsible Bidder's contract.

9.10. SITE DAMAGE:

The Vendor/Contractor shall be held responsible for damage to any site feature including, but not limited to: irrigation equipment, trees, shrubs, signs, vehicles, etc. caused by the Vendor/Contractor. It shall be the Vendor/Contractor's responsibility to clean-up and/or rectify, to the County's satisfaction, any damage to County property caused by any individual(s) connected with the Vendor/Contractor. The Vendor/Contractor shall be notified of the specific nature of the damage and cost of repair. The County shall, at its option, invoice the Bidder for payment or reduce the next regular payment to the Vendor/Contractor, for the cost of repairs, materials, and labor.

9.11. MATERIAL SAFETY DATA SHEETS:

In accordance with Florida Emergency Planning and Community Right-to-Know Act, Chapter 252, Part II, Florida Statutes (Current Edition), it is the seller's duty to advise Hernando County if a product is a listed toxic substance and to provide a Material Safety Data Sheet (MSDS) at the time of delivery.

Vendor/Contractors must comply with this procedure along with the Federal Emergency Planning and Community Right-to-Know Act (42 U.S.C. Ch 116 (Current Edition)) and the Federal Hazard Communications Standards (29CFR sec.1910.1200) all other applicable laws.

9.12. CONDITIONS FOR EMERGENCY/HURRICANE OR DISASTER - TERM CONTRACTS:

It is hereby made a part of this Invitation for Bid that before, during and after a public emergency, disaster, hurricane, flood, or other acts of God that Hernando County shall require a "first priority" basis for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation which threatens public health and safety, as determined by the County.

Vendor/Contractor agrees to rent/sell/lease all goods and services to the County or other governmental entities as opposed to a private citizen, on a first priority basis. The County expects to pay contractual prices for all products or services required during an emergency situation. Vendor/Contractor shall furnish a twenty-four (24) hour phone number and email address in the event of such an emergency.

The current Federal clauses and forms related to an emergency/hurricane or disaster will be provided for review and signature as needed. Current versions may be viewed at www.fema.gov under Contract Provisions Templates.

10. SCOPE OF WORK

SCOPE AND SPECIFICATIONS

10.1. CONFLICTING TERMS WITH SECTION V:

In the event of a conflict between the terms of the contract (including any and all attachments thereto, excluding Section V, and any amendments thereof) and any of the terms of Section V, the terms of the Contract (including any and all attachments thereto, excluding Section V, and any amendments thereof) shall control.

10.2. SCOPE OF WORK:

The Vendor/Contractor will supply all materials, labor, and equipment in order to accomplish providing janitorial services for the Hernando County Utilities and Airport Departments, as described in the technical specifications in Hernando County, Florida.

10.3. LOCATION OF THE WORK:

The work to be performed in this contract will be performed at the following locations, in Hernando County, Florida.

- A. Utilities Administration Building, 15365 Cortez Boulevard, Brooksville, FL 34613
- B. Utilities Wiscon Maintenance Building, 15400 Wiscon Road, Brooksville, FL 34601
- C. Airport Administration Building, Airport Tower and Five (5) Restrooms at South-East Hangers, 15800 Flight Path Drive, Brooksville, FL 34604

10.4. TECHNICAL SPECIFICATIONS:

- A. Provide sustainable floor and carpet care products, cleaning equipment and supplies, required to meet Green Seal Standards. Green Seal Standards can be found at: www.greenseal.org.
- B. Provide standard operating procedures addressing how an effective cleaning, hard floor, and carpet maintenance system will be consistently utilized, managed and audited. Specifically address cleaning to protect building occupants.
- C. Provide strategies for promoting and improving hand hygiene, including both hand-washing and the use of alcohol-based waterless hand sanitizers.
- D. Provide guidelines addressing the safe handling and storage of cleaning chemicals used in the building, including a plan for managing hazardous spills and mishandling accidents.
- E. Provide requirements for staffing and training of maintenance personnel appropriate to the needs of the building. Specifically address the training of maintenance personnel in the hazards of use, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.
- F. Estimated Square Footage:

1. Utilities Administration - Approximately 29,000 SF
 2. Utilities Wiscon Maintenance - Approximately 6,563 SF
 3. Airport Administration Building - Approximately 6,000 SF
 4. Airport Tower - Approximately 750 SF
- G. Supervision and Availability: The Vendor/Contractor will have a Supervisor available for contact Monday through Friday (maximum of three (3) hours response time) and an emergency contact number for weekends and holidays. If deficiencies are found, an "on call" cleaning crew will be required to be onsite within one and one-half (1-1/2) hours to correct the deficiencies or to assist with an emergency cleaning situation.
- H. Calendar of Cleaning Activities at Utilities Locations: The Vendor/Contractor will perform janitorial services at the Utilities Administration Building Monday through Friday between the hours of 3:00 p.m. - 10:00 p.m. (if seven (7) hours is required, if not then between the hours of 3:00 p.m. - 8:00 p.m.) and at the Utilities Wiscon Maintenance Building Monday, Wednesday and Friday between the hours of 9:00 a.m. - 12:00 p.m. according to the schedule below:
1. Utilities Administration - Daily (Monday through Friday) and Utilities Wiscon Maintenance - Daily (Monday, Wednesday, Friday):
 - a. Dusting (high and low);
 - b. Thoroughly clean and sanitize all restrooms including partition walls, showers, showerheads, shower curtains, doors, toilets, urinals, sinks, countertops, walls and floors, using strong disinfectant and sanitizing cleaners;
 - c. Thoroughly clean and sanitize kitchen and breakrooms including sinks, countertops, interior of all microwaves, and exterior of all appliances;
 - d. Spot-clean interior walls and doors;
 - e. Clean and sanitize entrance and exit doors (edges and handles) inside and out of all buildings, together with handrails on stairway;
 - f. Hepa-Vac all carpets and upholstered furniture;
 - g. Fill all liquid soap and sanitizing dispensers as needed;
 - h. Replace/refill all paper goods as needed;
 - i. Clean and sanitize with disinfectant cleanser all vinyl and tile floors (all floors must be "spot-free");
 - j. Empty all trash receptacles and return to their original location (inside and outside - all buildings). All trash is to be put into designated dumpsters. Clean and sanitize receptacles when necessary;

- k. Clean all walkway areas at building entrances;
 - l. Clean and sanitize all drinking fountains.
 - I. Calendar of Cleaning Activities at Airport Locations: The Vendor/Contractor will perform janitorial services once per week Monday through Friday between the hours of 8:00 a.m. - 5:00 p.m. according to the schedule below:
 - 1. Once per week (Monday through Friday):
 - a. Dusting (high and low);
 - b. Thoroughly clean and sanitize all restrooms including partition walls, showers, showerheads, shower curtains, doors, toilets, urinals, sinks, countertops, walls and floors, using strong disinfectant and sanitizing cleaners;
 - c. Thoroughly clean and sanitize kitchen and breakrooms including sinks, countertops, interior of all microwaves, and exterior of all appliances;
 - d. Spot-clean interior walls and doors;
 - e. Clean and sanitize entrance and exit doors (edges and handles) inside and out of all buildings, together with handrails on stairway;
 - f. Hepa-Vac all carpets and upholstered furniture;
 - g. Fill all liquid soap and sanitizing dispensers as needed;
 - h. Replace/refill all paper goods as needed;
 - i. Clean and sanitize with disinfectant cleanser all vinyl and tile floors (all floors must be "spot-free");
 - j. Empty all trash receptacles and return to their original location (inside and outside - all buildings). All trash is to be put into designated dumpsters. Clean and sanitize receptacles when necessary;
 - k. Clean all walkway areas at building entrances;
 - l. Clean and sanitize all drinking fountains.
- J. Work Specifications: This section outlines the information to ensure minimum acceptable cleaning standards to be performed;
 - 1. Carpet Maintenance: All carpets will be thoroughly vacuumed with Hepa-Vac type vacuum cleaners that are rated to remove ninety-nine point nine seven percent (99.97%) of airborne contaminants, so as to be clean, free from dust balls, dirt and other debris. There will be no dirt, trash or foreign matter along any baseboards, in corners, or under desks, tables and chairs. Weekly spot cleaning will be performed to remove stains. Where furniture and

equipment must be moved, no chairs, wastepaper baskets or similar items will be stacked on desks, tables or window sills. Upon completion of work, all items must be returned to the original location. Separate quotes will be requested for professional deep-cleaning of carpets on a semi-annual or an as-needed basis.

2. Floor Maintenance: All floors will be maintained in a safe, clean and visually acceptable condition. Proper precautions will be taken to advise building occupants of wet and/or slippery floor conditions during cleaning operations. Any observed instances of slippery or slick floors shall be corrected immediately upon discovery.
 - a. Sweep and mop all floors with a disinfectant cleaner so that they are clean and free of dirt and streaks, no dirt will be left in corners, under furniture or behind doors. Entrances and other assigned areas will be swept clean of all dirt/trash.
 - b. Prior to scrubbing, the floors will be thoroughly swept to remove visible dirt, debris, wads of gum, tar and similar substances. On completion of the scrubbing, the floors will be cleaned (thoroughly sanitized and disinfected) and free from dirt, water streaks, mop marks, strings, etc., properly rinsed and dry mopped to present an overall appearance of cleanliness. All surfaces will be dry and corners and cracks clean after the wet mopping or scrubbing.
- K. Metal/Porcelain/Glass Cleaning: Metal and porcelain fixtures (drinking fountains, wash basins, urinals, toilets, interior door kick plates, etc.) will be clean and bright sanitized and disinfected. There will be no dust, spots, stains, rust, mold, encrustation or excess moisture.
 1. Walls and floors adjacent to fixtures will be free of spots, drippings and watermarks.
 2. Floor drains will be kept free of debris.
 3. Drinking fountains will be kept free of trash, ink, coffee grounds, etc. and nozzles free from encrustation and wiped down with a multi-purpose disinfectant/deodorizer cleaner.
 4. Entrance doors and frames will be cleaned as follows: bright metal will be polished by damp wiping and drying with a suitable cloth for a polished appearance. Glass will be clean and free of streaks. Spot-clean glass doors and windows on each visit. Separate quotes will be obtained for professional window cleaning services semi-annually or on an as-needed basis.
- L. Dusting: Dust all work areas according to schedule (see Technical Specifications Section H). These areas include, but are not limited to, desks, tables, fans, ceiling vents, window sills, chairs and counters. Dust will be removed by the most effective means, i.e., appropriately treated dust cloths, vacuum (Hepa-Vac) tools, etc. High dusting includes, but is not limited to, door frames, building entry areas, light fixtures, HVAC supply/return grills and exhaust fan vents. When doing high cleaning, dust will not be allowed to fall onto furniture and equipment below. The following conditions will exist after the completion of each dusting task:

1. There will be no dust streaks;
 2. Corners, crevices, molding and ledges will be free of all dust;
 3. There will be no oils, spots, nor smudges on dusted surfaces caused by dusting tools/products.
- M. Damp Wiping: This task consists of using a clean damp cloth or sponge to remove all dirt, spots, streaks and smudges from walls, glass, and other specified surfaces and then drying to provide a polished appearance. Quarterly cleaning of window treatments with a clean damp cloth. The wetting solution will contain an appropriate cleaning agent. When damp wiping in toilet areas, a strong disinfectant and sanitizing cleaner must be used.
- N. Miscellaneous:
1. Toilet and Urinals: All toilets and urinals will be thoroughly cleaned and disinfected. Special attention will be given to floors and walls immediately surrounding urinals and commodes for elimination of odors and stains to provide a uniformly clean appearance throughout.
 2. Refrigerators, Microwaves, Kitchen Appliances: All appliance exteriors will be cleaner per schedule weekly. Inside of microwaves will be wiped down using a disinfecting cloth.
 3. Equipment: All necessary cleaning equipment including power driven floor scrubbing machines, back pack vacuum, high dusting equipment, waxing and polishing machines, industrial floor and upholstery vacuum cleaners, and all necessary motor trucks, etc. needed for the performance for the work shall be furnished by the Vendor/Contractor.
 4. Protection of County Property: It will be the responsibility of the Vendor/Contractor to fully protect, at all times, County property entrusted in their care. The Vendor/Contractor will reimburse the County for any and all damages to County property while in their care, such as unwarranted wear and tear, acts of vandalism and malicious mischief, any and all physical damage, including acts of commission and/or omission by their employees. Costs for damages attributed to the Vendor/Contractor will be deducted from any outstanding amounts due the Vendor/Contractor.
 5. Inspection: The County reserves the right to inspect the Vendor/Contractor's equipment.
 6. Safety: The Vendor/Contractor will provide safety training to their employees regarding hazardous chemicals/materials and waste and the proper procedure(s) for notification, handling, mixing and disposal in accordance with all Federal, State and OSHA regulations. Additionally, the Vendor/Contractor will provide its employees with any required or appropriate personal protective equipment and train employees in the proper use of such equipment.

7. Material Safety Data Sheets (MSDS) Information: The Vendor/Contractor shall submit a list of cleaning solutions and application apparatuses with appropriate MSDS sheets for review and final approval prior to their use.



County of Hernando
Procurement Department
Toni Brady, Chief Procurement Officer
15470 Flight Path Drive, Brooksville, FL 34604

PROPOSAL DOCUMENT REPORT

T No. 22-T00146/JG

Janitorial Services for the Hernando County Utilities and Airport Departments

RESPONSE DEADLINE: March 1, 2023 at 3:00 pm

Report Generated: Monday, March 6, 2023

Pristine Services LLC Proposal

CONTACT INFORMATION

Company:

Pristine Services LLC

Email:

pristineservices@aol.com

Contact:

James Winder

Address:

5277 Sandra Drive
Weeki Wachee, FL 34607

Phone:

(352) 684-0219

Website:

www.allstar-janitorial.com

Submission Date:

Feb 28, 2023 6:43 PM

ADDENDA CONFIRMATION

Addendum #1

Confirmed Feb 28, 2023 10:30 AM by James WINDER

QUESTIONNAIRE

1. VENDOR/CONTRACTOR INFORMATION*

Pass

Please Provide the following Information:

1. Respondent/Vendor Contractor Name
2. Vendor/Contractor FEIN
3. Vendor/Contractor's Authorized Representative Name and Title
4. Address
5. Phone Number
6. Email Address

1. Pristine Services LLC; 2. 75-3233580; 3. James Winder, President; 4. 5277 Sandra Dr, Weeki Wachee, FL 34607; 5. 352-684-0219; 6. pristineservices@aol.com;

2. VENDOR/CONTRACTOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES*

Pass

Section 287.135 (Current Edition), Florida Statutes, prohibits agencies from contracting with companies for goods or services of \$1,000,000.00 or more, that are on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which are created pursuant to s. 215.473 F.S. (Current Edition), or the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725 F.S. (Current Edition), or companies that are engaged in a boycott of Israel or companies engaged in business operations in Cuba or Syria.

As the person authorized to submit bids on behalf of respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to section 287.135 (Current Edition), Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs and does not have business operations in Cuba or Syria.

Confirmed

3. VENDOR/CONTRACTOR SURVEY*

Pass

Please provide information on where you received the knowledge of the bid/request for proposals (mark all that apply):

OpenGov Procurement

4. VENDOR/CONTRACTOR SURVEY (OTHER)

If you answered "Referred" or "Other" in the Survey, please specify:

No response submitted

5. Please confirm bid validity for 90 days *

Pass

Bids will be opened immediately after this date and time and will remain binding upon the Bidder for a period of ninety (90) days thereafter.

Confirmed

6. BID CONFIRMATION*

Pass

The undersigned Bidder has carefully read the Invitation to Bid and its provisions, terms and conditions covering the equipment, materials, supplies and services as called for, and fully understands the requirements and conditions. Bidder certifies that this bid for the same goods/services (unless otherwise specifically noted) and is in all respects fair and without collusion or fraud. Bidder agrees to be bound by all the terms and conditions of this Invitation to Bid and certifies that the person(s) signing this bid is (are) authorized to bind the Bidder. Bidder agrees that if Bidder is awarded this Invitation to Bid, Bidder will provide the materials and services as stipulated in the specifications of this Invitation to Bid. Bidder further agrees to furnish and to deliver materials and services as indicated, with all transportation charges prepaid, and for the prices quoted.

****IMPORTANT NOTE:** When submitting your bid, do not attach any forms which may contain terms and conditions that conflict with those listed in the County's bid documents. Inclusion of additional terms and conditions such as those which may be on your company's standard forms shall result in your bid being declared non-responsive as these changes will be considered a counteroffer to the County's bid solicitation.

Confirmed

7. Drug Free Workplace Certification *

Pass

I have read and attest to, in accordance with Florida Statute 287.087 (current version), hereby certify that, Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.

Gives each employee engaged in providing commodities or contractual services that are under proposal a copy of the statement specified above.

Notifies 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, pleas of guilty or nolo contendere to, any violation of Chapter 893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.

Imposes a sanction on, or requires 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.

Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the Drug Free Workplace Program.

"As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein".

Please Confirm that you have read and attest to Download Drug Free Workplace Certificate

Confirmed

8. Affidavit of Non Collusion and of Non-Interest of Hernando County Employees*

Pass

Affidavit of Non Collusion and of Non-Interest of Hernando County Employees

Certification that Vendor/Contractor affirms that the bid/proposal presented to the Owner is made freely, and without any secret agreement to commit a fraudulent, deceitful, unlawful or wrongful act of collusion.

I have read and attest that I am the Vendor/Contractor in the above bid/proposal, that the only person or persons interested in said proposal are named therein; that no officer, employee or agent of the Hernando County Board of County Commissioners (BOCC) or of any other Vendor/Contractor is interested in said bid/proposal; and that affiant makes the above bid/proposal with no past or present collusion with any other person, firm or corporation.

Please confirm that you have read and attest to Affidavit of Non Collusion and of Non-Interest of Hernando County Employees

Confirmed

9. Sworn Statement

SWORN STATEMENT SECTION 287.133 (3) (A)*

Pass

I have read and attest that I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes (current version), means a violation of 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 proposal 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.

I have read and attest that I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1)(b), Florida Statutes (current version), means a finding of 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.

I have read and attest that I understand that an "affiliate" as defined in Paragraph 287.133 (1)(a), Florida Statutes (current version), means:

- A. A predecessor or successor of a person convicted of a public entity crime; or
- B. 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 (1) 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 (1) 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 thirty-six (36) months shall be considered an affiliate.

I have read and attest that I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes (current version), 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 proposals or applies to proposal on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with 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.

I have read and attest that based on information and belief, the statement which I have confirmed below is true in relation to the entity submitting this sworn statement:

_____ [attach 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 ONE (1) 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. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT.

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.

IF YOU CHOOSE OPTION 3, PLEASE ATTACH A COPY OF THE FINAL ORDER

The entity submitting this sworn statement, or one (1) 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/Contractor list

Please attach a copy of the final order

No response submitted

10. Authorized Signatures/Negotiators

Authorized Signatures/Negotiators

AUTHORIZED SIGNATURES/NEGOTIATORS *

Pass

Please provide the information to support the statement below:

The Vendor/Contractor represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the Vendor/Contractor will be duly bound:

Name(s)

Title(s)

Phone no (s)

James Winder

President

352-684-0219

TYPE OF ORGANIZATION *

Pass

Select your organization's type below

PROPOSAL DOCUMENT REPORT

T No. 22-T00146/JG

Janitorial Services for the Hernando County Utilities and Airport Departments

Partnership

COMPANY ID*

Pass

Please Provide Your:

State of Incorporation and

Federal I.D. NO.

Florida, 75-3233580

W-9 FORM *

Pass

Please attach your completed W-9 Form

W9_-_2023.pdf

ACH ELECTRONIC PAYMENT *

Pass

An ACH electronic payment method is offered as an alternative to a payment by physical check.

Please check Option 1 if you accept the ACH electronic payment method.

(Recommended and Preferred)

Yes, ACH electronic payment method is acceptable.

11. LOCAL VENDOR AFFIDAVIT OF ELIGIBILITY

If you are a local vendor, please answer the following three questions.

LOCAL VENDOR AFFIDAVIT - 12 MONTH MINIMUM

Pass

Vendor/Individual has been in business in Hernando County for a minimum of twelve (12) months prior to date of bid or quote?

Confirmed ☒

PROOF OF REAL PROPERTY TAX

Pass

Please upload your proof of Real Property Tax

5277_Sandra_Dr_Property_Tax.pdf2369_Eva_Ave_Property_Tax.pdfPristine_Services_LLC_Property_Tax.pdf

COPY OF FLORIDA DIVISION OF CORPORATIONS ANNUAL REPORT

Pass

Please upload a copy of your Florida Division of Corporations Annual Report

Sun_Biz_Report_2023.pdf

E-VERIFY CERTIFICATION*

Pass

Vendor/Contractor acknowledges and agrees to the following:

Vendor/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

All persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and

All persons, including subcontractors, assigned by the Vendor/Contractor to perform work pursuant to the Contract with the department.

Confirmed

12. QUALIFICATION SUBMITTAL REQUIREMENTS

REFERENCES*

Pass

Bidder must provide a minimum of **three (3)** references in format shown below. References must be individuals that can be readily contacted and have first-hand knowledge of the Bidder's performance on the specific project performed by the Bidder. Each reference project must meet the following criteria:

Project within the last three (3) years.

Similar in size, dollar value and scope as this project.

Please provide information for 3 required References:

Business/Owner Name

Reference Contact Person

Reference Address

Reference Phone No.

Reference Email Address

PROPOSAL DOCUMENT REPORT

T No. 22-T00146/JG

Janitorial Services for the Hernando County Utilities and Airport Departments

Project Name

Project Location

Contract Project Manager

Site Superintendent

Contract Amount

Date Project Commenced

Date of Substantial Completion

Date of Final Completion

Description of Work Performed

By submitting this information, I certify that the qualifications questionnaire information is true and correct to the best of my knowledge.

Business/Owner Name

Cemex Construction Materials

Reference Contact Person

Kimberly Brown

Reference Address

Brooksville Cement Plant, 10311 Cement Plant Road, Brooksville, FL 34601

Reference Phone No.

352 799 7881 Ext 111

Reference Email Address

kimberly.brown@cemex.com

Project Name

Project Location

Contract Project Manager

Site Superintendent

Contract Amount

Date Project Commenced 01/04/2021

Date of Substantial Completion

Date of Final Completion On-going

Description of Work Performed

PROPOSAL DOCUMENT REPORT

Invitation to BID - Janitorial Services for the Hernando County Utilities and Airport Departments

Page 9

PROPOSAL DOCUMENT REPORT

T No. 22-T00146/JG

Janitorial Services for the Hernando County Utilities and Airport Departments

Evening Janitorial and Day Porter Services to include trash removal, cleaning break-room, restroom, sweeping and mopping floors etc. and floor maintenance

Business/Owner Name

Citrus County Libraries

Reference Contact Person

Debbie Reilly

Reference Address

Library Services Division, 425 W. Roosevelt Blvd., Beverly Hills, FL 34465

Reference Phone No.

352 513 5990

Reference Email Address

debbie.reilly@citruslibraries.org

Project Name

ITB 19/079

Project Location Various location across Citrus County

Contract Project Manager

Site Superintendent

Contract Amount \$231,352.10

Date Project Commenced 10/01/2014

Date of Substantial Completion

Date of Final Completion 09/30/2022

Description of Work Performed

Evening Janitorial Services to include trash removal, cleaning breakroom, restroom, sweeping and mopping floors etc. and floor maintenance and carpet cleaning

Business/Owner Name

FDOT Tampa Operation

Reference Contact Person

Deborah Lockard

Reference Address

Florida Department of Transport, Tampa Operations Center, 2820 Leslie Road, MS7-1250,

PROPOSAL DOCUMENT REPORT

T No. 22-T00146/JG

Janitorial Services for the Hernando County Utilities and Airport Departments

Tampa, FL 33619

Reference Phone No.

813 612 3200

Reference Email Address

Deborah.lockard@dot.stst.fl.us

Project Name ITB-DOT-18/19-7021EG

Project Location

Florida Department of Transport, Tampa Operations Center, 2820 Leslie Road, MS7-1250,

Tampa, FL 33619

Contract Project Manager

Site Superintendent

Contract Amount \$61,855.20

Date Project Commenced 07/01/2019

Date of Substantial Completion

Date of Final Completion 06/30/2022

Description of Work Performed

Evening Janitorial to include trash removal, cleaning breakroom, restroom, sweeping and mopping floors etc. and floor maintenance

13. HERNANDO COUNTY EMPLOYMENT DISCLOSURE CERTIFICATION STATEMENT

IS ANY OFFICER, PARTNER, DIRECTOR, PROPRIETOR, ASSOCIATE OR MEMBER OF THE BUSINESS ENTITY A FORMER EMPLOYEE OF HERNANDO COUNTY WITHIN THE LAST TWO (2) YEARS? *

Pass

No

IS ANY OFFICER, PARTNER, DIRECTOR, PROPRIETOR, ASSOCIATE OR MEMBER OF THE BUSINESS ENTITY A RELATIVE OR MEMBER OF THE HOUSEHOLD OF A CURRENT HERNANDO COUNTY EMPLOYEE THAT HAD OR WILL HAVE ANY INVOLVEMENT WITH THIS PROCUREMENT OR CONTRACT AUTHORIZATION?*

Pass

No

RELATIVES AND FORMER HERNANDO COUNTY EMPLOYEES - ROLES AND SIGNATURES

PROPOSAL DOCUMENT REPORT

Invitation to BID - Janitorial Services for the Hernando County Utilities and Airport Departments

Page 11

PROPOSAL DOCUMENT REPORT

T No. 22-T00146/JG

Janitorial Services for the Hernando County Utilities and Airport Departments

Pass

Please download the below documents, complete, and upload.

- [Relatives and Former Hernan...](#)

Relatives_and_Former_Hernando_County_Employees.pdf

SOLICITATION-OFFER-AWARD*

Please download the below document, complete Offer section, and upload.

- [Solicitation-Offer-Award.pdf](#)

HCUD_Bid_2023_Offer_-_Award.pdf8.3.1_A_equipment_and_staff_lists.pdf22-T00146JG_Adendum_1.pdf

PRICE TABLES

HERNANDO COUNTY UTILITIES DEPARTMENT LOCATIONS

The Vendor/Contractor shall provide all labor and other resources necessary to provide the supplies, equipment and/or services in strict accordance with the specifications defined in this solicitation for the amounts specified in the Bid Form, inclusive of overhead, profit and any other costs.

Line Item	Location	Quantity	Unit of Measure	Monthly Cost	Total 1 Year Amount	Total 3 Year Amount (1 YR x 3)
1	Hernando County Utilities Administration Building, 15365 Cortez Blvd., Brooksville, FL 34613	1	Month	\$2,170.74	\$2,170.74	78146.64
2	Hernando County Wiscon Maintenance Building, 15400 Wiscon Rd., Brooksville, FL 34601	1	Month	\$945.58	\$945.58	34040.88
TOTAL				\$3,116.32		

HERNANDO COUNTY AIRPORT LOCATIONS

The Vendor/Contractor shall provide all labor and other resources necessary to provide the supplies, equipment and/or services in strict accordance with the specifications defined in this solicitation for the amounts specified in the Bid Form, inclusive of overhead, profit and any other costs.

PROPOSAL DOCUMENT REPORT

T No. 22-T00146/JG

Janitorial Services for the Hernando County Utilities and Airport Departments

Line Item	Description	Quantity	Unit of Measure	Price Per Cleaning	Total 1 Year Amount	Total 3 Year Amount (1 YR x 3)
1	Airport Administration Building, Airport Tower and Five (5) Restrooms at South-East Hangers, 15800 Flight Path Dr, Brooksville, FL 34604	1	Weekly	\$205.38	\$205.38	32039.28
TOTAL					\$205.38	

11. PRICING PROPOSAL

ITB NO.22-T00146/JG. - Janitorial Services for the Hernando County Utilities and Airport Departments

The Vendor/Contractor shall provide all labor and other resources necessary to provide the supplies, equipment and/or services in strict accordance with the specifications defined in this solicitation for the amounts specified in this Bid Form, inclusive of overhead, profit, and any other costs.

There are no guarantees that the County will utilize the per year estimates and may exceed the estimates identified.

HERNANDO COUNTY UTILITIES DEPARTMENT LOCATIONS

The Vendor/Contractor shall provide all labor and other resources necessary to provide the supplies, equipment and/or services in strict accordance with the specifications defined in this solicitation for the amounts specified in the Bid Form, inclusive of overhead, profit and any other costs.

Line Item	Location	Quantity	Unit of Measure	Monthly Cost	Total 1 Year Amount	Total 3 Year Amount (1 YR x 3)
1	Hernando County Utilities Administration Building, 15365 Cortez Blvd., Brooksville, FL 34613	1	Month	\$2,170.74	26,048.28	78,146.44
2	Hernando County Wiscon Maintenance Building, 15400 Wiscon Rd., Brooksville, FL 34601	1	Month	\$945.58	11,346.96	34,040.88
TOTAL					37,395.24	112,187.32

HERNANDO COUNTY AIRPORT LOCATIONS

The Vendor/Contractor shall provide all labor and other resources necessary to provide the supplies, equipment and/or services in strict accordance with the specifications defined in this solicitation for the amounts specified in the Bid Form, inclusive of overhead, profit and any other costs.

Invitation to BID #22-T00146/JG

Title: Janitorial Services for the Hernando County Utilities and Airport Departments

Line Item	Description	Quantity	Unit of Measure	Price Per Cleaning	Total 1 Year Amount	Total 3 Year Amount (1 YR x 3)
1	Airport Administration Building, Airport Tower and Five (5) Restrooms at South-East Hangers, 15800 Flight Path Dr, Brooksville, FL 34604	1	Weekly	\$205.38	10,679.76	32,039.28
TOTAL					10,679.76	32,039.28

John Doe
3/6/23

ADDENDUM NO. ONE (1)

TO
THE CONTRACT DOCUMENTS
FOR THE

**JANITORIAL SERVICES FOR THE HERNANDO COUNTY UTILITIES AND AIRPORT
DEPARTMENTS**

IN
HERNANDO COUNTY, FLORIDA
SOLICITATION NO. 22-T00146/JG

BID DATE: MARCH 1, 2023

NOTICE

BIDDERS ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF
THIS ADDENDUM BY SIGNATURE AT THE BOTTOM OF
THIS ADDENDUM IN THE SPACES PROVIDED AND
RETURNED AT THE TIME OF THE BID DATE.

TO ALL PLAN HOLDERS:

The following changes, additions and/or deletions are hereby made a part of the Contract Documents for the **JANITORIAL SERVICES FOR THE HERNANDO COUNTY UTILITIES AND AIRPORT DEPARTMENTS**, located in Hernando County, as fully and completely as if the same were fully set forth therein:

A. CLARIFICATIONS

The following questions were posed during the Mandatory Pre-Bid Conference and Site Visits held on February 9, 2023.

Site Visit location: Hernando County Utilities Administration Building

1. Question: Would the high features/fixtures need to be cleaned at the Utilities Admin Building?

Answer: Please reference Section L, regarding dusting. Dust all work areas according to schedule. These areas include, but are not limited to, desks, tables, fans, ceiling vents, windowsills, chairs, and counters. High dusting includes, but not limited to, door frames, building entry areas, light fixtures, HVAC supply/return grills and exhaust fan vents.

2. Question: Would the glass separating the offices at the Utilities Admin Building need to be cleaned?

Answer: Yes.

3. Question: Clarify the areas of outside windows that will need to be cleaned at the Utilities Admin Building.

Answer: Please reference Section K4. Glass will be clean and free of streaks. Spot-clean glass interior & exterior glass doors on each visit. Spot-clean interior and office glass windows (within reach) on each visit if needed. Typically, most of our interior glass items do not require daily spot cleaning (weekly is acceptable), with the exception of entry points.

4. Question: Do all desks need to be dusted at the Utilities Admin Building?

Answer: Yes. Please reference section 10.4, H1 & L, where dusting language is noted. Dusting around the perimeter of desks that are covered with paper & items is acceptable.

5. Question: Is mopping required on the 2nd floor patio at the Utilities Admin Building?

Answer: Yes.

6. Question: Could you provide a list of supplies that are currently used at the Utilities Admin Building?

Answer: Yes, we can provide once the contract is awarded.

7. Question: Are disposables provided for the Utilities Department for cleaning of the Utilities Admin Building? Or is the vendor required to provide those supplies?

Answer: Trash receptacle liners (different sizes) and all paper products.

Site Visit location: Airport Administration Building, Airport Tower and Five (5) Restrooms at South-East Hangers

1. Question: Are entry access codes needed for all Airport locations?

Answer: Yes.

2. Question: Will access codes be provided to all employees working at the Airport locations?

Answer: One code will be given and can be changed if necessary.

3. Question: What vendor was awarded the previous contract?

Answer: Pristine Services LLC

B. CLARIFICATIONS

Questions posed in the OpenGov Q&A section.

1. Question: Please can you post a copy of the attendance sheet for the mandatory site visits?

Answer: The Mandatory Pre-Bid Meeting and Site Visits Sign-In Sheet is attached to this Addendum.

2. Question: Can you confirm the times allowed for cleaning at each location?

Answer: The calendar of cleaning activities is specified in the Scope of Work section, Paragraph H – Utilities locations and Paragraph I – Airport locations.

3. Question: Can you use subcontractors to fulfill this contract?

Answer: Yes.

4. Question: Do Subcontractors have to follow all the terms of the contract 22-T00146/JG including all limits on insurances required (general liability, workers compensation & automobile). If so do the subcontractors need to file there own insurance policies with the country along side the Vendor/Contractor?

Answer: Yes, this information is specified in the General Conditions section, Paragraph 35.11.

5. Question: Please clarify that consistent work crews are needed to operate this contract (especial regarding the access to the airport tower & toilets due to security)?

Answer: See answers to questions 1 and 2 of Site Visit location: Airport Administration Building, Airport Tower and Five (5) Restrooms at South-East Hangers.

6. Question: Please confirm the response times for; Supervisors able to respond within a maximum of 3 hours (Monday – Friday) with emergency contact at weekends & holidays. Cleaning crew can be on site withing 1.5 hours to correct deficiencies or to assist with an emergency cleaning situation. Is this correct?

Answer: This is correct, this information is specified in the Scope of Work section, Paragraph 4.G. If deficiencies are found, an "on call" cleaning crew will be required to be onsite within 1 and ½ hours to correct the deficiencies or to assist with an emergency cleaning situation.

7. Question: With reference to qualification of Bidders; does the vendor/contractor must hold a valid and consistent Sunbiz Divisions of corporations registration for 5 years?

Answer: This information is specified in the General Conditions section, Paragraph 3. This bid shall be awarded to a responsive, responsible bidder, qualified by experience and appropriately licensed for the past five (5) years in the State of Florida to provide the work specified.

8. Question: I noticed when we added the Monthly Price on the Pricing page that it auto-filled for the annual price. My question is that when the system auto-fills the annual price it is the same dollar value as the monthly price. I am not sure if this is intentional or a system error and want to be sure we are inputting the correct number. Thank you for your assistance.

Answer: Complete the pricing proposal table for the Utilities Department Locations with the monthly cost, multiply this amount times 12 months in one year for the Total 1 Year Amount, multiply the Total 1 Year Amount by 3 for the Total 3 Year Amount. Complete the pricing proposal table for the Airport Locations with price per cleaning (this would be for 1 week, the unit of measure), Total 1 Year Amount (there are 52 weeks in one year), multiply the Total 1 Year Amount by 3 for the Total 3 Year Amount.

9. Question: With reference to 8.3.A; Where do we upload/input this information as there does not seem to be any place in the proposal for the information regarding 2. (List of equipment), & 3. (List of personnel, by name & title, contemplated to perform work)

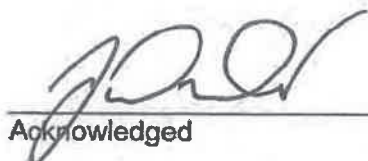
Answer: Any attachments would need to be uploaded when completing the Vendor Questionnaire section where there is a space provided to upload documents within 13.4 Solicitation-Offer-Award.

10. Question: Will there be an email confirmation when proposal is submitted stating the county has received it?

Answer: You will receive an email confirmation once the bid has been submitted.

11. Question: With reference to 12.11.4; If Vendor/contractor is using subcontractors to fulfill the work must subcontractors be e-verified. Following on can independent contractors and self employed individuals be subcontracted to fulfil the work as they are not required by law to e-verify themselves.

Answer: E-Verify is required for all employees and subcontractors as specified in the General Conditions section, Paragraph 33.E.


Acknowledged

Issued: February 28, 2023

BOARD OF COUNTY COMMISSIONERS
HERNANDO COUNTY

Alisa Pike

Digitally signed by Alisa Pike
Date: 2023.02.28 09:44:54 -05'00'

for: Toni Brady
Chief Procurement Officer, Hernando County

Hernando County Board of County Commissioners
Procurement Department
15470 Flight Path Dr.
Brooksville, FL 34604

INVITATION TO BID (ITB)
MANDATORY PRE-BID MEETING SIGN-IN SHEET

February 9, 2023 @ 9:00 A.M.

ITB NO. 22-T00146/JG TITLE: Janitorial Services for the Hernando County Utilities and Airport Departments

PLEASE PRINT ALL INFORMATION. THANK YOU!

NAME	COMPANY NAME (No Acronyms) COMPLETE MAILING ADDRESS	PHONE NUMBER	E-MAIL ADDRESS	Wiscon	Airport
Jane Gonzalez <i>JP</i>	HC Board of County Commissioners 15470 Flight Path Dr. Brooksville, FL 34604	352-754-4020	JLGonzalez@HernandoCounty.us	<i>JP</i>	<i>JP</i>
Georgia Lim <i>GL</i>	HC Board of County Commissioners 15470 Flight Path Dr. Brooksville, FL 34604	352-754-4020	GLim@HernandoCounty.us	<i>GL</i>	<i>GL</i>
D. Cordero	HCUD Admin	352-754-4440	dcordero@hernandocounty.us	<i>Admin</i>	—
<i>Paola Harris</i>	<i>A River Runs Through Cleaning Service</i>	<i>352-701-6420</i>	<i>P. Harris 2411@gmail.com</i>	<i>PH</i>	<i>PH</i>
<i>Gina Grimmer</i>	<i>HC Airport</i>	<i>352-754-4061</i>	<i>ggrimmer@hernandocounty.us</i>	—	<i>GG</i>
<i>TAMERON SCOTT</i>	<i>Tidy Shine, inc.</i>	<i>786-650-4504</i>	<i>TAMERON SCOTT 45@gmail.com</i>	<i>T.S</i>	<i>T.S</i>
<i>J. Holley</i>	<i>Millennium floor care</i>	<i>733-774-8884</i>	<i>Holley2095@outlook.com</i>	<i>J.H</i>	<i>J.H</i>
<i>MARCUS MEYER</i>	<i>Gator Cleaning Solutions</i>	<i>727-643-6116</i>	<i>MARCUS@gatorcleaningsolutions.com</i>	<i>MM</i>	<i>MM</i>










Hernando County Board of County Commissioners
Procurement Department
15470 Flight Path Dr.
Brooksville, FL 34604

INVITATION TO BID (ITB)
MANDATORY PRE-BID MEETING SIGN-IN SHEET

February 9, 2023 @ 9:00 A.M.

ITB NO. 22-T00146/JG TITLE: Janitorial Services for the Hernando County Utilities and Airport Departments

PLEASE PRINT ALL INFORMATION. THANK YOU!

NAME	COMPANY NAME (No Acronyms) COMPLETE MAILING ADDRESS	PHONE NUMBER	E-MAIL ADDRESS	Wiscon	Airport
James Winder	Pristine Services LLC	352-684 0219	pristine.services@aol.com		
Christine Winder	Pristine Services LLC	352-684 0219	pristine.services@aol.com		
Arthur Chaves	Ecobrite Services LLC	954 798 2282	Arthur.Chaves@ecobriteservices.com		
TIMOTHY SCOTT	Tidy Shine inc	780 650 4569	TidyShine inc @gmail.com		
FRED DAVIS	HERNANDO Co. Utilities	352 754- 4490	F.DAVIS@Co.hernando.fl.us		—

Relatives and Former Hernando County Employees – Roles and Signatures

Part A: Employees that left Hernando County in the last two years.

Employee Name/Signature	Job Performed for Hernando County	Current Role with Business Entity	Date Left Hernando County
Name: <u>N/A</u> Sign: <u>N/A</u> <ul style="list-style-type: none"> Involved with this procurement on behalf of Hernando County? No <input type="checkbox"/> Yes <input type="checkbox"/> Involved with proposal development for this procurement? No <input type="checkbox"/> Yes <input type="checkbox"/> 	N/A	N/A	N/A
Name: _____ Sign: <u>N/A</u> <ul style="list-style-type: none"> Involved with this procurement on behalf of Hernando County? No <input type="checkbox"/> Yes <input type="checkbox"/> Involved with proposal development for this procurement? No <input type="checkbox"/> Yes <input type="checkbox"/> 	N/A	N/A	N/A
Name: _____ Sign: <u>N/A</u> <ul style="list-style-type: none"> Involved with this procurement on behalf of Hernando County? No <input type="checkbox"/> Yes <input type="checkbox"/> Involved with proposal development for this procurement? No <input type="checkbox"/> Yes <input type="checkbox"/> 	N/A	N/A	N/A

Part B: Identify officers, partners, directors, proprietors, associates or members of the business entity that are relatives or members of the household of Hernando County employees currently working for Hernando County, if Hernando County employee had or will have any involvement with this procurement of contract.

Firm Officer, Partner, Director, Proprietor, Associate or Member Name	Name and Relationship of Relative or Member of Household Employed at Hernando County	Role at Hernando County	Hernando County employee's Role with this Procurement
N/A	N/A	N/A	N/A

(Make copies of this form as needed to list additional employees.)
 This document should be completed and returned with your submittal.

[Signature]
 2/28/23

Janitorial Services for the Hernando County Utilities and Airport Departments

22-T00146/JG

With Reference to 8.3.1. B

List of equipment and facilities available to do work.

- GTXR+ Truck mount floor cleaner
- Sniper Hard surface extractor
- Square Scrub Pivot
- Square Scrub Doodlebug
- Cimex Carpet Machine
- TM15" CRB machine
- Tenant T1B auto scrubber
- G17 Auto Scrubber
- Viper shovelnose wet vac
- 17" 175 side to side machine
- Viper 20" Burnisher
- Wax-o-matic finish applicator
- Square Scrub Bucket on a Stick floor finish applicator
- Proteam Proforce 1500XP Upright Vacuums
- Proteam 10 qt Canister Vacuums
- Proteam Super Coach Pro 6 qt Backpack Vacuums
- Diversey Quattro Select Dispensers
- Various, Mops, Buckets, Brooms, Dustmops and Dusting tools.

With Reference to 8.3.1. C

- James Winder, President & Supervisor of Operations
- Stephen Laden, Cleaning Technician
- James Tomasone, Cleaning Technician
- Maria Feemster, Cleaning Technician

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

James Winder

2 Business name/disregarded entity name, if different from above

Pristine Services LLC DBA Allstar Janitorial

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► P

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

5277 Sandra Drive

6 City, state, and ZIP code

Weeki Wachee, FL 34607

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

7 5 - 3 2 3 3 5 8 0

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ► 02-21-23

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

2023 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# L07000025502

Entity Name: PRISTINE SERVICES LLC

Current Principal Place of Business:

5277 SANDRA DRIVE
SPRING HILL, FL 34607-2350

Current Mailing Address:

5277 SANDRA DRIVE
SPRING HILL, FL 34607 US

FEI Number: 75-3233580

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

WINDER, CHRISTINE J
5277 SANDRA DRIVE
SPRING HILL, FL 34607-2350 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: CHRISTINE J WINDER

02/09/2023

Electronic Signature of Registered Agent

Date

Authorized Person(s) Detail :

Title	DIRECTOR	Title	PRESIDENT
Name	WINDER, CHRISTINE J	Name	WINDER, JAMES E
Address	5277 SANDRA DRIVE	Address	5277 SANDRA DRIVE
City-State-Zip:	SPRING HILL FL 34607-2350	City-State-Zip:	SPRING HILL FL 34607-2350

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: CHRISTINE WINDER

DIRECTOR

02/09/2023

Electronic Signature of Signing Authorized Person(s) Detail

Date