



POLK STATE

Business Services

Request for Proposals

RFP #16-03 for Custodial Services

Due: November 14, 2016 at 4:00 pm
polk.edu/purchasing
Contact: Mark Lillquist



POLK STATE

Business Services

Table of Contents

Solicitation Intent/Objective.....	1
Scope of Work/List of Polk State College Buildings.....	2
General Conditions, Instructions & Information.....	3
General Information	6
Tentative Procurement Schedule.....	8
Insurance Requirements	9
Website.....	10
Instructions for Preparing Proposals	11
Evaluation of Proposals.....	17
Evaluation Criteria.....	20
Competitive Range	22

Submittal Forms

Proposer Information.....	24
W-9.....	25
Drug-Free Workplace Form	26
Minimum Qualifications	27
Price Proposal.....	28
Current/Previous Clients	29
Contract Manager	30
Site Supervisor.....	31
Disputes Disclosure Form	32
References	33
Minority/Woman-Owned Business Statement (<i>for reporting purposes only</i>).....	34

Attachments

Contract Template	#1
-------------------------	----

Exhibits to the Contract

Fee Schedule (<i>1 page</i>).....	A
Scope of Work (<i>16 pages</i>).....	B
Contractor's Personnel (<i>4 pages</i>).....	C
Polk State College's Policy on Sexual Harassment (<i>1 page</i>).....	D

Other Forms

Statement of No-Proposal.....	35
Check-List	36

<p>Submit Qualifications to:</p> <p style="text-align: center;">Polk State College 999 Avenue H, Northeast Winter Haven, Florida 33881- 4299</p> <p style="text-align: center;">Attn: Purchasing Department Room WAD-139</p>	<h1 style="margin: 0;">Request for Proposals</h1>
<p>Contact: Mark Lillquist Director of Purchasing</p> <p>Phone: 863-297-1083 Fax: 863-297-1085</p> <p>Email: mlillquist@polk.edu</p> <p>Website Home Page: www.polk.edu/purchasing/</p>	<p>RFP #:</p> <p style="text-align: center;">16-03</p> <p>RFP Title:</p> <p style="text-align: center;">Custodial Services</p>
<p>Pre-Proposal Conference Date: October 28, 2016 at 2 p.m. EST</p>	
<p>Pre-Proposal Conference Location: Room WLR 104, 999 Avenue H, NE, Winter Haven, FL 33881</p>	
<p style="text-align: center;">Dedicated Webpage for this procurement: http://www.polk.edu/purchasing/bids-rfps/</p>	
<p>Proposal Due Date & Time: November 14, 2016 at 4 p.m. EST</p>	<p>Issue Date: October 14, 2016</p>
<p>Location of Public Receipt Acknowledgement: Room WAD-139 at above address. Administration Building</p>	
<p>Solicitation Intent / Objective:</p> <p>a. The intent of this Request for Proposals (RFP) is to select one service agency to provide quality custodial services at all Polk State College locations within Polk County, Florida. The contract will be awarded to the firm whose proposal provides the best value, as determined by the College. Terms will be for three (3) years, with options to renew for up to two (2) additional one-year terms.</p> <p>b. The scope of work includes providing all cleaners, sanitizers, soap, and consumables.</p> <p>c. The services will include, but not be limited to, the following frequency of services:</p> <ol style="list-style-type: none"> 1) Daily (Monday through Sunday) 2) Weekly 3) Monthly 4) Quarterly 	

Scope of Work
List of Buildings to be used for Billing Purposes

Building	Estimated Gross Square Footage
1. WAD – Administration	47,863
2. WLR – Learning Resources	86,976
3. WSC – Science	45,306
4. WFA – Fine Arts	74,744
5. WST – Student Center	23,021
6. WMS – Multi-Services	25,852
7. WHC – Health Center / WCJ	56,302
8. WCH – Club House/ <i>restroom</i>	2,000
9. WRH – Rehabilitative Health	6,030
10. Seven (7) Modular Buildings – Winter Haven Campus	7,502
11. Chain of Lakes (COL)	14,540
12. CPS/ITB – Center for Public Safety Immersive Training Building	101,488
13. JD Alexander Center	16,143
14. Lake Wales Art Center	12,422
15. LTB – Technology Building	127,050
16. LAC – Academic Center	72,852
17. LLC – Learning Center	81,453
18. LME - Modular Building	1,820
19. LWC – Wellness Center	5,315
20. Four (4) Modular Buildings (LMA, LMB, LMC, LMD) – Lakeland Campus	7,752
21. Airside West	20,500
22. Airside East	11,000
23. ATC – Advance Technology Center	47,125

**See Exhibit B in the
attached Contract for Detailed SOW**

General Conditions, Instructions & Information for Proposers

1. **Definitions:**

- **Contractor:** A company/corporation licensed by the State of Florida who is awarded this RFP contract.
- **Evaluation Team:** AKA ETeam. A team comprised of Polk State staff members established to review the proposals submitted in response to this RFP, score the proposals in accordance with the criteria and make a recommendation for award. The Purchasing Department serves as the non-voting chairman of the ETeam.
- **Polk State:** Polk State College.
- **RFP:** Request for Proposal. A formal request soliciting proposals from qualified firms. Includes specifications or scope of work and all contractual terms and conditions.
- **Proposal:** An offer in response to an RFP.
- **Proposer:** Company/person that submits a proposal. An offeror in response to this RFP.

2. **Contact:** Any questions, recommended changes to the RFP documents, or other matters regarding this RFP must be directed to the Purchasing Department.

All prospective proposers are hereby instructed not to contact any member of the District Board of Trustees or Polk State College (Polk State) staff member other than the noted contact person regarding this RFP or their proposal **prior to approval of award by the District Board of Trustees**. Any such contact shall be cause for disqualification. **Exception:** Contact may be made during the pre-proposal conference and oral presentations.

3. **Due Date/Time:** The proposer may submit the proposal in person or by mail/courier service. Polk State cautions proposers to ensure actual delivery of mailed or hand-delivered proposals prior to the deadline set for receiving proposals.

A list of proposals received will be available on the dedicated webpage at:

<http://www.polk.edu/purchasing/bids-rfps/>

Additionally, telephone confirmation receipt of the Proposal may be made by calling Polk State's Purchasing Department.

4. **Late Submittals:** The time and date will be scrupulously observed. **Proposals received after the specified time and date shall be returned unopened.** Polk State will not be responsible for late deliveries or delayed mail. The time clock located at the Purchasing Department shall serve as the official authority to determine lateness of any Proposal.

Receipt of the Proposal in the Purchasing Department after the time and date specified shall result in the rejection of the offeror's Proposal.

5. **Registration:** Proposers who obtain RFP documents from other sources or directly from the website must officially register with Polk State's Purchasing Department in order to be placed on the mailing list for any forthcoming addenda or official communications.

Polk State shall not be responsible for providing addenda to proposers who receive RFP documents from other sources.

Failure to register as a prospective proposer may cause your proposal to be rejected as non-responsive if your proposal does not include an addendum acknowledgement for the most current addendum.

6. **Public Opening:** Proposals shall be received at the Purchasing Department at the above referenced address by the specified time and date. As soon as possible thereafter the names of the proposers shall be read off at the specified location. Persons with disabilities needing assistance to participate in the Public Opening should call the contact person at least 48 hours in advance of the Public Opening.

A list of proposers will be posted in the Purchasing Department and on its website.

7. **No Proposal:** If not submitting a proposal, respond by returning only the Statement of No Proposal (**page 35**), and give the reason in the space provided. Failure to submit either a proposal or a Statement of No Proposal shall be cause for removal of the proposer from the mailing list. The form may be faxed to 863-297-1085, emailed to purchasing@polk.edu or sent via regular mail.

8. **Delays:** Polk State, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of Polk State to do so. Polk State will notify proposers of all changes in scheduled due dates by written addendum.

9. **Proposal Withdrawal:** Proposers may withdraw their proposals by notifying Polk State in writing at any time **prior** to the time set for the deadline. Proposers may withdraw their proposals in person or through an authorized representative. Proposers and authorized representatives must disclose their identity (company

business card and driver's license) and provide a signed receipt for the proposal. Once opened, proposals become the property of Polk State and will not be returned to the proposers.

10. Additional Information: No additional information may be submitted, or follow-up performed by any proposer after the stated due date outside of a formal presentation to the ETeam, unless specifically requested by Polk State.

11. Inquiries: All proposers shall carefully examine the RFP documents. Any ambiguities or inconsistencies shall be brought to the attention of Polk State in writing prior to the due date; failure to do so, on the part of the proposer, will constitute an acceptance by the proposer of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the RFP documents shall be requested in writing, and received by Polk State's Purchasing Department by **4:00 p.m. on November 4, 2016**.

All questions must be emailed to mlillquist@polk.edu, using subject line: **RFP #16-03 Questions**.

Such inquiries regarding this RFP outside a re-proposal conference must be submitted in writing to Polk State's Purchasing Department. Polk State will provide written answers to the questions in the form of written addendum to all proposers who have received the RFP. Polk State will not be responsible for any oral instructions made by any employee(s) of Polk State in regard to this RFP.

12. Addendum: Should any revisions/clarifications/supplemental instructions be needed, Polk State will issue a written addendum to all proposers who received an RFP package from Polk State's Purchasing Department.

Proposers shall sign, date, and return the **acknowledgement page** of the latest/final addendum with their proposals. Previous addenda will be deemed received. It is the proposer's responsibility to contact Polk State's contact person in the event that a previous addendum is not received.

All proposers should **check the website** at least **seven (7) calendar days** before the date fixed for receiving the proposals to ascertain whether any addendum has been issued.

13. Termination: If the awarded contract is terminated or canceled within the first year of the contract period, Polk State may elect to negotiate and award the contract to the next-ranked Proposer or to issue a new RFP, whichever is determined to be in the best interest of Polk State.

14. Proposal Preparation Costs: Neither Polk State nor its representatives shall be liable for any expenses incurred in connection with the preparation of a proposal. Proposers should prepare their proposals simply and economically, providing a straightforward

and concise description of the Proposer's ability to meet the requirements of the RFP.

15. Accuracy of Proposal Information: Any proposer which submits in its proposal to Polk State any information that is determined to be substantially inaccurate, misleading, exaggerated, incomplete, false, or incorrect, shall be disqualified from consideration and may be disqualified from applying for other Polk State work for a period of up to three (3) years.

a. All photos, images, schematics and drawings of buildings that are included in proposals must be properly cited.

16. News Releases: The proposer shall obtain the prior approval of Polk State for any news releases or other publicity pertaining to this RFP or the service, study or project to which it relates.

17. Public Entity Crimes: In accordance with Florida Statute 287.133, no award will be made to any person or affiliate identified on the Department of Management Services' "Convicted Vendor List."

This list is defined as consisting of persons and affiliates who are disqualified from public contracting and the purchasing process because they have been found guilty of a public entity crime.

No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently \$35,000⁰⁰) with any person or affiliate on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By signing and submitting the RFP forms, Proposer attests that they have not been placed on the "Convicted Vendor List".

18. Public Records: Upon award recommendation or 10 calendar days after opening, whichever occurs first, proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119.07(3) (m) and 119.071(1) (b), Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFP, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary.

Proposals may be reviewed at the Purchasing office.

19. Acceptance / Rejection: Polk State reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. Polk State reserves the right to make the award to that Proposer who, in the opinion of Polk State, will be in the best interest of and/or the most advantageous to Polk State.

Polk State reserves the right to reject the proposal of any vendor who has previously failed in the proper performance of an award or to deliver on-time contracts, or who, in Polk State's opinion, is not in a position to perform properly under this award. Polk State reserves the right to inspect all facilities of proposers in order to make a determination as to the foregoing.

20. Familiarity with Laws: All proposers are required to comply with all federal, state, and local laws, codes, rules and regulations controlling the action or operation of this RFP.

Relevant laws may include, but are not limited to:

1. The Americans with Disabilities Act of 1990
2. OSHA regulations
3. All Civil Rights legislation
4. Office of Education 6A-14
5. State Requirements for Educational Facilities (SREF)
6. Florida Statute 1013 (K-20 Education Code – Educational Facilities)
7. Florida Building Code

21. EEO Statement: Polk State is committed to assuring equal opportunity in the award of contracts, and therefore complies with all laws prohibiting discrimination on the basis of race, color, religion, disability, national origin or gender.

22. Conflict of Interest: All proposers must disclose with the proposal the name of any officer, director, or agent who is also an employee of Polk State. All proposers must disclose the name of any Polk State employee who owns, directly or indirectly, an interest of five percent (5%) or more in the proposer's firm.

23. Affirmation: By submission of a proposal, proposer affirms that his/her proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. Proposer agrees to abide by all conditions of this RFP and the resulting contract.

24. Precedence: Any and all verbiage hereafter which varies from these guidelines shall have precedence.

25. Compliance with Laws: No laws, rules, regulations or statutes, etc., may, or will, or are intended to be, superseded by any verbiage herein.

26. College Closing: In the event that Polk State is closed on the due date because of weather or other event(s), the due date shall be automatically and officially changed to 4:00 p.m. on the next business day without the need for an addendum to be issued.

27. Clarifications: Polk State reserves the right to request clarification of information submitted, and to request additional information of one or more proposers if needed.

General Information

1. Pre-Proposal Conference

- a. A **non-mandatory** pre-proposal conference will be held at the address, date and time as specified on Page 1, and is open to all interested parties. During this time Polk State College staff will be present to answer questions and explain the intent of the RFP documents.
- b. At this meeting, any suggested modifications may be presented in writing to or discussed with Polk State College's representative(s) as possible addendums to the RFP.
- c. Any conclusions reached at this conference which amend the RFP documents will be issued in the form of an addendum.
- d. ***Your representative who attends this meeting should have read the entire RFP document prior to this meeting.***
- f. ***Reminder:*** Please note that although the location of the pre-proposal conference is Room WLR-104, **proposals should not be submitted to this location.** Your proposal must be submitted to Polk State College's Purchasing Department in WAD-139.
- g. We suggest that you park in the north parking lot.

2. Gifts are Prohibited

- a. Polk State College's District Board of Trustees Rule 3.32 states the following, in part:
 - 1) College employees may not accept or solicit any gift [see F.S. 112.312 (12)(a) and F.S. 112.312 (12)(b)] of any kind (except as otherwise provided within this rule) from any person or entity (a prohibited source) who:
 - a) is seeking official action by the employee or College
 - b) does business or seeks to do business with the College
 - 2) Please govern yourselves accordingly.

3. Exclusive Rights

The contract will not grant exclusive rights to all cleaning services requirements of Polk State College.

4. Acknowledgement

By submitting a proposal, the proposer acknowledges that he/she has read this RFP, including the **Contract Template**, understands it, and agrees to be bound by its terms and conditions.

5. Time Period for Acceptance

All proposals received shall remain firm for a period of one hundred twenty (120) calendar days after the date specified for receipt of proposals.

6. Start Date

Any contract(s) awarded as a result of this RFP will incorporate all the terms and conditions of the RFP. See procurement schedule for start date.

7. Floor Plans / Square Footage

- a. Floor plans and a list of rooms and square footage of each room is available for review at the Purchasing Department.

8. Task List

- a. The minimum level of expected scope of work is included as Exhibit B to the sample contract

- b. Proposers are expected to submit to Polk State College's Director of Purchasing what it considers to be any appropriate revisions/additions to the scope of work at least 10 days prior to the RFP due date, and to indicate the total amount of additional labor hours that will be necessary on a monthly basis to accomplish these tasks.
- c. Suggested changes that are acceptable to Polk State College shall be incorporated into the scope of work and issued as an addendum.

9. Purchasing Agreements with other Public Agencies

- a. All proposers submitting a response to this RFP agree that such response also constitutes an offer to all public entities within the State of Florida under the same conditions, for the same price, and for the same effective period, should the proposer feel it is in their best interest to do so.
- b. Each public agency desiring to accept these proposals, and make an award thereof, shall do so independently of any other public agency. Each agency shall be responsible for its own purchasing, and each shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by virtue of this Request for Proposal.
- c. This agreement in no way restricts or interferes with the right of any political subdivision to re-bid any or all items.

10. Licenses / Permits

- a. It shall be the responsibility of the contractor to obtain, at no additional cost to Polk State College, any and all licenses and permits required to complete the contractual services.
- b. These licenses and permits shall be readily available for review by Polk State College's Director of Purchasing or his/her designee.

11. Model Contract

- a. Polk State College's standard form of contract is included with this RFP as Attachment #1. Polk State College anticipates that the final contract will be in substantial conformance with this document; nevertheless, proposers are advised that any contract which may result from the RFP may deviate from the model contract.
- b. Should any proposer have any concerns regarding the model contract (ex.; scope of services, bonding requirements, insurance policies and limits, thereof), said proposer **must** voice their concerns to Polk State College's Director of Purchasing or via written request for clarification/request for addendum prior to the cut-off time for proposer inquiries (5 business days prior to the due date). Said terms of the contract are not negotiable after the due date for submittal.
 - 1) The intent is to be fair and equitable to all proposers.
- c. Said terms of the contract are not negotiable after the due date for submittal.
- d. Two (2) original versions of the final/approved contract will be executed in order that both parties may have an original document.

12. Custodial Services

Polk State College recently completed a customer satisfactory survey. Results are available on the dedicated webpage.

13. Exclusive Rights:

- a. The contract will NOT grant exclusive rights to all custodial/janitorial service requirements of Polk State College.
- b. Polk State College off-site location, Suite 205, Verizon Building, located at 199 Avenue B, Winter Haven, Florida, not included in the scope of work for this RFP/contract.

Tentative Procurement Schedule

1. The tentative schedule for this procurement is as follows:

Date	Item, Location & Time
October 14, 2016	RFP advertised and released (distributed)
October 28, 2016	Pre-proposal conference – Not mandatory <i>Room WLR- 104 at 2:00 p.m. EST</i>
November 4, 2016	Deadline for proposers' questions
November 14, 2016	Proposals due <i>Deliver to the Purchasing Department</i> <i>Room WAD -139 by 4 p.m. EST</i>
December 2, 2016	ETeam meets and short-lists <i>Room WMS-124 at 9:30 a.m. EST</i>
December 5, 2016	Reference checks and site visits begin
December 14, 2016	Oral presentations (if required) and references checked <i>Room WMS-124, entire day is scheduled</i>
January 28, 2017	Board approval <i>4:00 p.m. EST</i> <i>Location will be posted on the dedicated webpage.</i>
February 1, 2017	New Contract Begins

2. The above tentative schedule is subject to change. All changes will be posted on the website at:

<https://www.polk.edu/purchasing/bids-rfps/>

3. Polk State College's Calendar is available online at:

<http://www.polk.edu/currentstudents/Pages/AcademicCalendar.aspx>

Insurance Requirements

1. Applicability

- a. Only the awarded firm must comply with the following insurance requirements.
- b. Please do NOT include a certificate of insurance with your proposal.
- c. The selected firm will be required to provide a certificate of insurance at the time of contract execution.

2. Requirements

During the performance of the services under this contract, contractor shall maintain the following insurance policies reflecting at least the minimum amounts and conditions noted in the contract (Attachment #1):

3. Conditions

- a. Policies must be written by an insurance company authorized to do business in Florida.
 - b. Policies other than Worker's Compensation shall be issued only by companies authorized by the Department of Insurance of the State of Florida to conduct business in the State of Florida and which maintain a Rating of "A-" or better and a Financial Size Category of "VI" or better according to the A.M. Best Company.
 - 1) Ratings may be verified by Polk State College at <http://www.ambest.com/>.
 - c. Policies for Worker's Compensation may be issued by companies authorized as a group self-insurer by Florida Statute 440.57.
 - d. Contractor shall furnish Polk State College **certificates of insurance**, which shall include a provision that policy cancellation, non-renewal or reduction of coverage will not be effective until at least **thirty (30) days** written notice has been endeavored to be made to Polk State College.
 - e. Contractor shall include Polk State College as an **additional insured** on the General Liability and Automobile Liability insurance policy required by the contract. All of contractor's sub-contractors shall be required to include Polk State College and contractor as **additional insured** on their General Liability insurance policies.
 - f. It is preferred that all policies are in **occurrence** form. "Claims made" insurance policies are **not** acceptable, unless there is an extended claims reporting period of five (5) years.
 - g. Defense must be in addition to the limits of liability.
4. The contractor shall not commence work under this contract until all insurance required as stated herein has been obtained and such insurance has been approved by Polk State College.
 5. In the event the proposer is a governmental entity or a self-insured organization, different insurance requirements may apply.
 6. Misrepresentation of any material fact, whether intentional or not, regarding the proposer's insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any ensuing contract.
 7. A sample ACORD Certificate of Liability Insurance is available on the dedicated website as a reference. The verbiage and alterations which will be required to be made to the form are shown for informational purposes. To expedite the provision of proof of insurance to Polk State College, proposers are encouraged to forward the sample form to their insurance companies.

Website

1. Purchasing Department's Website

The Purchasing Department's website can be found at:

www.polk.edu/purchasing/

2. RFP #16-03 Dedicated Webpage

a. The dedicated webpage(s) for use during the procurement process is:

<https://www.polk.edu/purchasing/bids-rfps/>

b. The following documents and information will be posted on the dedicated webpage:

- 1) RFP documents
- 2) Addenda
- 3) Submittal forms (in PDF format)
- 4) Submittal Tabulation
- 5) Recommendation for Award
- 6) Award
- 7) Other information related to this RFP

3. Directions to Campus/Site Locations

Maps and directions to Polk State's campus/sites are available at: <http://www.polk.edu/locations>

Instructions for Preparing Proposals

All Proposals are subject to Florida Statute 119: Public Records

A. Forms

For ease in preparation of your Proposal, pages 11-16 are available in PDF format at:

www.polk.edu/businessandcommunity/purchasing/rfp/Pages/16-03.aspx

B. Proposal Format

1. For ease of evaluation:

- a. It is recommended that a **3-ring binder** be used (not GBC or spiral binding).
- b. Include your company name and/or logo, and "RFP #16-03" on the cover and spine.
- c. The proposal should be submitted on 8½" x 11" paper.
 - 1) You may utilize 11" x 17" foldouts for schedules, organizational charts, etc.
- d. Portrait orientation
- e. The sections should be separated by using divider tabs for easy reference.
 - 1) The tabs should be pre-numbered and/or include the section title.
- f. Ensure all information is typewritten (via word processor, as appropriate).
 - 1) Use either Arial or Calibri fonts.
 - 2) Colored fonts and highlighting may be used.
- g. Duplex (2-sided) the pages to the fullest extent possible.

2. Format

- a. Submit **two (2) electronic copies** of your proposal.
 - 1) May be submitted on either flash drives or CDs/DVDs.
 - 2) Each section should be included as a separate folder labeled as per section 2f below, with documents therein.
 - 3) The documents may be in MS Word, Excel, PowerPoint, or PDF formats.
- b. Additionally, submit **twelve (12) complete sets (hard-copies in binders)** of your proposal as follows:
 - 1) One marked (1) "original"
 - 2) Fourteen (11) hard copies marked "copy"
 - a) We suggest you mark them by using post-it's on the cover.
- c. This quantity is required so that a full and complete copy of your proposal can be provided to each member of the ETeam.
- d. Each of the binders and electronic copies must be complete, with all supporting documentation.
- e. Place the books and electronic media in a sealed box, and deliver to Polk State College Purchasing boldly marked as follows:

Proposer's Company Name
Return Address
RFP #16-03 for Custodial Services
Due: November 14, 2016
- f. If you are hand-delivering your submittal, please use the form on the dedicated webpage to identify your submittal. **DO NOT WRITE DIRECTLY ON THE CARDBOARD BOX.**

- g. The hard copy proposal should be divided by tabs into a minimum of twelve (12) sections with references to parts of this RFP done on a section-by-section basis. The sections shall be numbered or named:
- | | |
|---------------------------|--|
| 1. Basic Information | 7. Experience of Supervisory Personnel |
| 2. Minimum Qualifications | 8. Training Program |
| 3. Price Proposal | 9. Safety Program |
| 4. Transition Plan | 10. Resolution of Litigation |
| 5. Staffing Plan | 11. Location |
| 6. Experience of Firm | 12. References |

C. Proposal Submittal

1. Basic Proposer Information

Proposers shall include the following information/documentation:

- a. **Letter of Transmittal:** This **one-page** letter will summarize in a brief and concise manner, the proposer's positive commitment to perform the work in a professional manner. Additionally, it should state that all information submitted is certified to be true and accurate. The letter must be signed by an official authorized to make such commitments and enter into a contract with Polk State College. The letter must indicate the official's title or authority.
- b. **Acknowledgment of Addenda:** Include the acknowledgement page (signed and dated) of the last/final **addendum** issued by Polk State, if applicable.
- c. **Proposer Information:** Complete the "Proposer Information" form on **page 24** of the RFP, which includes:
 - 1) **Proposer:** Company/firm name and addresses (street address and mailing address)
 - 2) **Contact Person:** Main contact person who should be contacted regarding your proposal, and whom to notify as to short-listing, oral presentations, and recommendation of award.
 - 3) **Internet Contact:** Include Contact Person's email address, and the proposer's website address (if applicable).
 - 4) **State:** (*ex: Florida or Alaska*) where incorporated.
 - 5) **FEIN:** Provide the **Federal Employer Identification Number** of the proposer.
 - 6) **SSN:** In the case of a sole proprietorship or partnership, provide Social Security numbers for all owners/partners **only if the FEIN is not provided**.
 - 7) **Telephone Number:** Direct phone number of the contact person. Include extension number.
 - 8) **Toll- Free:** Direct toll-free phone number of the contact person, if applicable.
 - 9) **Fax Number:** Direct fax number of the contact person.
 - 10) **Type of Business:** Identify the type of business entity involved (e.g.; a corporation, sole proprietorship, partnership, joint venture, etc.).
- d. **W-9 Form:** Submit a completed W-9 form (**page 25**, also available on the Internet at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>).
- e. **Drug-Free Workplace:** If applicable, provide a statement concerning the proposer's status as a Drug-Free Work Place [DFW] (complete RFP **page 26**). In accordance with Florida Statute 287.087, whenever two or more proposals are determined to be equal, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.
- f. **History of Firm:** Include a chronological history of your firm. Include information such as: Date incorporated, date when corporate heads, President, VP's, etc. joined the firm, dates that the current partners/officials joined the firm, new satellite office(s) opening dates, and any "firsts" or important events experienced by the firm.

- g. **Subsidiaries:** Name any subsidiary or affiliated companies in which principals have a **financial interest**. Explain in detail the **Principals' interest** in this company and nature of business.

2. Minimum Qualifications

- a. Proposers must fulfill all of the following minimum qualifications/requirements (see **page 27**):
- 1) A minimum of five (5) years' experience as a provider of custodial services.
 - 2) Experience in handling two (2) or more large buildings of **100,000 sq. ft.** or more.
 - 3) The contractor shall have the equipment, labor, and financial resources to provide all services.
- b. Proposer shall provide sufficient information to clearly show that they meet the minimum qualifications.
- c. Include a copy of your current business licenses
- 1) Include copies of all applicable federal, state and local licenses.
- d. It shall be the responsibility of the selected proposer to obtain, at no additional cost to Polk State, any and all licenses and permits required to perform these contractual services.
- 1) These licenses and permits shall be readily available for review by Polk State College's representative or his/her designee.
- e. Proposals submitted by firms under "**joint venture**" arrangements or other multi-party agreements **must** submit a power of attorney delegating authority to one principal with authority to negotiate and execute any/all contract documents and amendments resulting from negotiations/award of this RFP.

3. Price Proposal

- a. Complete the Price Proposal form (**page 28**), indicating pricing for each facility and rates for additional services. The prices shall remain firm and shall include all charges that may be incurred in fulfilling the terms of this contract.
- b. The scope of work required is stated in Exhibit B of the sample contract. The contractor will provide all labor, supervision, chemicals, products (including paper products), equipment and cleaning supplies to perform these services.
- c. The price proposed shall remain firm and shall include all charges that may be incurred in fulfilling the terms of this contract.

4. Transition Plan

- a. Describe in detail how you will transition into a contract with Polk State College and begin providing services.
- b. Clearly, identify how your firm will assume full operation of all custodial services for all facilities as defined in Exhibit A of the contract.
- c. Identify the timeline for the start-up of services. Include items such as:
- 1) Inspecting Polk State College sites
 - 2) Interviewing job applicants
 - 3) Ordering and receiving inventory of cleaning products, equipment, and paper products.
 - 4) A list of equipment owned and of items that will be purchased to support the contract at each location. Include a plan for maintenance and repairs.
 - 5) Other items as deemed necessary by the proposer.
- d. Hiring preference for current staff shall be considered.

5. Staffing Plan

- a. **Organizational Chart:** Provide an organizational chart, as it will relate to this contract, indicating key personnel and their relationships.
- 1) Indicate each staff members' and sub-consultants' assignments and responsibilities.

- a) Include photos of key staff, if possible.
- 2) Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability.
- 3) Indicate which positions are full-time and part-time.
- 4) You may use either 8½" x 11" (letter size) or 11" x 17" paper (fold to fit 8½" x 11") for your organizational chart.
- 5) Show corporate (home-office) support (if applicable).
- b. **List of Assigned Staff:** Include a synopsis, in table format, of all personnel who will be assigned to the contract. The columns should be titled: Position, Employee Name, Current Title, and Number of Years with Firm.
- c. **New Hires:** Identify the number of personnel who would be hired as a result of award of the contract.
- d. **Employee Turnover Rate:** Include information regarding longevity of workforce and staff turnover rates. Include information on employee retention program and current/past efforts to minimize turnover.
- e. No supervisor or manager shall supervise a family member.

6. Experience of Firm

- a. **Company Credentials:** Provide a brief statement of qualifications that includes the proposer's size/staffing. Detail any information that would give the proposer an advantage in providing these services.
- b. **Similar Clients:** Complete the form on **page 29** for each of your similar clients that best illustrate the experience of the proposer and the staff being assigned to this contract. Include no less than five (5) or more than fifteen (15) clients.

7. Experience of Supervisory Personnel

- a. **Contract Manager:** Complete and submit the form on **page 30**. Include a current resume.
- b. **Site Supervisor:** Complete and submit the form on **page 31**. Include a current resume.

8. Training Program

- a. New employees shall be trained before they begin work.
- b. The proposer will provide meaningful training to workers in an effort to create awareness, eliminate hazards, and address personnel safety issues before they result in an accident and loss of time.
- c. Additionally, all personnel shall be trained and fully aware of their responsibilities and duties.
- d. Provide a copy of proposer's training plan to include, but not be limited to:
 - 1) Initial structured training/orientation
 - 2) Ongoing training of new and experienced employees regarding their duties and responsibilities
 - 3) Remedial training
 - 4) Management's safety policy statement
 - 5) Hazard assessment and safety planning processes
 - 6) Occupational safety and health/staff training plans, such as cleaning solutions, mixing, dispensing, lifting, slip/falls, etc.
 - 7) Employee involvement
 - 8) Employee onboarding
 - 9) Description of previous/current contracts utilizing the training program

9. Safety Program

- a. Fully describe your company's safety program and its administration to employees
- b. Include safety brochures and employee training materials
 - 1) If it is a large manual, include only the cover and table of contents.
- c. Fully describe previous/current contracts utilizing the safety program

10. Resolution of Litigation

- a. **Summary of Litigation:** Provide a **summary of any litigation, claim(s), or contract dispute(s)** which have been **finalized/decided by a court of law**, which were filed by or against the proposer in the past five (5) years (complete and submit a **Disputes Disclosure Form – page 32**).
- b. The summary shall include:
 - 1) The basis of the lawsuit, litigation, claim, or contract dispute (ex: breach of contract),
 - 2) A brief description of the case
 - 3) The outcome
 - 4) The monetary amounts involved.
- c. The disclosure can be limited to:
 - 1) Cases that are related to contractual services provided in the regular course of business.
 - 2) The regional/district office that will be supporting this contract.
- d. **Guideline: What information to include/exclude.**
 - 1) In the "Resolution of Litigation" section of your submittal, include:
 - a) The parties to the lawsuit.
 - b) The basis of the lawsuit (ex: Breach of Contract).
 - c) The monetary amount claimed/requested.
 - d) The monetary amount settled/paid.
 - e) Identify if it is a third-party lawsuit.
 - 2) Include lawsuits such as:**
 - a) Breach of contract.
 - b) Deficient services.
 - c) Defects or deficiencies (ex: You are a surveyor, and there was a boundary dispute involving a survey you performed.)
 - d) Errors or omissions.
 - e) Personal injury/death due to negligence regarding your services.
 - f) Negligence (regarding your services).
 - g) Negligence in ensuring reasonable care during the performance of services.
 - h) Negligence in overseeing work.
 - 3) Exclude lawsuits such as:**
 - a) Traffic accidents on or off the project site due to an employee being involved in an accident (as the driver of an involved vehicle).
 - b) Liens/lawsuits filed due to non-payment (by your client)/attempts to collect outstanding account receivables.
 - c) Third-party Lawsuits/Lawsuits in which you were dismissed from the case because you were not directly involved in the problem.
 - d) Landlord/tenant lawsuits.
 - e) Cases where you were granted summary judgment and released from the lawsuit.
 - f) Improper termination of employment.
 - g) Negligence cases, such as slip-and-fall incidents on your office premises.

- e. **Pending Litigation:** Include any information regarding your firm being involved in any potential or pending litigation.
- f. **Potential Disputes:** List any pending or forthcoming disputes that are known.
- g. **License Sanctions:** List any regulatory or license agency sanctions.
- h. **Lost Accounts/Clients:** Provide a complete list of all accounts lost (early termination or non-renewal). Include contact names and telephone number, length of service at each account, and reason for loss. This list can be limited to the regional/district office which will be supporting this contract, and may be limited to the past five (5) years.
- i. **Canceled Accounts:** Provide a complete list of all accounts canceled/terminated **by the proposer** prior to the expiration date. Include contact name and telephone number, length of service provided, and reason the proposer chose to cancel the contract. This list can be limited to the regional/district office that will be supporting this contract, and may be limited to the past five (5) years.
- j. **Contract Denial:** Indicate if your firm has been denied a contract award by a public entity on which you submitted the low bid. Explain in detail.

11. Location

- a. Include a simple/small map that shows your firm's location relative to Polk State College locations. Maps are available at www.mapquest.com or www.mapsonus.com.
- b. Identify the location of the specific office that will have direct responsibility for this project.
 - 1) Identify the county where this office is located.
 - 2) Include **number of miles and drive time** to/from the project site and Polk State College's Winter Haven campus.
- c. Identify the geographic location of your home/corporate office.

12. References

- a. Complete and submit **page 33**. Provide the following information:
 - 1) Company name
 - 2) Address
 - 3) Contact person
 - 4) **Email address**
 - a) **Required – References submitted without Email addresses will be disregarded**
 - 5) Phone number
 - 6) Toll-free number
 - 7) Fax number
 - 8) Educational references (college, university and/or K-12 schools)
 - 9) Non-educational references
- b. If possible, include reference letters from the client on each of the three most closely related facilities the proposer has served.
- c. You may provide supplementary letters of reference (in addition to **12a**, above).
- d. **Do not include as a reference:**
 - 1) References located in foreign countries
 - 2) Polk State College staff or District Board of Trustees (DBOT) members.
- d. See **page 18, section 7** for additional information regarding references.

Note: All proposals are subject to the Florida Public Records Act, F.S. 119.

Evaluation of Proposals

1. Evaluation Method

- a. Polk State will appoint an ETeam consisting of members of its staff to evaluate proposals and to recommend award of a contract to the Proposer that best meets the interests of Polk State College. The District Board of Trustees shall make the final award.
- b. Polk State shall be the sole judge of its own best interests, the proposals, and approval of the resulting contract. Polk State's decisions will be final.

2. Price Evaluation

- a. The points awarded to price shall be computed by the following sample mathematical formula:

Proposer	Low Price	Divided by Proposed Price	Equals	Percentage	Multiplied By	Available Points	Equals	Score*
A	\$20,000	\$20,000	=	100%	X	5	=	5
B	\$20,000	\$25,000	=	80%	X	5	=	4
C	\$20,000	\$28,000	=	71%	X	5	=	3.55

- b. Weighted score (*) shall be rounded up to the nearest tenth (10th) of a point.
 - 1) Proposer C's score would be rounded up to 3.6

3. Non-Responsive Proposals

- a. Non-responsive proposals will be rejected by the Purchasing Department, and will not be distributed to the ETeam for consideration. Additionally, the ETeam may determine that one or more required submittals/documentation are so inadequate as to be determined to be non-responsive.
- b. Reasons for deeming proposals non-responsive may include, but are not limited to, the following:
 - 1) Submission of a late proposal
 - 2) Proposer does not meet the minimum qualifications
 - 3) Failure to follow the required format as identified in the "Instructions for Preparing Proposals" section
 - 4) Failure to sign the proposal
 - 5) Failure to acknowledge addenda (unless all changes are material, ex: extending the due date)
 - 6) Failure to provide required submittals/documentation
- c. The ETeam will evaluate all responsive written proposals to determine which proposals best meet the needs of Polk State College based on the evaluation criteria.

4. Evaluation Criteria

- a. The ETeam may choose to use consensus scoring in the initial review/evaluation of the written proposals in order to narrow the number of proposals to be afforded extensive individual and collective review.
- b. The ETeam shall then utilize the Evaluation Form included to rate/evaluate each of the remaining proposals.
- c. The criteria and weights as shown on **pages 20 and 21** shall be utilized in the evaluation of the written proposals and oral presentations.

5. Evaluation of Written Proposals / Short-Listing

- a. Upon completion of the evaluation of all written proposals, the ETeam shall determine whether to recommend award to the proposer with the highest score, or to invite those firms in the “Competitive Range” (see **page 22**) to give an oral presentation.
- b. Should the ETeam determine to recommend award to the proposer with the highest score at this time, the Purchasing Department shall execute a written reference check. A reference questionnaire will be emailed to each of the references listed in the proposal. A written tabulation of the responses will be provided to the ETeam if the responses are a cause for concern, and the ETeam may reconsider their recommendation for award.
- c. Only those firms with the highest scores rated in accordance with the above criteria and their weights will be invited to give oral presentations.
- d. The list of short-listed proposers will be posted on the dedicated webpage.

6. Notification of Short-Listing

- a. The short-listed proposers will be notified, as follows:
 - 1) A letter will be sent to those firms who have been short-listed, notifying them of the place and time of their interview/presentation.
 - 2) In the event that there are any specific questions/clarifications that the ETeam would like for all of the proposers to address/make, they will be included in this notification.
 - 3) Should the evaluation criteria for the oral presentations be changed, the revisions will be included in the letter.

7. Reference Check

- a. The evaluation criteria for the oral presentations will include references and may involve on-site visits to proposer’s place of business or clients by members of the ETeam.
- b. The Facilities/Purchasing Departments shall perform a written reference check.
 - 1) A 1-page reference questionnaire will be **emailed** to each of the references listed in the proposal.
 - 2) A written tabulation of the responses will be provided to the ETeam.

8. Site Visits

- a. Members of the ETeam may visit a service site or client of the short-listed proposers. Proposers may be given at least a 24-hour notice of any site visits planned by Polk State College.
- b. The tentative schedule dates for these visits is included on **page 8**.

9. Oral Presentations

- a. Short-listed firms **may** be invited to give an oral presentation. These presentations will provide an opportunity for the proposer to clarify their qualifications, approach to the work, and ability to furnish the required services. The selection process may involve on-site visits to Proposer’s or their clients’ place of business.
- b. Firms responding to this RFP must be available for presentations/interviews.
- c. The criteria for evaluating the oral presentation is on **page 21**. The criteria are subject to change. In the event that the criteria are revised, the short-listed Proposers will be advised of the changes. The final scoring will be wholly based on these criteria. Scores from the initial evaluation will not be “brought forward”.
- d. The interview time shall be limited to one (1) hour. Forty-five (45) minutes shall be allotted to the presentation with the remaining time for questions and answers with your team.
- e. It is highly recommended that your team (contract manager, site supervisors, and other key employees who will be assigned to this contract) should participate in the presentation.

- f. As part of your presentation, be prepared to discuss the services that you will provide, with an emphasis on **services to be provided in this contract**. Additionally, discuss your firm's **ability to complete this contract on time and within budgetary constraints**.
- g. Written handouts and/or "leave-behinds" are permitted.
 - 1) If you use PowerPoint as a part of your presentation, a hard-copy or electronic copy of the presentation **must be provided to the Director of Purchasing**. Providing this hand-out to the ETeam is recommended, but not required.
- h. Gifts, including food products, for the ETeam are **expressly prohibited**. Please govern yourself accordingly.
 - 1) Also see **page 6, section 2** regarding Gifts.
- i. You may bring your presentation on a flash-drive. Polk State will provide a computer with MS 2007, remote and screen. Short-listed firms should consider bringing their own equipment (as a back-up precaution) use for PowerPoint (or other) presentations, in case of software/hardware incompatibility. If your presentation requires specialized software, a laptop with that software loaded must be provided by short-listed firm(s).
- j. The oral presentations are subject to the "Sunshine Law," FS 286.011, and therefore, are not open to the public. However, they will be video/audio taped and made available for review.

10. Identical or Tie Scores

- a. In the event two (2) or more proposers are deemed equal during the evaluation process, the following criteria, in order of importance, shall be used to break the tie:
 - 1) Drug-Free Workplace
 - 2) Coin flip

11. Approval by Polk State College's President

Following oral presentations, the ETeam will recommend a ranking to Polk State College's President.

12. Posting of Recommendation

- a. The President's recommendation for ranking will be posted for review by interested parties at the Purchasing Department, and at the website prior to submission to the District Board of Trustees (DBOT) for final acceptance of ranking
- b. The recommendation will remain posted to the dedicated webpage and the ITB/RFP bulletin board in the Purchasing Department for a period of at least three (3) working days.

13. Protests

Failure to file a protest within 72 hours of posting of the recommendation for award shall constitute a waiver of proceedings.

14. Award

- a. Polk State College anticipates award to the proposal whose submittal is judged by Polk State College to be the most qualified and/or advantageous.
- b. Polk State College anticipates awarding one contract but reserves the right to award more than one if in its best interest.
- c. Final approval of the ranking shall be by Polk State College's District Board of Trustees at a regularly scheduled public meeting.
- d. This RFP does not constitute an offer, agreement, or a contract with the Proposer. An official contract or agreement is not binding until a contract is executed by the parties.

Evaluation Criteria for Written Proposals	
Criteria for Evaluating Written Proposals	Weight
Price Proposal 1. Price per square foot 2. Cost effectiveness 3. Reasonableness of proposed prices	20%
Transition Plan 1. Implementation of services and timeline thereof 2. Initiate full operation of custodial services	15%
Staffing Plan 1. Organizational chart 2. List of assigned staff 3. New hires 4. Employee turnover rate	10%
Experience of Firm 1. Company credentials 2. Similar clients 3. Company certifications that benefit the College	10%
Experience of Supervisory Staff 1. Contract manager 2. Site supervisors	15%
Training Program 1. New employees 2. Meaningful training 3. Ongoing training 4. Remedial training 5. Management's safety policy statement 6. Hazard assessment & safety planning processing 7. OSHA plans 8. Employee involvement 9. Employee Handbook 10. Ongoing training 11. Current/previous contracts utilizing this program	10%
Safety Program 1. Company's current safety program 2. Current/previous contracts utilizing this program	15%
Resolution of Litigation 1. Present and future/pending litigation 2. License sanctions 3. Lost accounts 4. Cancelled accounts 5. Contract denial	5%

The above criteria and weights are subject to change.

Evaluation Criteria for Oral Presentations	
Criteria	Weight
Price Proposal 1. Price per square Foot 2. Cost effectiveness 3. Reasonableness of proposed prices	25%
Staffing Plan 1. Proposer's credentials 2. Management and supervision qualifications 3. Initial Staffing plan 4. Organizational chart 5. Staff training plans 6. Employee turnover rate/longevity of workforce/retention program	20%
Training Program 1. Management's safety policy statement 2. Hazard assessment & safety planning processing 3. OSHA plans 4. Employee involvement 5. Employee Handbook 6. Ongoing training	15%
Quality of Services 1. A proven ability to produce unique, outstanding solutions to challenges 2. Conveyance of a willingness to work with Polk State College's staff 3. The ability to convey a depth of understanding of the scope of work and the proposer's capacity to accomplish it successfully on a regular basis 4. Value and services	15%
Proposed Work Plan 1. Transition plan 2. Detailed work approach 3. Checklists to ensure all services are provided as per the contract 4. Quality assurance procedures to be utilized 5. Innovative concepts and recommendations 6. A rationale for the approach taken 7. The methods, products, supplies, equipment and materials to be used	15%
References 1. Letters of reference, included in written submittal 2. Tabulated results of reference check — performed by Polk State College's Facilities/Purchasing Department 3. Site visits, if any	10%

The above criteria and weights are subject to change.

Competitive Range

An Example

Proposer

Score

A

4.9

B

4.7

C

4.5

D

4.2

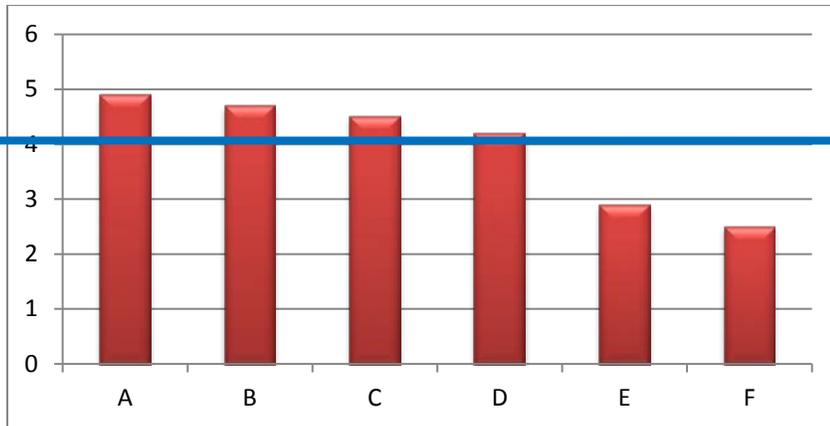


E

2.9

F

2.5



Scores range from 1 (poor) to 5 (excellent)

In this scenario, the top 4 firms may be considered for further evaluation via oral presentations.

Submittal Forms

Proposer Information.....	24
W-9	25
Drug-Free Workplace.....	26
Minimum Qualifications	27
Price Proposal.....	28
Current/Previous Clients	29
Contract Manager	30
Site Supervisor.....	31
Disputes Disclosure	32
References.....	33
M/WBE Statement (for reporting purposes only)	34

**Electronic copies of the above forms
are available at:**

<http://www.polk.edu/businessandcommunity/purchasing/rfp/Pages/16-03.aspx>

Proposer Information Form

Proposer (Company) Name:	Formerly:
Mailing Address:	Street Address:
City, State, Zip:	City, State, Zip:
Type of Entity: <i>(check one)</i> <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Joint Venture	
Contact Person:	Title:
Telephone Number:	Incorporated in the State of:
Toll-Free Phone Number:	Year:
Cell Phone Number:	Fax Number:
Federal Employer Identification Number (FEIN):	SSN (if Sole-Proprietorship or Partnership): <i>Only required if FEIN is not provided</i>
Email Address:	Website Address: www.
Bonding Capacity: \$ Aggregate: \$ Single Project Limit: \$	
Surety Company:	A.M. Best Rating:

This form must be completed and returned with your proposal to fulfill the requirements of Page 12, Section 1c.

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> 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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																																																							
Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.																																																							
	<table border="1" style="margin: auto;"> <tr><td colspan="9" style="text-align: center;">Social security number</td></tr> <tr><td style="width: 20px;"> </td><td style="width: 20px;"> </td></tr> <tr><td colspan="3">-</td><td colspan="3">-</td><td colspan="3"></td></tr> </table> <p style="text-align: center;">OR</p> <table border="1" style="margin: auto;"> <tr><td colspan="9" style="text-align: center;">Employer identification number</td></tr> <tr><td style="width: 20px;"> </td><td style="width: 20px;"> </td></tr> <tr><td colspan="3">-</td><td colspan="3">-</td><td colspan="3"></td></tr> </table>	Social security number																		-			-						Employer identification number																		-			-					
Social security number																																																							
-			-																																																				
Employer identification number																																																							
-			-																																																				

Part II Certification	
Under penalties of perjury, I certify that:	
1. 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	
2. 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	
3. I am a U.S. citizen or other U.S. person (defined below); and	
4. 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 on page 3.	
Sign Here	Signature of U.S. person ▶ _____
	Date ▶ _____

General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

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? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

*This form must be completed and returned with your proposal to fulfill the requirements of **Page 12 Section 1d.***

Drug-Free Workplace Form

The undersigned vendor, in accordance with Florida Statute 287.087, hereby certifies that

_____ does:
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace, and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

x

Proposer's Signature

Date

This form (if applicable) must be completed and returned with your submittal.
Use this form regarding **Page 12, Section 1e.**

Minimum Qualifications

1. The contractor shall meet the following minimum experience qualifications:
 - a. A minimum of five (5) years' experience as a custodial provider and providing these services in a higher education environment.
 - b. Experience in handling two (2) or more buildings which are 100,000 sq. ft. or larger.
 - c. The Contractor shall have the equipment and labor resources to provide all services.

2. Complete the following items and submit with your proposal:

a. On what date did your company incorporate in the State of Florida?	
b. Length of time in business:	
c. How many 100,000 sq. ft. or larger contracts have you serviced? <i>(include at least two)</i>	
d. How many people does your company directly employ?	

Proposer: _____

This form must be completed and submitted with your Proposal.
Use this form regarding **Page 13 Section 2a.**

Price Proposal

Campus / Center / Building	Gross Square Footage (estimated)	Monthly Price Per Sq. Ft.	Multiplied By	Annual Price
1. Winter Haven Campus		\$_____ /SF	x 12 mos.	\$
1. Center for Public Safety Immersive Training Building		\$_____ /SF	x 12 mos.	
3. Lakeland Campus		\$_____ /SF	x 12 mos.	\$
4. Airside East/Airside West		\$_____ /SF	x 12 mos.	\$
5. Advanced Technology Center		\$_____ /SF	x 12 mos.	
6. JD Alexander & Lake Wales Arts Center		\$_____ /SF	x 12 mos.	\$
7. Special Events Services	As needed basis	\$_____ /SF	500 hours	\$
8. Carpet Cleaning	As needed basis	\$_____ /SF		\$
9. Furniture Cleaning	As needed basis	\$_____ /Unit		

Grand Total: \$ _____
(1 – 7 Only)

*** Note:**

- Any new building or renovated/remodel spaces requiring custodial services will be guided by the term of this RFP and Contract

Proposer: _____

Signature:  _____

This form must be completed and returned with your proposal.
Use this form regarding **Page 13, Section 3a.**

Current / Previous Clients

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

This form must be completed and submitted with your Bid.
Use this form regarding **Page 14 Section 6b.**

Contract Manager

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

Contract Manager Name: _____

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

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

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

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

Proposer: _____

Use this form regarding **Page 14 Section 7a**

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

Site Supervisor

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

Site Supervisor Name: _____

Campus (*circle applicable Polk State College Location*):

Winter Haven

Lakeland

Airside

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

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

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

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

Proposer: _____

Use this form regarding **Page 14 Section 7b**

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

Disputes Disclosure Form

Summary of Litigation

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

Disclosure can be limited to the regional/district office that will be supporting this contract.

* * * * *

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

YES

NO

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

YES

NO

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

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

YES

NO

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

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

Printed or Typed Name

Title

x

Authorized Signature (Officer)

Date

Complete & include this form with your Proposal to fulfill the requirements of Page 15 Section 10a

Proposer:

References

Educational Client Name / Address	Contact Person	Telephone & Fax Number
	Name: _____	Phone: () _____
	email: _____	Toll-Free: () _____
		Fax: () _____
	Name: _____	Phone: () _____
	email: _____	Toll-Free: () _____
		Fax: () _____
	Name: _____	Phone: () _____
	email: _____	Toll-Free: () _____
		Fax: () _____
	Name: _____	Phone: () _____
	email: _____	Toll-Free: () _____
		Fax: () _____
Non-Educational Client Name / Address	Contact Person	Telephone & Fax Number
	Name: _____	Phone: () _____
	email: _____	Toll-Free: () _____
		Fax: () _____
	Name: _____	Phone: () _____
	email: _____	Toll-Free: () _____
		Fax: () _____
	Name: _____	Phone: () _____
	email: _____	Toll-Free: () _____
		Fax: () _____
	Name: _____	Phone: () _____
	email: _____	Toll-Free: () _____
		Fax: () _____

Include FAX Number & Email Address

This form must be completed and included with your Proposal per Page 16, Section 12a.

Be sure to confirm all email addresses prior to submittal to ensure they are up-to-date.

Minority/Woman-Owned Business Statement

Polk State College is required to report M/WBE expenditures to the State of Florida's Office of Supplier Diversity (OSD) on a quarterly basis. The quarterly report includes a supplemental list of firms who have indicated that they are owned by a woman or minority, but have not been certified by OSD, although they may be certified by other public entities.

It is requested that M/WBE owned firms complete this page and include it with their Proposal in Section 1
for reporting purposes only

Type of Business: *Check applicable block(s)*

“African-American” includes persons having origins in any of the black racial groups of Africa.

“Hispanic American” includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins, regardless of race.

“Native American” includes American Indians, Eskimos, Alaskan Indians, Aleuts and Native Hawaiians.

“Asian-Pacific Americans” includes persons whose origins are from Japan, China, Taiwan, Korea, Southeast Asia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, and Northern Marianas.

“Asian-Indian Americans” includes persons whose origins are from India, the Indian Sub-Continent and Pakistan.

“Woman-Owned Business Enterprise”

Note: MBE and WBE are defined by Federal Register 49 CFR, Part 23, as a business firm which is at least fifty-one percent (51%) owned by minority or women group members, or in the case of a publicly owned business, at least fifty-one percent (51%) of stock is owned by the minority or woman. The minority or woman owner must exercise actual day-to-day management and control of the business.

Certified by (<i>name of Public Entity, if applicable</i>)
Certificate Number:
Attach a copy, please.

Statement of No Proposal

RFP #16-03

If your company does not intend to propose on this procurement, please complete and return this form prior to the date shown for receipt of proposals via fax to 863-297-1085, or via email to milliquist@polk.edu or mail to:

Polk State College, Purchasing Department
 999 Avenue H, Northeast
 Winter Haven, Florida 33881-4299

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

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

REMARKS:



Remove us from your "Vendor Database"

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

Failure to submit either a Proposal or a *Statement of No Proposal Submittal* shall be cause for removal from the mailing list.
 Use this form regarding **Page 3, Section #7.**

Checklist

This checklist is provided to assist each proposer in the preparation of his/her proposal. Included in this checklist are important requirements, which are the responsibility of each proposer to submit with his/her response in order to make his/her proposal fully compliant. This checklist is only a guideline – it is the responsibility of each proposer to read and comply with the RFP in its entirety.

Check (✓) each of the following when accomplished:

- Outside of box is marked accordingly: **RFP #16-03 for Custodial Services, Due Date: November 14, 2016.** If you hand-deliver the proposal, use the form provided on the website.
- Two (2) electronic copies are included.
- Box is sealed with tape. Binders do not need to be placed in separate envelopes within the box.
- Is the required number of binders included?
- Is the final Addendum (if issued) signed and included?
- Is Proposer Information Form (page 24) complete and included in Section 1?
- Is the W-9 form (page 25) completed and included in Section 1?
- Is Drug-Free Workplace form (page 26) signed and enclosed in Section 1, if applicable?
- Is the Minimum Qualifications form (page 27) completed and included in Section 2?
- All unit prices have been reviewed for accuracy and all price corrections have been initialed. Extensions and total prices have been double-checked. (page 28) The form is included in Section 3.
- Is your Transition Plan included in Section 4? A form is not provided for this section.
- Is your Staffing Plan included in Section 5? A form is not provided for this section.
- The Current/Previous Client form is included in Section 6. (page 29)
- Credentials for the Contract Manager and Site Supervisors are included in Section 7. (pages 30-31)
- Is Disputes Disclosure Form (page 32) completed and included in Section 10?
- Your location is identified with locator maps in Section 11.
- Is the References form (page 33) included in Section 12? Have you contacted each reference to ensure their email address is correct? Are your references aware that they are listed as a reference and may receive a 1-page questionnaire on or around December 14, 2016?
- Is the Minority- and Woman-Owned Business Declaration form (page 34) signed and enclosed in Section 1, if applicable?

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