

Cut along the outer border and affix this label to your sealed bid envelope to identify it as a "Sealed Bid". Be sure to include the name of the company submitting the bid where requested.

**SEALED BID ● DO NOT OPEN**

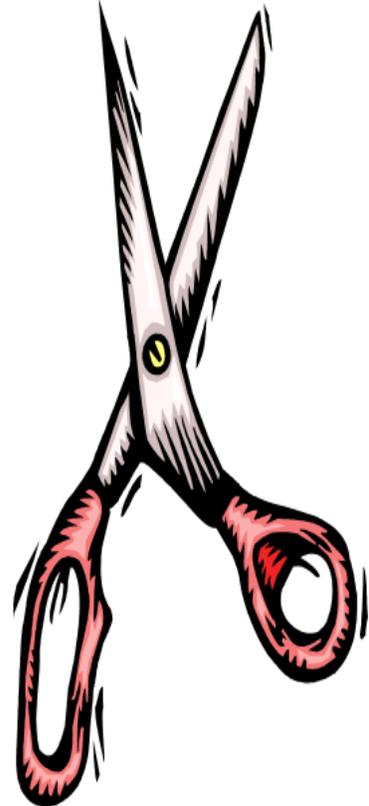
SEALED BID NO. : \_\_\_\_\_

BID TITLE: \_\_\_\_\_

DUE DATE/TIME: prior to 2:00 p.m.

SUBMITTED BY: \_\_\_\_\_  
(Name of Company)

DELIVER TO:           PROCUREMENT DEPARTMENT  
302 W. Reynolds Street, 3rd Floor  
Plant City, FL 33563





**PLANT CITY, FLORIDA**

**REQUEST FOR PROPOSALS**

**Janitorial Services City Wide  
RFP 17-005GS-ME**

**City of Plant City  
Procurement Division  
302 West Reynolds Street  
Plant City, FL 33563  
Phone: 813-659-4270  
wstorey@plantcitygov.com**

**CITY OF PLANT CITY  
PLANT CITY, FLORIDA**

**REQUEST FOR PROPOSALS  
Janitorial Services City Wide  
RFP 17-005GS-ME**

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CITY OF PLANT CITY, FLORIDA

**REQUEST FOR PROPOSALS  
for  
Janitorial Services City Wide  
RFP 17-005GS-ME**

**Project Summary**

The City of Plant City, Florida, a political subdivision of the State of Florida (City), is requesting proposals from experienced vendors who are interested in providing Janitorial Services City Wide.

**Scope of Services**

Provide services to include all work required to perform Janitorial Services for the City of Plant City facilities. **The requested services are more fully described in "Section 6 - Scope of Services".**

**Submittals**

Sealed proposals must be delivered to the City of Plant City Procurement Division, 302 W. Reynolds Street; 3<sup>rd</sup> Floor; Plant City, Florida 33563. **The submittal deadline is prior to 2:00 PM, January 5, 2016.**

**Questions**

Procurement Manager, Buddy Storey is the **only** staff designated and authorized to answer questions about this bid. Bidders may rely only on written responses or interpretations from the Procurement Manager. Verbal and/or written responses given by other City staff in response to bidder questions shall not be binding on the City. The City will recognize written addenda issued by the Procurement Manager as the only legitimate method of responding to questions about this bid or the project described within this bid.

The deadline to submit questions is **December 22, 2016 prior to 3:00 PM** All answers will be issued in writing via addendum. Questions shall be submitted in writing to Mr. Storey at [wstorey@plantcitygov.com](mailto:wstorey@plantcitygov.com).

**W. A. "Buddy" Storey, Jr.  
Procurement Manager**

## Section 1 Submittal Delivery

- 1.1 Submittal Location & Deadline. Sealed proposals must be made to the City of Plant City Procurement Division (302 W. Reynolds Street, Plant City, Florida 33563) prior to **2:00 PM on January 5, 2016**. Submittals will be time stamped upon receipt. **Submittals by fax, e-mail, or telephone shall not be accepted. Late submittals shall be rejected.** The City reserves the right to reject any or all submittals at any time and for any reason including submittals that are incomplete, conditional, or deficient in any way, or which contain unsolicited additions/alterations.
- 1.2 Submittal Envelope. Proposers shall submit, five (5) printed sets of each proposal, including one set marked "ORIGINAL" as well as one electronic copy either on CD or a flash drive, containing an original signature, shall be submitted in a sealed envelope or box. The following information must be provided on the outside of the submittal envelope or box. (Bid Label provided herein)
  - **RFP 17-005GS-ME Janitorial Services City Wide**
  - **PROPOSER NAME**
- 1.3 Valid Term of Submittal. Proposals shall be valid for no less than 60 days from the date the City opens the submittals.

## Section 2 Submittal Requirements

- 2.1 Forms. Submittals must include all of the required forms provided in this packet. Submittal forms shall be signed by the Proposer owner or other authorized individual.
- 2.2 Licenses & Certifications. Proposer **shall** include the following with its submittal:
  - a. Photocopy of valid Florida business license.
  - b. Photocopy of valid Florida worker's compensation certificate.
  - c. Other Licenses and Certification specific to services requested in this RFP, or as necessary to document qualifications declared in Proposer's proposal.
- 2.3 Proposal Content. Proposals to be organized to clearly address the Evaluation Criteria, providing the information described below with tabs for each section:

**Tab 1. Cover Letter:** The cover letter should include a summary of the proposal and a statement of the proposer's qualifications, including a brief description of the proposer's staff. The letter should also indicate the proposer's commitment to accept the terms and conditions in the RFP. Any requests for exceptions should be noted in the cover letter and include alternatives where applicable.

**Tab 2. Project Schedule and Availability:** This section should include the proposer's proposed schedule for the work described herein and the experience and availability of staff to perform the work.

**Tab 3. Project Approach:** This section should describe the proposer's understanding of the Scope of Services and what the plans are to execute the requirements.

**Tab 4. Similar Project Experience:** Provide references and performance records on similar projects. References must include sufficient information to determine the similarity to the City's requirements Also the references must include the following: Client Name, Address, Contact person, Telephone number of Contact person, Date contract began, Date ended or ongoing, Number of staff dedicated to work.

**Tab 5. Price Proposal:** The proposer's complete Price Proposal.

**Tab 6. Required forms, documents, and additional information:** Include the required forms under this tab and any additional information.

Insurance

The awarded contractor shall provide insurance coverage in accordance with the minimum requirements as stated in the contract agreement. Provide evidence of insurance coverage under Tab 6.

**Attachment(s):**

Contract  
Price Proposal Form  
Public Entity Crimes statement  
Payment and Performance Bond  
General Cleaning Requirements

2.4 **Local Preference.** Local preference is awarded all or none depending on Proposer's location. The City has adopted a local preference policy (Section 2-151 Plant City Code). As part of the RFP evaluation, qualifying Companies will be awarded 1½ points toward their final point total. A Proposer qualifies for award of local preference points if it has met all of the following:

- i. Paid its applicable City business tax for the current year in which this RFP is issued. Companies that request local preference must include in their submittal packets a copy of the receipt proving payment of the City's business tax.
- ii. A license issued by the State of Florida allowing it to engage in the business of providing the goods/services requested in this RFP.
- iii. A physical office located within the city limits of Plant City. The office must be staffed by at least one full-time equivalent employee, and must have been established at least six months before the submittal deadline. Post Office boxes are not verifiable and will not be accepted as proof of a physical office location. A Proposer that does not meet all criteria above will not receive 1½ points toward its final point total.

2.4 **Sworn Statement on Public Entity Crimes.** A person or affiliate as defined in Section 287.133, Florida Statutes, who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, submittal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, submittal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not

submit bids, submittals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor (vendor), supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of \$25,000 for a period of 36 months following the date of being placed on the convicted vendor list. Proposer must fill out and sign the form titled "SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES." The required form is contained in Section 6 of this RFP. Failure to submit a completed form may disqualify Proposer's submittal.

**Section 3 Proposer Responsibilities**

- 3.1 Review Documents. Proposer must review all documents related to this RFP and project. Failure to review all plans, specifications, forms, contracts, addenda, or other documents shall not relieve Proposer from any obligations contained in this RFP or a subsequent contract with the City.
- 3.2 Fill-In Required Forms & Seal Envelope. Proposer must accurately and completely fill-in the response forms included in this RFP "Section 7 - Required Forms." Proposer must submit those forms along with other documents listed in "Section 2 - Submittal Requirements" and elsewhere in this RFP. Authorized signatures must be included on forms/documents. Incomplete or missing forms/documents may result in rejection of the Proposer's submittal.
- 3.3 Certification. Proposals in response to this RFP shall be deemed as Proposer's certification that it has fully considered all factors associated with this RFP, including any addenda.

**Section 4 City Rights & Procedures**

- 4.1 City Manager. The City Manager or his designee is the City's authorized representative on this project.
- 4.2 Proposal Evaluation.
  - a. City will assemble an evaluation/selection committee of City staff to evaluate submittals.
  - b. City may hire consultants to assist with the evaluation of submittals.
  - c. City may require short listed Proposers to make presentations before the evaluation/selection committee.

**4.3 Proposal Evaluation & Selection**

Proposer submittals will be evaluated and possibly shortlisted for a presentation phase. Submittals for shortlisting described in section 2.3 will be evaluated based on the following criteria and point scale:

Project Schedule and Availability.....	34.5
Project Approach.....	20
Similar Project Experience.....	20
Price.....	35
Local Preference .....	<u>1.5</u>
Total .....	100

- 4.4 Verification of Proposer's Capability. The City will verify Proposer's ability to provide the services specified in this RFP. Verification may include but is not limited to evaluating the Proposer's:
- a. Prior experience in the area of services requested.
  - b. Financial resources.
  - c. Licensure and certifications.
  - d. Staff and resources to complete project.
  - e. Background & references.
- 4.6 Waiver of Irregularities. The City may waive informalities or irregularities that – in the City's opinion – do not materially affect a Proposer's submittal.
- 4.7 Award. The City Commission makes the final decision regarding award or rejection of submittals.
- 4.8 Notice of Award. Following City Commission action on the staff recommendation, the Procurement Manager will notify and provide copies of the contract and all attachments to the selected Proposer for execution.
- 4.9 Contract Execution. The Proposer must sign and return the contract, any required bonds, insurance certificates, letter of credit, and all other required documents with fourteen (14) calendar days from the date contracts are sent to them. Once the City receives the signed contract and all other required documents back from the Proposer, then the City's authorized representative will sign the contract.
- 4.10 Revocation of Award. If the City discovers that the selected Proposer has misrepresented anything in their submittal or that the Proposer – in the City's opinion – is no longer reasonably capable of performing the services as proposed, then the City may revoke the award at any time **before** issuing the formal Notice to Proceed. The Procurement Manager will issue the revocation in writing.

## **Section 5      General Conditions**

- 5.1 Questions. Procurement Manager, Buddy Storey is the designated RFP contact person. Proposer must submit any questions regarding this RFP to the Procurement Manager. **Questions about this RFP must be submitted in writing, via e-mail to [wtorey@plantcity.gov](mailto:wtorey@plantcity.gov), not later than 3:00 PM, December 22, 2016.** All questions received by the submittal deadline will be addressed via written addendum.

Proposers may rely only on **written** addenda from the Procurement Manager. Verbal and/or written responses given by other City staff in response to a proposer's questions shall **not** be binding on the City. The City will recognize written addenda issued by the Procurement Manager as the only legitimate method of responding to questions about this RFP or the project described within this RFP.

- 5.2 RFP Interpretations. The City has the right to define and interpret RFP terms, specifications, and conditions.

- 5.3 Contract Documents. The applicable draft agreement for entering into a contract in reference to this RFP is attached hereto. **If a proposer is proposing modifications or additional terms and conditions to the contract, then the Proposer shall clearly identify those requested modifications or additional terms and conditions in its submittal. Contract modification requests submitted after RFP submittals have been received shall not be considered.**
- 5.4 Insurance. Insurance specified in this RFP document and the contract shall conform to and shall be insured by companies meeting the criteria outlined below.
- a. Insurance shall be countersigned by an agent licensed to do business in the State of Florida.
  - b. Surety must be permitted to do business in the State of Florida and shall have been in business and have a record of successful, continuous operation for at least five years.
  - c. The surety Proposer shall have at least the following minimum rating as listed in Best's Financial Rating:
    - i. Financial Strength Rating of "A".
- 5.5 Indemnification. Section 1-15, Plant City Code, prohibits the City from indemnifying other parties to an agreement. Therefore, the City will not indemnify Proposer.
- 5.6 RFP Preparation & Submittal Expenses. The City shall not be responsible for any expense incurred by any proposer in reviewing, evaluating, preparing, or submittal in response to this RFP.
- 5.7 Legal Requirements. Proposers are required to comply with all federal, state, county and local laws, ordinances, rules and regulations that are applicable to the goods/services being solicited in this RFP. A Proposer's lack of knowledge shall in no way be a cause for relief from responsibility, nor shall it constitute a cognizable defense against the legal effects thereof.
- Receipt of a submittal shall constitute a Proposer's affirmation that it is familiar with and shall comply with all federal, state, and local laws, ordinances, rules and regulations which affect those engaged or employed in the provision of such services, or equipment used in the provision of such services, or which in any way affects the conduct of the provision of such services. No plea of misunderstanding will be considered on account of a Proposer's ignorance thereof. **If a Proposer believes provisions in the RFP documents are contrary to or inconsistent with any law, ordinance, or regulation, then the Proposer shall promptly report those provisions in writing to the City.**
- 5.8 Public Records. Proposers understand that Florida has a broad public records law, and that documents in the possession of the City can only be maintained confidential to the extent allowed under the Florida Public Records Act.
- 5.9 Executive Orders Nos. 11246 and 11375 Responders must comply with Presidential Executive Order Nos. 11246 and 11375, which prohibit discrimination in employment regarding race, creed, color, sex or national origin; Title VI of the Civil Rights Act of 1962, the Anti-Kickback Act and the Contract Work Hours Standard Act; the provisions of the Vietnam Era Veterans Re-Adjustment Act of 1974; and 23 CFR 635.112(f), provision on Non-Collusion.

- 5.10 Cooperative Procurement Agreement. The City of Plant City is a member of the Government Procurement Council of Hillsborough County in accordance with Chapter 69-1119, Laws of Florida. It is hereby made a part of this Invitation to Bid that the submission of any bid in response to this request shall constitute a bid made under the same conditions for the Contract price as this bid to all public entities in Hillsborough County. The Procurement Departments of each of the following agencies represented will place their own orders as needs and availability of funds dictate:

#### GPC LISTING

**City of Tampa**

Procurement Department  
Tampa Municipal Office Building,  
2<sup>nd</sup> Floor  
306 E. Jackson St.  
Tampa, FL 33602

**Hillsborough Community College**

39 Columbia Drive  
Tampa, FL 33606  
813-253-7060 – Telephone  
813-253-7561 – Fax  
vmelchoir@hcc.fl.us

**Tampa Sports Authority**

4201 N. Dale Mabry Highway  
Tampa, FL 33607  
813-673-4300 – Telephone  
813-673-4312 – Fax  
jhaugabrook@tampasportsauthority.com

**City of Temple Terrace**

P.O. Box 16930  
Temple Terrace, FL 33687  
813-506-6420 – Telephone  
813-989-7185 – Fax

**Hillsborough County Board of County Commissioners**

601 E. Kennedy Blvd., 18th Floor  
P. O. Box 1110,  
Tampa, FL 33601-1110  
Phone: (813) 272-5790  
FAX: (813) 272-6290  
www.hillsboroughcounty.org

**Tax Collector**

601 E. Kennedy Blvd., 14th Floor  
Tampa, FL 33602  
Phone: (813) 307-6222  
FAX: (813) 307-6521  
www.hillstax.org

**Clerk of Circuit Court**

601 E. Kennedy Blvd.-13th Floor  
P.O. Box 1110  
Tampa, FL 33601  
Phone: (813) 276-8100 Ext.7721  
FAX: (813) 272-5521  
www.hillsclerk.com

**Hillsborough Co. Sheriff's Office**

P.O. Box 3371  
Tampa, FL 33601  
813-247-8033 – Telephone  
813-247-8246 – Fax  
Jshellady@hcsco.tampa.fl.us

**The Children's Board of Hills. County**

1002 E. Palm Avenue  
Tampa, FL 33605  
Phone: (813) 229-2884  
FAX: (813) 228-8122  
www.childrensboard.org

**Tampa-Hillsborough County Expressway Authority**

1104 East Twiggs St. Suite #300  
Tampa, Florida 33602  
813-272-6740 – Telephone  
813-276-2492 – Fax  
Nancy@tampa-xway.com

**State Attorney's Office**

Tampa, FL 33602  
813-272-5400 – Telephone  
813-272-7014 – Fax  
Ober\_M@SAO13th.com

**University of South Florida**

Procurement Services  
3702 Spectrum Blvd. UTC135-P  
Tampa, FL 33612  
813-974-2481 – Telephone  
813-974-5362 – Fax  
gcotter@admin.usf.edu

**Hillsborough Area Regional Transit Authority**

4305 E. 21<sup>st</sup> Street  
Tampa, FL 33605  
813-623-5835 – Telephone  
813-664-1119 – Fax

**Tampa Port Authority**

P.O. Box 2192  
Tampa, FL 33601  
813-905-5164 – Telephone  
813-905-5109 – Fax

**Housing Authority of Plant City**

1306 Larrick Ln.  
Plant City, FL 33563  
813-752-0569

**Hillsborough Co. Aviation Authority**

P. O. Box 22287  
Tampa International Airport  
Tampa, FL 33622-2287  
Phone: (813) 870-8730  
FAX: (813) 875-6670  
www.tampaairport.com

**Hillsborough County School Board**

P. O. Box 3408  
Tampa, FL 33601-3408  
Phone: (813) 272-4329  
FAX: (813) 272-4007

**Supervisor of Elections**

601 E. Kennedy Blvd., 16th Floor  
Tampa, FL 33602  
Phone: (813) 276-8274  
FAX: (813) 272-7043  
www.votehillsborough.org

**City of Tampa Housing Auth.**

1614 Union Street  
Tampa, FL 33607  
813-253-0551 – Telephone  
813-4522 – Fax  
irenew@thaf1.com

**Property Appraiser**

601 E. Kennedy Blvd., 16th Floor  
Tampa, FL 33602  
Phone: (813) 272-6100  
FAX: (813) 272-5519  
www.hcpaf1.org

**Tampa Palms Community Dev. Dist.**

16311 Tampa Palms Blvd W  
Tampa, FL 33647  
Phone: (813) 977-3933  
Fax: (813) 977-6571  
www.tpoa.net

## Section 6 – Scope of Services and Requirements

**Location Requirements:** General information, hours cleaning is to take place, and any special requirements are listed below for each location. (Days and Times are subject to adjustment)

### **Recreation and Parks Administration Offices:**

Approximate square footage – 4,000  
Days requiring services – Sunday and Wednesday (Day's subject to change)  
Cleaning hours – Sunday any time, Wednesday between 5:00 p.m. and 8:00 a.m.  
Equipment at this location – None  
Special requirements – Ask for specifications during site inspection.

### **Recreation and Parks Conference Area:**

Approximate square footage – 2,500  
Days requiring services – Sunday and Wednesday (Day's subject to change)  
Cleaning hours – Sunday – any time, Wednesday between 5:00 p.m. and 8:00 a.m.  
Equipment at this location – None  
Special requirements – Ask for specifications during site inspection.

### **Bruton Memorial Library:**

Approximate square footage – 20,000  
Days requiring services – Sunday through Friday (six days)  
Cleaning hours – Monday through Thursday – between 9:00 p.m. and 9:00 a.m., Friday and Sunday – between 6:00 p.m. and 9:00 a.m.  
Equipment at this location - None  
Special requirements – There are several extra requirements at this location. See attached specifications.

### **City Hall:**

Approximate square footage – 40,000 (three story building)  
Days requiring services – Monday through Friday (except holidays)  
Cleaning hours – **Note:** One full time dedicated person is required at this location at all times during office hours – 8:30 a.m. to 5:30 p.m., carpet vacuuming and cleaning, hard floor cleaning and buffing, and any special requirements not completed by the dedicated day person is to be done after 5:30 p.m. and before 8:00 a.m.  
Equipment at this location – None  
Special requirements – There are a number of extra requirements at this location. See attached specifications.

### **McCall Park Restrooms:**

Approximate square footage – Two restrooms  
Day requiring services – Monday thru Sunday (7 days a week)  
Cleaning hours – Between 7:00 p.m. and 11:30 p.m.  
Equipment at this location - None  
Special requirements - None

### **Train Depot/Information Center Restrooms:**

Approximate square footage – Two restrooms  
Day requiring services – Wednesday and Friday (days subject to change)  
Cleaning hours – Between 6:00 p.m. and 12:00 a.m.  
Equipment at this location - None  
Special requirements - None

**Planteen Recreation Center:**

Approximate square footage – 6,500  
Days requiring services – Monday through Friday  
Cleaning hours – Between 7:00 a.m. and 6:00 a.m. (Time subject to change)  
Equipment at this location – None  
Special requirements – Ask for specifications during site inspection.

**Martin Luther King Jr. Recreation Center:**

Approximate square footage – 6,500  
Days requiring services – Monday through Friday  
Cleaning hours – Between 5:00 a.m. and 4:00 a.m. (Time subject to change)  
Equipment at this location - None  
Special requirements – Ask for specifications during site inspection.

**Stormwater/Traffic Buildings (two buildings):**

Approximate square footage – 2,842  
Days requiring services – Tuesday and Friday (Day's subject to change)  
Cleaning hours – Between 7:00 a.m. and 10:30 a.m.  
Equipment at this location - None  
Special requirements - None

**Utilities Operation Building:**

Approximate square footage – 7,920  
Days requiring services – Monday through Friday  
Cleaning hours – Between 7:30 p.m. and 7:00 a.m.  
Equipment at this location – None  
Special requirements – not all desks are to be cleaned.

**General Services:**

Approximate square footage – 3,083  
Days requiring service – Friday  
Cleaning hours – Between 1:30 pm, and 4:00 pm  
Equipment at this location – None  
Special requirements - None

**Police Department:**

Approximate square footage – 33,969  
Days requiring services – Monday through Friday  
Cleaning hours – 8:00 a.m. till 5:00 p.m.  
Equipment at this location – None

Special requirements - one full time dedicated person required

at this location at all times during cleaning hours specified. Cleaning Crews at this location are to remain the same personnel unless specified.

**Public Works Building: (Including the Utilities Maintenance Warehouse and the Mechanical and Electrical Warehouse)**

Approximate square footage – 8,207  
Days requiring services – Monday through Friday  
Cleaning hours – Between 8:00 am and 3:00 pm  
Equipment at this location – None

Special requirements – Public Works building downstairs, 5 days Per week M-F. Public Works building upstairs once per week on Friday. Utilities Warehouse, 5 days per week M-F. Mechanical & Electrical Warehouse, 2 days per week Wednesday and Friday.

**Water Resources Management Division:**

Approximate square footage – 2,344  
Days requiring services – Monday through Friday  
Cleaning hours – After business hours  
Equipment at this location – None  
Special requirements – Tri-fold towels are for WRMD personnel use only.

**Archives Building:**

Approximate square footage – 9,000  
Days requiring services – Monthly  
Cleaning hours – During business hours  
Equipment at this location – None  
Special requirements – General Services must be contacted for entry.

**Fire Station (1):**

Approximate square footage – 1,728  
Days requiring services – Wednesday  
Cleaning hours – 4:00 p.m. to 6:30 p.m.  
Equipment at this location – None  
Special requirements – None

**Winter Visitors Center:**

Approximate square footage – 8,000  
Days requiring services – Monday and Thursday  
Cleaning hours – Between 6:00 a.m. and 8:00 a.m. (Times are subject to change)  
Equipment at this location – None  
Special requirements - None

**General Cleaning Requirements**

**Recreation and Parks, Planteen and MLK Centers**

**Daily according to schedule**

***Common Areas***

1. Vacuum carpets and mats
2. Sweep and mop tile/terrazzo floor areas- change mop water frequently
3. Empty outside and inside trash containers, new liners as needed
4. Dust/wipe all visible horizontal surfaces
5. Clean door and window glass
6. Spot clean wall, carpet, door spots/stains/mars
7. Sweep front and side entries and stage areas
8. Clean and polish water fountains
9. Take bagged trash to dumpster
10. Clean/sanitize phones

***Offices/Cubicle Areas***

1. Vacuum carpets and mats
2. Sweep and mop tile/terrazzo floor areas
3. Empty trash containers, new liners as needed
4. Dust/wipe all visible horizontal surfaces
5. Clean door and window glass
6. Spot clean wall, carpet, door spots/stains/mars
7. Polish visible desk surface areas

***Restrooms***

1. Sweep and mop to sanitize tile/terrazzo floor areas
2. Empty trash containers, new liners as needed
3. Dust/wipe all visible horizontal surfaces
4. Spot clean wall, door, partition spots/stains/mars
5. Clean and sanitize sinks, counters, toilets/seats, urinals
6. Wipe down and sanitize sides and tops of toilets and urinals
7. Restock paper good and hand soap, replace deodorizers as needed
8. Polish chrome, dispensers, mirrors

***Kitchens/Break Rooms/Snack Areas***

1. Vacuum carpets and mats
2. Sweep and mop tile/terrazzo floor areas
3. Empty trash containers, new liners as needed
4. Dust/wipe all visible horizontal surfaces
5. Clean door and window glass
6. Spot clean wall, carpet, door spots/stains/mars
7. Clean sinks, counter tops, table
8. Clean soda and snack machines
9. Clean visible exterior of refrigerator and microwave

***Supply Room (Admin Offices)***

1. Sweep and mop tile/terrazzo floor areas
2. Empty trash containers, new liners as needed
3. Dust/wipe all visible horizontal surfaces
4. Spot clean wall, door spots/stains/mars

### **Weekly**

1. Clean TV fronts and dust tops
2. Empty shredders and replace liners
3. Clean copier glass, keypads, on/off switch area, dust-catching areas
4. Clean printer keypads, tops, and sides
5. Clean alarm keypad and wall area- Admin
6. Clean all light switch plates and wall areas
7. Clean all door knob areas
8. Clean to sanitize all restroom partitions and walls
9. High dust door frames, pictures, cabinets, bookcases, ledges, window sills, emergency lights, cubicle area divider tops
10. Dust chair legs and frames, vacuum cloth chairs/couches
11. Clean top of refrigerators and soda/snack machines
12. Clean inside microwave
13. Inventory paper goods, deodorizers, urinal screens, hand soap and order needed items

### **Monthly**

1. Clean all air conditioner vents and intake grates
2. Clean window blinds
3. Look for and remove cobwebs
4. Wipe down refrigerator interior
5. Clean and sanitize exterior of icemakers

### **Quarterly**

1. Strip and Wax/Polish floors as needed.
2. Deep Clean Carpets as Needed

### **Semi-annually**

1. Clean mechanical rooms (Planteen and MLK Rec Centers) of dust and mold

### **Bruton Memorial Library**

#### **Daily**

#### **General Offices, Lobbies, Patio and Public Areas, Exterior Entrance**

1. Empty all trash containers.
2. Dust or wipe all desk tops, tables, study carrels, file cabinets/shelves – New Arrivals Display. (Portions done each day, completed in a week)
3. Clean glass on copy machine/printer.
4. Replace chairs to proper positions.
5. Clean inside glass throughout building.
6. Check meeting room for cleaning.
7. Remove cobwebs as needed.
8. Clean entrance glass (at lobby entrance and at inner entrance), doors, and partitions.
9. Clean any marks or spills on walls/columns.
10. Empty front entrance ash tray/trash can and back entrance trash can as needed.
11. Sweep exterior of front entrance as well as loading docks/steps at back entrance.
12. Vacuum entrance mats.
13. Clean, polish and disinfect water fountain.

14. Sweep and mop ceramic tile in lobby.
15. Vacuum main carpet area and executive areas.
16. Check levels of restroom supplies for refilling and reordering.
17. Pick up trash on floor areas.
18. Sweep rear entrance deck and stairs.
19. Transport bagged trash to City Hall Dumpster Daily
20. Clean and sanitize all phones and cradles at front desk.
21. Clean spills, tar, gum, etc., found on carpet.
22. Patio area; sweep, clean floors, dust, clean cobwebs and clean furniture to Departments requirements.

#### **Meeting Rooms, Kitchen and Employee Lounge**

1. Vacuum carpet as needed, clean spills, stains, tar, gum, etc.
2. Empty trash containers.
3. Clean cabinets as needed.
4. Clean and polish stainless steel sinks.
5. Clean smears and spills from appliances (outside only)
6. Damp-wipe tables and counter tops.
7. Damp-mop staff restroom and kitchen daily.
8. Clean inside glass throughout the building.
9. Clean and Sanitize all phones and cradles in all areas of Library daily.

#### **Restrooms**

1. Clean, disinfect, shine sinks and counters and polish chrome.
2. Clean and polish mirrors.
3. Clean and disinfect urinals, toilets and toilet seats.
4. Clean adjoining chrome fixtures.
5. Clean walls and stall partitions.
6. Refill paper towels.
7. Refill toilet tissue.
8. Refill soap containers.
9. Empty all trash containers.
10. Sweep floors and mop with disinfectant.

#### **Weekly**

1. Dust all horizontal surfaces to include picture frames, shelves, ledges, chairs, sofas and window sills.
2. Dust and Tube vacuum around wall bases and the bases of all shelving.
3. Dust-mop / clean all baseboards and window ledges.

#### **Monthly**

1. Dust A/C vents in all areas.
2. Clean dust from hanging signage including chains.
3. Dust all window blinds.

#### **Quarterly**

1. Strip if needed and wax floors where applicable.
2. Clean all grout areas, seal as needed.
3. Deep clean all carpet areas.

4. Machine scrub restroom floors.

### **City Hall**

#### **ITEMS TO BE CLEANED**

Desks 87, Wall Windows 3, Chairs, 464, Counter Work Areas 4, Computers/Printers 86, Dumb Waiters 3, Phones 76, Vending Machines 2, Chair Mats 27, File Cabinets 123, Ice Machine 1, Typewriters 17, Storage Closets 6, Live Plants 67, Postage Machine 1, Silk Plants 32, Auto Mailer 1, Pictures (wall) 78, Scale 1, Computer Stands 31, Mail Slots 30, Bookshelves/Books 33, Bulletin Boards 4, Garbage Cans 116, Flat File Rack 1, Copy Machines 9, Blue Print Hangers 6, Window Blinds, 144, Large Printer/Copier 1, Ceiling Vents 327, Scanner 1, Storage Cabinets 32, Color Plotter 1, Calculators 26, Draft Tables 4, Clocks 13, Microfiche 3, Tables 4, Couch 1, Doors 109, Glass Display 1, Base Radios 6, Glass Window Wall 1, Fax Machines 6, Magazine Rack 1, Water Fountains 6, Refrigerators 8, TVs 2, Podium 1, Glass Entrance Doors 4, Carpet Mats 15, Sliding Glass Windows 6, Plan Review Tables 12.

### **Outside Cleaning**

#### **Daily**

1. Sweep off front entrance.
2. Sweep outside common area.
3. Empty all outside trash cans and receptacle's including in circle.
4. Clean outside doors and frames, remove fingerprints and dirt from frames at front and back entrances.
5. Clean glass inside and out in front area of building.
6. Clean all door seals / tracking.
7. Discard cigarette butts from ashtrays and clean ashtrays.
8. Wash trash cans.
9. Dust door frames and door hinges.

### **Inside Cleaning**

#### **Daily**

1. Dust figure heads.
2. Clean ashtrays.
3. Remove trash.
4. Dust mop lobbies where applicable.
5. Polish wood.
6. Clean lobby glass doors/tracks and polish daily.
7. Remove scuff marks from walls, doors, and baseboards.
8. Clean door kick plates.
9. Clean baseboards.
10. Clean underneath lobby mats and check for moisture.
11. Clean walls.
12. Clean doors.
13. Dust and clean mail slots.
14. Dust storage closets.
15. Dust lattice doors.
16. Dust podium.
17. Clean bulletin boards enclosed in glass.
18. Shine elevator frames and elevator doors.

19. Vacuum out dumb waiters.
20. Clean sliding glass window.
21. Clean elevator door tracts.
22. Clean carpet mats.
23. Wash interior walls and floors of elevators.
24. Disinfect drinking fountains.
25. Shine drinking fountains.
26. Check for spider webs throughout building.
27. Clean TV's
28. Check all glass for finger prints clean and dust.
29. Clean all glass windows, service counters, desks, drawer faces, book shelves, file cabinets, ledges on cubicles.
30. Dust face plates, outlets, light switches, picture frames, clean all conference tables, dust and/or clean chair arms and chair legs.
31. Vacuum all carpets.
32. Clean stains on carpets.
33. Clean fingerprint marks from walls.
34. Empty garbage from utilities areas.
35. Take all garbage to outside dumpster.
36. Wipe walls and around light switch faces to remove finger prints.
37. Clean all display cases.
38. Dust mop 1<sup>st</sup> floor.
39. Wash all garbage cans.
40. Dust all door hinges and dust all door frames.

#### **Nightly**

1. Clean and mop terrazzo floor.

#### **Weekly**

1. Buff terrazzo in main lobby.
2. Dust blue print hangers.
3. Vacuum couch.

#### **Rotate Weekly**

1. Clean light outlet plates.
2. Clean blinds.
3. Wash chair mats.
4. Dust pictures.
5. Dust bookshelves.
6. Check floor plants for dust and dust when needed.
7. Dust copy machines.
8. Dust clock.

#### **Twice Weekly**

1. Clean window sills.
2. Dust.
3. Dust mop.
4. Hoky sweep.

5. Clean chairs.
6. Dust ceiling vents.
7. Dust and shine plants.
8. Dust auto mailer.
9. Dust drafting tables.
10. Dust microfiche.
11. Dust scale.
12. Dust magazine racks.
13. Clean glass window in show case.

## **Bathrooms**

### **Daily**

1. Thoroughly clean.
2. Clean and disinfect sink counters.
3. Clean urinals, make sure top, sides and bottoms of urinals are wiped and disinfected.
4. Clean and disinfect toilets.
5. Clean under sinks.
6. Wipe walls.
7. Wipe down doors.
8. Clean top, front and sides of toilet stalls.
9. Clean mirrors.
10. Check paper towels and toilet paper supply and replace when needed.
11. Shine all chrome – even under sinks.
12. Spot clean floors.
13. Change receptacle bags when needed.
14. Mop floor with disinfectant.
15. Disinfect door handles.
16. Empty sanitary containers and replace bags.
17. Fill sanitary dispensers.
18. Wipe down sanitary dispensers.
19. Empty trash cans.
20. Wash trash cans.
21. Polish paper towel dispensers.
22. Hoky where needed.
23. Dust door hinges and door frames.

### **Weekly**

1. Wash down tile and stall doors.

## **Kitchen & Kitchenettes**

### **Daily**

1. Clean and wipe counters, cupboards, tables, chairs, refrigerator, overhead vents and microwave.
2. Disinfect counters, tables, refrigerator and microwave.
3. Clean coffee pots and machines.
4. Wash dishes.
5. Check and restock paper goods as needed.
6. Wash out sinks.
7. Wipe window sills.

8. Wipe down break room.
9. Sweep and mop floor.
10. Clean cabinets inside and out.
11. Wipe out refrigerator, microwaves and toasters, defrost small refrigerators as needed.
12. Empty trash cans.
13. Wash trash cans.
14. Hoky floors or sweep.

#### **Weekly**

1. Mop floors.
2. Wipe down coke and candy machines.
3. Clean doors and baseboards.
4. Dust door hinges and frames.

#### **Quarterly**

Strip and polish tile floors where applicable 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, floors

#### **Stairways**

##### **Daily**

1. Sweep stairways.

##### **Weekly**

1. Mop stairways.
2. Dust hand rails.
3. Sweep doorway rugs.
4. Sealer on bottom floor.
5. Dust door hinges and dust door frames.

#### **McCall Park Bathrooms**

##### **Every Monday**

1. Thoroughly clean each week.
2. Clean and rinse floors, especially under toilets and urinals.
3. Clean floors behind toilets, top of stalls, the pipes under the sinks and mirrors.
4. Clean walls, stall walls, doors, etc.
5. Empty garbage.
6. Spray odor counteract ant in garbage cans, behind toilets and sanitary bags.
7. Stock paper products, toilet paper, paper towels, soap and sanitary bags in stalls.

#### **Train Depot/Information Center Bathrooms**

##### **Every Monday (Day subject to change)**

1. Thoroughly clean each week.
2. Clean and rinse floors, especially under toilets and urinals.
3. Clean floors behind toilets, top of stalls, the pipes under the sinks and mirrors.
4. Clean the walls, stall walls, doors, etc.

5. Empty garbage.
6. Spray odor counteract ant in garbage cans, behind toilets and sanitary bags.
7. Stock paper products, toilet paper, paper towels, soap and sanitary bags in stalls.
8. Clean the wood floors throughout the building.
9. Clean the glass windows inside and outside.
10. Clean in the museum.
11. Clean in the gift shop.

## **Storm Water**

### **Daily**

1. Empty all waste receptacles – restrooms, offices, and lounge areas.
2. Sweep or dust mop all concrete and tiled floors.
3. Damp mop all tiled floors, changing water after each section of floor.
4. Sweep and damp mop stair wells.
5. Thoroughly vacuum all hall and entry way carpets and area rugs.
6. Clean and sanitize all restrooms – damp mop and sanitize floors, clean and sanitize toilet bowls/seats (inside and out), sinks, urinals (replace deodorizers as needed), feminine disposals and trash containers, fill paper towel dispensers, toilet paper holders (leave extra rolls), and replenish soap, wipe down all partitions, and polish all chrome and stainless steel.
7. Clean all kitchen and break areas – wipe down tables and chairs, wipe down cabinets and counters, wipe clean all appliances, clean and disinfect sinks, polish all chrome and stainless steel.
8. Clean and sanitize water fountains and ice machines.
9. Wipe telephone receivers with antibacterial product.
10. Thoroughly vacuum all office areas and carpets inside offices.

### **Weekly**

1. Vacuum all fabric covered furniture and partitions.
2. Dust desks and cabinets in office areas.
3. Dust top of refrigerators and vending machines.
4. Clean glass entry doors and glass windows in customer waiting areas.
5. Clean all doors, door handles and push plates.

### **Monthly**

1. High dust all walls, pictures, etc. in offices and hall ways including removal of cobwebs from all areas of the building.
2. Clean all supply and return air vents.
3. Dust all window sills and blinds thoroughly.
4. Wipe down refrigerators and vending machines.

### **Quarterly**

1. Strip and wax floors where applicable.
2. Dust baseboards.

### **Semiannually**

1. Shampoo Carpets

## **Utility Operations**

### **Daily**

1. Empty all waste receptacles – restrooms, offices, and lounge areas.
2. Sweep or dust mop all concrete & tiled/terrazzo floors, changing mop heads weekly.
3. Damp mop all tiled/terrazzo floors, changing water after each section of floor.
4. Thoroughly vacuum all hall and entry way carpets and area rugs.
5. Clean and sanitize all restrooms – damp mop and sanitize floors, clean and sanitize toilet bowls/seats (inside and out), sinks, urinals (replace deodorizers as needed), feminine disposals and trash containers, fill paper towel dispensers, toilet paper holders (leave extra rolls), and replenish soap, wipe down all partitions, and polish all chrome and stainless steel.
6. Clean all kitchen and break areas – wipe down tables and chairs, wipe down cabinets and counters, wipe clean all appliances, clean and disinfect sinks, polish all chrome and stainless steel.
7. Clean and sanitize water fountains and ice machines.
8. Wipe telephone receivers with antibacterial product.
9. Clean shower stalls.

### **Weekly**

1. Thoroughly vacuum all office areas and carpets inside offices.
2. Vacuum all fabric covered furniture and partitions.
3. Dust desks and cabinets in certain office areas
4. Dust top of refrigerators and vending machines.
5. Clean glass entry doors and glass windows in customer waiting areas.
6. Clean all doors, door handles and push plates.
7. Clean glass entry doors and glass windows in customer waiting areas inside and outside.

### **Monthly**

1. High dust all walls, pictures, etc. in offices and hall ways including removal of cobwebs from all areas of the building.
2. Clean all supply and return air vents.
3. Dust all window blinds thoroughly.
4. Wipe down refrigerators and vending machines.
5. Deep Clean Tile and Grout in bathrooms including high traffic areas to remove dirt and soil buildup from the grout.
6. Clean all windows on the outside of the building.

### **Quarterly**

1. Strip and polish floors.

## **Plant City Police Department**

### **Daily**

#### **Common Corridor Area:**

1. Clean, disinfect, and police all drinking fountains
2. Sweep, mop, and clean floors with germicidal solution. (Changing water after each section of floor).
3. Vacuum carpet(s)

**Restrooms/Locker Rooms:**

1. Clean all metal surfaces (Brite-work).
2. Clean all mirrors.
3. Empty all trash containers replace liners as needed.
4. Clean and sanitize all surfaces of sinks, counters, showers, toilets/seats and urinals
5. Empty and clean/sanitize all sanitary napkin waste containers and replace bag.
6. Sweep, mop, and clean floors with germicidal solution. (Changing water after each section of floor).
7. Clean and fill soap dispensers.
8. Fill all paper towel and tissue dispensers (polish as needed).
9. Spot clean walls.
10. Spot clean toilet partitions.

**Office Space:**

1. Remove all trash, replace plastic liners as needed.
2. Vacuum carpet.
3. Clean desktops if cleared.
4. Spot clean carpet by hand (spot cleaning consists of the removal of 3" size spots; larger spills may require machine cleaning).
5. Wipe sinks and counter tops with germicidal solution.
6. Sweep, mop, and clean floors with germicidal solution. (Changing water after each section of floor).

**Break Room:**

1. Wipe clean and sanitize break room counters, sinks cabinets, tabletops and bases (no cups, dishes, etc. will be moved).
2. Wipe clean trash receptacles, replace liners, clean front, sides and tops of refrigerators, vending machines and microwaves.
3. Remove trash.
4. Sweep, mop, sanitize floors and/or vacuum. (Changing water after each section of floor).

**Main Lobby:**

1. Sweep and damp mop hard floor surfaces. (Changing water after each section of floor).
2. Clean all metal surfaces.
3. Clean display case surfaces and glass.
4. Empty all ash trays.
5. Clean glass entry doors.
6. Vacuum entry mats and any carpeting.

**Welcome Center:**

1. Remove all trash, replace plastic liners as needed.
2. Vacuum carpet.
3. Clean desk tops, if cleared.
4. Clean and sanitize all surfaces of sinks, counters, showers, toilets/seats and urinals
5. Spot clean carpet by hand (spot cleaning consists of the removal of 3" size spots; larger spills require machine cleaning).
6. Sweep, mop, and clean floors with germicidal solution. (Changing water after each section of floor).
7. Vacuum entry mats and any carpeting.
8. Clean glass entry doors.

**General:**

1. Turn off all designated lights and secure doors.
2. All trash will be removed from building and taken to designated disposal facility.
3. Remove all cobwebs from all areas.

**Weekly**

**Common Corridor Area:**

1. Wipe base material.
2. Spot clean wall smudges.
3. Spot clean doors of handprints.
4. Spot clean light switches.

**Office Space:**

1. Spot clean smudges, marks, etc.; from wall covering.
2. Spot clean light switches.
3. Spot clean doors.
4. Clean baseboards in common areas.
5. Dust accessible window ledges.

**Window Cleaning:**

1. Spot clean all in-office glass partitions.

**Monthly**

**General:**

1. Spot clean carpet where needed (common area by hand).
2. Wipe air conditioning vents not exceeding 12 feet in height.
3. High dusting to include doorframes, pictures, tops of partitions.
4. Clean Tile grout in bathrooms and high traffic areas to remove dirt and soil buildup from the grout.
5. Clean main lobby windows around entry doors.
6. Clean welcome center windows.

**Break Room:**

1. Spot clean smudges, marks, etc.; from wall covering.
2. Spot clean light switches.
3. Spot clean doors.

**Quarterly**

**General:**

1. Dust all window blinds.
2. Strip and polish floors as needed.
3. Deep clean/shampoo carpets as needed.

**General Services**

### **Weekly**

#### **Offices, Break Room, Key Room, Conference Room and Corridor Areas**

1. Vacuum carpets and mats
2. Sweep and mop hard floor areas – changing mop water frequently
3. Empty inside trash containers, new liners as needed
4. Take bagged trash to dumpster
5. Dust/wipe all visible horizontal surfaces
6. Clean door and window glass
7. Spot clean wall, carpet, door spots/stains/marks
8. Sweep front, back and side entrance to office corridor
9. Clean/sanitize and polish all water fountains
10. Clean and sanitize exterior of icemaker
11. Polish visible desk surface areas
12. Clean sinks, counter tops, tables
13. Clean soda and snack machine fronts
14. Clean visible exterior of refrigerator and microwave
15. Dust chair legs and frames, vacuum cloth chairs

### **Restrooms**

1. Sweep and mop to sanitize tile floor areas - changing mop water frequently
2. Empty trash containers, new liners as needed
3. Dust/wipe all visible horizontal surfaces
4. Spot clean wall, door, partition spots/stains/marks
5. Clean and sanitize sinks, counters, partitions, lockers, toilets/seats and urinals
6. Wipe down and sanitize sides and tops of toilets and urinals
7. Restock paper goods and hand soap, replace deodorizers as needed
8. Clean all dispensers and mirrors

### **Monthly**

1. Clean all air conditioner vents and intake grates
2. Clean window blinds
3. Look for and remove all office/corridor cobwebs
4. Wipe down refrigerator interior

### **Quarterly**

1. Deep clean restroom floor grout and seal
2. Strip and wax offices, break room, key room, conference room and corridors

### **Public Works Building all Floors: (Including the Utilities Maintenance Warehouse and the Mechanical and Electrical Warehouse)**

### **Daily**

#### **Common Areas**

1. Vacuum carpets and mats
2. Sweep and mop tile floor areas – changing mop water frequently
3. Empty outside and inside trash containers, new liners as needed

4. Take bagged trash to dumpster
5. Dust/wipe all visible horizontal surfaces
6. Clean door and window glass
7. Spot clean wall, carpet, door spots/stains/marks
8. Sweep front, back and side entries
9. Clean/sanitize and polish all water fountains
10. Clean and sanitize exterior of icemakers

#### **Offices/Cubicle Areas/Warehouse Supply Room**

1. Vacuum carpets and mats
2. Sweep and mop tile floor areas
3. Empty trash containers, new liners as needed
4. Dust/wipe all visible horizontal surfaces
5. Clean door and window glass
6. Spot clean wall, carpet, door spots/stains/marks
7. Polish visible desk surface areas

#### **Restrooms**

1. Sweep and mop to sanitize tile floor areas
2. Empty trash containers, new liners as needed
3. Dust/wipe all visible horizontal surfaces
4. Spot clean wall, door, partition spots/stains/marks
5. Clean and sanitize sinks, counters, toilets/seats and urinals
6. Wipe down and sanitize sides and tops of toilets and urinals
7. Restock paper goods and hand soap, replace deodorizers as needed
8. Clean all dispensers and mirrors

#### **Break room/Snack Areas/Kitchens**

1. Vacuum carpets and mats
2. Sweep and mop tile floor areas
3. Empty trash containers, new liners as needed
4. Dust/wipe all visible horizontal surfaces
5. Clean doors and window glass
6. Spot clean wall, carpet, door spots/stains/marks
7. Clean sinks, counter tops, tables
8. Clean soda and snack machine fronts
9. Clean visible exterior of refrigerator and microwave

#### **Public Works Mail Room**

1. Vacuum floor area as needed
2. Empty trash containers, new liners as needed
3. Dust/wipe all visible horizontal surfaces

#### **Weekly**

1. Clean TV and DVD fronts and dust tops
2. Empty shredders and replace liners
3. Clean copier glass, keypads, on/off switch area, dust-catching areas
4. Clean printer keypads, tops and sides

5. Clean thermostats and wall area
6. Clean all light switch plates and wall areas
7. Clean all door knob areas
8. Clean and sanitize all restroom partitions and walls
9. High dust door frames, pictures, cabinets, bookcases, ledges, window sills, emergency lights, cubicle area divider tops
10. Dust chair legs and frames, vacuum cloth chairs
11. Clean top of refrigerators and soda/snack machines
12. Clean inside of microwave
13. Clean and organize janitorial room
14. Inventory paper goods, deodorizers, urinal screens, hand soap and order needed items

**Monthly**

1. Clean all air conditioner vents and intake grates
2. Clean window blinds
3. Look for and remove all cobwebs
4. Wipe down refrigerator interior

**Quarterly**

1. Strip and Wax Floors as Needed

**Water Resources Management Division**

**Daily**

**Common Areas**

1. Vacuum carpets and mats
2. Sweep and mop tile floor areas – changing mop water frequently
3. Empty outside and inside trash containers, new liners as needed
4. Take bagged trash to dumpster
5. Dust/wipe all visible horizontal and vertical surfaces
6. Clean door and window glass
7. Spot clean wall, carpet, door spots/stains/marks
8. Sweep front, back and side entries
9. Clean and sanitize exterior of icemakers

**Offices, (Individual Offices - As Required Only)**

1. Vacuum carpets and mats
2. Sweep and mop tile floor areas
3. Empty trash containers, new liners as needed
4. Dust/wipe all visible horizontal surfaces
5. Clean door and window glass
6. Spot clean wall, carpet, door spots/stains/marks
7. Polish visible desk surface areas

**Restrooms**

1. Sweep and mop to sanitize tile floor areas

2. Empty trash containers, new liners as needed
3. Dust/wipe all visible horizontal and vertical surfaces
4. Spot clean wall, door, partition spots/stains/marks
5. Clean and sanitize sinks, counters, toilets/seats and urinals
6. Wipe down and sanitize all surfaces of toilets and urinals
7. Restock paper goods and hand soap, replace deodorizers as needed
8. Clean all dispensers and mirrors

#### **Break room/Snack Areas/Kitchens**

1. Vacuum carpets and mats
2. Sweep and mop tile floor areas
3. Empty trash containers, new liners as needed
4. Dust/wipe all visible horizontal and vertical surfaces
5. Clean doors and window glass
6. Spot clean wall, carpet, door spots/stains/marks
7. Clean sinks, counter tops, tables
8. Clean visible exterior of refrigerator and microwave

#### **Weekly**

1. Clean thermostats and wall area
2. Clean all light switch plates and wall areas
3. Clean all door knob areas
4. Clean and sanitize all restroom partitions and walls
5. High dust door frames, pictures, cabinets, bookcases, ledges, window sills, emergency lights, cubicle area divider tops
6. Dust chair legs and frames, vacuum cloth chairs
7. Clean top of refrigerators and soda/snack machines
8. Clean and organize janitorial room
9. Inventory janitorial paper goods, deodorizers, urinal screens, hand soap and order needed items
10. Sweep floor of breezeway between buildings

#### **Monthly**

1. Clean doors and window glass
2. Clean all air conditioner vents and intake grates
3. Clean window blinds
4. Look for and remove all cobwebs
5. Clean all fluorescent light fixture covers. Remove insects, cobwebs, etc. Wipe down cover with cleaner.
6. Clean large plate windows in breakroom and classroom areas inside and out
7. Brush down walls and ceiling of breezeway between buildings to remove cobwebs, bugs, etc.

#### **Quarterly**

1. Strip and Wax Floors as Needed

#### **Winter Visitor Center:**

#### **Kitchen:**

1. Clean and wipe counters, cupboards, tables, chairs, refrigerator, overhead vents and microwave.
2. Disinfect counters, tables, refrigerator and microwave.
3. Clean coffee pots and machines.
5. Check and restock paper goods as needed.
6. Wash out sinks.
7. Wipe window sills.
8. Wipe down break room.
9. Sweep and mop floor.
10. Wipe outside of cabinets.
12. Empty trash cans.

**Restrooms:**

1. Clean and sanitize toilets, urinals, sinks, mirrors, partitions, polish stainless and bright work, clean counter tops.
2. Empty waste baskets, sanitary receptacles and replace liners.
3. Wipe down light switch covers, sweep and mop floor with neutral disinfectant cleaner.
4. Replenish all paper goods and hand soap

**Flooring:**

1. Sweep and mop flooring with neutral disinfectant cleaner

**General dusting:**

1. Dust all horizontal surfaces

**Trash:**

1. Empty all trash receptacles and replace liners

**Fire Station 1 Administrative Offices**

**Weekly**

**Offices, Corridor Areas, Training Room**

1. Vacuum carpets and mats
2. Sweep and mop hard floor areas – changing mop water frequently
3. Dust/wipe all visible horizontal surfaces
4. Clean door and window glass
5. Spot clean wall, carpet, door spots/stains/marks
6. Clean/sanitize and polish all water fountains
7. Polish visible desk surface areas
8. Clean tables
9. Dust chair legs and frames, vacuum cloth chairs
10. Empty trash containers and shredder machine, new liners as needed
11. Take all garbage to dumpster
12. Clean light switch plates.

**Restrooms**

1. Sweep and mop sanitize tile floor and wall areas - changing mop water frequently

2. Empty trash containers, new liners as needed
3. Dust/wipe all visible horizontal surfaces
4. Spot clean wall, door, partition spots/stains/marks
5. Clean and sanitize sinks, counters, partitions, toilets/seats and urinals
6. Wipe down and sanitize sides and tops of toilets and urinals
7. Restock paper goods and hand soap, replace deodorizers as needed
8. Clean all dispensers and mirrors

**Monthly**

1. Clean all air conditioner vents and intake grates
2. Clean window blinds
3. Look for and remove all office/corridor cobwebs
4. Clean bugs out of light fixtures in offices as needed

**Quarterly**

1. Deep clean restroom floor grout and seal
2. Strip and wax copier room.

**Section 7 - Required Forms**

**THE FOLLOWING SECTION MUST BE COMPLETED BY ALL PROPOSERS:**

Proposer Name: \_\_\_\_\_

NOTE: PROPOSER NAME MUST MATCH LEGAL NAME ASSIGNED TO TIN NUMBER. CURRENT W9 MUST BE SUBMITTED WITH BID/PROPOSAL.

TIN#: \_\_\_\_\_ D-U-N-S® # \_\_\_\_\_

\_\_\_\_\_  
(Street No. or P.O. Box Number) (Street Name) (City)

\_\_\_\_\_  
(County) (State) (Zip Code)

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

<u>EMERGENCY CONTACT</u>	
Emergency Contact Person:	_____
Telephone Number:	_____ Cell Phone Number: _____

**ACKNOWLEDGEMENT OF ADDENDA**

The Proposer shall acknowledge receipt of any addenda issued to this solicitation by completing the blocks below or by completion of the applicable information on the addendum and returning it not later than the date and time for receipt of the bid. Failure to acknowledge an addendum that has a material impact on this solicitation may negatively impact the responsiveness of your bid. Material impacts include but are not limited to changes to specifications, scope of work, delivery time, performance period, quantities, bonds, letters of credit, insurance, or qualifications.

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_ Addendum No. \_\_\_\_\_, Date \_\_\_\_\_

Addendum No. \_\_\_\_\_, Date \_\_\_\_\_ Addendum No. \_\_\_\_\_, Date \_\_\_\_\_

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

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

1. This sworn statement is submitted with Bid, Submittal, or Contract No. \_\_\_\_\_  
for \_\_\_\_\_  
[print name of the public entity]

2. This sworn statement is submitted by \_\_\_\_\_  
[print individual's name and title]

for \_\_\_\_\_  
[print name of entity submitting sworn statement]

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

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)

3. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any Submittal or contract for goods or services to be provided to any public entity or an agency or political subdivision involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1)(b), Florida Statutes, 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 of information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

5. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

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

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

\_\_\_\_\_Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

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

\_\_\_\_\_The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the Proposer or Vendor (Proposer) nor any affiliate of the Proposer or Vendor (Proposer) has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies).

\_\_\_\_\_There has been a proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings. The Final Order entered by the Hearing Officer did not place the person or affiliate on the convicted vendor list. [Attach a copy of the final order]

\_\_\_\_\_The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order).

\_\_\_\_\_The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services).

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Date]

STATE OF FLORIDA \_\_\_\_\_ COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first \_\_\_\_\_

\_\_\_\_\_ being sworn by me, affixed his/her signature in the space  
[Name]

provided above on this day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public

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

**NON-COLLUSION AFFIDAVIT OF PRIME BIDDER  
(SUBMITTAL PAGE)**

State of \_\_\_\_\_)

County of \_\_\_\_\_)

\_\_\_\_\_,  
being first duly sworn, deposes and says that:

1. He/She is \_\_\_\_\_ of \_\_\_\_\_, the Bidder that has submitted the attached Bid;
2. He/She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstance respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidders nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion of communication or conference with any other Bidder, firm or person to fix the price or prices in the attached bid of any other Bidder, or to fix any overhead, profit or cost element of the Bid Price or the Bid Price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the County or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

(Title)

My Commission Expires: \_\_\_\_\_

## JANITORIAL SERVICES AGREEMENT

THIS AGREEMENT is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of Plant City ("City") and \_\_\_\_\_ ("Company"), whose address is \_\_\_\_\_.

WHEREAS, City desires to retain Company to render certain janitorial services, as described herein; and

WHEREAS, the Company represents that Company is qualified, willing and able to provide the described services according to the terms of this Agreement; it is therefore agreed that:

1. SCOPE OF AGREEMENT. The parties agree that the purpose of this Agreement is for the Company to provide janitorial services to the City as described in the Request for Proposals No. 17-005GS-ME for the monthly rates as described in its submitted Company's Proposal Form, a copy being attached as Exhibit A. The terms of the Request for Proposals and Company's Proposal Form are incorporated herein by this reference. Notwithstanding, no deviations in the Company's Executed Proposal Form from the Request for Proposal or other Contract documents prepared by the City shall be incorporated herein unless expressly provided in this Contract. Any conflict with the Company's Proposal Form and the Request for Proposal and other contract documents prepared by the City shall be construed in favor of the contract documents prepared by the City.

2. COMMENCEMENT AND TERM. Work performed by the Company will commence on January 1, 2017 and shall terminate on December 31, 2017, unless extended by mutual agreement of the parties or terminated as provided in paragraph 10 herein. Contract extensions may be approved by the City Manager for four additional one-year periods under the same terms and conditions.

3. PAYMENTS TO THE COMPANY. The total cost for the Scope of Work described in paragraph 1 herein shall be \$\_\_\_\_\_ per month. All payments shall be made on a monthly basis within thirty (30) days after receipt of invoice(s) that shall conform to the City's accounting submittal requirements. Upon certification by the City Manager that all work has been performed in accordance with the terms of this Agreement, the City Manager will authorize payment of such invoice(s).

4. DELETION OF SERVICES. The City reserves the right to delete any portion of this contract at any time without cause. If such right is exercised, the total fee shall be reduced by the amount established for that service. If work has already been accomplished on the portion of the contract to be deleted, the Company shall be paid for the deleted portion on the basis of the percentage of completion.

5. SUPERVISION. Company shall provide supervision during all service hours. City personnel will periodically inspect the facilities to assure that the requirements of the contract are being met. If any work is unsatisfactory, the Company will be contacted and any discrepancies corrected at no additional cost to the City. Continued unsatisfactory work may result in termination of this agreement.

The Company shall provide the emergency telephone numbers and beeper numbers of supervisory personnel assigned to the contract.

6. WARRANTY AND STANDARD OF CARE. Company hereby warrants that all labor furnished under this Contract shall be competent to perform the tasks undertaken, that the product of such labor shall yield only first-class results, that all services provided shall be of high quality, and that all work strictly complies with the requirements of this Contract. Any work not strictly complying with the requirements of this Paragraph shall constitute a breach of the Company's warranty.

7. DEDUCTIONS TO INVOICES. In the event the Company shall not have completed all of the required daily, nightly, weekly or monthly services as scheduled and outlined in the services required specifications, the Company will be required to make corrections of all discrepancies during the following scheduled work day. These corrections must be completely performed in accordance with the specifications requirements. If they are not, a deduction of the total daily cost for that location will be subtracted from the Company's monthly invoice. Failure of the Company to appear on any scheduled workday shall result in the deduction of the total daily cost for that location.

8. SECURITY. Some locations will have designated City staff available to provide entry to and exit from facilities. Other locations may require the Company to gain entry using established alarm procedures or by using keys/striker cards. Company's employees must be properly identified and will not be permitted to enter or leave buildings at will once reporting to duty. Under no circumstances shall Company, or its agents or employees, provide access to any unauthorized person in the City's facilities.

9. WAIVER AND MODIFICATION CLAUSE. Any waiver, modification or cancellation of any term or condition of this Agreement, including but not limited to changes in the services to be performed by the Company pursuant to the Request for Proposals and Bidder Proposal Form an increases or decreases in the Company's compensation, must be agreed to in writing and signed by both parties in order to be effective.

10. TERMINATION.

A. If the City materially breaches this Agreement, the Company may terminate the Agreement and shall thereafter be entitled only to compensation for services actually performed hereunder prior to such breach. Company expressly waives any and all

other claims and remedies against the City, including incidental and consequential damages. Company shall give written notice to the City of any alleged breach and the City shall have ten (10) days from the date of such notice in which to cure the breach before Company may proceed under this paragraph.

B. If the Company materially breaches this Agreement, the City may terminate the Agreement and shall thereafter have available to it all rights and remedies in law and equity, the exercise of which shall be cumulative rather than exclusive. The City shall give written notice to the Company of any alleged breach and the Company shall have ten (10) days from the date of such notice to cure the breach before the City may proceed under this paragraph.

C. Notwithstanding any provision herein to the contrary, the City may terminate this Agreement without regard to cause at any time with thirty (30) days notice to Company, provided that in such event, the City shall pay compensation for services actually performed hereunder prior to such termination.

11. CONSTRUCTION. This Agreement shall be governed by the laws, rules and regulations of the State of Florida.

12. INSURANCE. The Company shall furnish proof of Workers' Compensation Insurance, General Liability and Comprehensive Automobile Liability Insurance. Coverage to remain in force at all times during the contract period. The Company shall have the City named as additional insured under the existing insurance policy. The following minimum insurance coverage is required:

- (a) Workers' Compensation: Statutory amount.
- (b) Employer's Liability: \$500,000.
- (c) Commercial General Liability (Combined bodily injury/property damage): \$1,000,000.
- (d) Comprehensive Automobile Liability (Owned, leased and hired vehicles) Combined Bodily Injury/Property Damage: \$500,000.

The City reserves the right to require the Company to furnish satisfactory evidence of the above protection before work is started or at any time thereafter.

13. INDEMNIFICATION. The Company shall be liable for, and shall indemnify, defend and hold the City harmless from all claims, suits, judgments or damages, including court costs and reasonable attorney's fees, arising out of the Company's errors, omissions or negligent acts of the Company, its agents and employees, in performance of this Agreement.

14. LAWS, ORDINANCES. The Company shall observe and comply with all Federal, State and local laws, ordinances, rules and regulations that would apply to this Agreement.

15. PERMITS, FEES, TAXES, LICENSES. The successful Company shall, at his own expense, obtain all necessary permits, pay all licenses, fees and taxes required to comply with all local ordinances, State and Federal laws, rules and regulations applicable under this Agreement. This provision also includes the City issued permits.

16. COMPANY'S PERSONNEL. Company is to have all Company's employees doing work under this Agreement bonded. The City reserves the right to request background and bonding information for all personnel assigned to this contract. Company's employees assigned to this contract are to present a professional appearance, shall be neat, clean, well-groomed, courteous, and properly dressed and shall conduct themselves in a respectable manner while performing duties and while on City property. Company's employees assigned to this contract shall wear a name tag specifying the name of the employee and the Company's company name.

17. OSHA REQUIREMENTS. Company agrees to comply with the provisions of the Occupational Safety and Health Act of 1970 and the standards and regulations issued thereunder and warrants that all services furnished under this agreement will conform to and comply with said standards and regulations. Company agrees to furnish Material Safety Data Sheets (for OSHA020) as applicable for hazardous or potentially hazardous products.

18. STATEMENT OF ASSURANCE. During the performance of this Agreement, the Company assures the City that Company is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Human Rights Act of 1977; that Company does not on the grounds of race, color, national origin, religion, sex, age, handicap or marital status, discriminate in any form or manner against Company's employees or applicants for employment. This Agreement is expressly conditioned upon the veracity of this Statement of Assurance and the Company's compliance with Title VII of the Civil Rights Act of 1964 when federal grant(s) is/are involved. Other applicable Federal and State laws, Executive Orders and regulations prohibiting such discrimination are also included by this reference. This Statement of Assurance shall be interpreted to include Vietnam-Era Veterans and Disabled Veterans within its protective range of applicability.

19. PUBLIC RECORDS.

**IF COMPANY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO COMPANY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, COMPANY SHALL CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**Kerri J. Miller**  
**City Clerk**  
**302 W. Reynolds Street**  
**Plant City, FL 33563**  
**Phone: 813-659-4200**  
[kmiller@plantcitygov.com](mailto:kmiller@plantcitygov.com)

Company shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Company shall (a) keep and maintain public records required by City in order to perform the service under this Agreement; (b) upon request from the City Clerk, provide City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time and at a cost that does not exceed the cost provided under Florida's Public Records law; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement term and following completion of this Agreement if Company does not transfer the records to City; and (d) upon completion of this Agreement, transfer, at no cost, to City all public records in possession of Company or keep and maintain public records required by City to perform the service. If Company transfers all public records to City upon completion of this Agreement, Company shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Company keeps and maintains public records upon completion of this Agreement, Company shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to City, upon request from City's custodian of public records, in a format that is compatible with the information technology system of City.

19. PUBLIC ENTITY CRIMES. In accordance with Section 287.133, Florida Statutes, any person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with a public entity, and may not transact business with any public entity of the threshold amount provided in Section 218.017, Florida Statutes, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

By execution of this Agreement, Company assures the City that none of its officers, directors, executives, partners, shareholders, employees, members or any of its agents who are active in management have been convicted of a public entity crime. In the event that any of its officers, directors, executives, partners, shareholders, employees, members or any of its agents who are active in management are convicted of a public entity crime, the Company shall immediately notify the City.

20. NON-WAIVER. No failure by the City to insist upon the strict performance of any term or condition of this Agreement or to exercise any right or remedy available upon a breach hereof, shall constitute a waiver of any such breach or of any such term or condition. No waiver of any breach shall affect or alter any term or condition in this Agreement, and each such term or condition shall continue in full force and effect with respect to any other then existing or subsequent breach thereof.

21. RELATIONSHIP OF THE PARTIES. Nothing contained in this contract shall be deemed or construed to the relationship between the parties of principal and agent, or of partnership or joint venture, or of employer and employee; it being expressly agreed that the relationship of the Company to the City is that of an independent contractor.

22. VENUE. Venue for any action to enforce this Agreement shall be Hillsborough County, Florida.

23. NOTICES. All notices required or permitted hereunder shall be in writing and shall be deemed to have been delivered hereunder if mailed by first class, certified mail, postage prepaid, to the respective parties at the respective addresses:

City:

Michael Herr  
City Manager  
City of Plant City  
302 West Reynolds Street  
Plant City, FL 33563

With a copy to:  
Kenneth W. Buchman  
City Attorney  
302 West Reynolds Street  
Plant City, FL 33563

Company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any party may at any time change its address for such notices by delivering or mailing to the other parties hereto, in the manner provided above, a notice of such change.

24. SUCCESSORS AND ASSIGNMENTS. The covenants contained in this Agreement are binding on the parties and their respective successors, legal representatives and assignees, if any; however, this Agreement may not be assigned by Company to any third party without the prior consent of the City.

25. SEVERABILITY. If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.

26. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties. It may not be modified or terminated orally and not claimed modification, termination or waiver shall be binding on the City unless in writing signed by an authorized representative of the City. No modification or waiver shall be deemed effected by Company's acknowledgement or confirmation containing other or different terms. All titles to clauses contained in this Agreement are for identification only and shall not be construed as being a substantive part of the Agreement.

IN WITNESS WHEREOF, the parties have caused this instrument, consisting of this Agreement and the attached Exhibit(s) to be executed by themselves or their duly authorized officers or agents and their seals to be affixed hereunto the day and year first written above.

City:

By: \_\_\_\_\_  
Michael Herr  
City Manager

ATTEST:

\_\_\_\_\_  
Kerri J. Miller  
City Clerk

Approved as to form and correctness:

\_\_\_\_\_  
Kenneth W. Buchman  
City Attorney

(Company Name)

Witnesses:

\_\_\_\_\_  
Print Name: \_\_\_\_\_

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Exhibit A

Company's Proposal Form